



City Council Weekly Highlights

January 8, 2015

CITY MANAGER:

Comprehensive Annual Financial Report: The City's audited Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2014 has now been published. A copy will be delivered to each City Council this week. This report along with related reports will be on the City Council Agenda on January 21, 2015. The CAFR is the most comprehensive source of information on the financial condition of the City as of June 30, 2014 and on the results of the City's financial transactions for fiscal year 2013-2014. I encourage you to take some time to read this document and contact the City Manager with any questions that you may have. This item is planned to be a consent calendar item. However, if you would prefer a brief presentation, I will arrange for the City's independent auditors to make a presentation during the City Council meeting.

Meeting with Eastvale: The City Manager along with the Public Works Director will be meeting with City of Eastvale's City Manager and staff next week to discuss items of mutual concerns and benefits to both cities. If you have any concerns or items that you would want us to discuss during the meeting, please let me know.

Additional Measure A Projects: The Riverside County Transportation Commission (RCTC) has approved City's request to amend the FY 2014-2015 Capital Improvement Program Budget for Measure Fund by adding additional pavement rehabilitation projects for Hamner Avenue, Norco Drive and Sixth Street. These projects are now in process and should be completed before the end of this fiscal year.

Funding Request to Caltrans for Second Street Improvements: Following our meeting in early December with Caltrans Deputy Director and his staff, Public Works Director has now submitted a formal funding request to assist the City in funding the improvements necessary to mitigate dangerous pedestrian conditions under the 1-15 freeway over-pass on Second Street. The City Engineer and Public Works staff will be finalizing design and engineering plans soon, to secure Caltrans encroachment permits.

ECONOMIC DEVELOPMENT:

Housing: The City Manager and Economic Development Consultant participated in a kickoff meeting with Pacific Municipal Consultants (PMC), the firm retained to administer the City's housing rehabilitation, utility bill assistance and first-time homebuyer programs for the City as Housing Successor to the Norco Redevelopment Agency. Staff hopes to have new program guidelines approved by City Council in February.

Historic Preservation: At the City's 50th Birthday Party on December 28, 2014, the Historic Preservation Commission exhibited manuscripts and artifacts at the Bob and Karlene Allen Room, the new home of the Norco Historic Collection. Proposals have been received for a professional Collections Management Consultant, and the individual that is ultimately selected will assist in making future presentations to the public a reality.

FISCAL AND SUPPORT SERVICES:

Bill Processing: Staff mailed out 1,883 utility bills to Group 4 customers. We also mailed out 245 delinquent notices to Group 3 utility customers that had not paid their bill on time. On Tuesday, the day before delinquent utility customers in Group 1 were due for shut off, a courtesy door tag was hung at their door by Public Works notifying 61 customers that if they do not pay on Tuesday, their water services will be shut off on Wednesday. By Wednesday, 10 customer's water was shut off for nonpayment; six customers were restored the same day and 4 customer's water remained shut off.

Business License and Cash Receipts: There were 13 new business license applications received during the week and 4 renewal applications. Staff processed a combined total of 1,995 cash receipts from the building counter, Parks and Recreation, utility customers and other miscellaneous accounts receivables totaling \$923,914.23.

Miscellaneous Accounts Receivable: A total of 4 miscellaneous accounts receivable invoices were sent to individuals/agencies totaling \$30,249.44. Miscellaneous accounts receivable invoices were sent to bill for EMS services, hydrant meter billing, damage to City property, encroachment permits, loan payments, trash billing to California Rehabilitation Center and any other services provided by the City other than utility billing and business licenses.

Custom Utility Bill: The custom utility bill completed by our accounting software provider, New World (NW), has gone through one review process by staff and NW has completed making the requested changes. It will be reviewed and retested once again. Before the new bill is rolled out, City Council Members will be given the opportunity to provide suggestions.

PARKS, RECREATION AND COMMUNITY SERVICES:

Recreation and Community Services:

- Youth Sports Advisory Committee met Tuesday, January 6, 2015 for its quarterly meeting. Attendees consisted of staff and a Parks and Recreation Commissioner Sub-Committee member along with representatives of Norco Little League, Norco Girls Softball, Norco Junior All-American Football and American Youth Soccer Organization to discuss items critical to each organization and how it affects permitted uses of facilities. It also serves as a conduit for a successful partnership between the city and each organization.
- Staff conducted interviews on Thursday, January 8, 2015 to fill the vacant PT Special Event and Volunteer Coordinator position.
- Youth basketball season continues with practices and games through the week at Riley Gymnasium.
- Gym rental this weekend for California Home School and NJB.
- Church rentals at Community Center and Scout House on Sunday.

Senior and Developmentally Challenged Services:

- San Manuel Casino Trip on Wednesday, January 7, 2015
- Advisory Board/S.T.A.R. Volunteers: Wednesday, January 7, 2015
- Brown Bag Program: Wednesday, January 7, 2015
- Bunco: Thursday, January 8
- Seniors and Pets Breakfast & Bingo: Saturday, January 10 at 9:00 a.m. (\$3)
- As well as all regularly scheduled classes and activities
- Party Partners "Cheers to the New Year!" Friday, January 9 at 6:00 p.m.

George Ingalls Equestrian Event Center:

- Thursday, Dec 31st the Calico Quails Square Dancing New Year's Eve event was hosted at Nellie Weaver Hall with 200 in attendance. This group does not allow alcohol at their functions and everyone had a great time. The Calico Quails will be coming back on December 31, 2015.
- George A. Ingalls Veteran's Memorial Plaza Open * 10AM – Dusk, Please enter through Gate 5 off of Crestview Drive just south of Sixth Street.
- Community Barrel Racing resumes Thursday, January 8th from 5 PM to 9 PM. at Moreno Arena.
- Highway memorial sign dedication to be held Friday, January 9th at Nellie Weaver Hall, 2:30 – 4:00 p.m., for Officer Gilbert Cortez and K-9 Mattie. State Corrections Officer Sergeant Cortez and K-9 Mattie were killed March 25, 2013 while on duty.
- E.A.G.A.L.A. Equine Assisted Psychotherapy and Equine Assisted Learning Advanced Training scheduled at Clark Arena, January 8th -10th, 2015, Advanced Registration Required.
- Saddle Sore Riders, The Great American Taco Ride Saturday, January 10th – Parking Lot 2 – Staging Area from 8 AM to 4 PM
- Modjeska Mavericks Gymkhana Horse Show Saturday, January, 10th – Moreno Arena from 7 AM to 5 PM
- Norco Horsemen's Association Redneck Party Barn Raising, Saturday, January 10th – 4-H Level from 1PM to 4PM
- M, TU, W, Open equestrian recreational riding at Clark Arena from 10 AM to 3 PM. Riders under 18 years of age must wear a (ASTM) or nationally accepted equine standard helmet. Due to rain and weather condition Trainers in need of time are to contact the Parks & Recreation Office for Permit Use. Open riding will resume its normal schedule

Calico Quails New Year's Eve Party



Highway Memorial Sign



Parks and Building Maintenance Services:

New Gate at Clark Arena: This week, staff began installing a new gate at the South end of Clark Arena at the George Ingalls Equestrian Center. This gate will be wider and stronger than any of the other gates in the arenas. We have had a need for something like this in the past. It will be a 24ft wide gate.

Parmenter Park Fencing: Staff replaced some of the chain link fence that is located at the top of the sports field in Parmenter Park. The right field slope has been failing over the past couple of years, and this will help protect the kids from getting hurt while playing in that area.

Veterans Memorial: Staff purchased and installed a new surveillance camera for the George Ingalls Veterans Memorial. There are some concerns about vandalism and this is a proactive approach to help protect one of our City's most valued achievements.

Equestrian Event Center: Staff had a meeting with HCI, the company that is pulling the fiber optics cables for our permanent surveillance cameras throughout Ingalls Equestrian Center and the Veterans Memorial. When completed, there will be Wi-Fi throughout the Equestrian Center.

Wayne Makin Field Maintenance: Valley Crest is at Wayne Makin now renovating the outfields for this year's baseball/softball season. They will be installing sod and over seeding the fields to speed up the process. There will not be anyone allowed on the fields until after this work is completed.

Additional Work and Maintenance: Staff removed the Christmas lights from Nellie Weaver Hall, cleared the horse trails of tumbleweeds along Norco Hills Road and Hidden Valley Parkway, and assisted the Sheriff's Department by boarding up a house that was being investigated by them.

Landscape Maintenance Districts: In the LMD's the trails look groomed and the sandbags have been replaced. Due to the renovation of Wayne Makin, the VC staff will be working "as directed" in the LMD's until they are back to their regular schedule. That should be sometime early next week.

NORCO ANIMAL CONTROL SERVICES

Dog Attack: Officer Melvin Sparks III, responded to a call out at 1021 Seventh Street, regarding dogs attacking and killing the neighbor's goat. The dogs were surrendered by the owner and later euthanized.

Animal Welfare: Superintendent Frank Scagnamiglio and Senior Officer Melvin Sparks responded to an RSO call out regarding the safe keeping of animals at 1555 Temescal Ave. The owner had passed away. There are three horses, two sheep, two goats, chickens, several rabbits and four dogs.

PLANNING DEPARTMENT:

Approved Special Events:

- DEC. – JAN. 15: advertising banner, new Allstate office, Mountain Avenue
- DEC. 27 – JAN. 11: advertising banners for upcoming club rides.

Planning Activities:

Temporary Special Event Signs: Staff will be meeting this next week with the Chamber Board of Directors to review recommendations from an EDAC committee and two Council members regarding the regulation of temporary special event signs.

Former Wyle Labs Site: The property owners of the former Wyle Labs site requested a meeting with staff and two Council members to discuss their results of an informal survey being conducted and what they are thinking of doing with the property. The owners were re-advised of the Preservation and Development zone requirements and were directed to meet with Planning to discuss the implementation of that zone.

Project Updates:

Les Schwab Tires: Revised architectural plans were approved by the PC Architectural Review Subcommittee (ARC) for the approved Les Schwab Tires store at NWC of Hamner Avenue and Third Street.

Telecommunication Tower: A modification to an existing Monopine telecommunication tower at 584 Sixth Street was approved to add three new panels.

Project Review Board (1/7/15):

- 1) CUP for an accessory building
- 2) CUP for a new building tower in shopping center for a telecommunication facility
- 3) Pre-PRB meeting to discuss potential expansion of an existing restaurant
- 4) Continuing design discussions for a tract map application submitted in 2014

Planning Applications Submitted:

- CUP: Accessory building on Norco Drive
- CUP: Accessory building on Hillside Drive
- CUP: Additional animal units on Hillside Drive

Code Compliance Updates:

- 2014 Total Code Cases: 328
- 2015 Total Code Cases: 12
- Open Cases: 73 (64 carry-over cases from 2014)
- New Cases: 12
- Citations Issued: 16 (15 for business license violations)
- Closed Cases: 3
- Yard Sale Signs Removed: 8

Potential Flood Channel Violation: Staff conducted a joint inspection with Riverside County Flood Control and Water Conservation District at its request, and Animal Control, on a potential illegal discharge into a flood channel of polluted run-off, and a potential violation of too many animals.

PUBLIC WORKS DEPARTMENT:

Field Ops:

Broken Pipe Repairs: The frigid weather over the holidays kept the Public Works crews busy with broken pipes, due to them freezing, at City Parks and Norco Jr. High School.

Lift Station Maintenance: Staff replaced air pumps at the Shawnee lift station. Pneumatic level sensor systems are being installed in lift stations 9 (River at Second) and 10 (River at Corydon)

Employee Certifications: Karl Chamberlain, Jeff Mushaney and Joel Bravo have all passed the written exam qualifying them for certification as Treatment 2 water operators by the Department of Water Resources. All three employees will be submitting applications to the State.

DUI Checkpoint: Public Works staff assisted the Sheriff's Department with a DUI checkpoint on 12/21/14.

Building and Safety:

- 12 Permits Submitted
- 16 Permits Issued
- 20 Inspections Performed

Engineering:

Sewer Line Installation: Tie in and installation of the sewer line from the Navy property to Norco Campus is almost complete. Video inspection and pressure testing of the line remains. Notice of Completion will be presented to Council in the near future.

Street Striping: City's contract street striping has been painting centerline stripes, edge stripes and legend markings throughout town.



NORCO SHERIFF'S DEPARTMENT:

Traffic Enforcement Program: The Norco Sheriff's Office has concluded the first two months of traffic enforcement. Using approximately 259 of the enforcement program hours, deputies issued (450) moving violation citations, which included the arrests of (3) DUI drivers. We continue reviewing our deployment strategies. This process will be performed at the conclusion of each month to ensure we maximize the effectiveness of our enforcement.

Monthly Parking Violation Enforcement: During the month of December 2014, the Sheriff's Office issued (18) parking violation citations throughout the city. The Norco Sheriff's Office continues to strategize horse trail enforcement deployment through monthly meetings with Code Enforcement, Animal Control, and NCP.

Noise Ordinance Violation Statistics: The Norco Sheriff's office continues to enforce the City's noise ordinance. Three citations were issued for the month of December 2014.

Hidden Valley-Transient Issue: The Norco Sheriff's Office received complaints regarding transients harassing pedestrians and living in a tent near the area of the 7-11 and Starbucks off of Hidden Valley Parkway. Since Monday, we have contacted four separate individuals in the area. One subject had a felony warrant and was immediately arrested. Two others were contacted and identified. The last subject is a homeless military veteran who had set up a camp behind the 7-11. We had previously offered him assistance and resources through the Department of Public Social Services (DPSS); however, he refused. We will continue to work with him and ensure resources remain available to him. In the meantime, he advised he would be taking down his encampment and moving from the location.

Nesija Massage-1217 Sixth Street: The Norco Sheriff's Office had been investigating this business as a possible prostitution front. We were in the process of obtaining search warrants when we learned the business had permanently closed. We verified the business location is now vacant.

Riverside Sheriff-Military Veterans Career Fair: On Saturday, January 17, 2015, from 7:00 AM through 4:00 PM, the Riverside County Sheriff's Personnel Bureau will be hosting a Military Veterans Career Fair. The event will take place at the Ben Clark Training Center, located at 16971 Davis Avenue, in Riverside. Written Exams and Physical Agility Tests for Deputy Sheriff and Correctional Deputy will be administered. Additional information can be found at joinRSD.org and [here](#).



NORCO FIRE DEPARTMENT (CAL FIRE):

Toy Drive in December: Norco Fire Stations 14, 57, and 47 collected more than 550 toys during the Spark of Love Toy Drive and all toys were donated to the Corona Norco Settlement House.

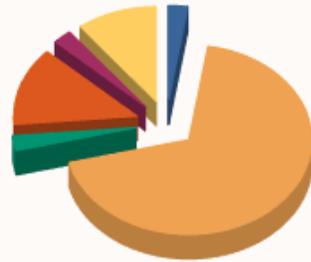
Fire Station Tour: On December 18th, Sierra Vista Elementary School students toured Station 47. Firefighters spoke to students about Fire Safety.

Weather Related Emergencies: Due to the extreme weather conditions (winds, rain, and freezing) station 47 and 57 responded to numerous weather related emergencies.

See Fire Department attachment on the following page.

Response Activity- Norco

Incidents Reported for Date between 12/18/2014 and 12/24/2014 and Norco City

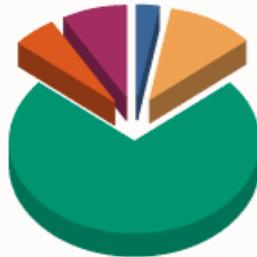


False Alarm	1	2.6%
Medical	26	68.4%
Other Fire	1	2.6%
Public Service Assist	5	13.2%
Standby	1	2.6%
Traffic Collision	4	10.5%
Total:	38	100.0%

False Alarm	1
Medical	26
Other Fire	1
Public Service Assist	5
Standby	1
Traffic Collision	4
Incident Total:	
	38

Response Activity- Norco

Incidents Reported for Date between 12/25/2014 and 12/31/2014 and Norco City

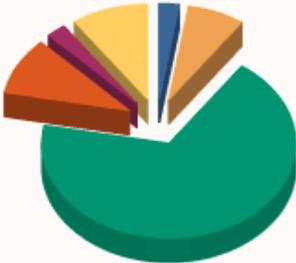


Com Fire	1	2.8%
False Alarm	4	11.1%
Medical	26	72.2%
Public Service Assist	2	5.6%
Traffic Collision	3	8.3%
Total:	36	100.0%

Com Fire	1
False Alarm	4
Medical	26
Public Service Assist	2
Traffic Collision	3
Incident Total:	
	36

Response Activity- Norco

Incidents Reported for Date between 1/1/2015 and 1/7/2015 and Norco City



Com Fire	1	2.4%
False Alarm	3	7.3%
Medical	28	68.3%
Public Service Assist	4	9.8%
Ringing Alarm	1	2.4%
Traffic Collision	4	9.8%
Total:	41	100.0%

Com Fire	1
False Alarm	3
Medical	28
Public Service Assist	4
Ringing Alarm	1
Traffic Collision	4
Incident Total:	41

Riverside County Fire - Norco

Weekly Activity Report

12/18/14 to 1/7/15

	CITY
Activity Totals	Norco
Plan Reviews	TOTAL NORCO
All Plan Reviews	4
INSPECTIONS	Norco
Annuals	18
New Construction	
Re-inspection (annual's)	38
Title 19 Inspections	
Business License Review	
C of O's	
Weed Abatement	3
TOTAL	
MEETINGS & OTHER	Norco
Meeting	2
Training	
Special Inspections/Events	

Summary- Weekly Prevention Activity Report- Graph Summary

