



# City Hall Weekly Highlights

## June 4, 2015

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*To: Honorable Mayor and City Council Members*

*From: City Departments*

### **CITY MANAGER:**

**County Library Relocation:** The City Manager has been informed by the County's Director of Library Systems that the County will soon begin searching for a new location for the County Library that is located in the City of Norco, north of Sixth Street on Hamner Avenue. Due to the popularity of the library, the County is interested in finding a larger and more suitable location in Norco. While no specific location has been approved by the Board of Supervisors or the County's Real Estate Division, the Library Director said that the new location will remain in the City of Norco. The two locations that are currently being considered are: the building on the west side of Hamner on Town and Country that currently houses the County's Department of Public Social Services; and a building in the Town and Country development project adjacent to the U.S. Postal Service building. I was also told that our County Board of Supervisor, Honorable John Tavaglione will recommend naming the new County Library in honor of a past Norco City Council Member (name withheld). It is important to note that the City currently owns and leases the current library building to the County for over \$30,000 annually. The planned relocation is expected to happen fairly soon and will mean loss of revenue to the City's General Fund. Staff will begin evaluating alternative options for the use of the soon-to-be vacant City-owned building.

**City Honored for Excellency in Financial Reporting:** For the 12<sup>th</sup> consecutive year, the City's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2014 has been recognized by the Government Finance Officers Association (GFOA) of the United States and Canada with a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and the City's continued recognition is a significant accomplishment by City staff and the City's external auditors. This recognition is given to governments that publish CAFRs that go above and beyond the requirements of professional standards to provide more information to users of the CAFR. On a related note, the City's new external auditors, White, Nelson, Diehl, Evans, LLP spent days at City Hall last week to conduct preliminary audit work (mainly testing of internal controls and procedures) regarding the City's financial and other operations for the Fiscal Year ending June 30, 2015. The auditors will be back in September to conduct a more substantive audit and testing of the City's accounts and records for the FY 2014-2015 CAFR.

**Meeting with Senator Barbara Boxer's Senior Advisor:** Earlier today, Senator Barbara Boxer's Senior Advisor, Alton L. Garrett, Jr. met with Mayor Pro Tem Kevin Bash, Council Member Kathy Azevedo, Historic Preservation Resources Consultant Bill Wikman, and the City Manager to discuss the Hamner Avenue Bridge Project funding and the City's opposition to United States House Resolution (HR) 135. HR 135 is a Military Land and National Defense Act introduced by California Congressman Darrell Issa that would provide federal agencies the authority to deny designation of historic landmarks based on a claim that such designation would compromise national security. During the meeting, Mayor Pro Tem Kevin Bash and Consultant Bill Wikman also discussed City concerns regarding the planned photovoltaic project to be constructed at the Navy Base, Detachment Norco.

## **ECONOMIC DEVELOPMENT:**

**Sixth Street Gateway Sign:** YESCO Signs has been issued a building permit for the electronic gateway sign that will span Sixth Street, east of Sierra Avenue. Off-site fabrication is anticipated to take approximately five weeks before site preparation and installation work commences on Sixth Street. The sign is anticipated to be fully installed no later than September 1, 2015. The Sign Subcommittee of the Economic Development Advisory Council (EDAC) will assist staff in monitoring YESCO's progress.

**Business Development:** Mayor Pro Tem Bash and City staff met with the owner of property at the northwest corner of Corona Avenue and Hidden Valley Parkway, along with the real estate broker listing the property. The site would be well suited for one or two quick-service restaurants. Pursuant to staff's recommendations, the broker is now aggressively marketing the site to chains such as Corner Bakery, Panera Bread and Dunkin' Donuts.

**Housing:** A water bill insert promoting the City's various housing assistance programs has spiked interest, particularly in the Utility Bill Assistance Program available to income-eligible seniors and disabled persons. To date, 17 applications for this program have been approved, with approximately 20 more currently under review. Applications are also being received for Emergency Repair Grants, Home Improvement Grants and Deferred Payment Loans (DPLs) for homeowners requiring financial assistance.

## **FISCAL AND SUPPORT SERVICES:**

**Bill Processing:** Staff mailed out 1,888 utility bills to Group 4 customers. Staff mailed out 239 delinquent notices to Group 3 utility customers that had not paid their bill on time. On Tuesday, a courtesy door tag was hung at the door of customers that were delinquent in Group 1 by Public Works notifying 64 customers that if they did not pay on Tuesday, their water services would be shut off on Wednesday. By Wednesday, 7 customer's water was shut off for nonpayment; 4 customer's water services were restored the same day and 3 customer's water remained shut off.

**Business License and Cash Receipts:** There were 8 new business license applications received during the week and 4 renewal applications. Staff processed a combined total of 1,956 cash receipts from the building counter, Parks and Recreation, utility customers and other miscellaneous accounts receivables totaling \$535,870. The City received a direct deposit payment for gas tax of \$73,181.

**Miscellaneous Accounts Receivable:** A total of 12 miscellaneous accounts receivable invoices were sent to individuals/agencies totaling \$9,124. Miscellaneous accounts receivable invoices are 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.

## **PARKS, RECREATION AND COMMUNITY SERVICES:**

**Norco Rocks! Summer Concert in the Park:** This Friday, “Yard Sale” kicks off the concert series at Pikes Peak Park from 6:30p.m.-8p.m. Admission and parking are free! Norco Lions Club will have food and refreshments available for purchase. Alcohol is not permitted.

**2015 Summer Activity Guide:** the new is available online from the City website. The link can be found on the bottom right hand corner of the front page of the City website named “City Activity Guide” under the Most Popular area. This seasonal publication provides readers with information on city hall contacts, special events, classes, services and programs in the City of Norco.

**Wee People Playschool Graduation:** End-of-the-year parties for Wee People Playschool will take place on Monday, June 8th and Tuesday, June 9, 2015. The graduation is scheduled for June 10<sup>th</sup> and 11<sup>th</sup> at Nellie Weaver Hall. Ceremonies begin at 6p.m. each night. Staff wishes the best for these young individuals as they move on to Kindergarten. A big THANK YOU to all the parents and families for their support of the Wee People Playschool Program!

**Summer Kidz Camp:** Starts next Monday! This 9-week summer session is filled with arts and crafts, fun projects, group games, sports, field trips and much more for children ages 5-12 to enjoy while on summer vacation! Next week’s theme is “Inventor’s Workshop Week”. Camp hours are Monday-Friday from 7a.m.-6p.m.

**Senior and Special Needs Services:** USDA Food Distribution took place at the Rose M. Eldridge Senior Center on Wednesday, June 3, 2015. STAR Advisory Meeting took place at the Rose M. Eldridge Senior Center on Wednesday, June 3, 2015.

**Party Partners Donation:** Staff received confirmation that Party Partners is the recipient of an anonymous donation in the amount of \$20,000 through Beacon Hill Assembly of God’s Community Services Endowment Program. These much needed monies will assist in funding staff, operations and supply costs of the program for the FY 15-16.

### **George Ingalls Equestrian Event Center:**

- George A. Ingalls Veteran's Memorial Plaza Open 10 a.m.-Dusk. Entrance is located through Gate 5 off of Crestview just south of Sixth Street.
- Staff and Volunteers once again prepared and successfully transformed the rodeo grounds to an event center for the Horse Town BrewN’Que Festival which was held Saturday, May 30<sup>th</sup> with many in attendance. There were two additional successful parts of the BrewN’Que event. One was the VIP Meet and Greet at Nellie Weaver Hall with Myron Mixon where scrumptious appetizers prepared by the Art institute of CA, Inland Empire were served by our local Norco High School FFA students. The final affair was the Certified BBQ Judging Class and Brew 101 Class which was held on Sunday, May 31<sup>st</sup> at Nellie Weaver Hall. Despite a few hiccups the event was well attended and the City of Norco entertained many out of town visitors.



- Staff met with the Riverside Convention and Visitors Bureau representative to give a tour to one of their clients for a possible Morgan Horse demonstration in 2017.
- The North American Dog Agility Council, Inc. (NADAC) will be hosting their first Agility Dog Show this weekend at the event center starting Friday, June 5<sup>th</sup> through Sunday, June 7<sup>th</sup> at Moreno Arena. This is a private dog show with public welcome, however, no outside dogs will be allowed.
- Norco Horsemen's Association presents their 3<sup>rd</sup> Obstacle Course Challenge and Single-Person Sorting on Sunday, June 7<sup>th</sup> at the Clark Arena.

### **Parks and Building Maintenance Services**

Staff assisted with set up for the "BrewN'Que Festival" at the George Ingalls Equestrian Center. During the event staff provided customer service and removal of event trash. Staff assisted the ticket entry area due to the long lines leading into venue. After the event was over, staff prepared grounds for the next event.

### **Buildings and Parks**

- Air Temp contractor changed out filters and cleaned the coils on the air conditioning units.
- Ram Plumbing contractor repaired the inside restroom at Nellie Weaver Hall.
- Inspections were done and a punch list was created for Valley Crest to complete.

## Special Projects



The Sheriff's Department asked if staff could build them a frame to support a safety discharge barrel they use while unloading their side arms. Staff donated their material and labor for this project. The Sheriff's Department was pleased with the outcome.

Staff prepared a concrete vault in the front of Clark Arena at Ingalls that will house a "Time Capsule". This capsule will be opened in the year 2064. After it was placed into the vault, pictures were taken and more concrete was poured to completely encase the capsule.



## Landscape Maintenance Districts and Valley Crest

- Valley Crest has been helping to remove the green waste that the CDF crews have been putting into piles along the road where weed abatement is being done for the last several days.

## Animal Control Services:

During the month of May:

- Licensed 270 dogs
- Adopted 19 animals (11 dogs, 5 cats, 1 tortoise, and 2 rabbits)
- Redeemed 14 animals, 13 dogs and 1 goat
- Issued 26 citations

## PLANNING DEPARTMENT:

**Fond Farewell:** Christina Michaelis, Planning Intern, had her last day with Norco on June 3<sup>rd</sup> as she has accepted a full-time Assistant Planner position with the City of Burbank. All best wishes Christina and thanks for your hard work and dedication.

## Approved Special Events:

- April 6 to June 5: G.G. Sister Massage, sale event
- June 5: Car wash, 2869 Hamner Avenue (Carl's Jr., by Anchor in Christ Ministries)
- June 6: Car wash, 2689 Hamner Avenue (Carl's Jr., by Boy Scout Troup 33)
- June 8 - 12: Cub Scout day camp, 3600 Norconian Drive (LDS Church)

## Upcoming Special Events:

- June 13: Radio remote event, 960 Sixth Street (Boot Barn)
- June 14: Farmers market, 4041 Corona Avenue (St. Mel's Catholic Church)

**Zone Code Amendment C-4 Zone:** Planning Commission has approved in draft form changes to the permitted and conditionally-permitted uses in the C-4 zone. A public scoping meeting for property owners along Sixth Street has been scheduled for June 16, 2015 in Conference Rooms A & B at City Hall to allow review and input. Notices of the meeting have been mailed to property owners with the draft list as it has been conceptually approved by the Planning Commission. It is anticipated that the public hearing for the Zone Code Amendment will be advertised for the July 8 Planning Commission meeting. This is the first phase of an overhaul of the C-4 zone to add more retail as permitted uses. The next phase for which the Planning Commission has already started its review will continue along with re-introduction of the Sixth Street Revitalization Specific Plan for review and consideration.

**Sign Permit Application:** Wall sign for a new restaurant going in at 3699 Hamner Avenue (Scramblers Café)

**I-15 Expansion to Include Toll Lanes:** Engineering and Planning staff met with the development team consisting of RCTC, Caltrans, and engineering and environmental consultants regarding a Section 4f Process which is required when a federal project proposes to temporarily use public park property for construction purposes. This will occur in River Trails Park with the I-15 expansion to include toll lanes across the bridge. Construction is set to begin in 2018 and the Draft EIR/EIS is expected summer this year. The 4f Process will be included as part of the DEIR/EIS.

**Section 4(f) Process:** the 4(f) Process is required by federal law to list what impacts will occur to a public park as a result of construction and what measures will be taken to restore any damage to the park. The first step of the process is a letter from the City stating agreement to the 4(f) Process. The actual details of the Process (e.g. when portions of the park will be closed for safety reasons) will not be known until the designer/builder is hired to finish design plans and start construction. There will be constant updates and communications with the City during construction to advise the public of any planned trail detours and closures.

**Code Compliance Updates:**

2014 Total code cases:	328
2015 Total code cases:	141
Open cases:	74
New cases:	7
Citations issued:	5
Closed cases:	0
Yard sale signs removed:	11

## **PUBLIC WORKS DEPARTMENT:**

**Special Projects:** The second of 2 specially purchased 12" inline gate valves was installed on 6/3/15 at on School Street. The valve was installed without shutting down the mainline and interrupting water service to approximately 300 residential customers and 40 businesses.

**Sheriff's Labor Workers:** Cleared weeds fronting on Hillside and Fourth.

**DG:** 50 Tons of DG dumped and spread in trail along Fifth Street from Broken Lance to Horseless Carriage; 1 ton at 631 Seventh Street;; 8 tons dumped and spread at 2616, 2519, 2559, 2554 and 2543 Corydon.

**Street and STOP Signs:** installed at Wild Horse/Branding Iron.

### **Sewer Collection System:**

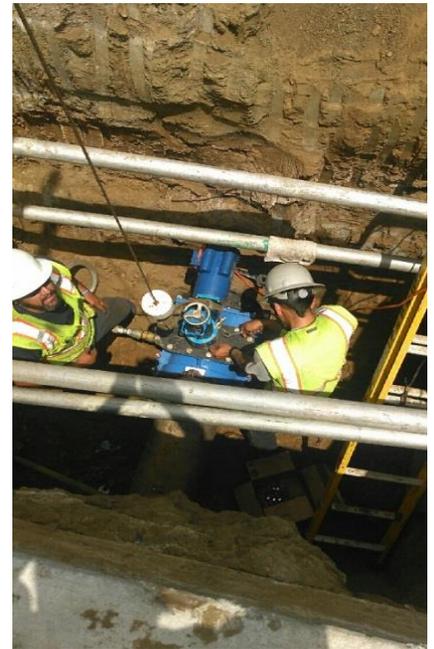
- Repaired pneumatic level sensor at Shawnee Lift Station
- Removed clog of "flushable wipes" from both pumps at Lift Station 10 – primed pumps and station back in service
- Replaced pneumatic pump at Oldenburg lift station
- Recalibrated sensor and reset level controller at Lift Station 9
- Cleared tree roots and chemically treated laterals at 3 locations

### **Building and Safety:**

- 11 Permits Submitted
- 9 Permits Issued
- 35 Inspections Performed
- 1 Stop Work Notice Issued

**Vine Street and Sagetree Lane Waterline Improvement Project:** Construction continues and both mainlines have been installed, with fire hydrant relocations currently taking place. Following completion of the fire hydrants being relocated, the lines will be videotaped for inspection, pressurized and chlorinated.

**Third Street Improvement Project:** Following the community workshop regarding the Third Street Improvement Project, staff is working with the design engineer to possibly change some of the vertical curb to rolled curb. This would allow parking along portions of the street. Staff will discuss potential cost changes with the contractor. The contractor has submitted a preliminary schedule for construction. This schedule will be placed on the City's website and updated accordingly.



## NORCO SHERIFF'S DEPARTMENT:

**Coffee with a Cop:** The Norco Sheriff's Office is pleased to announce our next "Coffee with a Cop" event. This year, the Norco Sheriff's Office partnered with the Norco Pancake House, located at 1750 Hamner Avenue, in Norco, to host the event.

Coffee with a Cop works because it's simple. Coffee with a Cop creates an atmosphere that facilitates communication by breaking down the traditional barriers that so often exist between police officers and the citizen's that they serve.

Coffee with a Cop provides a relaxed, neutral atmosphere with no speeches, no agenda and no preset subjects. It allows a citizen to sit down, one on one with an officer who works in the community that they live, discuss whatever concerns it is that is important to them. The conversation is intimate and personal, important to the citizen and equally to the officer speaking with them.

Coffee with a Cop provides a "face" for both the officer and the citizen to get to know each other and form a working trust by understanding the mutual goals they both have, a better community. Coffee with a Cop provides "distraction free" time with an officer, no pending radio calls or cell phones going off, just good communication.

<http://www.coffeewithacop.org/>

**Law Enforcement Torch Run:** This is one of the largest fundraisers and public awareness campaigns for Special Olympics worldwide. In 2014, officers raised more than \$1 million dollars for Special Olympics Southern California. More than 4,000 officers will carry the Flame of Hope more than 1,500 miles to the Summer Games Opening Ceremony. On Monday, June 8th, the Jurupa Valley Station's personnel participating in the Torch Run will be receiving the Torch from the Ontario Police Department at the intersection of Hamner Ave. and Riverside Dr., in the city of Eastvale. JVS Personnel will then carry the torch and pass it on to the Corona Police Department at the intersection of Hamner Ave. and Hidden Valley Pkwy, in the city of Norco. Members from the Norco Sheriff's Office will be participating in the run.



**JOIN YOUR NEIGHBORS AND OFFICERS  
FOR COFFEE & CONVERSATION  
Thursday, June 18, 2015  
8:00am-11:00am  
Original Pancake House  
1750 Hamner Avenue, Norco**

No agenda or speeches, just a chance to ask questions, voice concerns and get to know the officers in your neighborhood.



## **Counterfeit Check Cashing Scam:**

### ***Details:***

Check scammers trick victims by mailing counterfeit checks in the victim's name, claiming that they overpaid for some service or purchase. The scammers then request that the overpaid money can be returned by way of a money order or cash.

### ***How the Scam Works***

The scammer offers to buy an item for several hundred dollars (or more), but use a counterfeit check. Once the check is delivered, the check scammer claims they mistakenly overpaid the agreed-upon amount. The scammer then simply requests the recipient/victim cash or deposit the check and return the difference of overpayment via a money order or cash. When the check is processed, the victim receives a call or email from the bank, informing the victim that the counterfeit check deposited did not clear, causing the account to become overdrawn.

### ***Tips to Avoid Fake Check Scams***

Here are tips to avoid check scams:

- **Confirm before you withdraw cash:**  
A check can take several days to clear, and, until then, you are responsible for any funds withdrawn against it. To make sure the check cleared, call your bank.
- **Be wary of checks received from unknown individuals:**  
When selling to someone you don't know, it is safer to accept PayPal, cash or credit card payments.
- **Do not accept overpayments:**  
When selling on [craigslist.org](http://craigslist.org) or similar sites, don't take more than the sales price, no matter what convincing story the buyer tells you.
- **Check your online bank statements frequently.**  
Don't wait for monthly statements. If you see something you don't recognize, call your financial institution immediately.

### ***For More Information***

Read more about check scams and banking apps on [National Consumers League's Fraud.org](http://NationalConsumersLeague'sFraud.org). To find out more about other scams, check out [BBB Scam Stopper](#).

Tips for avoiding other common fraud schemes can be located on the following Federal Bureau of Investigation website: [www.fbi.gov/scams-safety/fraud](http://www.fbi.gov/scams-safety/fraud)

If you have any questions or if you are a victim of a fraud, please contact your local law enforcement office.

**4<sup>th</sup> of July Holiday-Fireworks are Illegal:**



**FIREWORKS  
ARE ILLEGAL IN  
RIVERSIDE COUNTY**

*Have a safe, sane and legal 4 of July!*

All fireworks are illegal in Riverside County. The only cities in the county that allow **State Fire Marshal Safe and Sane Fireworks** are Cathedral City, Indio, Blythe and Coachella. However, these fireworks must not be transported or possessed outside of the cities where they were purchased.

ALL fireworks, including sparklers are illegal in Riverside County. All fireworks are illegal because they may cause serious injuries and very often, cause fires. Riverside County has very diverse terrain. The vegetation is very dry, where fireworks can easily start a brush fire. Individuals who cause fires by using illegal fireworks will be held responsible for all suppression costs. These costs can run into the millions of dollars. Those caught with illegal fireworks will be subject to fines, citation and/or arrest; including confiscation of all illegal fireworks. We urge you to leave the fireworks to the professionals!

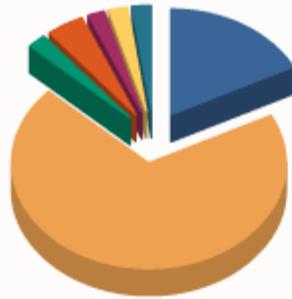
**NORCO FIRE DEPARTMENT (CAL FIRE):**

- EMS Billing was completed for April

EMS Monthly Billings	
<i>Month</i>	<i># of persons billed</i>
June	5
July	6
August	11
September	11
October	4
November	10
December	9
January	4
February	7
March	5
April	7

## Response Activity

### Incidents Reported for Date between 5/28/2015 and 6/3/2015 and Norco City



False Alarm	8	17.4%
Medical	32	69.6%
Other Fire	1	2.2%
Public Service Assist	2	4.3%
Standby	1	2.2%
Traffic Collision	1	2.2%
Vehicle Fire	1	2.2%
Total:	46	100.0%

False Alarm	8
Medical	32
Other Fire	1
Public Service Assist	2
Standby	1
Traffic Collision	1
Vehicle Fire	1
<b>Incident Total:</b>	<b>46</b>

# Riverside County Fire - Norco

## Weekly Activity Report

5/28/15 to 6/3/15

	CITY
<b>Activity Totals</b>	<b>Norco</b>
<b>Plan Reviews</b>	<b>TOTAL NORCO</b>
All Plan Reviews	7
<b>INSPECTIONS</b>	
	<b>Norco</b>
Annuals	15
New Construction	2
Re-inspection (annual's)	8
Title 19 Inspections	
Business License Review	
C of O's	1
Weed Abatement	2
<b>TOTAL</b>	
<b>MEETINGS &amp; OTHER</b>	
	<b>Norco</b>
Meeting	2
Training	
Special Inspections/Events	1

## Weekly Prevention Activity Report- Graph Summary

