



**CITY OF NORCO
CITY COUNCIL REGULAR MEETING AGENDA**

**Wednesday, June 17, 2015
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 6:00 p.m.

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

The City Council will recess to Closed Session (Section 54954) to consider the following matter:

CLOSED SESSION:

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation:
Four Potential Cases

RECONVENE PUBLIC SESSION: 7:00 p.m.

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

PLEDGE OF ALLEGIANCE: Council Member Azevedo

INVOCATION: Pastor Daniel Kitheka, Beacon Hill Church/Swahili Faith Community

INTRODUCTION: Sergeant Del Valle, Norco Sheriff's Office

PROCLAMATIONS: Robin Grundemeyer and Carole Lyndsey for Coming to the Aid of a Sheriff Deputy

Parks Make Life Better Month – July 2015

RECOGNITIONS: Andy Okoro, CPA, City Manager – Certificate of Achievement for Excellence in Financial Reporting

PRESENTATIONS: Norco Horsemen's Association Top 10 Trail Improvement List

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 Minutes of May 20, 2015. **Recommended Action: Approve the City Council 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 Meetings Held on June 10, 2015. **Recommended Action: Receive and file.** (Planning Director)

 - D. Designation of Voting Delegate and Alternate for the 2015 League of California Cities Annual Conference. **Recommended Action: Appoint Mayor Pro Tem Bash as the Voting Delegate and Council Member Berwin Hanna as the Alternate Voting Delegate to represent the City of Norco at the 2015 League of California Cities Annual Conference to be held in San Jose, California.** (City Clerk)

 - E. Approval of an Agreement with Valley Crest Landscape Maintenance in the Amount of \$729,906 for Landscape Maintenance Services in the City of Norco. **Recommended Action: Approve the five-year service maintenance agreement, with the option of a two-year extension, with Valley Crest Landscape Maintenance in the amount of \$729,906 annually with a Consumer Price Index increase annually in July of each year.** (Deputy City Manager/Director of Parks, Recreation and Community Services)

 - F. Approval of the Memorandum of Understanding for Norco General Employees Association for Fiscal Year 2015-2016. **Recommended Action: Approve the Memorandum of Understanding for the Norco General Employees Association for Fiscal Year 2015-2016, and adopt Resolution No. 2015-37 modifying Employer Paid Member Contributions.** (City Manager)

- G. Approval of the Memorandum of Understanding for Public Works & Parks Maintenance Workers Association for Fiscal Year 2015-2016. **Recommended Action: Approve the Memorandum of Understanding for the Public Works & Parks Maintenance Workers Association for Fiscal Year 2015-2016, and adopt Resolution No. 2015-38 modifying Employer Paid Member Contributions.** (City Manager)
- H. Approval of Salary and Benefits Resolutions for Management, Middle Management, Professional and Confidential Employees for Fiscal Year 2015-2016. **Recommended Action: Adopt Resolution No. 2015-39, approving the annual salary and benefits for Management personnel; adopt Resolution No. 2015-40, approving the annual salary and benefits for Middle Management, Professional and Confidential service personnel; and adopt Resolution No. 2015-41 modifying the Employer Paid Member Contributions.** (City Manager)
- I. Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council for Fiscal Year 2015-2016. **Recommended Action: Adopt Resolution No. 2015-42 approving the meeting schedules.** (City Clerk)

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

- A. **Ordinance 988, Second Reading. Zone Code Amendment 2015-02:** Amend Norco Municipal Code Chapter 18.13 (A-1 zone) to amend the maximum allowed lot coverage regulations for structures. (City Clerk)

On May 6, 2015, the City Council did not adopt Ordinance No. 988 for second reading and gave staff direction to re-advertise Ordinance No. 988 for first reading to amend the building coverage calculation standards for lots in the A-1 zone. The new regulations include in-ground pools and spas with a five-foot coping area around them in the building coverage calculations. This requirement does not apply to any lots in the A-1 zone where a Primary Animal-Keeping Area (PAKA) has been recorded. The other change eliminates a required 35-foot setback to an open animal area. The new first reading of Ordinance No. 988 was adopted by the City Council on June 3, 2015 with a 5-0 vote.

Recommended Action: Adopt Ordinance No. 988 for second reading.

6. DISCUSSION/ACTION ITEMS:

- A. Appointments to Various City Commissions and the Economic Development Advisory Council. (City Clerk)

The City of Norco has an advisory council and four commissions that advise the City Council on one or more aspects of City government. The Council is requested to review applications submitted for vacancies on the Historic Preservation Commission (2 vacancies); the Parks and Recreation Commission (1 vacancy); the Planning Commission (1 vacancy); and the Streets, Trails and Utilities Commission (4 vacancies); and is recommended to make appointments to serve 4-year terms on the respective commissions. The Council is also recommended to appoint one member to the Economic Development Advisory Council.

Recommended Action: Staff recommends that the City Council make one appointment to the Economic Development Advisory Council, two appointments to the Historic Preservation Commission, one appointment to the Parks and Recreation Commission, one appointment to the Planning Commission, and four appointments to the Streets, Trails and Utilities Commission from the applicants that applied and qualify for service on a City Commission.

- B. Norco Area Chamber of Commerce and Visitors Center Annual Report for 2014. (Economic Development Consultant)

Pursuant to its Lease Agreement with the City of Norco, the Norco Area Chamber of Commerce & Visitors Center (NACC) is required to present an Annual Report on its activities to the Norco City Council. The Chamber has prepared its second Annual Report—documenting the organization's achievements during the 2014 calendar year—for Council review.

Recommended Action: Receive and file.

7. PUBLIC HEARINGS:

- A. Approval and Adoption of the City of Norco Operating Budget for Fiscal Year 2015-2016 and Authorizing Appropriations Therefrom. (City Manager)

The Fiscal Year 2015-2016 Operating Budget recommended total appropriation for the City of Norco is \$33,783,577. The FY 2015-2016 proposed budget for the General Fund which is the City's primary Operating Fund includes total estimated revenues of \$16,458,809 and total estimated expenditures of \$16,457,130. The proposed budget estimates that the fund balance for the General Fund to be \$7,004,798 by June 30, 2015

Recommended Action: Receive public comments on the proposed Annual Operating Budget for the City of Norco and adopt Resolution No. 2015-43, approving and adopting the Fiscal Year 2015-2016 Operating Budget and authorizing appropriations therefrom.

- B. Approval of the Five Year Capital Improvement Program for Fiscal Years 2016-2020. (City Manager)

A budget workshop was held to review the proposed FY 2016-2020 Capital Improvement Program (CIP) budget for the City of Norco. Staff is now recommending that the City Council conduct a Public Hearing to receive input from the public and that at the conclusion of the hearing, that the City Council approve the CIP Budget for Fiscal Years 2015-2020.

Recommended Actions: Receive public comments on the proposed Capital Improvement Program Budget and adopt Resolution No 2015-44, approving and adopting the City of Norco Capital Improvement Program Budget for fiscal Years 2016-2020.

8. APPEAL HEARING:

- A. **Appeal Hearing of Conditional Use Permit 2014-32** (Core/Verizon Wireless): A request for approval to allow the installation of an unmanned wireless telecommunication facility at 1101 Hidden Valley Parkway within the Norco Hills Specific Plan. (Planning Director)

The Planning Commission approved Conditional Use Permit (CUP) 2014-42 on May 13, 2015. The approval included a condition of approval that requires a radio frequency exposure test to be submitted to the Planning Division on an annual basis. The applicant filed an appeal to the condition. However, the applicant is requesting to amend the CUP condition with the Planning Commission first.

Recommended Action: Continue the Appeal Hearing to August 5, 2015

9. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

ADJOURNMENT

In compliance with the Americans with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in this meeting, please contact the City Clerk's office, (951) 270-5623, at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility.

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 in City Hall located at 2870 Clark Avenue during normal business hours.



**CITY OF NORCO
CITY COUNCIL REGULAR MEETING MINUTES**

**Wednesday, May 20, 2015
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 6:04 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**

The City Council will recess to Closed Session (Section 54954) to consider the following matter:

CLOSED SESSION:

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation:
Four Potential Cases

§54957.6 – Conference with Labor Negotiator
Negotiating Parties: City Manager Okoro, Human Resources Analyst Paakkonen
Employee Organizations: Norco General Employees Association; Norco Public Works & Parks Maintenance Workers Association

RECONVENE PUBLIC SESSION: 7:11 p.m.

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

The City Attorney indicated that there is no reportable action from Closed Session.

PLEDGE OF ALLEGIANCE: Council Member Greg Newton

INVOCATION: Pastor Sam Tuihalamaka, Beacon Hill Church/Tongan Faith Community

Pastor Tuihalamaka was unable to attend. Mayor Higgins provided the invocation.

RECOGNITIONS: Compare Carpets & Hardfloors, Inc and Give a Buck Foundation

Mayor Higgins presented a certificate of recognition to Mike Jones of Compare Carpets and Hardfloors for his fundraising efforts with Give a Buck Foundation for childrens cancer research.

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. A. WASTE MANAGEMENT SERVICES UPDATE (Carolyn Corrao, Public Sector Solutions Manager)

Public Sector Solutions Manager Carolyn Corrao presented a brief report on residential services. She provided detail as to the types of materials residents should be placing in their trash, recycle, and green waste bins. Ms. Corrao stated that trash bins need to be placed out for pick up by 6:00 a.m. and anything placed outside of the container will not be picked up, unless the items are for a bulky waste pick up. Residents are allowed three bulky pick-ups per year. Ms. Corrao also noted that 25% of green waste bins may contain horse manure.

Mayor Higgins indicated that it was negotiated to not require that bin lids be shut allowing residents to fill more in the bins. Ms. Corrao stated that she will look into it and report back.

Harvey Sullivan commented on having the bins out by 6:00 a.m. and asked what time the trucks can begin pick up service on pick up days. In response, Ms. Corrao indicated that collection starts at 6:00 a.m. in the residential sectors and earlier in the commercial sectors; although Waste Management is cognizant of hotels.

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

Mayor Pro Tem Bash:

- As a Member of the Corona Regional Hospital Board, he reported that the Stroke Unit is progressing.
- Attended ROTC Awards Banquet
- Participated in the WWII Veterans hospice

Council Member Hanna:

- Reported on Riverside County Transportation Commission construction on Arlington to the 60 freeway should be completed in Spring 2016. The Commission voted revive the I-15 subcommittee.
- Will be attending the Vector Control meeting on May 21, 2015. The meeting will have discussion about yellow fever now reaching Orange County.
- Commented on National Day of the Cowboy.

Council Member Newton:

- Met with staff and the Lake Norconian Club Foundation regarding the Founder's Day ride in June

Council Member Azevedo:

- Attended the WRCOG Administrative and Finance Committee on May 13.
- Will be attending meeting tomorrow with the WRCOG Executive Board and SANBAG in Eastvale.

Mayor Higgins:

- Attended a Southern California Association of Governments meeting to discuss lack of funding for transportation.

2. CITY COUNCIL CONSENT ITEMS:

Council Member Newton pulled Item 2.A. and Council Member Azevedo pulled item 2.F.

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 Minutes of May 6, 2015. **Pulled for discussion.** (City Clerk)
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved** (City Clerk)
- C. Recap of Actions Taken by the Planning Commission at its Meeting Held on May 13, 2015. **Action: Received and filed.** (Planning Director)
- D. Approval and Adoption of the Annual Appropriation Limit for Fiscal Year 2015-2016. **Action: Adopted Resolution No. 2015-14, approving the annual appropriation limit for Fiscal Year 2015-2016.** (City Manager)
- E. Order of Procedure and Resolutions Necessary for Initiating Proceedings for a Proposition 218 Majority Protest Vote to Increase the Assessment, Preliminary Approval of the Engineer's Report, and the Resolution of Intent Ordering the Continuation of Landscape Maintenance District No. 2 (Western Pacific, Tract No. 25779). **Action: Adopted Resolution No. 2015-15, approving the Engineer's "Preliminary Report" for the increase in the annual levy of assessments for the fiscal year 2015-2016 in said district; and adopted Resolution No. 2015-16, declaring the City's intention to provide for an increase in the annual levy and collection of assessments for certain maintenance in an existing district, and setting a time and place for the public hearing to receive protest or objection.** (City Engineer)
- F. City Council Appointments to the California Rehabilitation Center's Citizens' Advisory Committee. **Pulled for discussion.** (City Clerk)
- G. Military Land and National Defense Act (H.R. 135). **Action: Adopted Resolution No. 2015-17, opposing the Military Land and National Defense Act (H.R. 135).** (Economic Development Consultant)

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

- 2.A. City Council Minutes: Regular Meeting Minutes of May 6, 2015. **Action:**
Approve the City Council regular meeting minutes as amended. (City Clerk)

Council Member Newton noted a correction to comments he made regarding Ordinance No.'s 988 and 989.

Council Member Hanna indicated that he will abstain from voting due to his absence at the May 6, 2015 meeting.

M/S NEWTON/BASH to approve the regular meeting minutes of May 6, 2015 as amended. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: HANNA

- 2.F. City Council Appointments to the California Rehabilitation Center's Citizens' Advisory Committee. (City Clerk)

Council Member Azevedo requested not to be the alternate. Mayor Higgins asked the Council if other members were interested in serving as the alternate. There was no response.

M/S HIGGINS/BASH to appoint Mayor Herb Higgins as the designee and not assign an alternate until the Mayor's appointment process in January 2016. 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:

Lance Gregory thanked the Council for addressing the code enforcement process and making necessary adjustments.

Bonnie Slager commented on an incident at her home two weeks ago in which a dog attacked her horse. The owner of the dog was fined only for having the dog off leash. Ms. Slager expressed her concern about the neighbor possibly operating an illegal kennel.

Ted Hoffman commented on the City developing the "Destination Norco" brand. Mr. Hoffman said that many big shows will be held at Ingalls Park attracting many out of town visitors and asked the City to get Sixth Street cleaned up.

Keith Traylor commented on a party that was fined for noise at 8:00 p.m. Mr. Traylor said that the noise ordinance is pinning neighbors against neighbors. He also commented that the 100-foot requirement in the noise ordinance is not enough.

Bill Schwab commented on the closure of Corona Avenue at Hidden Valley Parkway. He said the City does not have funding or staff time to remove the signal or continue discussing the issue.

Susan Olmstead-Bowen said she is the property owner at 2580 Vine Avenue. There was a water main break in October 2013, which as a result, has gone to small claims. She requested that the City take responsibility for the damage to her property.

Bill Green, representing the Norco Regional Conservancy, commented on the ranch tour that recently took place. Over 200 people attended. RURAL donated a commemorative throw and announced the winner of the throw.

Geoff Kahan commented on the Concerts in the Park series at Pikes Peak Park. The first concert is June 5, 2015. Mr. Kahan also commented on the Memorial Day event on May 25th.

Lou Paltza commented on the noise ordinance and expressed being against a fine on the first offense. Mr. Paltza also suggested that the City make realistic limitations in the ordinance.

Linda Dixon commented on the Lake Norconian Club Foundation Founder's Day Ride on June 13, 2015.

Harvey Sullivan commented that Council meetings should be televised. He also commented that he is against the noise ordinance. Mr. Sullivan suggested a new moratorium on new homes for water conservation and asked Council Member Azevedo to address the issue at her meeting with WRCOG and SANBAG.

Myrna Paltza commented that there should be new policies to protect horses, livestock, and children against dogs. Ms. Paltza also said that the noise ordinance needs to be revised.

Kathleen Kramer spoke on behalf of RURAL president Pat Overstreet and invited the public to attend the RURAL time capsule burial on June 2, 2015 at 2:00 p.m. at Ingalls Park.

5. DISCUSSION/ACTION ITEMS:

- A. Cooperative Agreement with Caltrans for Second Street and Interstate 15.
(Director of Public Works)

Public Works Director Lori Askew reported that Caltrans has agreed to partially fund the improvements at Second Street and Interstate 15 in the form of a lump sum contribution of \$250,000. Approval of a Cooperative Agreement with Caltrans is required in order to receive the funds.

Ted Hoffman suggested approving the agreement but expressed some concern about using Measure A funding for the project. Mr. Hoffman also commented that the trail along Second Street is not continuous.

Lance Gregory asked if there have been any registered complaints since the City closed the trail and if there is any liability to the City while the trail is closed. He also asked if \$20,000 is still needed for the engineering RFP. Mr. Gregory expressed his opposition to the agreement and suggested working with Caltrans and state legislators regarding this issue. In response, Director Askew said that there have been no complaints, just questions about the trail closure. Director Askew indicated that in reference to the Request for Proposal (RFP), the City already has two on-call engineers that would be able to do the design. Therefore, there is no need to send an RFP out for the project.

Bill Schwab expressed concerns about the current condition of the area. He said the area is poorly posted and suggested completely closing the trail.

Mike Thompson said that there is a crosswalk painted at the Second Street off ramp. Ms. Askew indicated that it is a limit line.

Harvey Sullivan commented that staff came up with a good solution and encouraged the Council to approve the agreement.

Mayor Pro Tem Bash said that the other side of the street is not feasible for a horse trail. He indicated that staff gave a high estimate in order to get proper funding.

Council Member Hanna indicated that he has visited the site and inquired about the work proposed. In response, Director Askew indicated that the proposed work is an upgrade to current standards and each side of the street would be upgraded with pedestrian heads, handicap ramps, and other improvements.

Council Member Azevedo stated that the area is unsafe for the public.

M/S HANNA/BASH to approve and enter into a Cooperative Agreement with Caltrans. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA

NOES: HIGGINS, NEWTON

ABSENT: NONE

ABSTAIN: NONE

- B. Consideration to Establish Purchased Water "Pass-Through Rate" Adjustment Component (Water and Sewer Manager)

Water and Sewer Manager Bill Thompson reported that the City of Norco owns and operates a potable water system designed to provide reliable high quality drinking water to its customers. In recent years the City has purchased 69% of its annual domestic water demands from the Arlington Desalter (Arlington), the Chino Desalter Authority (CDA) and Western Municipal Water District's (WMWD) Mills Treatment Plant. This encompasses outside purchased water rates that the City does not approve. Staff is proposing a rate

component that captures those outside purchase water rate increases on an annual basis.

Council Member Hanna commented on the League of California Cities meeting in September 2014 in which it was noted that the State would be raising water rates and asked if the City would be affected by State water rate increases. Mr. Thompson stated that anything that would affect our cost of water would come to the City Council for approval but currently the City is not affected by the state water rate issues.

Council Member Newton commented that purchased water agreements are smart business. Council Member Newton asked why should this be capped at 5%. Mr. Thompson indicated that the 5% cap is an example and is at the Council discretion on how to handle. City Attorney Harper added that a cap avoids subsequent Proposition 218 hearings. Without notice to residents on what the maximum amount might be then a Proposition 218 hearing is needed. City Manager Okoro indicated that staff is requesting the City Council authorize a concept to move forward with developing a process and calculation measures. Staff will bring back the issue for discussion at a workshop.

Council Member Azevedo commented that she supports a cap and asked if staff is proposing a cap and a consumer price index increase. Mr. Thompson stated that the two are separate; the cap would be part of the pass-through component to be discussed at a workshop.

Jodie Webber expressed her concerns with the pass-through as it does not allow for public input. She indicated that a workshop/study session is premature because of the near future initiation of a reclaimed water process and the unknowns regarding current water issues.

Karen Leonard suggested the Proposition 218 process for public input.

Harvey Sullivan said he supports the pass-through.

M/S AZEVEDO/HIGGINS to authorize staff to prepare Purchased Water “Pass-Through Rate” adjustment component for purchased water rate increases. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Mayor Higgins recessed the meeting at 9:01 p.m. and reconvened the meeting at 9:11 p.m.

C. Discussion of Material Placed in the Parkway. (Director of Public Works)

Director of Public Works Lori Askew reported that with the water restrictions being passed onto the City from the State, residents are being proactive and removing landscaping from the parkway fronting their property. Various treatments are being installed. Staff is looking for direction from Council to place this item before the Streets, Trails and Utilities Commission regarding if any restrictions to materials is warranted.

Council Member Newton supports the recommendations. He referred to policy #7 from 2001 and suggested that the Streets, Trails and Utilities Commission review and revise.

In response to Council Member Azevedo, Director Askew indicated that a parkway is the portion of land from the private property line to the curb and gutter or edge of pavement, which can include the horse trail, the trail fence, and the portion between the trail fence. She added that the parkway, on the non-horse trail side, is intended as a walkway. Council Member Azevedo indicated that there are some residents already replacing materials in the parkway. She suggested that staff review each request on a case-by-case basis while staff goes through the process of final materials approval.

Ted Hoffman said that he is a firm believer of using Commissions for public input and he supports taking this matter to the Streets, Trails and Utilities Commission first. He also suggested the Commission review the over 4,800 California native drought tolerant plants for approval for landscaping use.

Harvey Sullivan commented that Norco is a diverse City and there are laws in place already.

Rosa Green commented that she concurs with previous speaker's comments. Ms. Green requested that the City allow established landscaping to remain, such as trees.

M/S AZEVEDO/BASH to send the matter to the Streets, Trails and Utilities Commission for discussion of the use of materials in the parkways with the caveat that each request will be handled on a case-by-case basis until materials are approved by the City Council. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- D. Entity Name Reservation and Domain Names Donation (Deputy City Manager/Director of Parks, Recreation and Community Services)

Deputy City Manager/Director of Parks, Recreation, and Community Services indicated that Norco resident Bob Hicks purchased Domain Names, Fictitious Business Names or DBA's and Entity Name Reservations which he in turn donated to the City of Norco for use if we choose to do so. At the request of Council Member Azevedo, these names are being presented to City Council for discussion and further direction to staff on the future status of these items. City Attorney John Harper can provide legal assistance in understanding the dynamics of what these items mean, how they operate and what their intended uses are.

City Attorney John Harper noted that a fictitious business name or DBA does not pertain to the City as the City does not operate a business. The City Council will need to decide what involvement, if any, it wants the City to have with the pageant. If there is no involvement and it is up to a third party entity, then this agenda item is somewhat irrelevant. If the pageant is run or semi-run by the City, then the decision of domain names is relevant.

Mayor Pro Tem Bash thanked Mr. Bob Hicks for securing and donating the domain names. He asked whether the City can assign the domain names as a way to maintain control. Mr. Harper stated that the City can maintain and own domain names, which just precludes someone else from owning the domain names.

Council Member Azevedo commented that the original Chamber of Commerce owned Miss Norco for approximately 55 years. When the Chamber disbanded, the Fair Committee took over the Norco Fair. The Fair Committee applied for a fictitious name for Miss Horsetown USA. The Miss Norco Horsetown USA pageant occurred for approximately for two years. Council Member Azevedo requested that the City support safe keeping the Miss Norco and Miss Horsetown USA names.

Linda Dixon commented that the Fair Committee owns the Miss Horsetown USA and Miss Norco Horsetown USA. Ms. Dixon stated that the names have been paid for and registered for the past three years with the County. She noted that the pageant will be held this year and every year. Mr. Harper indicated that the State is responsible for the registration of business names, not the County. Deputy City Manager noted that the City could relinquish the entity name reservations, which expire on June 23, 2015, and the Fair Committee could pick them up.

Geoff Kahan commented that there was no pageant last year. He expressed his concerns that the City is not in control of the brand. Mr. Kahan said that Miss Norco and Miss Norco Horsetown USA represent the City not the Fair. Miss Norco shows up at many City functions and events. He suggested that the Fair Committee use the name with the permission of the City.

Harvey Sullivan commented that he has had a Norco Horsetown USA checking account and asked if he was allowed to use it. City Attorney Harper said Mr. Sullivan needs permission from the City.

M/S HIGGINS/HANNA to appoint Mayor Pro Tem Bash and Council Member Azevedo, along with Deputy City Manager Brian Petree, to a committee to further research this issue and provide a recommendation to the City Council. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. PUBLIC HEARING:

- A. Rate Adjustments Proposed by Waste Management of the Inland Empire.
(City Manager)

City Manager Okoro indicated that the existing ten-year Franchise Agreement provides that Waste Management is entitled to receive rate adjustments for inflation (based on the Consumer Price Index) and “pass through” disposal cost increases. The rate adjustments include a Consumer Price Index (CPI) increase of 1.3 percent from March 2013 to March 2014. The Agreement also includes an increase in Franchise Fees beginning July 1,

2014. The franchise fee increase was approved to be spread out over five years for residential service and three years for commercial service. Beginning July 1, 2015 the franchise fee rate shall be 13.16% for residential service and 15.27% for commercial service. The Agreement further provides that such rate adjustments shall not be unreasonably withheld. Any disputes, including the withholding of rate adjustments, are to be resolved before a third party neutral hearing officer.

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

Ted Hoffman asked if the City held Waste Management to all aspects of the contract. Mr. Hoffman noted that the quarterly meetings regarding manure to energy, as well as additional services, have not occurred. Mr. Hoffman also commented on the free dump day event and suggested providing residents with dumpsters instead.

Richard Hallam suggested allowing residents to place their bulky waste at the curb rather than have the free dump day event.

With no one else wishing to speak, Mayor Higgins closed the public hearing bringing the discussion back to Council Members.

Council Member Azevedo expressed that she supports the Consumer Price Index increase and suggested that Ms. Corrao plan quarterly meetings to update the City Council.

Council Member Newton indicated that the franchise fee increase was reviewed by the Ad-Hoc Committee. Council Member Newton said he supports the Committee's recommendation of spreading the increase over five years for residential and over three years for commercial. Council Member Newton noted with fuel costs down, he asked if the fuel surcharge from Waste Management will be returned to the City. In response, City Manager Okoro stated that it will not be returned. Council Member Newton commented on the manure to energy condition and that Waste Management was to be a partner with the City to help address the issue, which has not occurred. Council Member Newton stated that he supports the franchise fee increase but does not support the Consumer Price Index increase of 1.3%.

Mayor Pro Tem Bash expressed his concern about the inaction with the manure to energy issue as this is crucial to the City. Mayor Pro Tem Bash suggested that City Manager Okoro meet with Ms. Corrao. Mr. Okoro said that staff has made attempts but Waste Management has been unable to meet. Mayor Higgins urged Ms. Corrao to have her Division Manager contact Mr. Okoro tomorrow.

City Manager Okoro noted that approval or disapproval of this item has nothing to do with the phasing of the franchise fees, which were already approved.

M/S AZEVEDO/HANNA to table the item until the City has a meeting with Waste Management to discuss manure to energy options.

Substitute M/S HIGGINS/NEWTON to approve franchise fees and not the Consumer Price Index increase.

City Manager Okoro reiterated that the franchise fees have already been approved as part of the contract as is noted in the staff report for informational purposes.

Mayor Higgins withdrew his substitute motion.

Council Member Newton expressed his concerns about the lack of action on Waste Management's part on the manure to energy issue. Mayor Higgins indicated that Waste Management corporate office has \$400 million for alternative energy solutions.

A substitute M/S BASH/HIGGINS to deny adoption of Resolution No. 2015-19 and to deny approval of cost of living adjustments for FY 2015-2016. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. CONTINUED APPEAL HEARING:

- A. **Conditional Use Permit 2014-36** (Anderson): A request for approval to allow a detached accessory building consisting of a 2,997 square-foot covered pole corral at 4444 Hillside Avenue located within the A-1-20 (Agricultural Low Density) Zone. (Planning Director)

Planning Director King presented brief information indicating that the request for Conditional Use Permit (CUP) 2014-36 was denied by the Planning Commission on March 11, 2015. The denial was based on the structure being built without permits and work continuing on the structure after a stop work notice was issued. The Planning Commission decision was appealed to the City Council by Council Member Berwin Hanna on March 18, 2015.

Council Member Newton asked if the building plans were drawn before or after the stop work notice. Director King indicated that plans were not submitted prior to the stop work notice hence why the notice was issued. In response to Council Member Newton, Director King indicated that stalls may run all the way up to the property line if the stalls are not covered. Covered stalls require a five-foot separation. Mr. Newton also noted that as a CUP, the Planning Commission could have conditioned a six-foot fence on the south property line to separate the stall. Director King said that the City Council could require that condition.

Council Member Hanna stated that the reason he appealed this item was because Mr. Ferrari approached him and assured he would assist in getting the building in compliance.

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

Harvey Sullivan commented that he has faith in Planning Commission and staff. He suggested helping the applicant to get in compliance.

Nick Ferrari spoke on behalf of the property owner. He indicated that he is not the contractor but that he is assisting the property owner to come into compliance.

With no one else wishing to speak, Mayor Higgins closed the public hearing bringing the discussion back to Council Members.

Mayor Higgins noted that the building does not have a permit. The request is to modify a building that does not have a permit and has not been approved by staff. The Planning Commission denied the current building. Director King stated that the result of the code action is to bring the building into compliance and the first step in the process is to get approval from the Planning Commission before a building permit can be issued. If the City Council approves the Conditional Use Permit, then the applicant will be able to pull building permits and inspections can occur to ensure the building meets building code requirements.

Mayor Pro Tem Bash commented that the City has a history of assisting the public with compliance issues. In response to Council Member Hanna, Director King stated that the applicant will have to pay double to permit fees.

M/S BASH/HANNA to overturn the Planning Commission's denial thereby approving Conditional Use Permit 2014-36. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS

NOES: NEWTON

ABSENT: NONE

ABSTAIN: NONE

8. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

Council Member Newton asked if the median at Detroit Street and Hamner Avenue could be finished in anticipation of Silverlakes Phase I being completed later this year. Deputy City Manager Petree said he would follow up.

Mayor Higgins requested to agendaize discussion of marijuana zoning, restrictions, transportation, security, etc.

M/S HIGGINS/NEWTON to have the Planning Commission discuss marijuana zoning strictly from a land use aspect. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

ADJOURNMENT

Mayor Higgins adjourned the meeting at 11:07 p.m. in memory of Charles Hemmings.

Cheryl L. Link, CMC, City Clerk



**RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
JUNE 10, 2015**

CALL TO ORDER: 7:00 p.m.

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

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

PLEDGE OF ALLEGIANCE: Commission Member Hedges

1. **APPEAL NOTICE: Read by Planning Director King**
2. **PUBLIC COMMENTS: Received and filed.**
3. **APPROVAL OF MINUTES:**
 - ❖ Minutes of Regular Meeting of May 13, 2015
Recommended Action: Approval (City Clerk) Action: Approved 5-0
4. **CONTINUED PUBLIC HEARINGS:**
 - A. **Conditional Use Permit 2015-06 (Duarte):** A request for approval to allow a detached accessory building consisting of a 1,250 square-foot storage and barn building at 5060 Pinto Place located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Continue off Calendar (Senior Planner). **Action: Continued 5-0 off calendar**
 - B. **Zone Code Amendment 2015-03:** An amendment to Chapter 18.15 – R-1 (Residential-Single Family) Zone of the Norco Municipal Code, to establish animal-keeping standards. Recommended Action: Continue to July 8, 2015 (Planning Director). **Action: Continued 5-0 to the Planning Commission meeting of July 8, 2015**
5. **PUBLIC HEARINGS:**
 - A. **Conditional Use Permit 2015-02 (Core/Verizon Wireless):** A request for approval to allow the installation of an unmanned wireless telecommunication facility designed as a water tank, on property located at the northwest corner of Second Street and South Four Wheel Drive (APN 126-130-022) located within the Norco Auto Mall Specific Plan Area “B”. Recommended Action:

AGENDA ITEM: 2.C.

- Approval (Senior Planner). **Action: Approved 5-0; this action is final unless appealed to the City Council**
- B. **Conditional Use Permit 2015-10** (Gould): A request for approval to allow a detached accessory building consisting of a 2,000 square-foot garage and storage building at 5153 Bluff Street 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**
6. BUSINESS ITEM:
- A. **Site Plan 2015-13** (Robert's Construction): A request for approval to allow a detached accessory building consisting of a 720 square-foot garage at 2550 Sierra Avenue located within the A-1-20 (Agricultural Low-Density) Zone. Recommended Action: Approval (Senior Planner). **Action: Approved 4-0-1 (Leonard abstained); this action is final unless appealed to the City Council**
- B. **Site Plan 2015-10** (Donaldson): A request for approval to allow a detached accessory building consisting of 600 square-foot horse corral shade structure at 119 Breeders Cup Place located within the Norco Ridge Ranch Specific Plan (NRRSP). Recommended Action: Approval (Senior Planner). **Action: Approved 5-0; this action is final unless appealed to the City Council**
- C. **Site Plan 2015-07** (Cadena): A request for approval to allow a detached accessory building consisting of a 600 square-foot barn at 3201 Cavaletti Lane located within the Norco Ridge Ranch Specific Plan (NRRSP). Recommended Action: Approval (Senior Planner). **Denied 5-0 without prejudice to allow the applicant to submit a new application with revised plans. This application was denied under a determination that the proposed structure, which was proposed in the Primary Animal Keeping Area (PAKA), was designed for a garage and not a barn.**
- D. **Site Plan 2015-09** (Tuff Shed): A request for approval to allow a detached accessory building consisting of a 720 square-foot garage at 1850 Parkridge Avenue 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. **Site Plan 2015-12** (Bartz): A request for approval to allow a detached accessory building consisting of a 730 square-foot horse shelter at 1501 Andalusian Drive located within the Norco Ridge Ranch Specific Plan (NRRSP). Recommended Action: Approval (Senior Planner). **Action: Approved 5-0; this action is final unless appealed to the City Council**

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

- City Council Special Meeting/Budget Workshop May 6, 2015
- City Council Regular Meeting of May 6, 2015

8. PLANNING COMMISSION:

A. Oral Reports from Various Committees: **Commission Member Hedges reported on the progress of the Infrastructure Funding Ad-Hoc Committee.**

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

9. ADJOURNMENT: **8:00 p.m.**

/di/adr

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Cheryl L. Link, City Clerk

DATE: June 17, 2015

SUBJECT: Designation of Voting Delegate and Alternate for the 2015 League of California Cities Annual Conference

RECOMMENDATION: Appoint Mayor Pro Tem Kevin Bash as the voting delegate and Council Member Berwin Hanna as the alternate voting delegate to represent the City of Norco at the 2015 League of California Cities Annual Conference.

SUMMARY: The League of California Cities will be hosting its Annual Conference in September/October 2015. An important part of the Annual Conference is the Annual Business Meeting. In order to vote at that meeting, the City Council must designate a voting delegate, along with up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

BACKGROUND/ANALYSIS: The League of California Cities will be hosting its Annual Conference from September 30 – October 2, 2015 in San Jose. One important aspect of the Annual Conference is the Annual Business Meeting when the membership takes action on resolutions. Annual resolutions guide cities and the League in combined efforts to improve the quality, responsiveness and vitality of local government in California.

Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the City Council. This designation must be done by Council action and cannot be accomplished by individual action or the Mayor or City Manager alone.

Mayor Pro Tem Bash and Council Member Hanna are scheduled to attend the League Conference. Therefore, the Council is recommended to appoint Mayor Pro Tem Bash as the City's voting delegate and Council Member Hanna as the City's alternate voting delegate.

FINANCIAL IMPACT: No financial impact as a result of this action.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Brian K. Petree, Deputy City Manager/Director
Parks, Recreation and Community Services

DATE: June 17, 2015

SUBJECT: Approval of an Agreement with Valley Crest Landscape Maintenance in the amount of \$729,906 for Landscape Maintenance Services in the City of Norco

RECOMMENDATION: Approve the five-year Service Maintenance Agreement, with the option of a two-year extension, with Valley Crest Landscape Maintenance, in the amount of \$729,906 annually with a Consumer Price Index increase annually.

SUMMARY: The City of Norco issued a Request For Proposal/Qualifications (RFP/Q) to solicit landscape maintenance contractors to perform parks, trail and Landscape Maintenance District (LMD) maintenance in the City. Proposals were received from Emerald Landscape Services, Inc., Mariposa Landscapes, Inc. and Valley Crest Landscape Maintenance.

BACKGROUND/ANALYSIS: The Department of Parks, Recreation and Community Services secures and manages the service maintenance contract for Citywide landscaping for public facilities, parks, designated medians, parkways and Landscape Maintenance Assessment Districts. The City has completed its term of contract with Valley Crest Landscape Maintenance which required the City to solicit new proposals for maintenance contract services.

An RFP/Q was forwarded to landscape maintenance contractors that have shown interest in the City's landscape maintenance and advertised twice in the local paper for interested contractors to submit proposals. A mandatory pre-proposal meeting, field inspection and tour was provided to all interested contractors. A total of five contractors attended the pre-proposal and field tour on April 15, 2015.

Only three out of the five companies who attended the pre-proposal meeting submitted proposals. After evaluation of the statements of qualifications, along with the proposed criteria, only two of the three contractors met the qualifications to take the next step in the process and be interviewed.

Agenda Item: 2.E.

City Wide Landscape of Public Facilities and LMD's

Valley Crest Landscape Maintenance and Mariposa Landscape, Inc. demonstrated:

- Quality and completeness of proposal
- Experience and capability of contractor
- Communication/Reporting for systems and technological capabilities (central irrigation systems, computerized maintenance management systems)
- Staff or subcontractor qualifications
- Types of service provided
- Current client assessment of work quality and working relationships (reference evaluation and review)
- Fee structure square footage price, trail and arena maintenance capabilities and ability to perform emergency work.

Sealed proposals were received on April 23, 2015, from the two qualifying companies:

Company	Parks	LMD's	Public Works	Total
ValleyCrest Landscape, Inc.	\$304,392	\$417,864	\$7,650	\$729,906
Mariposa Landscape, Inc.	\$622,872	\$438,480		\$1,061,352

Staff conducted interviews with the two companies on May 19, 2015, and based on the proposals and interviews, Valley Crest Landscape Maintenance demonstrated greater qualifications and resources to provide the level of maintenance and unique service required by the City. Staff met with Valley Crest on May 21, 2015, to negotiate and secure a final price that would fit the existing budget that the City currently operates under. As a result, the overall proposal cost was reduced from \$556,612 to \$304,382, which is currently \$2,339 less than the current fiscal year budget and is a negotiated 54% reduction from their original proposed RFP/Q submittal. The above chart identifies the current amount proposed in the attached contract for both the City and LMD's.

Valley Crest Landscape Maintenance maintains current C-27, A and B licenses, provides services for design and development along with a tree maintenance arborist license and a pest control license. Staff recommends that the proposal received from Valley Crest Landscape Maintenance with the negotiated price be awarded for a five-year agreement with option of a two-year extension beginning July 1, 2015, and concluding June 30, 2022, with an annual Consumer Price Index (CPI) increase in July of each year of the contract. The maintenance service agreement is attached (Exhibit "A").

FISCAL IMPACT: The total annual contract amount is \$304,392 to the General Fund as identified in the proposed Fiscal Year budget for 2015-2016 and \$417,864 for Fiscal Year 2015-2016 as identified in the Engineers budget for LMD Districts 1, 3, 4 and 5 as well as LMD No. 2, which is pending a Proposition 218 vote. This may need to be reevaluated with ValleyCrest based on the 218 outcome if not approved. Appendix A of the agreement lists the service level cost by program element. Appendix "B" lists unit cost for extras or landscape maintenance capital projects to include labor cost and materials and an increase square footage maintenance cost \$0.0064 cents a square foot should the City decide to increase its contact square footage cost.

Attachment: Agreement

CITY OF NORCO AGREEMENT

for

Service of Landscape Maintenance, Road Way Landscape and Landscape Maintenance Districts

Landscape Maintenance Areas

This Contract is made and entered into on the 17th day of June, **2015** by and between the **City of Norco**, a California General Law Municipal Corporation ("City") and Valley Crest Landscape Maintenance ("Contractor"). City and Contractor do hereby agree as follows:

I.

The complete contract includes all of the Contract Documents and Appendixes, to wit:

- A. Request for Proposals, dated April 1, 2015.
- B. Contractor's Proposal
- C. Certificates of Insurance and Endorsements
- D. Specifications for Landscape Maintenance, Roadways and LMDs in the City of Norco

Each of such documents in their entirety is incorporated herein by this reference as is set forth in full.

II.

The Contractor agrees to perform certain work set forth and particularly described in the aforementioned documents, incorporated herein by reference in consideration of:

An Annual "Not-to-Exceed" Amount of

Seven Hundred and Twenty-Nine Thousand, Nine Hundred and Six (\$729,906)

Based Upon the Fee Schedule Established in Appendix "A" and Appendix "B"

A) Parks/ Facilities/ Parkways/ Medians	\$304,392
B) LMDs	\$417,864

III.

The successful contractor will be required to furnish annually, for the City's approval, both a Labor and Material Payment Bond in the amount of 100% of the contract price and a Contract Performance Bond equal to 100% of the annual Contract Price as surety for the faithful performance of this contract within ten days of a Notice of Award of contract. Said bonds must remain in effect for the duration of the contract. The surety company shall be required to notify the City in writing no less than thirty days prior to cancellation of the performance bond. Premium for the bond described above shall be paid by the contractor. The surety of the bond shall be a duly authorized corporate surety, authorized to do bond business in the State of California.

IV.

The Contractor agrees to indemnify, protect, defend and hold harmless the City, and their authorized agents, officers, volunteers, the engineer and employees against any and all claims arising from Contractor's acts or omissions and for any costs or expenses incurred by the City, or their authorized agents, officers, volunteers and employees, on account of any claim therefore. In order to accomplish the indemnification herein provided for, but without limiting the indemnification, the Contractor shall secure and maintain throughout the term of the contract the following types of insurance with limits as shown:

Workers' Compensation - A program of Workers' Compensation Insurance or a State-approved Self Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with One Million Dollars (\$1,000,000.00) limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement.

General Liability - Such general liability insurance shall be written with a limit liability of not less than One Million Dollars (\$1,000,000.00) combined single limits for damages arising out of bodily injury, including sickness and death, injury to or destruction of property of others, arising directly or indirectly out of or in connection with the performance of the Work under the Contract Documents including explosion, collapse and underground exposure.

Vehicle Liability - Such vehicle liability insurance shall be written with a limit of liability of not less than One Million Dollars (\$1,000,000.00) combined single limits for all bodily injury, including sickness and death or injury to or destruction of property of others, arising directly or indirectly out of or in connection with the performance of the Work under the Contract Documents including explosion, collapse and underground exposure.

If the City determines to require the Contractor to procure such insurance, such insurance shall cover as insured under all policies: the City, its officers, employees, and agents, City's representative, the City Engineer and his/her consultants, and each of their officers, employees, and agents, who fall under the workers' compensation State of

California guidelines. The policy or policies for such insurance may provide for a deductible amount not to exceed five percent (5%) of the Contract Price. As provided in Section 7105 of the California Public Contract Code, the Contractor is responsible for the cost of repairing or restoring work up to five (5%) percent of the contract amount.

Insurance Rating: All insurance required herein shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, and which insurers are admitted and authorized to do business in California as insurance carriers.

Contractor shall furnish certificates of insurance and endorsements to the City evidencing the insurance coverage above required prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the City, and shall maintain such insurance from the time Contractor commences performances of services hereunder until the completion of such services.

All policies, with respect to the insurance coverage above required, except for the Workers' Compensation Insurance coverage and professional liability coverage, if applicable, shall contain additional endorsements covering the City and its employees, agents, volunteers and officers as insured with respect to liabilities arising out of the performance of services hereunder.

The Contractor shall require the carriers of the above required coverage's to waive all rights of subrogation against the City, its officers, volunteers, employees, contractors, agents and subcontractors.

All policies required above are to be primary and non-contributing with any insurance or self-insurance programs carried or administered by the City.

V.

The City agrees to pay, and the Contractor agrees to accept in full, payment for the work outlined in the Contract Documents, Specifications and Standard for City of Norco Landscape Maintenance, Roadway Landscape, Parkway Medians and LMDs based upon negotiated schedule of fees established and identified at Appendix A, in accordance with said documents. Payment shall not be made more often than once each thirty (30) days.

VI.

The contract duration shall be for a period of five years (60 months) starting July 1, 2015 with a two-year renewal option subject to approval by the City Manager and written consent of both parties.

Fee schedule may be adjusted annually based upon Consumer Price Index (CPI) for Riverside County. Contract renewal and/or fee schedule adjustment are subject to City approval, City and Contractor have discussed the provisions of Government Code, Section 53069.85 and the damages which may be incurred by City if the work is not

completed within the time specified in this Agreement. Failure to provide service in a timely or complete manner shall give cause for termination of this agreement.

Upon determination of the Deputy City Manager/Director of Parks, Recreation and Community Services or his Designee that the quality of workmanship being performed by the Contractor does not meet the standards set by the City of Norco as outlined in the specifications and/or for non-compliance of any provisions of the Agreement entered into, the City may terminate this Agreement upon thirty (30) days written notice to the Contractor. Contractor would be subject to liquidated damages and bond claim for failure to comply to the City Specification and Standards of this contract.

The Contractor hereby agrees to comply with the State Labor Code and acknowledges that, in accordance with Section 3700 of the State Labor Code, he/she will be required to secure the payment of compensation to his/her employees.

VII.

The Contractor acknowledges that, in accordance with Section 1777.5 of the State Labor Code, he/she will be held responsible for compliance with the provisions of this Section for all apprentice able occupations.

VIII.

Contractor acknowledges and agrees that Contractor must have all appropriate contractors' licenses. Contractor further warrants and represents that he/she/they has/have the appropriate contractor's license to pursue the work hereunder. Contractor's failure to have or maintain all appropriate licenses during the entire term of this contract, or any period thereof, shall be cause for the immediate and summary termination of this contract by City. Contractor shall be liable for all City's costs to complete the work and this contract.

IX.

The person or persons executing this Agreement on behalf of Contractor warrants and represents he/she/they has/have the authority to execute this Agreement on behalf of his/her/their corporation, partnership, or business entity and warrant and represents that he/she/they has/have the authority to bind the Contractor to the performance of its obligations hereunder.

X.

This Agreement contains the completely final, entire, and exclusive agreement between the parties with respect to the subject matter hereof, and no waiver, alteration, or modification of any of the provisions hereof or rights to act hereunder shall be binding unless in writing. Any attempted modification, amendment, or alteration in violation hereof shall be void.

IN WITNESS WHEREOF, each of the parties hereto has caused the Agreement to be executed in its name on its behalf by a duly authorized officer as of this day and year first above written.

CITY OF NORCO

Valley Crest Landscape Maintenance
Name of Firm or Contractor

By: _____
Herb Higgins, Mayor, City of Norco

By: _____
Signature of Chairman of
Board, Owner, President, or
Vice President

Attest:

By: _____
Cheryl L. Link, City Clerk, City of Norco

(Title)

By: _____
Signature of Secretary, Assistant

Secretary, CFO, or Assistant Treasure

(Title)

VALLEYCREST PRICE SUMMARY

GENERAL FUND

MAINTENANCE RESTROOM

	BASE BID	MAINTENANCE	MONTHLY	ANNUALLY	SQUARE FOOTAGE
Clark Park.....	\$ 653	\$ 250	\$ 903	\$ 10,836	87,120
Community Center Park.....	\$ 1,735	\$ 500	\$ 2,235	\$ 26,820	609,840
Ingalls Park	\$ 2,105		\$ 2,105	\$ 25,260	409,654
4-H Turf Area at Ingalls Park.....	\$ 73		\$ 73	\$ 876	6,080
Animal Control at Ingalls Park.....	\$ 147		\$ 147	\$ 1,764	13,526
Kips Corner Park.....	\$ 193	\$ 300	\$ 493	\$ 5,916	43,560
Neal Snipes Park (fencing).....	\$ 780	\$ 500	\$ 1,280	\$ 15,360	653,400
Parmenter Park.....	\$ 204	\$ 250	\$ 454	\$ 5,448	19,602
Ted Brooks Park.....	\$ 517		\$ 517	\$ 6,204	43,560
Wayne Makin Park.....	\$ 3,831	\$ 500	\$ 4,331	\$ 51,972	653,400
Shearer Soccer Fields.....	\$ 3,293		\$ 3,293	\$ 39,516	224,020
Pacer Park.....	\$ 430		\$ 430	\$ 5,160	43,560
4 Wheel Drive.....	\$ 21		\$ 21	\$ 252	700
5 th Street (parkways, slopes).....	\$ 1,274		\$ 1,274	\$ 15,288	155,400
Sundance Park.....	\$ 535	\$ 500	\$ 1,035	\$ 12,420	43,560
Norco Senior Center.....	\$ 253		\$ 253	\$ 3,036	105,000
Medians Hidden Valley and Hamner	\$ 140		\$ 140	\$ 1,680	11,500
5th St. Center Median.....	\$ 619		\$ 619	\$ 7,428	155,400
Hamner Avenue Median (Sixth Street to Forth Street).....	\$ 45		\$ 45	\$ 540	3,268
Norco Senior Garden.....	\$ 244		\$ 244	\$ 2,928	100,000
Corydon Staging Area and Park.....	\$ 65	\$ 300	\$ 365	\$ 4,380	239,580
Pikes Peak Park	\$ 2,995	\$ 500	\$ 3,495	\$ 41,940	365,904
The Basin.....	\$ 875		\$ 875	\$ 10,500	131,209
City Hall Planters and Slope, Park & Ride.....	\$ 739		\$ 739	\$ 8,868	18,500
PARK/FACILITY TOTAL	\$ 21,766	\$ 3,600	\$ 25,366	\$ 304,392	

LANDSCAPE MAINTENANCE DISTRICTS

District #1 - Beazer Homes.....	\$ 219		\$ 219	\$ 2,628	
District #1 - Beazer Homes Trails.....	\$ -		\$ -	\$ -	
District #2 – Western Pacific.....	\$ 7,648		\$ 7,648	\$ 91,776	
District #2 - Norco Hills Park.....	\$ 982		\$ 982	\$ 11,784	
District #2 – Western Pacific Trails.....	\$ 2,775		\$ 2,775	\$ 33,300	
District #3 - Centex.....	\$ 2,345		\$ 2,345	\$ 28,140	
District #3 - Centex Trails.....	\$ 482		\$ 482	\$ 5,784	
District #4 – SunCal(Landscape , Wetlands, etc.).....	\$ 11,879		\$ 11,879	\$ 142,548	
District #4 – SunCalTrails.....	\$ 6,063		\$ 6,063	\$ 72,756	
District #4 - Ridge Ranch Park.....	\$ 599		\$ 599	\$ 7,188	
District #5 - Hawks Crest Park.....	\$ 475		\$ 475	\$ 5,700	
District #5 – KB Homes.....	\$ 495	\$ 250	\$ 745	\$ 8,940	
District #5 – KB Homes Trails.....	\$ 610		\$ 610	\$ 7,320	
LMD TOTAL	\$ 34,572	\$ 250	\$ 34,822	\$ 417,864	

TOTAL FOR PARKS/FACILITIES (General Fund)		MONTHLY	\$ 25,366	\$ 304,392
TOTAL FOR LMD'S		MONTHLY	\$ 34,822	\$ 417,864
FIFTH AND PEDLEY		MONTHLY	\$ 138	\$ 1,650
PUBLIC WORKS WATER TOWER		MONTHLY	\$ 500	\$ 6,000
			\$ 60,826	\$ 729,906

6/2/2015

Appendix "A"

ADDITIONAL WORK NOT INCLUDED IN CONTRACT

Hourly Cost for:

- Labor.....\$ 25.00
- Irrigation Labor.....\$ 25.00
- Irrigation Technician.....\$ 48.00
- Foreman.....\$ 35.00
- Supervisor.....\$ 45.00
- Dump Truck with Operator.....\$ 95.00
- Pick-up Truck.....\$ _____
- Tractor with Operator.....\$ _____
- Trencher with Operator.....\$ _____
- Tree Trim Operator.....\$ 85.00

Unit Price for:

- One Gallon Shrub Planted.....\$ 7.50
- Five Gallon Shrub Planted.....\$ 20.50
- Fifteen Gallon Tree with Stakes & Ties Planted.....\$ 105.00
- 24" Box Tree with Stakes & Ties Planted.....\$ 285.00
- 36" Box Tree with Stakes & Ties if Needed Planted.....\$ 1,050.00

Price for Planted Groundcover per Sq. Ft.\$ 1.25

Square Foot for Trail and Horse trail Maintenance.....\$.0085

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Myrna Paakkonen, Human Resource Analyst

DATE: June 17, 2015

SUBJECT: Approval of Memorandum of Understanding for Norco General Employees for Fiscal Years 2015-2016 and 2016/2017 and Approval of Modification to Employer Paid Member Contributions (EPMC)

RECOMMENDATION: Approve the Memorandum of Understanding for the Norco General Employees Association (NGEA) and **Resolution No. 2015-37**, approving Modification to Employer Paid Member Contributions

SUMMARY: The current Memorandum of Understanding (MOU) between the City and the Norco General Employees Association (NGEA) expires June 30, 2015. NGEA has met with management and conferred in good faith and have agreed on the terms of the new MOU effective July 1, 2015. NGEA has agreed to a two-year contract. The main changes to the existing MOU include agreement to provide salary adjustments of 3% to members of the NGEA effective July 1, 2015 and July 1, 2016. For Classic employees hired on or prior to October 31, 2010, the City will decrease the contribution it now pays towards the Employer Paid Member Contributions (EPMC) for retirement through the California Public Employees' Retirement System (CalPERS) by 2% in fiscal year 2016 and an additional 2% in fiscal year 2017. Employees will increase their contribution towards retirement rates to 6% and 8% for fiscal year 2016 and fiscal year 2017 respectively. Additionally, changes to the sick leave benefit were made in accordance to the Healthy Workplaces/Healthy Families Act of 2014.

BACKGROUND/ANALYSIS: Annually, representatives from NGEA confer with the City's management representative to negotiate salaries and benefits. For fiscal year 2015-2016, all parties have agreed to a 3% salary range adjustment for classifications represented by the association and a 3% salary range adjustment for fiscal year 2017. The city will decrease the employer contribution of the employee's contribution rates for retirement by 2% in fiscal year 2016 and an additional decrease of 2% in fiscal year 2017. Represented employees will increase their contribution rates for retirement through the CalPERS Retirement System to 6% and 8% for fiscal year 2016 and fiscal year 2017 respectively. Additionally, sick leave benefit has been revised to meet the Healthy Workplaces/Healthy Families Act of 2014 provisions which consist of employee use of accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Approval of FY 2016 NGEA MOU

Page 2

June 17, 2015

Furthermore, the City must modify its contract with CalPERS to implement the decrease in EPMC it now pays. Government Code Section 20691 allows a contracting agency with CalPERS to pay all or a portion of the employee normal contributions; currently the City pays 4%. To implement EPMC changes, CalPERS administrative procedure requires the City Council approve resolution.

FINANCIAL IMPACT: The additional costs estimated to be \$17,939 related to the proposed changes in salaries have been included in the fiscal year 2015-2016 operating budget.

Attachment: Resolution No. 2015-37

Memorandum of Understanding – NGEA

RESOLUTION NO. 2015-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, FOR MODIFICATION OF EMPLOYER PAID MEMBER CONTRIBUTIONS WHICH SHALL APPLY TO NORCO GENERAL EMPLOYEES ASSOCIATION MEMBERS

WHEREAS, the governing body of the City of Norco has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Norco has a written labor policy or agreement which specifically provides for a percentage of the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to modify Section 20691 is the adoption by the governing body of the City of Norco of a Resolution to modify said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Norco has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all Norco General Employee Association members hired on or prior to October 31, 2010.
- This benefit shall consist of paying 2% of the normal member contributions as EPMC effective July 1, 2015 and 0% effective July 1, 2016.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norco elects to modify and pay EPMC, as set forth above.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

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

Resolution No. 2015-37

Page 2

June 17, 2015

I, CHERYL LINK, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 17, 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 June 17, 2015.

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



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NORCO
AND
NORCO GENERAL EMPLOYEES ASSOCIATION**

JULY 1, 2015 – JUNE 30, 2017

**NORCO GENERAL EMPLOYEES ASSOCIATION
MEMORANDUM OF UNDERSTANDING**

TABLE OF CONTENTS

		<u>PAGE</u>
ARTICLE 1	Preamble	4
ARTICLE 2	Recognition	4
ARTICLE 3	Salaries	4
ARTICLE 4	PERS Benefits Employees Hired on/prior to December 31, 2012	4-5
ARTICLE 5	PERS Benefits Employees Hired on/after January 1, 2013	5
ARTICLE 6	Health Insurance	5
ARTICLE 7	Dental Insurance	5
ARTICLE 8	Vision Insurance	5
ARTICLE 9	Life Insurance	6
ARTICLE 10	Long Term Disability Insurance	6
ARTICLE 11	Continuous Service Bonus	6
ARTICLE 12	Sick Leave	6
ARTICLE 13	Employee on Leave Compensation	6
ARTICLE 14	Annual Sick Leave Buy Back	7
ARTICLE 15	Sick Leave Buy Back on Separation	7
ARTICLE 16	Bereavement	7
ARTICLE 17	Jury Duty	7
ARTICLE 18	Holidays	7-8
ARTICLE 19	Vacation	8

ARTICLE 20	Compensatory Time	8-9
ARTICLE 21	Standby	9
ARTICLE 22	Overtime	9
ARTICLE 23	Call Out	9
ARTICLE 24	Court Time Compensation	9
ARTICLE 25	Tuition Reimbursement	9-10
ARTICLE 26	Acting Pay	10
ARTICLE 27	Uniforms	10
ARTICLE 28	Deferred Compensation	10
ARTICLE 29	State Disability Insurance	10
ARTICLE 30	Injury on Duty - Worker's Compensation	11
ARTICLE 31	Layoff and Re-employment Procedure	11
ARTICLE 32	Severance Pay - Layoff	11
ARTICLE 33	Management Rights	12
ARTICLE 34	Provisions of Law	12
ARTICLE 35	General Provisions	12-13
	SIGNATURE PAGE	14

**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF NORCO AND
NORCO GENERAL EMPLOYEES ASSOCIATION**

ARTICLE 1 PREAMBLE

Representatives of the City of Norco and the Norco General Employees Association have met and conferred on salaries and benefits for the Fiscal Year beginning July 1, 2015. The following items have been agreed upon. The term of this Agreement shall be for two (2) years for the period beginning July 1, 2015 and ending June 30, 2017.

ARTICLE 2 RECOGNITION

1. The City recognizes the Norco General Employees Association as the exclusive representative of full-time employees in the following classifications:

- Account Clerk I
- Account Clerk II
- Account Clerk III
- Animal Control Officer
- Building Inspector
- Bus Driver
- Computer Information Systems Technician
- Permit Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer

2. The classifications listed above constitute all of the City employees that are represented by the Norco General Employees Association.

ARTICLE 3 SALARIES

There shall be a 3% salary range adjustments for classifications represented by the Norco General Employees Association effective July 1, 2015 and a 3% salary range adjustments effective July 1, 2016.

ARTICLE 4 PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012

1. For employees hired on or prior to December 31, 2012 and new hires who are "Classic" Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
- b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
- c. Three-year final compensation (36 highest paid consecutive months).

2. **Employees hired on or prior to October 31, 2010:** Effective July 1, 2015, the City has agreed to pay 100% of the employer and 2% of the employee's contribution rates toward retirement through the CalPERS Retirement System and employees will pay 6% of the employee's contribution rates. Effective July 1, 2016 the City will pay 100% of the employer and 0% of the employee's contribution rates and employees will pay 8% of the employee's contribution rates toward retirement through the CalPERS Retirement System.
3. **Employees hired on or after November 1, 2010 and through December 31, 2012:** The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

ARTICLE 5 PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

ARTICLE 6 HEALTH INSURANCE

1. The City will participate with the State of California for health benefit programs available through CalPERS.
2. The City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
3. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in the CalPERS Other Southern California Region in lieu of health benefits, providing the following requirements are met:
 - a) An election form to opt-out of health benefits is completed.
 - b) Satisfactory proof of other coverage is provided.

ARTICLE 7 DENTAL INSURANCE

The City will provide a choice between a HMO dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a PPO dental insurance plan with the City's contribution limited to the cost of the HMO dental insurance premium.

ARTICLE 8 VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

ARTICLE 9 LIFE INSURANCE

The City will provide term life insurance benefit equal to the employee's annual salary (rounded to the nearest thousand) and \$5,000 dependent life benefit, fully paid by the City for both employee and dependent coverage. The annual salary will be the monthly base salary times twelve.

ARTICLE 10 LONG TERM DISABILITY INSURANCE

The City of Norco offers an optional Long-Term Disability plan at the employee's expense.

ARTICLE 11 CONTINUOUS SERVICE BONUS

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

- Five-year anniversary \$100
- Ten-year anniversary \$300
- Fifteen year anniversary \$500
- Twenty-year anniversary \$700
- Twenty-five year anniversary \$1,000
- Thirty-year anniversary \$1,250

ARTICLE 12 SICK LEAVE

1. Full-time general employees assigned to the 36-hour workweek shall accrue 8.1 hours of sick leave per month.
2. Employees may use up to half of their accumulated sick leave for immediate family or domestic partner illness or medical emergency and up to three days of accumulated sick leave in addition to the three days of bereavement leave for the death of an immediate family member or domestic partner.
3. Employees may use accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

ARTICLE 13 EMPLOYEE ON LEAVE COMPENSATION

An employee on leave without pay, excluding FMLA, CFRA, Military and Disability, shall receive no compensation, including pay for holidays, and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The employee's department head shall approve all leaves without pay. The City shall use any accrued sick or vacation accrual for payment of any elected benefit premiums.

ARTICLE 14 ANNUAL SICK LEAVE BUY-BACK

1. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of the year, 40 percent (40%) of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.
2. If the employee is enrolled in any City of Norco deferred compensation program, the employee will have the option of contributing the money in their deferred compensation account. Employee must submit a deferral change form to payroll for processing.

3. In order to be eligible for a sick leave buy back, the employee must have been employed with the City for six months and have successfully completed his/her probationary period as of December of each year.
4. Individuals on probation due to promotions are eligible for the buy back.

ARTICLE 15 SICK LEAVE BUY BACK ON SEPARATION

After ten years of service, the City shall pay 50 percent (50%) of any sick leave accumulation to the employee at the time of death, retirement or separation from the City up to a maximum of ninety days.

ARTICLE 16 BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative who is a member of the employee's household, and any parent, grandparent, spouse, domestic partner, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, domestic partner, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

ARTICLE 17 JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per fiscal year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per fiscal year.

ARTICLE 18 HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:
 - New Year's Day
 - Martin Luther King's Birthday
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Christmas Eve Day
 - Christmas Day
 - Birthday
The birthday holiday must be taken within the pay period of the employee's birthday.
 - 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event any holiday falls on a Friday or Saturday, the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.
3. The City shall pay nine (9) hours for each holiday.

ARTICLE 19 VACATION

1. Full-time Norco General Employees shall receive vacation accruals as follows:

<u>Vacation Accumulation</u>	<u>Hours of Service</u>	<u>Maximum Accrual</u>
86.4 hours per year / 3.32 hours per pay period	Up to 7,488 ^(4 yrs)	192 hours
129.6 hours per year / 4.98 hours per pay period	7,489 – 16,847 ^(9 yrs)	288 hours
151.2 hours per year / 5.82 hours per pay period	16,848 - 26,207 ^(14 yrs)	336 hours
172.8 hours per year / 6.65 hours per pay period	26,208 – 99,999	384 hours

2. Employees will cease to accrue vacation hours when in any pay period they exceed their annual accrual as determined by their anniversary date.
3. Employees accrue vacation hours but may not use vacation hours until successful completion of probation.

ARTICLE 20 COMPENSATORY TIME

1. In lieu of overtime pay, employees may be granted compensatory time, if requested by the employee and approved in advance by the City Manager or designee. However, it is the City's intent to minimize compensatory time authorization. Therefore, employees should not expect to have compensatory time authorized.
2. Compensatory time granted will accrue at a rate of one and one half hours per overtime hour worked, except for overtime worked on holidays and the employee's seventh scheduled day of a work week.
4. Compensatory time granted will accrue at a rate of two hours per overtime hour worked on holidays and the employee's seventh scheduled day of a workweek.
4. Employees may accumulate up to 60 hours of compensatory time which can be used at the employee's discretion with the approval of the immediate supervisor.
6. The decision to allow compensatory time in lieu of overtime is solely a management decision.
7. Subject to the 60-hour limit above, management can be expected to approve an employee request for compensatory time in lieu of paid overtime if hours to be accumulated as compensatory time are not reasonably expected to result in the need to backfill resulting in lost productivity when the hours are taken off work, by necessitating a management decision to pay regular pay, overtime pay, or grant additional compensatory time to the requestor or another employee or require hiring temporary or consulting personnel.

ARTICLE 21 STANDBY

1. Assignment of personnel to standby shall be the prerogative of management and employees shall be subject to standby or call-out as deemed necessary.
2. Standby personnel must be able to respond within thirty minutes of being called.
3. Employees required to accept standby assignment will be compensated at the rate of one and one half hours per weekday and three hours per 24-hour shift for weekends and holidays.
4. The definition of weekends shall include employee's regularly scheduled days off.
5. Employees required to accept backup standby assignments will be compensated at the rate of one hour per day.
6. Employees who are not on assigned standby but are "called out" are required to respond if contacted and instructed to report to work.

ARTICLE 22 OVERTIME

1. For employees assigned to the 36-hour workweek, the City will compensate employees for overtime in excess of 36 hours per week paid at a rate of time and one-half, except for holidays and for overtime on the employee's seventh scheduled day of their workweek.
2. The City will compensate employees for overtime on holidays and employee's seventh day of their workweek at a rate of double time.
3. An employee's scheduled workweek may or may not be a traditional Monday through Friday workweek.
4. The regular 36-hour workweek is considered to be 36 hours of paid time, which will include holidays, sick leave, vacation and compensated time off.

ARTICLE 23 CALL OUT

1. Employees will be compensated for a minimum of two hours when performing call-out work.
2. Employee compensation rate is addressed in Article 21.

ARTICLE 24 COURT TIME COMPENSATION

City employees will be compensated for City of Norco duty-related and required court appearances in those cases where the employee is required to report to the court when he/she is not scheduled to work.

ARTICLE 25 TUITION REIMBURSEMENT

1. The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by such employee.
2. The benefit is intended only for courses related to the furtherance of employees' careers with the City.
3. To be eligible for reimbursement, the course must be pre-approved by the Department Head prior to enrollment.
4. Receipts will be required prior to reimbursement.
5. All persons participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the Department Head.

6. A grade of "B" will be required for master's level class reimbursement.
7. Should an employee fail to obtain a passing grade of C (or B for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

ARTICLE 26 ACTING PAY

1. General Employees shall be eligible for acting pay for temporarily filling a position of a higher classification beyond a period of ten consecutive workdays or for filling a position of a higher classification for an interim period during a vacancy.
2. Employees shall be compensated one step or at a rate of five percent higher than his/her current salary if his/her current position is in a range that overlaps the range of the higher classification being filled, or be compensated two steps or at a rate of ten percent higher than his/her current salary, if the position being temporarily filled is beyond subject employee's pay range.
3. Eligibility for acting pay shall be determined by employee's Department Head with the approval of the City Manager.

ARTICLE 27 UNIFORMS

1. The City shall purchase all special equipment and uniforms required of an employee in relation to the employee's job duties.
2. All uniforms purchased by the City, and all identifying patches, badges, etc., must be returned to the City when an employee terminates his/her employment.
3. The City shall approve the store to be used for purchase of uniforms and boots.

ARTICLE 28 DEFERRED COMPENSATION

1. The City of Norco offers several deferred compensation plans.
2. Any City full time employee may elect to participate. The plans provide employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.
3. Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457(k).
4. The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457(k).

ARTICLE 29 STATE DISABILITY INSURANCE

1. Employees of the City are covered under State Disability Insurance.
2. State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.
3. An employee may request to supplement his/her State Disability Insurance with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

ARTICLE 30 INJURY ON DUTY – WORKERS COMPENSATION

1. An employee injured on the job must notify their supervisor and Human Resources immediately and submit claim form within one business day of injury and/or illness.
2. Unless an employee has completed a “Designation of Personal Physician” form prior to an injury and/or illness, an employee needing medical treatment should be referred to the City’s authorized clinic to be provided with medical care.
3. The City Worker’s Compensation Insurance Program shall provide compensation to employees injured on duty consistent with state laws and other worker’s compensation laws. An injury must meet the test of both arising out of employment and occurring during the course of employment to be compensable under worker’s compensation.
4. An injured employee under Worker’s Compensation may request to supplement his/her Worker’s Compensation payments with his/her available sick leave or vacation time to maintain a regular salary while on Worker’s Compensation.
5. Time for workers compensation doctor appointments and physical therapy will not be deducted from employees’ sick leave accrual. Employees are encouraged to schedule follow up visits outside of work hours to minimally disrupt the work day.
6. In order to qualify for temporary disability benefits there must be a loss of earnings. There is a three (3) day waiting period before qualifying for wage loss benefits. Temporary disability pays 2/3 or .6667% of wages.
7. Temporary disability is paid through the City’s workers compensation administrator.

ARTICLE 31 LAYOFF AND RE-EMPLOYMENT PROCEDURE

1. Individual layoffs within individual classifications shall be based on the affected job class.
2. In determining the order of layoff, the City shall take into account job performance, seniority, specialized skills, and the City’s need to operate.
3. Employees subject to layoff for economic or budgetary reasons shall not have the right of appeal.
4. For the purpose of providing reemployment opportunities for individuals who may be laid off from their employment with the City of Norco, the City shall establish a “reemployment list.”
5. General Employees shall remain on the reemployment list for a period of one year from the date of the receipt of notice of layoff.
6. The reemployment list shall be used for individuals who will be eligible for appointment to a position that he/she held at the time of layoff from the City, or to a specific classification previously held with the City should such a position become vacant.
7. The reemployment list shall have priority over open competitive examination employment lists established by the City for a position affected by the reemployment list.

ARTICLE 32 SEVERANCE PAY – LAYOFF

1. Severance pay will be provided upon layoff from the City.
2. The severance pay shall be one week of compensation at six months employment, two weeks compensation at eighteen months, three weeks compensation at thirty months employment, and four weeks compensation at forty-two months or more of employment.

ARTICLE 33 MANAGEMENT RIGHTS

It is understood and agreed that the City retains all of its powers and authority to manage municipal services and the work force performing those services.

It is agreed that during the term hereof, the City shall not be required to meet and confer on matters which are solely a function of management, including the right to:

1. Determine and modify the organization of City government and its constituent work units.
2. Determine the nature, standards, levels, and mode of delivery of services to be offered to the public.
3. Determine the methods, means and the number and kinds of personnel by which services are to be provided.
4. Determine whether goods or services shall be made or provided by the City, or shall be purchased, or contracted for.
5. Direct employees, including scheduling and assigning work, work hours, and overtime.
6. Establish employee performance standards and to require compliance therewith.
7. Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees, subject to the requirements of applicable law.
8. Relieve employees from duty because of lack of work or lack of funds or for other legitimate reasons.
9. Implement rules, regulations, and directives consistent with law and the specific provisions of this MOU.
10. Take all necessary actions to protect and public and carry out its mission in emergencies.
11. Determine the content of job classifications.
12. Contract out and transfer work out of the bargaining unit.

Decisions under this Article shall not be subject to the grievance procedure herein.

Failure by the City to exercise and/or implement any rights expressly provided for in this Agreement shall in no way extinguish and/or diminish the City's right to do so in the future.

ARTICLE 34 PROVISIONS OF LAW

If any article or section of this agreement, or any addition thereto, should be held invalid by operation of law, or by a tribunal or office of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal or office, the remainder of this agreement shall not be affected thereby and all parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 35 GENERAL PROVISIONS

1. The parties acknowledge that during the negotiations which resulted in this MOU, each had the right and opportunity to make demands and proposals with respect to subjects within the scope of representation. The understandings arrived at after the exercise of that right are set forth in this MOU and constitute the complete and total contract between the City and the NGEA with respect to wages, hours, and other terms and conditions of employment.

2. Any prior or existing Memoranda of Understanding between the parties regarding matters within the scope of representation are hereby superseded and terminated in their entirety.

CITY OF NORCO

NORCO GENERAL EMPLOYEES ASSOCIATION

Andy Okoro, City Manager

Julia Murray

Myrna Paakkonen, Human Resource Analyst

Shanon Anderson

Date: _____

Date: _____

**NORCO GENERAL EMPLOYEES ASSOCIATION
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2014**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
51	Building Inspector	Annualized	46,903	49,239	51,725	54,300	56,987
		Monthly	3,909	4,103	4,310	4,525	4,749
		Hourly	25.0552	26.3029	27.6311	29.0063	30.4418
44	Senior Code Enforcement Officer	Annualized	44,476	46,695	49,024	51,487	54,047
		Monthly	3,706	3,891	4,085	4,291	4,504
		Hourly	23.7588	24.9441	26.1880	27.5036	28.8714
41C	Computer Information Systems Technician	Annualized	42,080	44,184	46,393	48,712	51,147
		Monthly	3,507	3,682	3,866	4,059	4,262
		Hourly	22.4785	23.6025	24.7824	26.0214	27.3224
18	Senior Animal Control Officer	Annualized	41,215	43,275	45,439	47,711	50,096
		Monthly	3,435	3,606	3,787	3,976	4,175
		Hourly	22.0164	23.1171	24.2730	25.4866	26.7609
39	Account Clerk III	Annualized	40,298	42,320	44,429	46,652	49,000
		Monthly	3,358	3,527	3,702	3,888	4,083
		Hourly	21.5266	22.6067	23.7336	24.9210	26.1754
34	Permit Technician	Annualized	38,364	40,285	42,282	44,392	46,627
		Monthly	3,197	3,357	3,523	3,699	3,886
		Hourly	20.4936	21.5199	22.5865	23.7135	24.9076
27	Account Clerk II	Annualized	35,049	36,794	38,628	40,562	42,608
		Monthly	2,921	3,066	3,219	3,380	3,551
		Hourly	18.7226	19.6550	20.6344	21.6675	22.7609
16	Animal Control Officer	Annualized	33,893	35,576	37,372	39,256	41,215
		Monthly	2,824	2,965	3,114	3,271	3,435
		Hourly	18.1054	19.0043	19.9636	20.9698	22.0163
6	Account Clerk I	Annualized	30,478	31,997	33,592	35,275	37,045
		Monthly	2,540	2,666	2,799	2,940	3,087
		Hourly	16.2808	17.0925	17.9444	18.8433	19.7892
2	Bus Driver	Annualized	24,902	26,145	27,464	28,833	30,277
		Monthly	2,075	2,179	2,289	2,403	2,523
		Hourly	13.3024	13.9665	14.6708	15.4020	16.1735

**NORCO GENERAL EMPLOYEES ASSOCIATION
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2015**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
51	Building Inspector	Annualized	48,310	50,716	53,277	55,929	58,697
		Monthly	4,026	4,226	4,440	4,661	4,891
		Hourly	25.8068	27.0920	28.4601	29.8765	31.3551
44	Senior Code Enforcement Officer	Annualized	45,811	48,096	50,495	53,031	55,669
		Monthly	3,818	4,008	4,208	4,419	4,639
		Hourly	24.4715	25.6924	26.9736	28.3287	29.7375
41C	Computer Information Systems Technician	Annualized	43,342	45,509	47,784	50,173	52,682
		Monthly	3,612	3,792	3,982	4,181	4,390
		Hourly	23.1528	24.3106	25.5258	26.8020	28.1420
18	Senior Animal Control Officer	Annualized	42,451	44,574	46,802	49,142	51,599
		Monthly	3,538	3,714	3,900	4,095	4,300
		Hourly	22.6769	23.8107	25.0011	26.2512	27.5638
39	Account Clerk III	Annualized	41,507	43,589	45,762	48,052	50,470
		Monthly	3,459	3,632	3,814	4,004	4,206
		Hourly	22.1724	23.2849	24.4456	25.6686	26.9607
34	Permit Technician	Annualized	39,515	41,494	43,550	45,723	48,026
		Monthly	3,293	3,458	3,629	3,810	4,002
		Hourly	21.1084	22.1655	23.2641	24.4249	25.6548
27	Account Clerk II	Annualized	36,100	37,898	39,786	41,778	43,887
		Monthly	3,008	3,158	3,316	3,482	3,657
		Hourly	19.2843	20.2447	21.2535	22.3175	23.4438
16	Animal Control Officer	Annualized	34,910	36,643	38,493	40,433	42,451
		Monthly	2,909	3,054	3,208	3,369	3,538
		Hourly	18.6486	19.5745	20.5625	21.5989	22.6768
6	Account Clerk I	Annualized	31,392	32,957	34,600	36,333	38,157
		Monthly	2,616	2,746	2,883	3,028	3,180
		Hourly	16.7692	17.6053	18.4828	19.4086	20.3829
2	Bus Driver	Annualized	25,649	26,930	28,288	29,698	31,185
		Monthly	2,137	2,244	2,357	2,475	2,599
		Hourly	13.7014	14.3855	15.1110	15.8641	16.6587

**NORCO GENERAL EMPLOYEES ASSOCIATION
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2016**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
51	Building Inspector	Annualized	49,760	52,238	54,876	57,607	60,458
		Monthly	4,147	4,353	4,573	4,801	5,038
		Hourly	26.5810	27.9048	29.3139	30.7728	32.2957
44	Senior Code Enforcement Officer	Annualized	47,185	49,539	52,010	54,622	57,339
		Monthly	3,932	4,128	4,334	4,552	4,778
		Hourly	25.2057	26.4632	27.7829	29.1786	30.6296
41C	Computer Information Systems Technician	Annualized	44,642	46,875	49,218	51,679	54,262
		Monthly	3,720	3,906	4,101	4,307	4,522
		Hourly	23.8474	25.0399	26.2916	27.6061	28.9863
18	Senior Animal Control Officer	Annualized	43,725	45,911	48,206	50,616	53,147
		Monthly	3,644	3,826	4,017	4,218	4,429
		Hourly	23.3572	24.5250	25.7512	27.0387	28.3907
39	Account Clerk III	Annualized	42,752	44,897	47,135	49,493	51,985
		Monthly	3,563	3,741	3,928	4,124	4,332
		Hourly	22.8376	23.9834	25.1790	26.4387	27.7695
34	Permit Technician	Annualized	40,700	42,739	44,857	47,095	49,467
		Monthly	3,392	3,562	3,738	3,925	4,122
		Hourly	21.7416	22.8305	23.9620	25.1577	26.4244
27	Account Clerk II	Annualized	37,183	39,035	40,980	43,032	45,203
		Monthly	3,099	3,253	3,415	3,586	3,767
		Hourly	19.8628	20.8520	21.8911	22.9871	24.1471
16	Animal Control Officer	Annualized	35,958	37,743	39,648	41,646	43,725
		Monthly	2,996	3,145	3,304	3,471	3,644
		Hourly	19.2081	20.1617	21.1794	22.2469	23.3571
6	Account Clerk I	Annualized	32,334	33,946	35,638	37,423	39,301
		Monthly	2,694	2,829	2,970	3,119	3,275
		Hourly	17.2723	18.1334	19.0373	19.9909	20.9944
2	Bus Driver	Annualized	26,419	27,738	29,136	30,589	32,121
		Monthly	2,202	2,311	2,428	2,549	2,677
		Hourly	14.1125	14.8170	15.5643	16.3400	17.1584

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Myrna Paakkonen, Human Resource Analyst

DATE: June 17, 2015

SUBJECT: Approval of Memorandum of Understanding for Public Works and Parks Maintenance Workers Association for Fiscal Years 2015-2016 and 2016-2017 and Approval of Modification to Employer Paid Member Contributions (EPMC)

RECOMMENDATION: Approve the Memorandum of Understanding for the Public Works and Parks Maintenance Workers Association (PW&PMWA) and **Resolution No. 2015-38**, approving Modification to Employer Paid Member Contributions

SUMMARY: The current Memorandum of Understanding (MOU) between the City and the Public Works and Parks Maintenance Workers Association (PW&PMWA) expires June 30, 2015. The PW&PMWA has met with management and conferred in good faith and have agreed on the terms of the new MOU effective July 1, 2015. PW&PMWA has agreed to a two-year contract. The main changes to the existing MOU include agreement to provide salary adjustments of 3% to members of PW&PMWA effective July 1, 2015 and July 1, 2016. For Classic employees hired on or prior to October 31, 2010, the City will decrease the contribution it now pays towards the Employer Paid Member Contributions (EPMC) for retirement through the California Public Employees' Retirement System (CalPERS) by 2% in fiscal year 2016 and an additional 2% in fiscal year 2017. Employees will increase their contribution towards retirement rates to 6% and 8% for fiscal year 2016 and fiscal year 2017 respectively. Additionally, changes to the sick leave benefit were made in accordance to the Healthy Workplaces/Healthy Families Act of 2014.

BACKGROUND/ANALYSIS: Annually, representatives from the PW&PMWA confer with the City's management representative to negotiate salaries and benefits. For fiscal year 2016 all parties have agreed to a 3% salary range adjustment for classifications represented by the association and a 3% salary range adjustment for fiscal year 2017. The city will decrease the employer contribution of the employee's contribution rates for retirement by 2% in fiscal year 2016 and an additional decrease of 2% in fiscal year 2017. Represented employees will increase their contribution rates for retirement through the CalPERS Retirement System to 6% and 8% for fiscal year 2016 and fiscal year 2017 respectively. Additionally, sick leave benefit has been revised to meet the Healthy Workplaces/Healthy Families Act of 2014 provisions, which consist of employee use of accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Agenda Item: 2.G.

Approval of FY 2016 PW&PMWA MOU

Page 2

June 17, 2015

Furthermore, the City must modify its contract with CalPERS to implement the decrease in EPMC it now pays. Government Code Section 20691 allows a contracting agency with CalPERS to pay all or a portion of the employee normal contributions; currently the City pays 4%. To implement EPMC changes, CalPERS administrative procedure requires the City Council approve resolution.

FINANCIAL IMPACT: The additional costs estimated to be \$8,958 related to the proposed changes in salaries have been included in the fiscal year 2016 operating budget.

Attachments: Resolution No. 2015-38

Memorandum of Understanding – PW&PMWA

RESOLUTION NO. 2015-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, FOR MODIFICATION OF EMPLOYER PAID MEMBER CONTRIBUTIONS WHICH SHALL APPLY TO PUBLIC WORKS AND PARKS MAINTENANCE WORKERS ASSOCIATION MEMBERS

WHEREAS, the governing body of the City of Norco has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Norco has a written labor policy or agreement which specifically provides for a percentage of the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to modify Section 20691 is the adoption by the governing body of the City of Norco of a Resolution to modify said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Norco has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all Public Works and Parks Maintenance Workers Association members hired on or prior to October 31, 2010.
- This benefit shall consist of paying 2% of the normal member contributions as EPMC effective July 1, 2015 and 0% effective July 1, 2016.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norco elects to modify and pay EPMC, as set forth above.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

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

Resolution No. 2015-38

Page 2

June 17, 2015

I, CHERYL L. LINK, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 17, 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 June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NORCO
AND
PUBLIC WORKS & PARKS MAINTENANCE WORKERS
ASSOCIATION**

July 1, 2015-June 30, 2017

**PUBLIC WORKS & PARK MAINTENANCE WORKERS ASSOCIATION
MEMORANDUM OF UNDERSTANDING**

TABLE OF CONTENTS

		<u>PAGE</u>
ARTICLE 1	Preamble	4
ARTICLE 2	Recognition	4
ARTICLE 3	Salaries	4
	a. Certification Pay	4-5
ARTICLE 4	PERS Benefits Employees Hired on/prior to December 31, 2012	5-6
ARTICLE 5	PERS Benefits Employees Hired on/after January 1, 2013	6
ARTICLE 6	Health Insurance	6
ARTICLE 7	Dental Insurance	6
ARTICLE 8	Vision Insurance	6
ARTICLE 9	Life Insurance	6
ARTICLE 10	Long Term Disability Insurance	6
ARTICLE 11	Continuous Service Bonus	7
ARTICLE 12	Sick Leave	7
ARTICLE 13	Employee on Leave Compensation	7
ARTICLE 14	Sick Leave Buy Back	7
ARTICLE 15	Sick Leave Buy Back on Separation	8
ARTICLE 16	Bereavement	8
ARTICLE 17	Jury Duty	8
ARTICLE 18	Holidays	8-9
ARTICLE 19	Vacation	9

ARTICLE 20	Compensatory Time	9
ARTICLE 21	Standby	9-10
ARTICLE 22	Overtime	10
ARTICLE 23	Emergency Call Out	10
ARTICLE 24	Court Time Compensation	10
ARTICLE 25	Tuition Reimbursement	10-11
ARTICLE 26	Motor Vehicle Reports – DMV Pull Notice	11
ARTICLE 27	Acting Pay	11
ARTICLE 28	Uniforms	11
ARTICLE 29	Deferred Compensation	12
ARTICLE 30	State Disability Insurance	12
ARTICLE 31	Injury on Duty - Worker’s Compensation	12
ARTICLE 32	Fatigue Time Off	12-13
ARTICLE 33	Layoff Procedure	13
ARTICLE 34	Severance Pay - Layoff	13
ARTICLE 35	Management Rights	13-14
ARTICLE 36	Provisions of Law	14
ARTICLE 37	General Provisions	14
	SIGNATURE PAGE	15

**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF NORCO AND
PUBLIC WORKS & PARKS MAINTENANCE WORKERS ASSOCIATION**

ARTICLE 1 PREAMBLE

Representatives of the City of Norco and the Public Works and Parks Maintenance Workers Association have met and conferred on salaries and benefits for the Fiscal Year beginning July 1, 2015. The following items have been agreed upon. The term of this Agreement shall be for two (2) years for the period beginning July 1, 2015 and ending June 30, 2017.

ARTICLE 2 RECOGNITION

The City recognizes the Public Works & Parks Maintenance Workers Association as the exclusive representative of the following classifications:

Maintenance Worker Trainee
Maintenance Worker I/II
Maintenance Lead Worker
Meter Technician I/II
Inspector I/II
Water Quality Control Officer

Employees hired into the above classifications have a one year probationary period.

ARTICLE 3 SALARIES

1. There shall be a 3% salary range adjustments effective July 1, 2015 and a 3% salary range adjustments effective July 1, 2016 for classifications represented by the Public Works & Parks Maintenance Workers Association.
2. Employees hired or promoted after June 30, 2013 will not be eligible to receive certification pay for any certification that is required for his/her position; except that promoted employees already employed by the City as of June 30, 2013 will continue to receive certification for one additional year for each required certification.
3. Water Certification Pay: Employees who successfully complete a State mandated certificated program for job related certifications in water distribution and treatment that is not a requirement of initial employment, shall receive a special pay differential of two and one-half percent (2½ %) above base salary for each certificate to a maximum of five percent (5%) during the period of this agreement. (A Water Distribution Grade 1 (D1) certificate is a requirement of employment and is not eligible for certification pay under this program.)

Upon implementation of this program, existing employees that possess current certification levels in water distribution and/or water treatment above the minimum requirement of D1 shall be entitled to payment for one (1) such certificate in each category.

Employees must maintain a valid certificate to be eligible for the special pay differential. Employees who have lapsed/expired certificates will not be eligible for special pay and pay will not be paid retroactively.

<u>Classification</u>	<u>Required Certifications</u>
Maintenance Worker Trainee	State of California Grade I Water Distribution Operators Certification (within one year of employment).
Maintenance Worker I & Meter Reader	State of California Grade I Water Distribution Operators Certification
Maintenance Worker II	State of California Grade II Water Distribution Operators Certification State of California Water Treatment I Certification
Maintenance Lead Worker	State of California Grade III Water Distribution State of California Grade II Water Treatment and/or State of California Grade II Sewer Collections Certifications
Water Quality Control Technician	State of California Grade III Water Distribution and Treatment State of California Grade III Water Treatment Operator and Backflow Specialist Certifications.

The City will reimburse for the State of California Grade 1 Water Distribution Operators Certification and Class A License for new hires in the Trainee position upon completion of probation.

The City will reimburse all employees for maintenance of required certifications for their current positions. Obtaining required certifications, other than for the Maintenance Worker Trainee will be reimbursed pursuant to the provisions of Article 25 Tuition Reimbursement.

Employees will be eligible for promotion upon verification of position required certifications.

ARTICLE 4 PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012

1. For employees hired on or prior to December 31, 2012 and new hires who are “Classic” Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
 - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
 - c. Three-year final compensation (36 highest paid consecutive months).
2. **Employees hired on or prior to October 31, 2010:** Effective July 1, 2015, the City has agreed to pay 100% of the employer and 2% of the employee’s contribution rates toward retirement through the CalPERS Retirement System and employees will pay 6% of the employee’s contribution rates. Effective July 1, 2016 the City will pay 100% of the employer and 0% of the employee’s

contribution rates and employees will pay 8% of the employee's contribution rates toward retirement through the CalPERS Retirement System.

3. **Employees hired on or after November 1, 2010 and through December 31, 2012:** The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

ARTICLE 5 PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

ARTICLE 6 HEALTH INSURANCE

1. The City will participate with the State of California for health benefit programs available through CalPERS.
2. The City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
3. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in the CalPERS Other Southern California Region in lieu of health benefits, providing the following requirements are met:
 - a) An election form to opt-out of health benefits is completed.
 - b) Satisfactory proof of other coverage is provided.

ARTICLE 7 DENTAL INSURANCE

The City will provide a choice between a HMO dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a PPO dental insurance plan with the City's contribution limited to the cost of the HMO dental insurance premium.

ARTICLE 8 VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

ARTICLE 9 LIFE INSURANCE

The City will provide term life insurance benefit equal to the employee's annual salary (rounded to the nearest thousand) and \$5,000 dependent life benefit, fully paid by the City for both employee and dependent coverage. The annual salary will be the monthly base salary times twelve.

ARTICLE 10 LONG TERM DISABILITY INSURANCE

The City of Norco will offer an optional Long-Term Disability plan at the employee's expense.

ARTICLE 11 CONTINUOUS SERVICE BONUS

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

- Five-year anniversary \$100
- Ten-year anniversary \$300
- Fifteen year anniversary \$500
- Twenty-year anniversary \$700
- Twenty-five year anniversary \$1,000
- Thirty-year anniversary \$1,250

ARTICLE 12 SICK LEAVE

1. Full-time employees assigned to the 36-hour workweek shall accrue 8.1 hours of sick leave per month.
2. Employees may use accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.
3. Employees may use up to half of their accumulated sick leave for immediate family or domestic partner illness or medical emergency and up to three days of accumulated sick leave in addition to the three days of bereavement leave for the death of an immediate family member or domestic partner.
4. If an employee uses sick leave prior to or after a City paid holiday, employee must provide a doctor's notice.

ARTICLE 13 EMPLOYEE ON LEAVE COMPENSATION

An employee on leave without pay, excluding FMLA, CFRA, Military and Disability, shall receive no compensation, including pay for holidays, and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The employee's department head shall approve all leaves without pay. The City shall use any accrued sick or vacation accrual for payment of any elected benefit premiums.

ARTICLE 14 SICK LEAVE BUY-BACK

1. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.
2. If the employee is enrolled in any City of Norco deferred compensation program, the employee will have the option of contributing the money in their deferred compensation account. Employee must submit a deferral change form to payroll for processing.
3. In order to be eligible for a sick leave buy back, the employee must have been employed with the City for six months and have successfully completed his/her probationary period as of December 1 of each year.

4. Individuals on probation due to promotions will be eligible for the buy back.

ARTICLE 15 SICK LEAVE BUY BACK ON SEPARATION

After ten years of service, the City shall pay 50 percent of any sick leave accumulation to the employee at the time of death, retirement or separation from the City up to a maximum of ninety days.

ARTICLE 16 BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative who is a member of the employee's household, and any parent, grandparent, spouse, domestic partner, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, domestic partner, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

ARTICLE 17 JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per fiscal year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year. Documentation must be attached to corresponding time sheet for payment.

ARTICLE 18 HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Christmas Eve Day
10. Christmas Day
11. Birthday

The birthday holiday must be taken within the pay period of the employee's birthday.

12. 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 –

June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.
3. The City shall pay nine (9) hours for each holiday.

ARTICLE 19 VACATION

1. Full-time employees shall receive vacation accruals as follows:

<u>Vacation Accumulation Accrual</u>	<u>Hours of Service</u>	<u>Maximum</u>
86.4 hours per year / 3.32 hours per pay period	Up to 7,488 ^(4 yrs)	192 hours
129.6 hours per year / 4.98 hours per pay period	7,489 – 16,847 ^(9 yrs)	288 hours
151.2 hours per year / 5.82 hours per pay period	16,848 - 26,207 ^(14 yrs)	336 hours
172.8 hours per year / 6.65 hours per pay period	26,208 – 99,999	384 hours

2. Employees will cease to accrue vacation hours when in any pay period they exceed their annual accrual as determined by their anniversary date.

ARTICLE 20 COMPENSATORY TIME

1. In lieu of overtime pay, employees may be granted compensatory time, if requested by the employee and approved in advance by the City Manager or designee. However, it is the City's intent to minimize compensatory time authorization. Therefore, employees should not expect to have compensatory time authorized.
2. Compensatory time granted will accrue at a rate of one and one half hours per overtime hour worked, except for overtime worked on holidays and weekend emergency call outs.
4. Compensatory time granted will accrue at a rate of two hours per overtime hour worked on holidays and weekend emergency call outs.
4. Employees may accumulate 72 hours of compensatory time used at the employee's discretion with the approval of the immediate supervisor.
6. The decision to allow compensatory time in lieu of overtime is solely a management decision.
7. Subject to the 72-hour limit above, management can be expected to approve an employee request for compensatory time in lieu of paid overtime if hours to be accumulated as compensatory time are not reasonably expected to result in the need to backfill resultant lost productivity when the hours are taken off work, by necessitating a management decision to pay regular pay, overtime pay, or grant additional compensatory time to the requestor or another employee or require hiring temporary or consulting personnel.

ARTICLE 21 STANDBY

1. Assignment of personnel to standby shall be the prerogative of management and employees shall be subject to standby or call-out as deemed necessary.
2. First standby personnel must be able to respond within thirty minutes of being called. Second standby must report within one hour.
3. Employees required to accept standby assignment will be compensated at the rate of one and one half hours per weekday and three hours per 24-hour shift for weekends and holidays.
4. The definition of weekends is Saturday 12:01 a.m. thru Sunday 12:00 p.m.
5. Employees required to accept backup standby assignments will be compensated at the rate of one hour per day.
6. Employees who are not on assigned standby but are “called out” are required to respond if contacted and instructed to report to work.

ARTICLE 22 OVERTIME

1. For employees assigned to the 36-hour workweek, the City will compensate employees for overtime in excess of 36 hours per week paid at a rate of time and one-half, except for holidays and emergency call outs on Saturday and Sunday.
2. Scheduled overtime work on weekends, Saturday 12:01a.m. thru Sunday 12:00p.m., will be compensated at a rate of time and one –half.
3. The City will compensate employees for overtime on holidays and weekend emergency call outs at a rate of double time. If the emergency call out extends into Monday morning, the entire call out period will be paid at double time until the call out ends or thru 6:00a.m. Monday morning, whichever is first.
4. An employee’s scheduled workweek may or may not be a traditional Monday through Friday workweek. The City will not arbitrarily change an employee’s work schedule to make Sunday a regular work day and thus, avoid paying overtime to the employee. Notwithstanding the preceding sentence, the Association understands that the City has management rights to set the work schedule of any new hires from the date of amendment dated May 24, 2007 and that such schedule may include Sunday as a regularly scheduled workday and thus will not be subject to overtime compensation under the Federal Labor Standards Act (FLSA).
5. The regular 36-hour workweek is considered to be 36 hours of paid time, which will include holidays, sick leave, vacation and compensated time off.

ARTICLE 23 EMERGENCY CALL OUT

1. Employees will be compensated for a minimum of two hours when performing emergency call out work.
2. Employee compensation rate is addressed in Article 21.

ARTICLE 24 COURT TIME COMPENSATION

City employees will be compensated for City of Norco duty-related and required court appearances in those cases where the employee is required to report to the court when he/she is not scheduled to work.

ARTICLE 25 TUITION REIMBURSEMENT

1. The City will provide tuition reimbursement in an amount not to exceed \$400.00 per semester or quarter, not to exceed \$800.00 per year, for the purpose of offsetting the costs of actual tuition, course cost and/or book expense incurred by such employee.
2. The benefit is intended only for courses related to the furtherance of employees' careers in the water industry.
3. To be eligible for reimbursement the course must be on a pre-approved list and must be pre-approved by the Department Head and City Manager prior to enrollment.
Pre-Approved List
 - (1) Any Water Industry course offered by an accredited college.
 - (2) Any course offered by an accredited college that would apply and be necessary toward an Associate of Science, Associate of Arts, Bachelor of Science or Bachelor of Arts degree.
 - (3) Any California Department of Public Health (CDPH) recommended courses which may be used towards a Water Distribution and/or Water Treatment Certification.
4. Receipts and a passing score for courses and certification tests are required prior to reimbursement.
5. Courses are to be completed on the employee's own time.
6. Mileage incurred for education or testing are not reimbursable.
7. All persons participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof with the reimbursement request. A grade of "B" is required for master's level class reimbursement.
8. There will be no reimbursement if employee fails to obtain a passing grade or complete a course.
9. Should an employee fail to obtain a passing grade or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

ARTICLE 26 MOTOR VEHICLE REPORTS - DMV PULL NOTICE

Public Works employees are included in the Department of Motor Vehicles (DMV) Pull Notice program.

Driver license reports are released to the City from the DMV annually and upon a vehicle violation. Employees in the Pull Notice Program are responsible for maintaining and keeping in good standing their driver license and any driver certificate requirement.

Employees are responsible to immediately notify their supervisor whenever there is a motor vehicle violation which would have a negative impact on the required driver license.

ARTICLE 27 ACTING PAY

1. Employees shall be eligible for acting pay for temporarily filling a position of a higher classification beyond a period of ten consecutive workdays or for filling a position of a higher classification for an interim period during a vacancy.
2. Employees shall be compensated one step or at a rate of five percent higher than his/her current salary if his/her current position is in a range that overlaps the range of the higher classification being filled, or be compensated two steps or at a rate of ten percent higher than his/her current salary, if the position being temporarily filled is beyond subject employee's pay range.
3. Eligibility for acting pay shall be determined by employee's Department Head with the approval of the City Manager.

ARTICLE 28 UNIFORMS

1. The City shall purchase all special equipment and uniforms required of an employee in relation to the employee's job duties.
2. All uniforms purchased by the City, and all identifying patches, badges, etc., must be returned to the City when an employee terminates his/her employment.
3. The City shall approve the store to be used for purchase of uniforms and boots.

ARTICLE 29 DEFERRED COMPENSATION

1. The City of Norco offers several deferred compensation plans.
2. Any City employee may elect to participate. The plans provide employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.
3. Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457k.
4. The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457k.

ARTICLE 30 STATE DISABILITY INSURANCE

1. Employees of the City are covered under State Disability Insurance.
2. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.
3. An employee may request to supplement his/her State Disability Insurance with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

ARTICLE 31 INJURY ON DUTY – WORKERS COMPENSATION

1. An employee injured on the job must notify their supervisor and Human Resources immediately and submit claim form within one business day of injury and/or illness.
2. Unless an employee has completed a "Designation of Personal Physician" form prior to an injury and/or illness, an employee needing medical treatment should be referred to the City's authorized clinic to be provided with medical care.
3. The City Worker's Compensation Insurance Program shall provide compensation to employees injured on duty consistent with state laws and other worker's compensation laws. An injury must meet the test of both arising out of employment and occurring during the course of employment to be compensable under worker's compensation.
4. An injured employee under Worker's Compensation may request to supplement his/her Worker's Compensation payments with his/her available sick leave or vacation time to maintain a regular salary while on Worker's Compensation.
5. Time for workers compensation doctor appointments and physical therapy will not be deducted from employees' sick leave accrual. Employees are encouraged to schedule follow up visits outside of work hours to minimally disrupt the work day.

6. In order to qualify for temporary disability benefits there must be a loss of earnings. There is a three (3) day waiting period before qualifying for wage loss benefits. Temporary disability pays 2/3 or .6667% of wages.
7. Temporary disability is paid through the City's workers compensation administrator.

ARTICLE 32 FATIGUE TIME OFF

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and Healthful workplace. The City takes into consideration that long or unusual shifts are often required during response to an emergency or other special circumstance which may require an employee to work during the hours between 10:00 p.m. and 6:00 a.m. Long work hours can lead to tragic mistakes endangering workers and the public. Due to the safety sensitive nature of public works, driving and working after extended wakefulness may contribute to fatigue. Fatigue adversely affects performance. Effects of fatigue may lead to an increased risk of operator error, injuries and/or accidents. The symptoms of fatigue are both mental and physical, such as weariness, sleepiness, irritability, reduced alertness, lack of concentration and memory. If any of the above symptoms are apparent in an employee who has worked at least three consecutive hours between 10:00 p.m. and 6:00 a.m. and has a regularly scheduled shift later that same day, the City will require employee to delay reporting for his/her shift by the equivalent amount of hours employee worked between 10:00 p.m. and 6:00 a.m. Delayed report time will allow affected employees time for adequate rest and recovery. Employee may use sick or vacation accrued leave for hours not worked. Employee may not extend the reporting time more than the equivalent amount of hours worked between 10:00 p.m. and 6:00 a.m.

ARTICLE 33 LAYOFF AND RE-EMPLOYMENT PROCEDURE

1. Individual layoffs within individual classifications shall be based on the affected job class.
2. In determining the order of layoff, the City shall take into account job performance, seniority, specialized skills, and the City's need to operate.
3. Employees subject to layoff for economic or budgetary reasons shall not have the right of appeal.
4. For the purpose of providing reemployment opportunities for individuals who may be laid off from their employment with the City of Norco, the City shall establish a "reemployment list."
5. General Employees shall remain on the reemployment list for a period of one year from the date of the receipt of notice of layoff.
6. The reemployment list shall be used for individuals who will be eligible for appointment to a position that he/she held at the time of layoff from the City, or to a specific classification previously held with the City should such a position become vacant.
7. The reemployment list shall have priority over open competitive examination employment lists established by the City for a position affected by the reemployment list.

ARTICLE 34 SEVERANCE PAY – LAYOFF

Severance pay will be provided upon layoff from the City. The severance pay shall be one week of compensation at six months employment, two weeks compensation at eighteen months, three weeks compensation at thirty months employment, and four weeks compensation at forty-two months or more of employment.

ARTICLE 35 MANAGEMENT RIGHTS

It is understood and agreed that the City retains all of its powers and authority to manage municipal services and the work force performing those services.

It is agreed that during the term hereof, the City shall not be required to meet and confer on matters which are solely a function of management, including the right to:

1. Determine and modify the organization of City government and its constituent work units.
2. Determine the nature, standards, levels, and mode of delivery of services to be offered to the public.
3. Determine the methods, means and the number and kinds of personnel by which services are to be provided.
4. Determine whether goods or services shall be made or provided by the City, or shall be purchased, or contracted for.
5. Direct employees, including scheduling and assigning work, work hours, and overtime.
6. Establish employee performance standards and to require compliance therewith.
7. Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees, subject to the requirements of applicable law.
8. Relieve employees from duty because of lack of work or lack of funds or for other legitimate reasons.
9. Implement rules, regulations, and directives consistent with law and the specific provisions of this MOU.
10. Take all necessary actions to protect and public and carry out its mission in emergencies.
11. Determine the content of job classifications.
12. Contract out and transfer work out of the bargaining unit.

Decisions under this Article shall not be subject to the grievance procedure herein.

Failure by the City to exercise and/or implement any rights expressly provided for in this Agreement shall in no way extinguish and/or diminish the City's right to do so in the future.

ARTICLE 36 PROVISIONS OF LAW

If any article or section of this agreement, or any addition thereto, should be held invalid by operation of law, or by a tribunal or office of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal or office, the remainder of this agreement shall not be affected thereby and all parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 37 GENERAL PROVISIONS

1. The parties acknowledge that during the negotiations which resulted in this MOU, each had the right and opportunity to make demands and proposals with respect to subjects within the scope of representation. The understandings arrived at after the exercise of that right are set forth in this MOU and constitute the complete and total contract between the City and the PW & PMWA with respect to wages, hours, and other terms and conditions of employment.

2. Any prior or existing Memoranda of Understanding between the parties regarding matters within the scope of representation are hereby superseded and terminated in their entirety.

CITY OF NORCO

**PUBLIC WORKS & PARKS
MAINTENANCE WORKERS ASSOCIATION**

Andy Okoro, City Manager

Derek Lacombe, President

Myrna Paakkonen, Human Resource Analyst

Abel Garcia, Vice President

Date: _____

Date: _____

**CITY OF NORCO
PUBLIC WORKS & PARKS MAINTENANCE WORKERS ASSOCIATION
CLASSIFICATIONS SALARY RANGES
EFFECTIVE 7/01/2014**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
46	Inspector II	Annualized	47,606	49,992	52,492	55,116	57,872
		Monthly	3,967	4,166	4,374	4,593	4,823
		Hourly	25.4308	26.7054	28.0406	29.4426	30.9146
45	Maintenance Lead Worker Inspector I	Annualized	41,114	43,174	45,334	47,606	49,992
		Monthly	3,426	3,598	3,778	3,967	4,166
		Hourly	21.9627	23.0628	24.2166	25.4308	26.7054
40	Water Quality Control Officer	Annualized	40,172	42,182	44,291	46,501	48,825
		Monthly	3,348	3,515	3,691	3,875	4,069
		Hourly	21.4595	22.5329	23.6598	24.8405	26.0815
32	Maintenance Worker II	Annualized	37,297	39,168	41,114	43,174	45,334
		Monthly	3,108	3,264	3,426	3,598	3,778
		Hourly	19.9234	20.9229	21.9627	23.0628	24.2166
26	Maintenance Worker I Meter Technician I	Annualized	34,697	36,443	38,276	40,197	42,207
		Monthly	2,891	3,037	3,190	3,350	3,517
		Hourly	18.5348	19.4672	20.4466	21.4730	22.5463
11	Maintenance Worker Trainee	Annualized	29,963	31,470	33,039	34,697	36,443
		Monthly	2,497	2,622	2,753	2,891	3,037
		Hourly	16.0058	16.8108	17.6493	18.5348	19.4672

**CITY OF NORCO
PUBLIC WORKS & PARKS MAINTENANCE WORKERS ASSOCIATION
CLASSIFICATIONS SALARY RANGES
EFFECTIVE 7/01/2015**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
46	Inspector II	Annualized	49,035	51,492	54,067	56,770	59,608
		Monthly	4,086	4,291	4,506	4,731	4,967
		Hourly	26.1937	27.5066	28.8818	30.3259	31.8420
45	Maintenance Lead Worker Inspector I	Annualized	42,348	44,469	46,693	49,035	51,492
		Monthly	3,529	3,706	3,891	4,086	4,291
		Hourly	22.6216	23.7547	24.9431	26.1937	27.5066
40	Water Quality Control Officer	Annualized	41,377	43,447	45,620	47,896	50,289
		Monthly	3,448	3,621	3,802	3,991	4,191
		Hourly	22.1033	23.2089	24.3696	25.5857	26.8639
32	Maintenance Worker II	Annualized	38,416	40,343	42,348	44,469	46,693
		Monthly	3,201	3,362	3,529	3,706	3,891
		Hourly	20.5211	21.5506	22.6216	23.7547	24.9431
26	Maintenance Worker I Meter Technician I	Annualized	35,738	37,536	39,424	41,403	43,473
		Monthly	2,978	3,128	3,285	3,450	3,623
		Hourly	19.0908	20.0512	21.0600	22.1172	23.2227
11	Maintenance Worker Trainee	Annualized	30,862	32,414	34,031	35,738	37,536
		Monthly	2,572	2,701	2,836	2,978	3,128
		Hourly	16.4860	17.3151	18.1788	19.0908	20.0512

**CITY OF NORCO
PUBLIC WORKS & PARKS MAINTENANCE WORKERS ASSOCIATION
CLASSIFICATIONS SALARY RANGES
EFFECTIVE 7/01/2016**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
46	Inspector II	Annualized	50,506	53,037	55,689	58,473	61,397
		Monthly	4,209	4,420	4,641	4,873	5,116
		Hourly	26.9795	28.3318	29.7483	31.2357	32.7973
45	Maintenance Lead Worker Inspector I	Annualized	43,618	45,803	48,094	50,506	53,037
		Monthly	3,635	3,817	4,008	4,209	4,420
		Hourly	23.3002	24.4673	25.6914	26.9795	28.3318
40	Water Quality Control Officer	Annualized	42,619	44,750	46,988	49,333	51,798
		Monthly	3,552	3,729	3,916	4,111	4,316
		Hourly	22.7664	23.9052	25.1007	26.3533	27.6699
32	Maintenance Worker II	Annualized	39,568	41,553	43,618	45,803	48,094
		Monthly	3,297	3,463	3,635	3,817	4,008
		Hourly	21.1367	22.1971	23.3002	24.4673	25.6914
26	Maintenance Worker I Meter Technician I	Annualized	36,810	38,662	40,607	42,645	44,777
		Monthly	3,068	3,222	3,384	3,554	3,731
		Hourly	19.6636	20.6528	21.6918	22.7807	23.9194
11	Maintenance Worker Trainee	Annualized	31,788	33,386	35,052	36,810	38,662
		Monthly	2,649	2,782	2,921	3,068	3,222
		Hourly	16.9806	17.8346	18.7241	19.6636	20.6528

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Myrna Paakkonen, Human Resource Analyst

DATE: June 17, 2015

SUBJECT: Approval of Salary and Benefits Resolutions for Management and Middle Management, Professional and Confidential Employees for Fiscal Years 2015-2016 and 2016-2017 and approval of modification to Employer Paid Member Contributions (EPMC)

RECOMMENDATION: Adopt **Resolution No. 2015-39**, approving the Annual Salary and Benefits for Management Personnel; and **Resolution No. 2015-40**, approving the Annual Salary and Benefits for Middle Management, Professional and Confidential Service Personnel; and **Resolution No. 2015-41**, approving Modification to Employer Paid Member Contributions

SUMMARY: The proposed salary and benefits resolutions establish compensation and benefit levels for Management and Middle Management, Professional and Confidential Service Personnel for fiscal years 2015-2016 and 2016-2017. The resolutions include a proposed increase to salary and for Classic employees hired on or prior to October 31, 2010, a decrease in contribution the City now pays towards the Employer Paid Member Contributions (EPMC) for retirement through the California Public Employees' Retirement System (CalPERS) by 2% in fiscal year 2016 and an additional 2% in fiscal year 2017. Employees will increase their contribution towards retirement rates to 6% and 8% for fiscal year 2016 and fiscal year 2017 respectively. Additionally, changes to the sick leave benefit were made in accordance to the Healthy Workplaces/Healthy Families Act of 2014. Furthermore, employees will be allowed to be paid ("cash-out") up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year based on merit at the discretion of the City Manager.

BACKGROUND/ANALYSIS: Annually, the City adopts salary and benefits resolutions for non-represented employee units consisting of Management, Middle Management, Professional, and Confidential Service employees. For fiscal year 2015-2016 and 2016-2017, Management, Middle Management, Professional and Confidential resolutions reflect a proposed 3% salary adjustment for each year. The city will decrease the employer contribution of the employee's contribution rates for retirement by 2% in fiscal year 2015-2016 and an additional decrease of 2% in fiscal year 2016/2017. Represented employees will increase their contribution rates for retirement through the CalPERS Retirement System to 6% and 8% for fiscal year 2015/2016 and fiscal year 2016/2017 respectively. Additionally, sick leave benefit has been revised to meet the Healthy Workplaces/Healthy Families Act of

Salary and Benefits Resolutions

Page 2

June 17, 2015

2014 provisions which consist of employee use of accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Furthermore, the City must modify its contract with CalPERS to implement the decrease in EPMC it now pays. Government Code Section 20691 allows a contracting agency with CalPERS to pay all or a portion of the employee normal contributions; currently the City pays 4%. To implement EPMC changes, CalPERS administrative procedure requires the City Council approve resolution.

FINANCIAL IMPACT: The additional costs estimated to be \$10,305 related to the proposed changes in salaries have been included in the Fiscal Year 2015-2016 operating budget.

Attachments: Resolution No. 2015-39
Resolution No. 2015-40
Resolution No. 2015-41

RESOLUTION NO. 2015-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, ESTABLISHING ANNUAL SALARY RANGES AND BENEFITS FOR MANAGEMENT CLASSIFICATIONS OF THE CITY OF NORCO

WHEREAS, the following Management classifications of the City of Norco (“City”) are unrepresented in the employer-employee relationship and, therefore receive consideration from the City Council in recognition of the management nature and responsibility of the positions and contributions to the efficient and effective operations of the City; and

WHEREAS, individuals serving in these Management classifications are “at will” employees who serve at the pleasure of the City Manager; and

WHEREAS, employees in these classifications are exempt under the provisions of the Federal Fair Labor Standards Act.

NOW THEREFORE, BE IT RESOLVED effective July 1, 2015 and July 1, 2016 there shall be a 3% salary range adjustment for classifications covered by this Resolution. Effective July 1, 2015 employees will contribute 6% of the employee’s contribution rates toward retirement and effective July 1, 2016 employees will contribute 8% of the employee’s contribution rates toward retirement through the CalPERS Retirement System. There will be a change to sick leave benefit to meet the requirement of the Healthy Workplaces/Healthy Families Act of 2014. Employees will be allowed to be paid (“cash-out”) up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year based on merit at the discretion of the City Manager.

Section 1 SALARY RANGES

SALARY SCHEDULE

Effective July 1, 2015 and July 1, 2016 there shall be a 3% salary range adjustment for the following classifications:

City Clerk/Assistant to the City Manager
Deputy City Manager/ Director of Parks, Recreation & Community Services
Finance Officer
Director of Public Works
Director of Planning

Section 2 BENEFITS

I SICK LEAVE

Accrual Rate. Employees in Management classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee’s yearly

accrual of sick leave may be used for illness or injury to a parent, child, spouse, or domestic partner.

Employees may use accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of each year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

II ADMINISTRATIVE LEAVE

In recognition of the fact that Management employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of the City Manager.

Management employees shall be allowed to take up to fifty-six (56) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30 of each year. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

Employees will be allowed to be paid ("cash-out") up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year based on merit at the discretion of the City Manager.

New hires' administrative leave will be pro-rated.

III HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:

- New Year's Day
- Martin Luther King's Birthday

- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Birthday

The birthday holiday must be taken within the fiscal year.

- 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.
3. The City shall pay nine (9) hours for each holiday.

IV VACATION

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 th yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 th – 9 th yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 th – 14 th yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 th + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed their annual accrual as determined by their anniversary date.

V PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012

1. For employees hired on or prior to December 31, 2012 and new hires who are "Classic" Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
 - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
 - c. Three-year final compensation (36 highest paid consecutive months).
2. **Employees hired on or prior to October 31, 2010:** Effective July 1, 2015, the City has agreed to pay 100% of the employer and 2% of the employee's contribution rates toward retirement through the CalPERS Retirement System and employees will pay 6% of the employee's contribution rates. Effective July 1, 2016 the City will pay 100% of the employer and 0% of the employee's contribution rates and employees will pay 8% of the employee's contribution rates toward retirement through the CalPERS Retirement System.
 3. **Employees hired on or after November 1, 2010 and through December 31, 2012:** The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.
 4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

VI PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee's share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

VII HEALTH INSURANCE

1. The City will participate with the State of California for health benefit programs available through CalPERS.
2. The City agrees to pay up to \$1,250 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
3. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in the

CalPERS Other Southern California Region in lieu of health benefits, providing the following requirements are met:

- a) An election form to opt-out of health benefits is completed.
- b) Satisfactory proof of other coverage is provided.

VIII DENTAL INSURANCE

The City will provide a choice between a HMO dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a PPO dental insurance plan with the City's contribution limited to the cost of the HMO dental insurance premium.

IX VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

X LIFE INSURANCE

The City will provide term life insurance in the amount of \$125,000, for employees and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

XI CONTINUOUS SERVICE BONUS

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

Five-year anniversary	\$100
Ten-year anniversary	\$300
Fifteen-year anniversary	\$500
Twenty-year anniversary	\$700
Twenty-five year anniversary	\$1,000
Thirty-year anniversary	\$1,250

XII MEDICAL SAVINGS ACCOUNT

The City shall deposit \$25 per month into a medical savings account for each Management employee.

New Hires are enrolled effective the first of the month, after six months of employment. To be eligible for the benefit, employees must enroll in the Medical Savings Plan.

XIII BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.

2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative who is a member of the employee's household, and any parent, grandparent, spouse, domestic partner, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, domestic partner, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

XIV JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per fiscal year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year.

XV TUITION REIMBURSEMENT

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

Should an employee fail to obtain a passing grade of "C" (or "B" for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

XVI LONG TERM DISABILITY INSURANCE

The City of Norco offers an optional Long-Term Disability plan at the employee's expense.

XVII DEFERRED COMPENSATION

The City of Norco offers several deferred compensation plans. Any City full time employee may elect to participate. The plans provide employees the ability to

defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457(k).

The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457(k).

XVIII STATE DISABILITY INSURANCE

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

XIX INJURY ON DUTY – WORKERS COMPENSATION

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

XX AUTO ALLOWANCE

Employees shall receive \$400 per month auto allowance or a City owned automobile may be assigned for employee use to facilitate emergency call-back duties at the discretion of the City Manager.

XXI SEVERANCE PAY – LAYOFF

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3) weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

XXII EMPLOYEE ON LEAVE COMPENSATION

An employee on leave without pay, excluding FMLA, CFRA, Military and Disability, shall receive no compensation, including pay for holidays, and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The employee's department head shall approve all leaves without pay. The City shall use any accrued sick or vacation accrual for payment of any elected benefit premiums.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

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

I, CHERYL L. LINK, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 17, 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 June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California

**CITY OF NORCO SALARY SCHEDULE
MANAGEMENT
EFFECTIVE 02/18/2015**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Job Title						
86	Deputy City Manager/Director of Parks, Recreation & Community Services	Annualized	114,908	120,653	126,686	133,020	139,671
		Monthly	9,576	10,054	10,557	11,085	11,639
		Hourly	61.3823	64.4514	67.6740	71.0577	74.6106
82A	Director of Public Works Finance Officer	Annualized	97,028	101,880	106,974	112,565	117,939
		Monthly	8,086	8,490	8,914	9,380	9,828
		Hourly	51.8313	54.4230	57.1440	60.1308	63.0014
74A	Planning Director	Annualized	86,299	90,614	95,145	99,902	104,897
		Monthly	7,192	7,551	7,929	8,325	8,741
		Hourly	46.1001	48.4051	50.8253	53.3665	56.0348
58A	City Clerk/Assistant to City Manager	Annualized	67,336	70,703	74,239	77,950	81,848
		Monthly	5,611	5,892	6,187	6,496	6,821
		Hourly	35.9703	37.7688	39.6573	41.6400	43.7220

**CITY OF NORCO SALARY SCHEDULE
MANAGEMENT
EFFECTIVE 07/01/2015**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Job Title						
86	Deputy City Manager/Director of Parks, Recreation & Community Services	Annualized	118,355	124,273	130,486	137,011	143,861
		Monthly	9,863	10,356	10,874	11,418	11,988
		Hourly	63.2238	66.3849	69.7042	73.1894	76.8489
82A	Director of Public Works Finance Officer	Annualized	99,939	104,936	110,183	115,942	121,477
		Monthly	8,328	8,745	9,182	9,662	10,123
		Hourly	53.3862	56.0557	58.8583	61.9347	64.8914
74A	Planning Director	Annualized	88,888	93,333	97,999	102,899	108,044
		Monthly	7,407	7,778	8,167	8,575	9,004
		Hourly	47.4831	49.8573	52.3501	54.9675	57.7158
58A	City Clerk/Assistant to City Manager	Annualized	69,356	72,824	76,466	80,289	84,303
		Monthly	5,780	6,069	6,372	6,691	7,025
		Hourly	37.0494	38.9019	40.8470	42.8892	45.0337

**CITY OF NORCO SALARY SCHEDULE
MANAGEMENT
EFFECTIVE 07/01/2016**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Job Title						
86	Deputy City Manager/Director of Parks, Recreation & Community Services	Annualized	121,906	128,001	134,401	141,121	148,177
		Monthly	10,159	10,667	11,200	11,760	12,348
		Hourly	65.1205	68.3765	71.7953	75.3851	79.1544
82A	Director of Public Works Finance Officer	Annualized	102,937	108,084	113,488	119,420	125,121
		Monthly	8,578	9,007	9,457	9,952	10,427
		Hourly	54.9878	57.7374	60.6241	63.7928	66.8382
74A	Planning Director	Annualized	91,555	96,133	100,939	105,986	111,285
		Monthly	7,630	8,011	8,412	8,832	9,274
		Hourly	48.9076	51.3530	53.9206	56.6165	59.4473
58A	City Clerk/Assistant to City Manager	Annualized	71,437	75,009	78,760	82,697	86,832
		Monthly	5,953	6,251	6,563	6,891	7,236
		Hourly	38.1609	40.0689	42.0724	44.1759	46.3847

RESOLUTION NO. 2015-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ESTABLISHING ANNUAL SALARY RANGES AND BENEFITS FOR CLASSIFICATIONS IN THE MIDDLE MANAGEMENT, PROFESSIONAL, AND CONFIDENTIAL SERVICE OF THE CITY OF NORCO

WHEREAS, the following classifications in Middle Management, Professional, and Confidential Service of the City of Norco ("City") are unrepresented in the employer-employee relationship and, therefore receive consideration from the City Council in recognition of the management, supervisory, professional and/or confidential nature of their positions and contributions to the efficient and effective operations of the City; and

WHEREAS, employees in these classifications are exempt under the provisions of the Federal Fair Labor Standards Act; and

WHEREAS, the City Council desires to establish the compensation levels for classifications in Middle Management, Professional, and Confidential Service

NOW THEREFORE, BE IT RESOLVED effective July 1, 2015 and July 1, 2016 there shall be a 3% salary range adjustment for classifications covered by this Resolution. Effective July 1, 2015 employees will contribute 6% of the employee's contribution rates toward retirement and effective July 1, 2016 employees will contribute 8% of the employee's contribution rates toward retirement through the CalPERS Retirement System. There will be a change to sick leave benefit to meet the requirement of the Healthy Workplaces/Healthy Families Act of 2014. Employees will be allowed to be paid ("cash-out") up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year based on merit at the discretion of the City Manager.

Section 1 **SALARY RANGES**

I. **SALARY SCHEDULE**

Effective July 1, 2015 and July 1, 2016 there shall be a 3% salary range adjustment for the following classifications:

CLASSIFICATIONS

Accountant
Accounting Manager
Administrative Analyst
Administrative/Facilities Coordinator
Animal Control/Equestrian Superintendent
Associate Civil Engineer
Deputy City Clerk
Executive Secretary
Human Resources Analyst

Parks & Public Buildings Maintenance Superintendent
Public Works Superintendent
Recreation & Community Services Superintendent
Recreation & Community Services Supervisor
Senior Planner

Section 2 **BENEFITS**

Employees in the Middle Management, Professional, and Confidential Service classifications covered under this Resolution are covered by, and subject to, the Personnel Rules and Regulations of the City.

Benefits that are not included in, or are not specified adequately in the Personnel Rules and Regulations that are applicable to employees in the Middle Management, Professional, and Confidential Service classifications detailed are as follows:

I. **SICK LEAVE**

Accrual Rate. Employees in Middle Management, Professional, and Confidential Service classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee's yearly accrual of sick leave can be used for illness or injury to a parent, child, spouse, or domestic partner.

Employees may use accrued paid sick leave beginning on the 90th day of employment. Sick leave may be used for employee or a family member for diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of each year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

II. **ADMINISTRATIVE LEAVE**

In recognition of the fact that Middle Management, Professional, and Confidential Service employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of their department head.

Middle Management, Professional, and Confidential Service employees shall be allowed to take up to forty-eight (48) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30 of each year. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

Employees will be allowed to be paid ("cash-out") up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year based on merit at the discretion of the City Manager.

New hires' administrative leave will be pro-rated.

III. PROBATIONARY PERIOD

All original or promotional appointments for Middle Management, Professional, and Confidential Service employees shall be subject to a probationary period of one (1) year.

IV. HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Birthday

The birthday holiday must be taken within the fiscal year.

- 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.

3. The City shall pay nine (9) hours for each holiday.

V. VACATION

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 th yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 th – 9 th yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 th – 14 th yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 th + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed their annual accrual as determined by their anniversary date.

VI PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012

1. For employees hired on or prior to December 31, 2012 and new hires who are “Classic” Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
 - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
 - c. Three-year final compensation (36 highest paid consecutive months).
2. **Employees hired on or prior to October 31, 2010:** Effective July 1, 2015, the City has agreed to pay 100% of the employer and 2% of the employee’s contribution rates toward retirement through the CalPERS Retirement System and employees will pay 6% of the employee’s contribution rates. Effective July 1, 2016 the City will pay 100% of the employer and 0% of the employee’s contribution rates and employees will pay 8% of the employee’s contribution rates toward retirement through the CalPERS Retirement System.
 3. **Employees hired on or after November 1, 2010 and through December 31, 2012:** The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.
 4. City shall implement all other requirements mandated by the Public Employees’ Pension Reform Act of 2013.

VII PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 2013.

VIII HEALTH BENEFITS

1. The City will participate with the State of California for health benefit programs available through CalPERS.
2. The City agrees to pay up to \$1,250 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
3. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in the CalPERS Other Southern California Region in lieu of health benefits, providing the following requirements are met:
 - a) An election form to opt-out of health benefits is completed.
 - b) Satisfactory proof of other coverage is provided.

IX DENTAL INSURANCE

The City will provide a choice between a HMO dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a PPO dental insurance plan with the City's contribution limited to the cost of the HMO dental insurance premium.

X VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

XI LIFE INSURANCE

The City will provide term life insurance benefit equal to the employee's annual salary (rounded to the nearest thousand) and \$5,000 dependent life benefit, fully paid by the City for both employee and dependent coverage. The annual salary will be the monthly base salary times twelve.

XII CONTINUOUS SERVICE BONUS

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

Five-year anniversary	\$100
Ten-year anniversary	\$300
Fifteen-year anniversary	\$500

Twenty-year anniversary	\$700
Twenty-five year anniversary	\$1,000
Thirty-year anniversary	\$1,250

XIII MEDICAL SAVINGS ACCOUNT

The City shall deposit \$20 per month into a medical savings account for Middle Management, Professional, and Confidential Service employees.

New Hires are enrolled effective the first of the month, after six months of employment. To be eligible for the benefit, employees must enroll in the Medical Savings Plan.

XIV BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative who is a member of the employee's household, and any parent, grandparent, spouse, domestic partner, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, domestic partner, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

XV TUITION REIMBURSEMENT

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

Should an employee fail to obtain a passing grade of "C" (or "B" for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

XVI SEVERANCE PAY – LAYOFF

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3)

weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

XVII. JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per fiscal year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year. Documentation must be attached to corresponding time sheet for payment.

XV. LONG TERM DISABILITY INSURANCE

The City of Norco offers an optional Long-Term Disability plan at the employee's expense.

XVI. DEFERRED COMPENSATION

The City of Norco offers several deferred compensation plans. Any City full time employee may elect to participate. The plans provide employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457(k).

The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457(k).

XVII. STATE DISABILITY INSURANCE

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

XVIII. INJURY ON DUTY – WORKERS COMPENSATION

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

XXI. EMPLOYEE ON LEAVE COMPENSATION

An employee on leave without pay, excluding FMLA, CFRA, Military and Disability, shall receive no compensation, including pay for holidays, and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The employee's department head shall approve all leaves without pay. The City shall use any accrued sick or vacation accrual for payment of any elected benefit premiums.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

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

I, CHERYL L. LINK, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 17, 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 June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California

**CITY OF NORCO
MIDDLE MANAGEMENT, PROFESSIONAL & CONFIDENTIAL
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2014**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
70C	Public Works Superintendent	Annualized	70,210	73,702	77,393	81,261	85,330
		Monthly	5,851	6,142	6,449	6,772	7,111
		Hourly	37.5055	39.3705	41.3427	43.4088	45.5822
72	Accounting Manager	Annualized	65,451	68,729	72,157	75,774	79,554
		Monthly	5,454	5,727	6,013	6,314	6,630
		Hourly	34.9632	36.7140	38.5453	40.4773	42.4965
73D	Associate Civil Engineer	Annualized	62,639	65,776	69,068	72,518	76,139
		Monthly	5,220	5,481	5,756	6,043	6,345
		Hourly	33.4611	35.1367	36.8951	38.7383	40.6726
65	Senior Planner	Annualized	62,236	65,351	68,616	72,044	75,648
		Monthly	5,186	5,446	5,718	6,004	6,304
		Hourly	33.2459	34.9096	36.6536	38.4850	40.4103
60	Superintendent Animal Control/Equestrian Rec. & Community Services Parks and Public Bldgs Maint	Annualized	60,114	63,128	66,280	69,595	73,074
		Monthly	5,010	5,261	5,523	5,800	6,089
		Hourly	32.1122	33.7222	35.4059	37.1769	39.0350
49CD	Human Resources Analyst	Annualized	56,071	58,871	61,822	64,911	68,151
		Monthly	4,673	4,906	5,152	5,409	5,679
		Hourly	29.9522	31.4480	33.0245	34.6747	36.4055
43C	Accountant	Annualized	50,959	53,521	56,196	59,009	61,960
		Monthly	4,247	4,460	4,683	4,917	5,163
		Hourly	27.2219	28.5903	30.0192	31.5219	33.0982
43	Supervisor Rec. & Community Services	Annualized	44,228	46,439	48,762	51,198	53,760
		Monthly	3,686	3,870	4,063	4,266	4,480
		Hourly	23.6263	24.8070	26.0479	27.3493	28.7178
41	Deputy City Clerk	Annualized	42,483	44,618	46,841	49,189	51,650
		Monthly	3,540	3,718	3,903	4,099	4,304
		Hourly	22.6939	23.8342	25.0216	26.2761	27.5909
35C	Executive Secretary Administrative Analyst	Annualized	40,348	42,370	44,480	46,715	49,051
		Monthly	3,362	3,531	3,707	3,893	4,088
		Hourly	21.5535	22.6334	23.7605	24.9546	26.2023
61	Administrative/Facilities	Annualized	38,339	40,260	42,257	44,379	46,602
		Monthly	3,195	3,355	3,521	3,698	3,884
		Hourly	20.4801	21.5065	22.5731	23.7067	24.8942

**CITY OF NORCO
MIDDLE MANAGEMENT, PROFESSIONAL & CONFIDENTIAL
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2015**

Range No.	Classification/Job Title		STEP A	STEP B	STEP C	STEP D	STEP E
70C	Public Works Superintendent	Annualized	72,317	75,913	79,715	83,699	87,890
		Monthly	6,026	6,326	6,643	6,975	7,324
		Hourly	38.6307	40.5516	42.5830	44.7111	46.9497
72	Accounting Manager	Annualized	67,415	70,790	74,322	78,047	81,940
		Monthly	5,618	5,899	6,193	6,504	6,828
		Hourly	36.0121	37.8154	39.7017	41.6916	43.7714
73D	Associate Civil Engineer	Annualized	64,518	67,749	71,140	74,694	78,423
		Monthly	5,377	5,646	5,928	6,224	6,535
		Hourly	34.4649	36.1908	38.0020	39.9004	41.8928
65	Senior Planner	Annualized	64,103	67,311	70,674	74,205	77,918
		Monthly	5,342	5,609	5,890	6,184	6,493
		Hourly	34.2433	35.9569	37.7532	39.6396	41.6226
60	Superintendent Animal Control/Equestrian Rec. & Community Services Parks and Public Bldgs Maint	Annualized	61,917	65,022	68,268	71,683	75,266
		Monthly	5,160	5,418	5,689	5,974	6,272
		Hourly	33.0756	34.7339	36.4681	38.2922	40.2061
49CD	Human Resources Analyst	Annualized	57,753	60,637	63,677	66,858	70,196
		Monthly	4,813	5,053	5,306	5,572	5,850
		Hourly	30.8508	32.3914	34.0152	35.7149	37.4977
43C	Accountant	Annualized	52,488	55,127	57,882	60,779	63,819
		Monthly	4,374	4,594	4,823	5,065	5,318
		Hourly	28.0386	29.4480	30.9198	32.4676	34.0911
43	Supervisor Rec. & Community Services	Annualized	45,555	47,832	50,225	52,734	55,373
		Monthly	3,796	3,986	4,185	4,394	4,614
		Hourly	24.3351	25.5512	26.8293	28.1698	29.5793
41	Deputy City Clerk	Annualized	43,757	45,956	48,246	50,665	53,200
		Monthly	3,646	3,830	4,020	4,222	4,433
		Hourly	23.3747	24.5492	25.7722	27.0644	28.4186
35C	Executive Secretary Administrative Analyst	Annualized	41,559	43,641	45,814	48,116	50,522
		Monthly	3,463	3,637	3,818	4,010	4,210
		Hourly	22.2001	23.3124	24.4733	25.7032	26.9884
61	Administrative/Facilities	Annualized	39,489	41,468	43,525	45,710	48,000
		Monthly	3,291	3,456	3,627	3,809	4,000
		Hourly	21.0945	22.1517	23.2503	24.4179	25.6410

**CITY OF NORCO
MIDDLE MANAGEMENT, PROFESSIONAL & CONFIDENTIAL
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 07/01/2016**

Range			STEP A	STEP B	STEP C	STEP D	STEP E
No.	Classification/Job Title						
70C	Public Works Superintendent	Annualized	74,486	78,190	82,107	86,210	90,526
		Monthly	6,207	6,516	6,842	7,184	7,544
		Hourly	39.7896	41.7682	43.8605	46.0524	48.3582
72	Accounting Manager	Annualized	69,437	72,914	76,551	80,388	84,398
		Monthly	5,786	6,076	6,379	6,699	7,033
		Hourly	37.0925	38.9499	40.8927	42.9424	45.0845
73D	Associate Civil Engineer	Annualized	66,454	69,782	73,274	76,934	80,776
		Monthly	5,538	5,815	6,106	6,411	6,731
		Hourly	35.4989	37.2765	39.1420	41.0975	43.1496
65	Senior Planner	Annualized	66,027	69,331	72,794	76,431	80,255
		Monthly	5,502	5,778	6,066	6,369	6,688
		Hourly	35.2706	37.0356	38.8858	40.8287	42.8713
60	Superintendent Animal Control/Equestrian Rec. & Community Services	Annualized	63,775	66,972	70,316	73,834	77,524
		Monthly	5,315	5,581	5,860	6,153	6,460
		Hourly	34.0678	35.7759	37.5621	39.4410	41.4122
49CD	Human Resources Analyst	Annualized	59,485	62,456	65,587	68,864	72,301
		Monthly	4,957	5,205	5,466	5,739	6,025
		Hourly	31.7763	33.3632	35.0357	36.7864	38.6226
43C	Accountant	Annualized	54,063	56,780	59,618	62,603	65,733
		Monthly	4,505	4,732	4,968	5,217	5,478
		Hourly	28.8797	30.3314	31.8474	33.4416	35.1139
43	Supervisor Rec. & Community Services	Annualized	46,922	49,267	51,731	54,316	57,034
		Monthly	3,910	4,106	4,311	4,526	4,753
		Hourly	25.0651	26.3177	27.6342	29.0149	30.4667
41	Deputy City Clerk	Annualized	45,070	47,335	49,693	52,184	54,796
		Monthly	3,756	3,945	4,141	4,349	4,566
		Hourly	24.0760	25.2857	26.5454	27.8763	29.2712
35C	Executive Secretary Administrative Analyst	Annualized	42,805	44,950	47,188	49,560	52,038
		Monthly	3,567	3,746	3,932	4,130	4,336
		Hourly	22.8661	24.0118	25.2075	26.4743	27.7980
61	Administrative/Facilities	Annualized	40,674	42,712	44,830	47,082	49,440
		Monthly	3,389	3,559	3,736	3,923	4,120
		Hourly	21.7273	22.8162	23.9478	25.1504	26.4103

RESOLUTION NO. 2015-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, FOR MODIFICATION OF EMPLOYER PAID MEMBER CONTRIBUTIONS WHICH SHALL APPLY TO MANAGEMENT, MIDDLE MANAGEMENT, PROFESSIONAL, AND CONFIDENTIAL EMPLOYEES

WHEREAS, the governing body of the City of Norco has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Norco has a written labor policy or agreement which specifically provides for a percentage of the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to modify Section 20691 is the adoption by the governing body of the City of Norco of a Resolution to modify said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Norco has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all Management; and Middle Management, Professional, and Confidential employees hired on or prior to October 31, 2010.
- This benefit shall consist of paying 2% of the normal member contributions as EPMC effective July 1, 2015 and 0% effective July 1, 2016.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norco elects to modify and pay EPMC, as set forth above.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

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

Resolution No. 2015-41

Page 2

June 17, 2015

I, CHERYL L. LINK, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 17, 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 June 17, 2015.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Cheryl L. Link, City Clerk

DATE: June 17, 2015

SUBJECT: Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council (EDAC) for Fiscal Year 2015-2016

RECOMMENDATION: Adopt **Resolution No. 2015-42**, setting the regular meeting schedules for City Commissions and EDAC for FY 2015-2016.

SUMMARY: A resolution was adopted reducing the number of City Commission and EDAC meetings for Fiscal Years 2011-12, 2012-13, and 2013-14 in order to more efficiently and fiscally manage the City staffing requirements for preparing and conducting commission meetings. This schedule for regular meetings provided for a more efficient way to transact City business using the current available City staff. As the City continues to face the same financial and staffing challenges, staff is recommending that the City Council adopt a resolution to continue this regular meeting schedule for City Commissions and EDAC for FY 2014-2015.

BACKGROUND/ANALYSIS: The current regular meeting schedule for City Commissions and EDAC is as follows:

Planning Commission	One regular meeting per month
Historic Preservation Commission	One regular meeting every other month
Parks and Recreation Commission	One regular meeting every other month
Streets, Trails and Utilities Commission	One regular meeting every other month
Economic Development Advisory Council	One regular meeting per month

The Norco Municipal Code (NMC) establishes regular meetings for the Historic Preservation Commission at once per quarter. The NMC establishes regular meetings for the Parks and Recreation Commission and the Streets, Trails and Utilities Commission at once per calendar month. The purpose of this reduction in meetings for the two commissions was to provide a more efficient way to transact City business using the current available City staff. The regular meeting schedule for the Historic Preservation Commission was increased due to the amount of items that were necessary to address.

It is recommended that this regular meeting schedule be continued for Fiscal Year 2015/16. This recommendation does not limit the calling of special meetings or sub-committee meetings.

FINANCIAL IMPACT: None

Attachment: Resolution No. 2015-42

RESOLUTION NO. 2015-42

A RESOLUTION OF THE CITY OF NORCO, CALIFORNIA, TO SET THE REGULAR MEETING SCHEDULES FOR CITY COMMISSIONS AND THE ECONOMIC DEVELOPMENT ADVISORY COUNCIL FOR FISCAL YEAR 2015-2016

WHEREAS, the Norco Municipal Code (“NMC”) states the number of regular meetings each City Commission shall hold; and

WHEREAS, the Parks, Recreation and Community Services Commission, the Streets, Trails and Utilities Commission, and the Planning Commission by NMC are required to hold not less than one regular scheduled meeting each calendar month; and

WHEREAS, the Historic Preservation Commission, by NMC, is required to hold not less than one regular scheduled meeting per quarter; and

WHEREAS, the number of regular meetings required for the Economic Development Advisory Council (“EDAC”) is set by Resolution No. 2010-18 at not less than once per month; and

WHEREAS, in order to more efficiently and fiscally manage the City staffing requirements for preparing and conducting commission meetings, it is imperative that reductions in the number of regular scheduled meetings be continued for the Parks, Recreation and Community Services Commission, the Streets, Trails and Utilities Commission; and

WHEREAS, it has been determined that the reduction in the number of regular scheduled meetings held will not deter from, nor lessen the importance of the information discussed and approved by the Parks, Recreation and Community Services Commission, the Streets, Trails and Utilities Commission, but will instead provide for a more efficient way to transact City business using the current available City staff.

NOW, THEREFORE, the City Council of the City of Norco does hereby resolve as follows:

SECTION 1. The Historic Preservation Commission, the Parks, Recreation and Community Services Commission, and the Streets, Trails and Utilities Commission shall hold not less than one regular scheduled meeting every other month throughout Fiscal Year 2015-2016 beginning July 1, 2015; and

SECTION 2. The Planning Commission shall hold not less than one regular scheduled meeting each calendar month throughout Fiscal Year 2015/16 beginning July 1, 2015; and

SECTION 3. The EDAC shall hold not less than one regular scheduled meeting each calendar month throughout Fiscal Year 2015-2016 beginning July 1, 2015.

Resolution No. 2015-42

Page 2

June 17, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 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 introduced and adopted by the City Council of the City of Norco at a meeting held on June 17, 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 June 17, 2015.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Cheryl L. Link, City Clerk

DATE: June 17, 2015

SUBJECT: **Ordinance No. 988, Second Reading. Zone Code Amendment 2015-02**, Amending Norco Municipal Code Chapter 18.13 (A-1 zone) to amend the maximum allowed lot coverage regulations for structures.

RECOMMENDATION: Adopt **Ordinance No. 988** for second reading.

SUMMARY: The first reading of Ordinance No. 988 was held on April 15, 2015. On May 6, 2015, the City Council did not adopt Ordinance No. 988 for second reading and gave staff direction to re-advertise Ordinance No. 988 for first reading to amend the building coverage calculation standards for lots in the A-1 zone.

The new regulations include in-ground pools and spas with a five-foot coping area around them in the building coverage calculations. This requirement does not apply to any lots in the A-1 zone where a Primary Animal-Keeping Area (PAKA) has been recorded. The other change eliminates a required 35-foot setback to an open animal area.

The new first reading of Ordinance No. 988 was adopted by the City Council with a 5-0 vote on June 3, 2015. Staff is recommending adoption of the second reading of Ordinance No. 988.

Attachment: Ordinance No. 988

ORDINANCE NO. 988

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CODE AMENDMENT 2015-05 AMENDING CHAPTER 18.13 “A-1” (AGRICULTURAL LOW DENSITY) ZONE, WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED TO AMEND THE MAXIMUM-ALLOWED LOT COVERAGE FOR STRUCTURES. ZONE CODE AMENDMENT 2015-02.

WHEREAS, THE CITY COUNCIL, initiated a new First Reading for a revised zone code amendment to amend the maximum-allowed lot coverage for structures in the A-1 zone; and

WHEREAS, an application for a zone code amendment was duly submitted to said City’s Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, at the time set at 7 p.m. on March 11, 2015, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92960, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence; and

WHEREAS, the Planning Commission adopted Resolution 2015-12 recommending that the City Council approve Zone Code Amendment 2015-02; and

WHEREAS, said application for zone code amendment was duly submitted to said City’s City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, at the time set at 7 p.m. on April 15, 2015, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92960, said petition was heard by the City Council for the City of Norco; and

WHEREAS, at said time and place, said City Council heard and considered both oral and written evidence; and

WHEREAS, said City Council had a First Reading for Ordinance 988; and

WHEREAS, a Second Reading for Ordinance 988 was scheduled for May 6, 2015; and

WHEREAS, on May 6, 2015 the City Council did not approve the Second Reading for Ordinance 988; and

WHEREAS, the City Council directed that a First Reading be re-advertised for a revised zone code amendment from discussions at the May 6, 2015 meeting; and

WHEREAS, said revised zone code amendment was duly submitted to said City's City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, at the time set at 7 p.m. on June 3, 2015, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the City Council for the City of Norco; and

WHEREAS, at said time and place, said City Council heard and considered both oral and written evidence; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines per Class 1.

NOW, THEREFORE, the City Council of the City of Norco does hereby find as follows:

- A. The proposed zone code amendment is consistent with the Zoning Ordinance and the intent of the A-1 zone and related zoning standards. The zone code amendment will amend lot coverage regulations and should not generate significant new traffic over what is currently generated by permitted uses. The proposed new regulations will not be detrimental to public health, convenience, or welfare of the community or to any surrounding businesses or residences.
- B. The City of Norco has been determined to be the lead agency for environmental reporting purposes pursuant to State and local environmental guidelines, and has determined that the project is exempt pursuant to the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines (Class 1).

NOW, THEREFORE, the City Council of the City of Norco does hereby approve as follows:

SECTION 1:

18.13.20 Permitted Coverage.

For lots that do not have a primary animal-keeping area, the maximum lot coverage of all structures shall be not more than 40 percent of the total lot area.

The maximum pad coverage of all structures on the pad shall be not more than 40 percent of the total pad area. The pad area is defined as the "flat" part of the lot (four percent grade or less).

For determining structural coverage on the lot in question:

C. A contiguous open animal area shall be rectangular in shape with a minimum of 24 feet on any side. The total open area shall be equal to the allowed number of animal units multiplied by 576 square feet. The contiguous open animal areas shall be free of any structures that require a building permit. On lots one acre or less, the contiguous open area shall be one contiguous area.

D. All in-ground pools and spas along with a five-foot coping area around the perimeter of said structures shall be included in the building coverage calculations.

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 4: POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

Cheryl Link, City Clerk
City of Norco, California

I, CHERYL LINK, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on June 3, 2015 and thereafter at a regular meeting of said City Council duly held on June 17, 2015, it was duly passed and adopted by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Cheryl L. Link, City Clerk

DATE: June 17, 2015

SUBJECT: Appointments to Various City Commissions and the Economic Development Advisory Council

RECOMMENDATION: Staff recommends that the City Council make the following appointments:

- One person to the Economic Development Advisory Council (EDAC);
- Two persons to the Historic Preservation Commission;
- One person to the Parks and Recreation Commission;
- One person to the Planning Commission; and
- Four persons to the Streets, Trails, and Utilities Commission.

SUMMARY: The City of Norco has one advisory council and four commissions that advise the City Council on one or more aspects of City government. The Council is requested to review applications submitted for vacancies on the Economic Development Advisory Council (one vacancy); Historic Preservation Commission (two vacancies); Parks and Recreation Commission (one vacancy); Planning Commission (one vacancy); and the Streets, Trails and Utilities Commission (four vacancies). Staff is recommending that the City Council make appointments to serve 4-year terms on the respective commissions and one appointment to the EDAC to fill an unscheduled vacancy.

BACKGROUND/ANALYSIS: Any resident of the City of Norco may serve on a City commission. No member is selected on the basis of representing a specific business, district, organization, or cause. Service on City Commissions is a four-year term, unless the appointment is to fill an unscheduled vacancy. Applicants must be a permanent resident of Norco, at least 18 years of age, a citizen of the United States., take the oath of office, and never convicted of a felony.

Historic Preservation Commission members shall be persons who, as a result of their education, training, knowledge, and experience are qualified to analyze and interpret architectural and site planning information, including but not limited to, licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. To the extent available in the community, at least two of the members shall have professional experience or academic credentials in urban planning, architectural history or historic preservation, archeology, American studies or history, cultural

Agenda Item: 6.A.

geography, or cultural anthropology. These minimum professional qualifications may be waived by the City Council. All members shall have general knowledge of architectural styles prevalent in Norco.

The Economic Development Advisory Council (EDAC) membership is defined and members are appointed as follows:

- EDAC members will be recommended by the EDAC and appointed by the City Council;
- Ten members will serve on the EDAC, including one non-voting member of the Norco Area Chamber of Commerce and two members of the City Council; and
- New members appointed to the EDAC will be selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community.

An appointment to a Commission or the EDAC is an honor and a responsibility. The City Council has confidence in the judgment and integrity of its appointees and relies on them for information and recommendations on specific matters. As advisors to the Council, Commission Members and EDAC members are expected to regularly attend meetings, understand their duties and roles, and work to contribute to the betterment of the community.

Applications for the Historic Preservation Commission, Parks and Recreation Commission, Planning Commission, Streets, Trails and Utilities Commission, and the EDAC were solicited through the release of a public notice on April 23, 2015 and were due by the deadline of Thursday, May 28, 2015 at 6:00 p.m. The following applications were received from which the Council will make its recommendations:

Historic Preservation Commission (2 vacancies)

Teresa Edwards
Matthew Potter (*incumbent*)

Parks and Recreation Commission (1 vacancy)

Richard Hallam (*incumbent*)
Lou Paltza

Planning Commission (1 vacancy)

Ted Hoffman (*incumbent*)
John Logan
Gabriel Martin
Lou Paltza
Michael Thompson

Streets, Trails and Utilities Commission (4 vacancies)

Douglas McLaughlin
William Naylor
Lou Paltza
Michael Thompson
James Turpin (*incumbent*)
Sherry Walker (*incumbent*)

Economic Development Advisory Council (1 unscheduled vacancy)

Michael Thompson
Stacey Turner
Gabriel Martin

The Economic Development Advisory Council's Special Meeting of June 17, 2015 was cancelled due to lack of a quorum. Therefore, the Economic Development Advisory Council was unable to review the applications and provide a recommendation to the City Council.

Applications are on file in the City Clerk's Office

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: June 17, 2015

SUBJECT: Chamber of Commerce Annual Report

RECOMMENDATION: Receive and File

SUMMARY: Pursuant to its Lease Agreement with the City of Norco, the Norco Area Chamber of Commerce & Visitors Center (NACC) is required to present an Annual Report on its activities to the Norco City Council. The Chamber has prepared its second Annual Report—documenting the organization’s achievements during the 2014 calendar year—for Council review.

BACKGROUND/ANALYSIS: Section 17 (E) of the Chamber’s Lease Agreement with the City of Norco requires the lessee to submit an Annual Report that addresses the following components: 1) Annual Financial Statement audited or reviewed by a Certified Public Accountant (CPA); 2) statistical information on telephonic and walk-in activity from members, prospective members, representatives of local businesses, and the public; 3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings; 4) listings of new Chamber members and the percentage increase or decrease in total membership for the year; 5) summary of grand openings and other Chamber-sponsored events; 6) description of all advocacy efforts and Chamber initiatives undertaken; 7) a progress report on all goals and objectives pursued during the course of the reporting year; and 8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

For 2014, the second full year in its City-owned space at the Library, the Chamber of Commerce is able to report substantial compliance with the requirements enumerated in the Lease Agreement. Highlights include the following:

- Membership increased from 140 to 154 businesses by the close of 2014, an increase of 10 percent;
- A CPA review of the organization’s books was conducted, citing financial practices that meet professional standards;

- The Chamber held its second Annual Installation Dinner on January 30, 2014, welcoming a strong Board of Directors reflecting a diversity of business experience;
- The Chamber continued to retain a highly capable chief executive to ensure professional operating procedures and fuel membership growth;
- Throughout 2014, NACC maintained regularly posted hours (a minimum of 20 per week) at its headquarters and visitors center;
- The Chamber sent a representative to all City Council meetings. NACC was also represented on the Economic Development Advisory Council (EDAC); and
- The Chamber continued to host grand openings/ribbon cuttings and was an active participant in the City's 50th Birthday celebration.

The submitted report also presents information on the Chamber's activities during the first two quarters of 2015.

Overall, the Norco Area Chamber of Commerce & Visitors Center demonstrated significant progress during the 2014 calendar year, continuing the organization's steady growth and development since its founding in 2010. City staff is pleased to report that the NACC has evolved into a valuable community and economic development partner to the City of Norco.

FISCAL IMPACT: None.

Attachment: Norco Area Chamber of Commerce & Visitors Center 2014 Annual Report

1  **Norco Area Chamber of Commerce & Visitors Center**

Annual Report to the Norco City Council
Fiscal Year 2014

2  **Norco Area Chamber of Commerce & Visitors Center Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17. DELIVERABLES AND WORK PRODUCTS OF LESSEE. The Lessee is required to provide various deliverables and work products to the Lessor in exchange for the in-kind sponsorship represented by the nominal rental rate of this lease agreement. Said deliverables and work products are directly related to the role of Lessee's efficient and professional administration of the activities of the Norco Area Chamber of Commerce & Visitor's Center, specifically implementing programs that promote and enhance the local business community, attracting and retaining Norco businesses, increasing Chamber membership, coordinating grand openings and other promotional events, providing information to visitors regarding attractions in the City of Norco, and for all activities incidental or necessary to accomplish said purposes.

3  **Norco Area Chamber of Commerce & Visitors Center Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-A. Lessee shall retain a reasonably experienced, suitably qualified part-time or full-time Executive Director to manage the activities of the Norco Area Chamber of Commerce & Visitor's Center within thirty (30) days after commencement of original lease.

- A part-time Executive Director has been retained continuously since August 2012. In October 2014, NACC made changes to its bylaws, which included the changing the title of the executive staff person from Executive Director, which is more commonly used in charitable organizations, to President/CEO, which better reflects that the Chamber is a business organization.

4  **Norco Area Chamber of Commerce & Visitors Center Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-B. Lessee shall adhere to reasonably professional accounting standards, and provide Lessor with an Annual Financial Statement, duly audited or reviewed by a Certified Public Accountant (CPA), as part of its Annual Report to City Council (Paragraph E), and provide any Chamber member in good standing access to accounting summaries within seventy-two (72) hours of a request.

- See E, below.

5  **Norco Area Chamber of Commerce & Visitors Center Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-C. The leased premises must be open to the public at regularly scheduled hours, no fewer than twenty (20) hours per week, and said hours shall be posted in a conspicuous location at the premises.

- Posted office hours are Monday - Thursday, 9:00 a.m. - 2:00 p.m., and the office is often open additional hours.

6  **Norco Area Chamber of Commerce & Visitors Center Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-D. Lessee shall monitor all telephonic and walk-in activity of members, prospective members, representatives of local businesses, and the public, logging in all calls and visits with an indication of the nature of said call or visit, to the best of Lessee's abilities. Such information shall be incorporated into regular reports to the Lessor, at the minimum consisting of an Annual Report pursuant to Paragraph E. of this section.

- See E, below.

7 **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

1) Annual Financial Statement audited or reviewed by a Certified Public Accountant (CPA);

- The Norco Area Chamber of Commerce operates on a calendar year accounting period. All bookkeeping is done using QuickBooks.
- The review of the organization's finances at the close of the 2014 fiscal year, prepared by Colleen Cain, CPA, of Cain & Associates, is provided to the City Council as Attachment A.

8 **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

2) statistical information on telephonic and walk-in activity from members, prospective members, representatives of local businesses, and the public;

- Of the approximately 1,200 phone calls made and received in 2013, approximately 17% were relating to general inquiries received from the public, approximately 12% were to/from chamber members on topics not relating to chamber operations, 7% were to/from prospective members, less than 1% were from members of the media, and the remaining 63% were related to day-to-day operations of the chamber, including its administration and events.
- Walk-in visitors, outside of scheduled meetings, average 2-3 per week, and are mostly looking for information about Norco.

These numbers are consistent with the previous year.

9 **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings;

- The annual planning meeting on January 11, 2014, resulted in the following plan of work for the year, categorized as Membership, Community, and/or Fundraising:

10

- Membership - <Membership>

It was decided to conduct a survey of the entire email list (approximately 600 people) to obtain information about what is desired from NACC.

- Parades - <Community>

Three parades are held in Norco, at which NACC traditionally enters a float.

- Horseweek —April 19th
- Fair/Labor Day — September 1st

- Parade of Lights — December (date tbd)
- State of the City - <Community/Fundraising>
To be held March 27, 2014. As previously decided, 100% of Silent Auction proceeds will be donated to the George Ingalls Veterans Memorial, and 50% of net proceeds from sponsorships and other income sources will be donated to the George Ingalls Veterans Memorial. (Sponsorship donation is being held confidential until the event.)
- Military Appreciation Luncheon - <Community/Fundraising>
50% of the proceeds, or \$1,000 if proceeds exceed \$2,000, be donated to a military/veterans charity(ies), subject to Board approval of the charity(ies).
- Installation Dinner - <Membership/Fundraising>
- eWaste Collection Event - <Fundraising>
To be held in April, specific date TBD.
- Mixers - <Membership>
 - Compare Carpets has requested to host a barbecue.
 - Other mixers TBD
- Grand Openings/Ribbon Cuttings - <Membership>
- NACC Networkers (NNW) - <Membership>
- Boy Scouts - <Community>
- Candidates Forum - <Community>
 - There is no City Council election in 2014.
 - State Assembly — possibly hold at September or October General Membership Meeting, based on Asm. Linder's schedule
 - CNUSD — TBD
- Fair Booth - <Community/Membership>
- Newsletter/Website/Social Media - <Membership>
- Legislative Action - <Membership>
Join CalChamber.

The following committees were identified to be implemented in the coming year:

- Ambassador Committee - <Membership>
- Equine Council - <Membership>
- Military Affairs Committee - <Community>

11 

17-E-3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings; (con't)

Board of Directors elections were conducted at the November General Membership Meeting.

In November 2013,

- Louis Davis, Southern California Edison
 - Paul DiGerolamo, DiGerolamo Family Insurance
 - Christopher Muller, Browning Dodge Chrysler Jeep Ram
 - Ted Rozzi, CNUSD
 - Michael Ryan, Safe Money Management
 - Pamela Smith, Coffee News
- were elected/re-elected to join continuing Board members
- Ann Bedwell, Arbonne International
 - Theresa Vaughn, Worksite Solutions
 - Julie Webb, Guild Mortgage

Subsequently, Vaughn resigned and Bedwell was terminated due to Board meeting absences, and

their seats were not filled. NACC Bylaws state that the Board will have 7-15 members. It normally has had 9 members, but with the resignation and termination, it finished the year with 7.

12 

17-E-3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings; (cont.)

The General Membership Meetings were held monthly at Chamber-member restaurants, and featured a variety of speakers, including:

- Andy Okoro, City Manager, City of Norco
- Arvee Robinson, "How to Use Public Speaking as a Marketing Strategy to Grow Your Business"
- Ted Rozzi, CNUSD
- Allen Villalobos, Corona Norco United Way
- Wanda Payton, motivational speaker and success coach
- Lance Christiansen, State Board of Equalization
- Pat Neuman, reputation management coach
- Rick Hoffman & Adam Eventov, The Lansing Companies
- Kevin Bash, Norco City Councilman
- Charles Johnson, Lion Credit & Capital

13 

17-E-3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings; (cont.)

- NACC Networkers, the Chamber's peer-to-peer networking group met weekly on Wednesday, with the exception of the third Wednesday of the month, on which the General Membership Meetings are held.
- Operationally, the tracking of membership and referral amounts was refined. As of the end of 2014, NACC Networkers had 43 members, and reported a total of \$66,548 referrals for the year.

14 

**Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

- 4) listings of new Chamber members and the percentage increase or decrease in total membership for the year;
- The Chamber began 2014 with 140 members, 43 companies joined during the year, and 29 memberships were cancelled, resulting in 154 member companies at the end of the year, a 10% growth rate.

15 

New members in 2014 included:

- ABNC Global LLC
- Aladdin Cleaning Service
- Arbonne Health & Wellness
- Bash's Boarding Stables
- Birdie Boutique
- BisCom
- Boomerang 2nd Hand Thrift Store
- Burger Boss
- Circle City Notary & Real Estate

- Community Funding
- Corona-Norco Republican Women Federated
- Corona-Norco United Way
- Edward Jones Investment
- Elite Hair & Nails
- eMotiv
- E-Z Up Direct.com LLC
- Fairfield Inn & Suites
- Full Circle Outreach
- GBM Superior Services
- Goodwill Southern California
- Hemborg Ford
- Hidden Valley Golf Club LLC
- Hobby Lobby Stores, Inc.
- Kendra Chiropractic
- Kountry Folks Homestyle Restaurant
- Lansing Companies/HoffmanConsult
- Leaps & Bounds Pediatric Therapy Inc.
- Loyal Connection
- Norco Mounted Posse
- OilyBliss
- Pat Reiley Photography
- Pivot Charter School
- Rainbow Restoration
- Corona Serenity Club
- Corona-Norco Settlement House
- Sewn Together
- Sheridan for Congress
- Sisters of Caliber
- Soundoff Hearing Aids
- Sports Nut Pizza
- Tractor Supply
- LEAD Clean Energy Project (Vision Solar)
- World Financial Group

16  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

5) summary of grand openings and other Chamber-sponsored events;

- Installation & Awards Dinner
- Grand Openings/Ribbon Cuttings included Sports Nut Pizza, Hobby Lobby, Fajita Grill, Tractor Supply, EZ-UP Direct, Birdie Boutique, Meridian Gardens, United Way, Fairfield Inn & Suites, Leaps and Bounds Pediatric Therapy, and Goodwill. In addition, an anniversary Ribbon Cutting was held at Sons of Liberty Aleworks.
- Two mixers were held, at Maverick Steakhouse, and at Compare Carpets for their inaugural barbecue
- The State of the City Address was hosted for Mayor Berwin Hanna at Nellie Weaver Hall.
- The July General Membership Luncheon was the Chamber's second annual Military Appreciation Luncheon, with guest speakers Boone Cutler and Steve Slavik.

- One eWaste collection event was held in April
- 17  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**
Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:
- 17-E. The lessee is required to submit an Annual Report that addresses the following components:
6) description of all advocacy efforts and Chamber initiatives undertaken;
- The Chamber participated in the Horseweek parade and the Parade of Lights, winning a Sweepstakes award in the latter. Participation in the Labor Day parade was not possible due to the lack of availability of volunteers/staff.
- 18  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**
Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:
- 17-E. The lessee is required to submit an Annual Report that addresses the following components:
7) a progress report on all goals and objectives pursued during the course of the reporting year; and
- The survey conducted at the beginning of the year did not provide any substantive insights. Instead of implementing new initiatives, NACC focused on doing better rather than more. The utilization of its website and weekly e-newsletter as its primary communication tools continued.
 - Details regarding the identified goals and objectives are provided throughout this presentation
- 19  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**
Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:
- 17-E. The lessee is required to submit an Annual Report that addresses the following components:
8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.
- F. Lessee shall recognize the City of Norco as a member in good standing of the Norco Area Chamber of Commerce & Visitor's Center, waiving any normal membership fees, during the entire term of lease.
- The City of Norco is recognized as a member in good standing, and its normal membership investment has been waived since the inception of the lease.
- 20  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**
Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:
- 17-E. The lessee is required to submit an Annual Report that addresses the following components:
8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.
- G. Lessee shall prepare a restaurant guide, which at a minimum shall include the name, address, telephone number, type of cuisine, and website, where applicable, of every restaurant located in the City of Norco to the best of Lessee's abilities. Said directory, which may also be used as an advertising platform for local restaurants, shall be completed no more than two hundred seventy (270) days after commencement of original lease. Hard copies of said restaurant guide shall be widely distributed, as well as posted on Lessee's website.
- A Restaurant Guide was published in August 2013, containing all of the restaurants in Norco and any Chamber-member restaurants not located in Norco. No printed Guide was created in 2014, but the NACC website business directory includes search by category in which visitors can view all member restaurants, or just those of a specific type.
- 21  **Norco Area Chamber of Commerce & Visitors Center**

Annual Report - NACC Fiscal Year 2014

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

H. Lessee shall monitor membership growth and aggressively solicit new members for the Norco Area Chamber of Commerce & Visitor's Center, reporting progress in its Annual Report and within seventy-two (72) hours after reasonable request from Lessor.

- Membership data provided under E-4, above.

22 **Norco Area Chamber of Commerce & Visitors Center**

Annual Report - NACC Fiscal Year 2014

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

I. Lessee shall develop and implement a welcome package for new homeowners and local businesses as a means of promoting the Norco Area Chamber of Commerce & Visitor's Center and the Norco business community in general. These procedures shall be operational within one hundred eighty (180) days after commencement of original lease.

- The Chamber and City Staff have discussed the development and implementation of welcome packets, but have not yet been able to execute the projects. Challenges continue to include the means of distribution, and access to the accurate data needed to identify those to be welcomed.

23 **Norco Area Chamber of Commerce & Visitors Center**

Annual Report - NACC Fiscal Year 2014

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

J. Lessee shall develop and implement protocols and procedures for grand openings for new local businesses, which shall also include the creation of a joint City/Chamber certificate that can be presented to the business owner. These procedures shall be operational within ninety (90) days after commencement of original lease.

- Grand openings have been held at members' request (see E.5, above). A joint certificate has not been used, per the City's wishes.

24 **Norco Area Chamber of Commerce & Visitors Center**

Annual Report - NACC Fiscal Year 2014

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:

8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

K. Lessee shall assign a minimum of one (1) Board Member to attend and represent the interests of the Norco Area Chamber of Commerce & Visitor's Center at all Norco City Council meetings.

- Board member(s) and/or the President/CEO attend City Council meetings.

25 **Norco Area Chamber of Commerce & Visitors Center**

Annual Report - NACC Fiscal Year 2014

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:
8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

L. Lessee shall enlist the ambassadorial services of Miss Norco, or holder of a comparable title, and her court, from an independently operated beauty/scholarship pageant held for young women residing in the City of Norco, at Norco Area Chamber of Commerce & Visitor's Center events. Lessee, however, shall not be expected to bear any responsibility or expenses in the organization of said pageant.

- Miss Norco Horsetown USA has been invited to all grand openings and other Chamber events at which her services are warranted since the 2013 pageant. No pageant was held in 2014, but the Miss Norco Horsetown USA crowned in 2013 has continued to be invited to such events, and has attended as her time permitted.

26  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014**

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17-E. The lessee is required to submit an Annual Report that addresses the following components:
8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

M. Lessee shall hold an annual awards banquet honoring local businesspersons in the City of Norco, which may be combined with a Board of Directors installation dinner. The first of such events shall occur within three hundred sixty (360) days after commencement of original lease.

- The Norco Area Chamber of Commerce held its second annual Installation & Awards Dinner of January 30, 2014, and presented awards to the Community Volunteer of the Year (Sunday Barreto), Chamber Volunteer of the Year (Alexa Diaz, Norco High School Student Intern), and Business of the Year (McDonald's of Norco), as well as installing its 2014 Board of Directors.

27  **Norco Area
Chamber of Commerce
& Visitors Center**

Annual Report to the Norco City Council

Fiscal Year 2014

Additional Work Products — 2014

28  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Additional Work Products - 2014***

City of Norco 50th Birthday

- When requested to have an event during the year as part of the 50th Birthday celebration, NACC designated the State of the City event, and incorporated a silent auction as a fundraiser for the George A. Ingalls Veterans Memorial
- NACC donated \$4,000 to the Veterans Memorial at the State of the City event – half of the initial proceeds from the event, and an additional \$1,700 at a subsequent City Council meeting – the proceeds from the silent auction
- Board of Directors and Staff members attended both the VIP reception and the official grand opening of the memorial

29  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Additional Work Products - 2014***

City of Norco Economic Development Advisory Council

- In June 2013, City Council designated a non-voting seat on EDAC for a member of the NACC Board of Directors. Following challenges in having a Board member available to regularly attend, in NACC requested that the seat be open to any designee chosen by the NACC Board.

- Since August 2014, President/CEO Collins has been attending the meetings as the official designee of the Chamber.

30  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
Additional Work Products - 2014**

Key Communicators Network

- Since October 2014, President/CEO Collins has been participating in monthly meetings with the Key Communicators Network, a group formed by CNUSD comprised of community organization liaisons, public information officers, and other agency representatives from Norco, Eastvale, and Corona
- This meeting is intended as a means of enhancing communication efforts through sharing ideas and areas of expertise with other local professional communicators.

31  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
Additional Work Products - 2014**

Inland Empire Chamber Legislative Alliance

- In November 2014, NACC became a member of the IECLA.
- The IECLA is comprised of chamber executives from throughout the Inland Empire, who speak together as a stronger voice than able alone, and focuses on state legislation with potential impacts on business.

The mission of the IECLA is to develop a consensus, speak with a common voice and serve as a public policy advocacy on issues that impact the business and economic climate of the IECLA Chamber members and the general business communities they serve.

32  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
Additional Work Products - 2014**

Norco College Career & Job Fair

- In April 2014, NACC sponsored and participated in the Norco College Career & Job Fair., promoting the Chamber to fellow participating businesses, and representing chamber members to student attendees

Inland Empire's Largest Mixer

- In October 2014, NACC participated as an exhibitor at the Inland Empire's Largest Mixer in Ontario, representing the "Chamber of Horsetown USA"

Big Paws Chili Cookoff

- President/CEO Collins participated in the event, representing the Chamber of Commerce with her homemade chili

Community Events

- Staff and members of the Board of Directors attended community events such as the American Day of the Cowboy and others as time permitted

33  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
Additional Work Products - 2014**

Crane Visit

- In February, President/CEO Collins accompanied City Council Members Bash and Azevedo to NSWC Crane (Indiana), to learn how the Navy in Norco's sister base collaborates with the business community, their local Chamber of Commerce, and high schools and colleges, and the technology park they have developed — a successful economic development model.

34  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
Additional Work Products - 2014**

Industry Affiliations

- W.A.C.E. (Western Association of Chamber Executives)
- Cal Chamber
- SCACCE (Southern California Association of Chamber of Commerce Executives)
- IECLA (Inland Empire Chamber Legislative Alliance)

35  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Additional Work Products - 2014***

Community Affiliations

- Norco Horseman's Association (member)
- RURAL (member)
- Lake Norconian Club Foundation (involvement)

36  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Additional Work Products - 2014***

Staff & Board Education/Professional Development

- NACC President/CEO Collins attended the W.A.C.E. Conference for the first time
- NACC President/CEO Collins attended the first year of the three-year W.A.C.E. Academy
- NACC Chair of the Board Smith and President/CEO Collins and attended SCACCE Leadership Training Summit
- NACC Chair of the Board Smith and President/CEO Collins and attended SCACCE Keys to Chamber Success Workshop
- NACC President/CEO Collins participated in four W.A.C.E. Webinars

37  **Norco Area
Chamber of Commerce
& Visitors Center**

Annual Report to the Norco City Council
Fiscal Year 2014
2015 To Date, and Upcoming Plans

38  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

2015 Board of Directors

- Michael Ryan, Chairman, Safe Money Management
- Marsha Landeros, Vice Chair, Arbonne Health & Wellness
- Ted Rozzi, Treasurer, CNUSD
- David Bisaha, BisCom
- Louis Davis, Southern California Edison
- Joseph Grunebach, Mountain West Financial
- Dr. Jesus Martinez, Norco Valley Dental
- Christopher Muller, Browning Dodge Chrysler Jeep Ram
- Pamela Smith, Coffee News

39  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Five Core Competencies

The Western Association of Chamber Executives has identified Five Core Competencies for Chambers of Commerce:

- Creating a Strong Local Economy

- Promoting the Community
- Providing Networking Opportunities
- Representing the Interests of Business with Government
- Political Action

40  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

The mission of the
Norco Area Chamber of Commerce
is to enhance the community by
strengthening business.

41  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Vision: The Norco Area Chamber of Commerce will build a unified business community enhancing city living in a rural atmosphere, and promote an environment for business retention, growth, and success.

42  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Start with "Why?"

43  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

2015 Installation & Awards Dinner

- Installation of Officers Conducted by Mayor Pro Tem Kevin Bash
- Awards Presented to:
 - Community Volunteer of the Year: Kevin Bash
 - Chamber Volunteer of the Year: Kate Ordonez, LegalShield Independent Associate
 - Business of the Year: Sparky's Electric (Sparky Panzer)

44  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

2015 State of the City & Taste of Norco

- State of the City address presented by Mayor Herb Higgins
- Inaugural Taste of Norco
 - 8 restaurants participated
 - Approximately 40% of attendees purchased Taste cards

45  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

2015 Military Appreciation Luncheon

- Wednesday, July 15th, 11:30 a.m.
Fairfield Inn & Suites, 3441 Hamner Ave., Norco
- Speakers:
 - Ryan Donkersly,
Iraqi War veteran, and creator of the documentary, "Dogtagged"
 - Johnnie Griffitts,

- Vietnam veteran, and founder of Veterans Honoring Veterans
- Half of proceeds will be donated to veterans charities

46  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Advocacy

- Member of Economic Development Advisory Council
- Working with City regarding Sign Ordinance
- Membership of Inland Empire Chamber Legislative Alliance
- Communications with County Supervisor John Tavaglione, Assemblyman Eric Linder, Senator Richard Roth, and Congressman Ken Calvert
- Participation in Cal Chamber Legislative Teleconference
- Communication with TIGAR

47  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Advocacy

California Chamber of Commerce (CalChamber) 2014 efforts:

- 78 Bills and Resolutions identified by CalChamber as "priority"
 - Cal Chamber supported 37, opposed 22, and took no position on 19
 - Of the supported bills sent to the Governor, 30 were signed – 5 of which were identified as "Job Creator," and 4 were vetoed.
 - Of the opposed bills sent to the Governor, 15 were signed – 2 of which were identified as "Job Killer", and 5 were vetoed.

48  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Membership

- As of the end of May, there are 163 members.
- Membership continues to steadily increase each month.

NACC Networkers

- Currently, the group has 48 members
- As of the end of May, reported a total of \$35,035 in referrals.

49  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Looking Forward...

- Visitors Center
 - Silverlakes will place demands not previously experienced
 - Collateral needed: maps and community/visitor guide
 - Staffing is needed

50  **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Chamber Web Presence

- New Platform Being Implemented
- Community Calendar
 - EDAC initiative
 - Integration with Community Organization websites

- Small Business Website Alternative
- Social Media Integration

51 **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Looking Forward...

- Online Presence
 - Domains owned:
 - NorcoAreaChamber.org
 - NorcoAreaChamber.com
 - NorcoChamber.org, NorcoChamber.com
 - VisitNorco.com
 - DestinationNorco.com
 - HorsetownUSA.biz

52 **Norco Area Chamber of Commerce & Visitors Center
Annual Report - NACC Fiscal Year 2014
*Looking Forward - 2015 and Beyond***

Looking Forward...

- Challenges
 - Office Size
 - Storage
 - Meeting space
 - Staffing
 - Visitors Center
 - Offsite meetings during business hours



Cain & Associates
Certified Public Accountants

Statement of Financial Condition

Norco Area Chamber of Commerce & Visitors Center
Examination Conducted June 5, 2015

I have examined the Books of Accounts of NACC as of December 31, 2014 and the related Statement of Income and Expenses for the year then ended. The examination was made in accordance with generally accepted compilation standards, and accordingly included such tests of the accounting records and such other compilation procedures as considered necessary in the circumstances.

In my opinion, the accompanying financial statements present fairly the financial position of the Norco Area Chamber of Commerce & Visitors Center as of December 31, 2014, and the results of its operations for the year then ended, in conformity with general accepted accounting principles applied on a basis consistent with that of general compilations.

Sincerely,

A handwritten signature in blue ink that reads "Colleen Cain".

Colleen A. Cain
Certified Public Accountant
Licensed by the California State Board of Accountancy
License # 109069

200 S. Main Street- Suite 130 – Corona, CA 92882 – (951) 279-4112 (888) 450-2498 fax

12:26 AM

06/07/15

Cash Basis

Norco Area Chamber of Commerce & Visitors Center
Balance Sheet
 As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1200 - Bank Accounts	
1230 - Union Bank Checking - 0244	39,299.73
1240 - Union Bank Savings - 2206	100.00
Total 1200 - Bank Accounts	39,399.73
1300 - Cash on Hand	
1320 - Change Fund	50.00
Total 1300 - Cash on Hand	50.00
Total Checking/Savings	39,449.73
Other Current Assets	
1550 - Prepaid Expenses	923.61
Total Other Current Assets	923.61
Total Current Assets	40,373.34
TOTAL ASSETS	40,373.34
LIABILITIES & EQUITY	
Equity	
32000 - *Retained Earnings	18,560.07
Net Income	21,813.27
Total Equity	40,373.34
TOTAL LIABILITIES & EQUITY	40,373.34

12:25 AM
06/07/15
Cash Basis

Norco Area Chamber of Commerce & Visitors Center
Profit & Loss
January through December 2014

	Jan - Dec 14
Income	
4000 - NACC Membership Dues	
4010 - New Member	
4015 - Administrative Fee	975.00
4010 - New Member - Other	6,955.00
Total 4010 - New Member	7,930.00
4020 - Renewal	16,145.00
Total 4000 - NACC Membership Dues	24,075.00
4100 - NACC Meetings	
4110 - General Membership Meetings	
4111 - G.M. Meeting Fee	4,440.00
Total 4110 - General Membership Meetings	4,440.00
Total 4100 - NACC Meetings	4,440.00
4200 - Events/Expos (produced by NACC)	
4230 - Installation Banquet	
4231 - IAB Tickets	3,900.00
4232 - IAB Sponsorship	6,090.00
Total 4230 - Installation Banquet	9,990.00
4240 - State of the City	
4241 - SOTC Sponsorships	9,200.00
Total 4240 - State of the City	9,200.00
4250 - Military Appreciation Luncheon	
4251 - MAL Attendance Fee	1,745.00
4252 - MAL Sponsorships	7,650.00
4253 - MAL Donations	160.00
Total 4250 - Military Appreciation Luncheon	9,555.00
Total 4200 - Events/Expos (produced by NACC)	28,745.00
4400 - Sponsorships (non-event)	
4410 - eBlast Sponsor	200.00
Total 4400 - Sponsorships (non-event)	200.00
4500 - Fundraising	
4510 - Silent Auctions	1,708.03
4530 - Community Event Participation	219.51
4540 - eWaste Collection	3,789.36
4550 - Donations	179.00
Total 4500 - Fundraising	5,895.90
4700 - NACC Networkers	
4710 - NNW Membership	540.00
4720 - NNW Meetings	
4721 - NNW Meeting Fee	8,655.00
Total 4720 - NNW Meetings	8,655.00
Total 4700 - NACC Networkers	9,195.00
Total Income	72,550.90
Gross Profit	72,550.90
Expense	
6000 - NACC Membership	
6010 - Membership Plaques, Stickers	714.42
6030 - Promotion	54.00
Total 6000 - NACC Membership	768.42

12:25 AM
06/07/15
Cash Basis

Norco Area Chamber of Commerce & Visitors Center
Profit & Loss
January through December 2014

	Jan - Dec 14
6100 - NACC Meeting Expense	
6110 - General Membership Meetings	
6111 - Food & Beverage Costs	2,765.07
Total 6110 - General Membership Meetings	2,765.07
6120 - Planning Meetings	
6121 - Food & Beverage Costs	37.74
6126 - Meeting Supplies	38.30
Total 6120 - Planning Meetings	76.04
6150 - Grand Openings/Ribbon Cuttings	-34.51
Total 6100 - NACC Meeting Expense	2,806.60
6200 - Events/Expos - produced by NACC	
6230 - Installation & Awards Banquet	
6231 - Food & Beverage Costs	1,700.00
6232 - Tips Paid	350.00
6235 - Facility Rental Fees	310.00
6236 - Decorating Costs	318.56
6237 - Advertising & Promotion	366.04
6238 - Awards	116.64
6239 - Other	405.91
Total 6230 - Installation & Awards Banquet	3,567.15
6240 - State of the City	
6241 - Printing & Promotion	123.52
6242 - Food & Beverage	1,068.58
Total 6240 - State of the City	1,192.10
6250 - Military Appreciation Luncheon	
6251 - Food & Beverage Costs	1,720.00
6253 - Speaker Costs	350.00
6256 - Decorating Costs	89.69
6257 - Advertising & Promotion	129.24
6259 - Other Costs	146.94
Total 6250 - Military Appreciation Luncheon	2,435.87
Total 6200 - Events/Expos - produced by NACC	7,195.12
6400 - Advertising & Promotion	
6410 - Awards & Plaques (Recognition)	32.37
6420 - Promotional Materials	743.95
6430 - Chamber Bucks	150.00
6440 - Advertising, Promo, Sponsorships	770.00
Total 6400 - Advertising & Promotion	1,696.32
6500 - Fundraising Expenses	
6510 - Silent Auctions	8.64
6520 - Raffles	20.00
6530 - eWaste Collection	27.92
Total 6500 - Fundraising Expenses	56.56
6600 - Community Event Participation	
6610 - Entry Fees	20.00
6620 - Participation Costs	248.29
Total 6600 - Community Event Participation	268.29
6700 - NACC Networkers Expense	
6710 - NNW Membership	
6711 - Badges	191.80
Total 6710 - NNW Membership	191.80
6720 - NNW Meetings	
6721 - Food & Beverage Costs	5,856.64
Total 6720 - NNW Meetings	5,856.64

12:25 AM

06/07/15

Cash Basis

Norco Area Chamber of Commerce & Visitors Center
Profit & Loss
 January through December 2014

	Jan - Dec 14
6730 - Printing & Promotion	
6733 - Referral Forms	72.88
Total 6730 - Printing & Promotion	72.88
6740 - Operating Expenses	
6741 - Credit Card Processing Fees	311.48
6742 - Office Supplies	16.85
Total 6740 - Operating Expenses	328.33
Total 6700 - NACC Networkers Expense	6,449.65
6800 - Operating Expenses	
6810 - Licenses/Fees	140.00
6820 - Bank Charges	
6821 - Credit Card Processing Fees	531.03
6822 - Check Printing Charges	25.00
Total 6820 - Bank Charges	556.03
6830 - Utilities	
6832 - Telephone	226.78
6833 - Internet	486.50
Total 6830 - Utilities	713.28
6840 - Rent	
6841 - Library Building Office	1.00
6844 - P.O. Box	100.00
6845 - Property Taxes	894.06
Total 6840 - Rent	995.06
6850 - Insurance	697.40
6860 - Website	
6861 - Domain Name Registration Fees	69.10
6862 - Hosting Fees	65.08
Total 6860 - Website	134.18
6870 - Office Supplies	682.13
6880 - Printing & Copying	709.43
6890 - Postage & Mailing Services	408.72
Total 6800 - Operating Expenses	5,036.23
6900 - Staff/Board Expenses	
6910 - Travel (conferences, meetings)	1,397.51
6930 - Staff Development	810.00
Total 6900 - Staff/Board Expenses	2,207.51
7000 - Contract Services	
7010 - Staff	14,700.00
7020 - Bookkeeping/Accounting	500.00
Total 7000 - Contract Services	15,200.00
7100 - Facilities & Equipment	
7110 - Printers, Copiers	468.72
7100 - Facilities & Equipment - Other	104.21
Total 7100 - Facilities & Equipment	572.93
7200 - Charitable Donations	7,700.00
7900 - Other Expenses	
7910 - Membership Dues in Other Orgs.	780.00
Total 7900 - Other Expenses	780.00
Total Expense	50,737.63
Net Income	21,813.27



Cain & Associates

Certified Public Accountants

Management Letter

In connection with my review of Norco Area Chamber of Commerce and Visitors Center Books of Account as of December 31, 2014, the following observations, comments and suggestions are offered.

- 1 Written standard policy procedures for discretionary spending policy should be established with monetary limits and approved and implemented by the NACC Board of Directors.
- 2 All expenses to be authorized as determined by approved cost limitations should be paid directly from the NACC bank account with approved signatures.
- 3 Immediately following a closed session of the Board of Directors, an open session meeting must be called and any final action taken in the closed session must be reported. As stated in the NACC Bylaws.
- 4 All compensation increases paid during 2014 were approved by the NACC Board of Directors and have been properly documented with contract amendments which were signed by authorized Board Members.

In conclusion I find the Norco Area Chamber of Commerce Books of Account to be in good order as recommended by generally accepted accounting principles. During the review I tested random expense categories and found no discrepancies or abnormalities. All expenses and revenues are accurately authorized and reported.

Sincerely,

A handwritten signature in blue ink that reads "Colleen Cain". The signature is fluid and cursive.

Colleen Cain, CPA

200 S. Main Street- Suite 130 – Corona, CA 92882 – (951) 279-4112 (888) 450-2498 fax

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

DATE: June 17, 2015

SUBJECT: Approval and Adoption of the City of Norco Operating Budget for Fiscal Year 2015-2016 and Authorizing Appropriations Therefrom

RECOMMENDATION: Adopt **Resolution No. 2015-43**, approving and adopting the City Operating Budget for Fiscal Year 2015-2016 and authorizing appropriations therefrom.

SUMMARY: The Fiscal Year (FY) 2015-2016 Operating Budget recommended total appropriation for the City of Norco is \$33,783,577. The Funds included in the City's Operating budget consists of General Fund, Community Development Block Grant (CDBG) Fund, Miscellaneous Grants Fund, Water Fund, Sewer Fund, Gas Tax Fund, National Pollution Discharge Elimination System (NPDES) Fund, and Air Quality Management District (AQMD) Fund.

The FY 2015-2016 Proposed Budget for the General Fund which is the City's primary Operating Fund includes total estimated revenues of \$16,458,809 and total estimated expenditures of \$16,457,130. This represents \$1,679 of estimated revenues over estimated expenditures. The proposed budget estimates that the fund balance for the General Fund to be \$7,004,798 by June 30, 2015. Total revenues for the Water Fund are estimated to be \$9,664,901 while total expenditures are estimated to be \$10,083,155. Total revenues for the Sewer Fund are estimated to be \$6,515,761 and total expenditures are estimated to be \$6,039,529. For additional information regarding revenues and expenditures estimates for the rest of the City Operating Funds, including Gas Tax, NPDES, CDBG, AQMD and Miscellaneous Grant Funds, see Appropriations Schedule (Attachment A)

The budget data for the Successor Agency of the former Norco Community Redevelopment Agency which includes total estimated expenditures of \$7,277,901 are presented in the City's budget document for information purposes only. The Oversight Board and the State Department of Finance have the authority for approving the Recognized Obligations Payment Schedule (ROPS). Similarly, budget information for the Housing Successor Agency which includes total estimated expenditures in the amount of \$533,000 is also included separately in the budget document.

BACKGROUND/ ANALYSIS: On May 6 and 20, 2015 staff conducted budget workshops to review the proposed budget for FY 2015-2016 Operating Budgets. During the workshops, staff presented preliminary Operating Budget with the following key highlights:

- Estimated General Fund revenues of \$16.3 million and estimated expenditures of \$16.5 million;
- FY 2015-2016 budget that maintains existing service levels with no new programs or additional full-time staff;
- Budget that avoids inter-fund borrowings; provides funding for estimated 7% and 10% increase in sheriff and County Fire contracts, respectively;
- Continues to provide funding to pay down post-retirement healthcare cost liability;
- Funds pass-through pension rate increases;
- General Fund revenue budget that anticipates 5.1% increase in sales tax; and 8% increase in franchise fees;
- Estimated Water Fund revenues of \$9.7 million and estimated expenditures of \$10.1 million; and water revenues based on current rates and consumption levels;
- Estimated Sewer fund revenues over \$6.2 million; and total expenditures of \$5.7 million;
- It was noted that the projected increase year-over-year in Sewer Fund revenues and expenditures were due to services to be provided to California Rehabilitation Center (CRC) and the Navy;
- The Operating Budgets workshops also provided an overview of the City's retirement pension and healthcare benefits. The overview included benefit provisions; required annual contributions, outstanding liabilities and funding progress.

Since the budget workshops, the following changes have been made to arrive at the recommended FY 2015-2016 General Fund expenditure budget of \$16,457,130 and revenues of \$16,458,809.

General Fund Revenue Adjustments:

Total estimated General Fund revenues have increased by a net of \$115,000. Most of the increase is due to revision in property tax revenues. The City has received final FY 2014-2015 allocation of tax increment pass-through and residual sharing from the County. The actual receipt was more than previously anticipated and this data is used to project FY 2015-2016 receipt. Adjustments to other revenue categories are not significant. Such adjustments include recognition of WRCOG HERO revenues in the amount of \$38,650 which is mostly offset by \$31,527 reduction in lease revenue from library lease.

General Fund Expenditure Adjustments:

Total estimated General Fund expenditures have been reduced by a net of \$74,000. Reductions consisted of the following;

- Sheriff contract costs shifted to be funded from Supplemental Law Enforcement Grant Fund \$100,000
- Reduction of set-aside for equipment replacement in the IT Fund \$25,000
- Reduction to estimated retiree medical insurance \$30,000
- Elimination of part-time Code Enforcement Officer \$15,000

These reductions were partially offset by the following increases;

- Additional assistance to NPDES storm drain operations \$25,000
- Marketing, promotion, and other economic development activities \$40,600
- Net impact of 3% salary adjustments with employees contributing additional 2% of their pay towards CalPERS rates \$20,000

Fund Balance – General Fund

The estimated fund balance of the General Fund at the end of FY 2014-2015 is \$7,004,798. The FY 2015-2016 recommended General Fund budget is balanced with a projected surplus of \$1,679. Existing City Council resolution requires that a minimum of 25% of General expenditures be maintained as fund balance for emergencies. Based on the recommended total General Fund budget of \$16,457,130 the minimum required fund balance is \$4,114,283. The estimated fund balance of \$7,004,798 represents 42.6% of total recommended budget. While this is a healthy fund balance that demonstrates the success of City efforts towards expenditure control, it is also important to note that this fund balance is a way to ensure that existing services can continue to be funded during economic downturns.

Water Fund: The total FY 2015-2016 projected revenues for the Water Fund is \$9,664,901 and total estimated expenditures are \$10,083,155. This represents anticipated operating deficit of \$418,254. Projected revenues are based on current rates and consumption levels. Water rates have not changed over the last two fiscal years. To close the anticipated deficit, staff will be recommending purchased water cost pass-through rate adjustment to be implemented during the early part of the fiscal year. The purchased water cost pass-through rate adjustment is intended to recover the pass-

through cost increase from third party water suppliers under the City's "take or pay" contract obligations. It is anticipated that the rate adjustment will generate sufficient revenues to cover the projected operating deficit of \$418,254. However, it is important to note that the projected Water Fund revenues do not include the impacts of water conservation (reduced water consumption) as required by the state. If consumption is significantly reduced, total water revenues will be reduced.

Sewer Fund: The total FY 2015-2016 projected revenues for the Sewer Fund is \$6,515,761 while total estimated expenditures are \$6,039,529. This represents \$476,232 operating budget surplus. Beginning in FY 2015-2016, Sewer Fund expenditures include City share of debt service payment for State Revolving Fund (SRF) loan for the expansion of Western Riverside County Regional Wastewater Authority (WRCRWA) treatment plant. Projected revenues for FY 2015-2016 include revenues for providing sewer services to the Navy and California Rehabilitation Center as well as anticipated receipts from the City of Corona for the City's sale of Santa Ana Regional Intercept (SARI) Line discharge rights. The estimated amount of City share for the expansion loan in FY 2015-2016 is \$365,248.

Other Funds: The proposed budget for other Funds including Gas Tax, CDBG, NPDES, and Miscellaneous Grant Funds estimates that there will be sufficient revenues during the fiscal year to cover recommended expenditure appropriations as shown on Attachment A. For more details, please refer to the City's Adopted Budget for FY 2015-2016.

FISCAL IMPACT: Attachment "A" of the resolution provides a summary of estimated beginning fund balance, estimated revenues, transfers, expenditures and estimated ending fund balance for each Operating Fund. The total operating budget for all City Funds (excludes Successor Agencies) for FY 2015-2016 is \$33,783,577.

Attachment: Resolution No. 2015-43

RESOLUTION NO. 2015-43

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE CITY OPERATING BUDGET FOR FISCAL YEAR 2015-2016 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2015-2016 Operating Budget for the City of Norco includes total appropriations in the amount of \$33,783,577 as summarized in Attachment "A" for all Operating Funds and as listed in the budget detail on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, budget workshops were held on May 6, 2015 and May 20, 2015 to review the Proposed Fiscal Year 2015-2016 Budget; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2015-2016 Budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby authorize the recommended appropriations and expenditure of monies as set forth in said Budget subject to budgetary control.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

Cheryl Link, City Clerk
City of Norco, California

Resolution No. 2015-43
FY2015-2016 Operating Budget Approval
Page 2
June 17, 2015

I, Cheryl Link, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 17, 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 June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California

Attachment: Attachment A – Appropriations Schedule

**City of Norco
FY 2015-2016 Operating Budget
Appropriation Schedule**

<i>Fund #</i>	<i>Fund Name</i>	<i>Estimated Beginning Fund Balance July 1, 2015</i>	<i>FY 2015-2016 Estimated Revenues</i>	<i>FY 2015-2016 Transfers In</i>	<i>FY 2015-2016 Transfers Out</i>	<i>FY 2015-2016 Estimated Expenditures</i>	<i>Estimated Ending Balance June 30, 2016</i>
121	General Fund	\$ 7,004,798	15,988,934	469,875	150,000	16,307,130	7,006,478
123	CDBG Funds	-	149,497	-	12,000	137,497	-
122, 160-65	Miscellaneous Grants	-	160,365	-	-	160,365	-
124	Water	957,083	9,664,901	-	427,223	9,655,932	538,830
126	Sewer	3,094,372	6,515,761	-	377,223	5,662,306	3,570,603
133	Gas Tax	961,459	586,552	-	-	733,711	814,299
139	NPDES	20,054	65,000	75,000	-	158,690	1,365
156	AQMD	94,354	32,000	-	1,500	-	124,854
	Subtotal	\$ 12,132,121	33,163,009	544,875	967,946	32,815,631	12,056,428

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor, Members of the City Council

FROM: Andy Okoro, City Manager

DATE: June 17, 2015

SUBJECT: Approval of the Five-Year Capital Improvement Program for Fiscal Years 2016-2020

RECOMMENDATION: Adopt **Resolution No. 2015-44** , approving and adopting the City of Norco Capital Improvement Program Budget for Fiscal Years 2016-2020.

SUMMARY: A budget workshop was held on June 3, 2015 to review the proposed FY 2016-2020 Capital Improvement Program (CIP) Budget for the City of Norco. Staff is now recommending that the City Council conduct a Public Hearing to receive input from the public and that at the conclusion of the hearing, that the City Council approves the CIP Budget for Fiscal Years 2016-2020.

BACKGROUND/ ANALYSIS: A Budget Workshop was held June 3, 2015 to review the proposed five-year Capital Improvement Program Budgets for Fiscal Years 2016-2020.

During the Budget Workshop, staff reviewed key projects funded in the following Capital Project Funds:

- Trails Improvement Fund
- Water Improvement Fund
- Street Improvement Fund
- Storm Drain Fund
- Sewer Facilities Fund
- Measure A Projects Fund
- Successor Agency

FISCAL IMPACT: Attachment B provides a summary of estimated beginning fund balance as of July 1, 2015, estimated FY 2015-2016 revenues, and estimated FY 2015-2016 expenditures for City capital projects. It is to be noted that except for the Storm Drain Fund, City projects included in the first year of the five-year CIP budget will be funded with cash on hand as of July 1, 2015. Future estimated project expenditures beyond the first year will be funded based on funds availability.

Attachments: Resolution No. 2015-44

RESOLUTION NO. 2015-44

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2016-2020, AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, a budget workshop was held on June 3, 2015 and a public hearing was held on June 17, 2015 to review the proposed Fiscal Years 2016-2020 Capital Improvement Program Budget;

WHEREAS estimated fund balance, expenditures and revenues for the first year of the five-year Capital Improvement Program Budget are show as listed on Attachment B; and

WHEREAS, estimated revenues to finance projects beyond the first year of the five-year CIP are tentative and subject to changes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby authorize expenditure of monies as set forth in said Budget and subject to budgetary controls.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 17, 2015.

Mayor of the City of Norco, California

ATTEST:

Cheryl Link, City Clerk
City of Norco, California

I, CHERYL L. LINK, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 17, 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 June 17, 2015.

Cheryl Link, City Clerk
City of Norco, California

Attachment: FY 2015-2016 CIP Budget Summary – Attachment B

City of Norco, California
FY 2015-2016 Capital Improvement Program
Budget Summary

Fund Name	Estimated Beginning Fund Balance July 1, 2015	FY 2016 Estimated Revenues/ Transfers	FY 2016 Estimated Expenditures/ Transfers	Estimated Ending Fund Balance June 30, 2016
Park Projects	\$ 513,955	473,174	375,098	612,030
Fire Projects	590,823	54,038	-	644,861
General Government Projects	489,877	90,853	-	580,729
Trail Projects	273,141	683	197,564	76,260
Water Projects	6,885,021	561,243	5,789,840	1,656,424
Street Projects	2,003,889	783,296	1,619,610	1,167,575
Storm Drain Projects	233,482	2,210,323	2,812,039	(368,233)
Sewer Projects	3,997,804	566,231	1,497,282	3,066,753
Animal Control Projects	33,839	10,601	-	44,440
Measure A Projects	3,087,155	614,718	3,163,696	538,177
Public Meeting	42,022	129,507	-	171,529
Aquatics Center Facilities	9,491	24	-	9,515
Successor Agency	476,700	1,430	300,000	178,130
Total	\$ 18,637,198	\$ 5,496,120	\$ 15,755,129	\$ 10,983,892

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Steve King, Planning Director

DATE: June 17, 2015

SUBJECT: **Appeal Hearing: Conditional Use Permit 2014-32 (Verizon Wireless/Core):** An appeal of a condition of approval for an approved unmanned wireless telecommunication facility at 1161 Hidden Valley Parkway within the Norco Hills Specific Plan.

RECOMMENDATION: Continue the Appeal Hearing to August 5, 2015

SUMMARY/BACKGROUND: The Planning Commission approved Conditional Use Permit (CUP) 2014-32 on May 13, 2015 for an unmanned wireless telecommunication facility in a shopping center building located at 1161 Hidden Valley Parkway. The approval included a condition of approval that requires a radio frequency (RF) exposure test to be submitted to the Planning Division on an annual basis. The applicant filed an appeal to the condition claiming that the annual test was excessive and unnecessary because of their requirement to be compliant with Federal Communications Commission regulations which is monitored every four to six weeks; and since a pre-construction analysis of the plans determined that the project would be compliant.

Since there was no feedback from the applicant when the condition was added (public hearing had been closed), the applicant is looking to amend the CUP condition with the Planning Commission as opposed to appealing the Planning Commission action to the City Council. With a request for an amendment to a CUP, there will be a recommendation from staff; whereas with an appeal, there typically is no recommendation from staff. If the request to modify the condition is rejected by the Planning Commission then the appeal can still be heard on August 5, 2015. If the Planning Commission approves the applicants request then the hearing for the appeal will be withdrawn.