



**CITY OF NORCO  
CITY COUNCIL/SUCCESSOR AGENCY TO THE NORCO REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA**

**Wednesday, July 15, 2015  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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**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**  
One Potential Case

**§54957 – Public Employee Performance Evaluation:**  
Title: City Manager

**RECONVENE PUBLIC SESSION:** 7:00 p.m.

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Kevin Bash

**INVOCATION:** St. Mel's Catholic Church, Father Toan Pham

**PROCLAMATION:** Norco Public Library – 85<sup>th</sup> Anniversary

**PRESENTATION:** Pastor Rene Parish of Beacon Hill Church -  
Donation to Party Partners

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

1. A. WASTE MANAGEMENT SERVICES UPDATE (Carolyn Corrao, Public Sector Solutions Manager)
- B. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:

2. CITY COUNCIL/SUCCESSOR AGENCY 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 Special Meeting Minutes of May 20, 2015 and June 3, 2015; and Regular Meeting Minutes of June 3, 2015 and June 17, 2015. **Recommended Action: Approve the City Council special and regular meeting minutes.** (City Clerk)
  - B. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)
  - C. Recap of Actions Taken by the Planning Commission at its Meeting held on July 8, 2015. **Recommended Action: Receive and File.** (Planning Director)
  - D. Approval of a Service Agreement with Roger J. Grody, LLC to Provide Economic Development Consulting Services. **Recommended Action: Approve a Service Agreement with Roger J. Grody, LLC to serve as the City's Economic Development Consultant.** (City Manager)
  - E. Adoption of Sixth Street Gateway Sign Policies and Procedures. **Recommended Action: Adopt the Sixth Street Gateway Sign Policies and Procedures as recommended by the Economic Development Advisory Council.** (Economic Development Consultant)
  - F. Short Sale Authorization Affecting Repayment of a Home Improvement Loan at 5020 Trail Street. **Recommended Action: Ratify the action taken by the City Manager, authorizing a short sale of the property at 5020 Trail Street and recovering \$12,000 of a Norco Redevelopment Agency Home Improvement Loan.** (Economic Development Consultant)
  - G. Recognizing the Friends of Prado Dam's Efforts to Restore and Save the Prado Dam Bicentennial Mural. **Recommended Action: Adopt Resolution No. 2015-45, recognizing the Friends of Prado Dam's efforts to restore and save the Prado Dam Bicentennial Mural.** (Deputy City Manager/Director of Parks and Recreation)
  - H. Approval of Additional Appropriation for the Contract with C.P. Construction Co., Inc. for the Vine Street and Sagetree Lane Waterline Improvement Project. **Recommended Action: Adopt Resolution No. 2015-46, appropriating funds in the amount of \$72,555 for additional work associated with the Vine Street and Sagetree Lane Waterline Improvement Project.** (Director of Public Works)

- I. Approval of First Amendment to the Agreement with Kosmont Realty Corporation for Real Estate Services to Sell Successor Agency Properties APNs 122-070-023, 122-070-026, and 126-120-038. **Recommended Action: Approve the First Amendment to the Agreement with Kosmont Realty Corporation for real estate services to sell Successor Agency Properties.** (Executive Director)
- J. Quarterly Investment Report for Quarter Ended June 30, 2015. **Recommended Action: Receive and file the Quarterly Investment Report for the Quarter Ended June 30, 2015.** (City Manager)
3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR
4. PUBLIC COMMENTS - *This is the time when persons in the audience wishing to address the City Council regarding matters not on the agenda may speak. Please complete the speaker card in the back of the room and present it to the City Clerk so that you may be recognized.*
5. CITY COUNCIL DISCUSSION/ACTION ITEMS:
  - A. Renaming the Norco Animal Control Shelter in Honor of Charles D. Hemmings. (Deputy City Manager/Director of Parks, Recreation and Community Services)

*A request was made by Mayor Pro Tem Kevin Bash to rename the Norco Animal Control Shelter after the long-time employee, recently deceased, Charles D. Hemmings.*

**Recommended Action: Authorize the renaming of the Norco Animal Control Shelter in honor of Charles D. Hemmings, selecting the official name to be adopted as the Charles D. Hemmings Animal Control Shelter.**
  - B. Discussion on Removal of Traffic Signal at Corona Avenue and Hidden Valley Parkway. (Director of Public Works)

*At the May 6, 2015 Council meeting, Mayor Higgins requested a status update on the removal of the street improvements on Corona Avenue at Hidden Valley Parkway.*

**Recommended Action: Provide direction to staff regarding the removal of the traffic signal at Corona Avenue and Hidden Valley Parkway and street improvements within Corona Avenue between Sedona Lane and Hidden Valley Parkway.**

- C. Discussion of Riverside County Public Library Services Notice to Discontinue Lease and Vacate the City-Owned Building Located at 3954 Old Hamner Road. (Deputy City Manager/Director of Parks, Recreation and Community Services)

*The City has received notice from the Riverside County Public Library Services stating their intent to vacate the building they are currently using located at 3954 Old Hamner Road, Norco. The County's intention is to move into a larger facility located within the city limits of Norco some time before the end of the calendar year.*

**Recommended Action: Provide direction to staff as to the City Council's preferred option for future use of the City-owned building at 3954 Old Hamner Road.**

- D. Review of the Addendum to the Final Report of the Ad-Hoc Committee on Infrastructure Needs and Funding Options. (City Manager)

*The City Council established the City's Ad-Hoc Committee on Infrastructure Needs and Funding Options to assist the City Council in identifying the City's future infrastructure needs and funding options. The Ad-Hoc Committee presented a final report to the City Council on March 18, 2015. Following discussions on the report, the City Council directed the Ad-Hoc Committee to continue its work with the specific objective of reevaluating the City's infrastructure needs and the cost of those needs. The attached addendum report outlines the Ad-Hoc Committee's reevaluation of City infrastructure needs and recommendations for potential future funding options.*

**Recommended Action: Accept the Ad-Hoc Committee's Addendum to the Final Report and take necessary actions to implement the recommendations of the Ad-Hoc Committee.**

6. PUBLIC HEARINGS:

- A. A Proposition 218 Majority Protest Vote Hearing to Increase the Assessments and if the Majority Protest Does Not Exist, Order the Continuation of Landscape Maintenance District and Confirming a Diagram and Assessment Providing for an Annual Assessment Levy for Landscape Maintenance District No. 2 (Western Pacific), Tract No. 25779. (City Engineer)

*The Landscaping and Lighting Act of 1972 requires that an Engineer's Report for existing Landscape Maintenance Districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the district only allowed for an annual increase not to exceed the Consumer Price Index (CPI). The CPI increases in District No.2 have not kept up with the maintenance needs of this District. In addition, there has not been an allocation of funds in the District set aside for trail fence replacement or drainage structure repairs.*

*Proposition 218 passed by the California voters in 1996 requires that prior to any increase in an assessment, other than CPI increases included in the initial formation of a district, be voter approved. A ballot describing the proposed increase (above the CPI) in assessment was mailed to the affected property owners per Section 53753 of the Government Code 45 days prior to this Public Hearing.*

**Recommended Action:** That the City Council opens the Public Hearing, receives testimony, closes the Public Hearing, recesses the City Council meeting to tabulate the ballots received, and if no more than 50 percent of the ballots returned within the District protest the increase in assessment, it would be appropriate to adopt Resolution No. 2015-47 ordering the continuation of the Landscaping Maintenance District and confirming a diagram and assessment, and providing for annual assessment levy. If more than 50 percent of the ballots returned protest the increase in assessment, adopt Resolution No. 2015-48 upholding the majority protest not to increase the assessment.

- B. Public Hearing Ordering the Continuation of Landscape Maintenance District No. 2 (Western Pacific), Tract 25779, and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy. (City Engineer)

*The Landscaping and Lighting Act of 1972 requires that an Engineer's Report for existing Landscape Maintenance Districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the district allows for an annual increase not to exceed the Consumer Price Index (CPI). The CPI ending March 31, 2015 adjustment per parcel assessment in the district is 0.5%. The Engineer's Report attached to this Staff Report assumes that the Proposition 218 vote for an increase in assessments receives a majority protest and cannot be approved. If a majority protest is not received and the City Council adopts Resolution No. 2015-47 approving an increase in the assessments, this Public Hearing set with Resolution No. 2015-16 will not be necessary.*

**Recommended Action:** That the City Council opens the public hearing and if no more than 50 percent of the property owners within the District protest, it would be appropriate to adopt Resolution No. 2015-49 ordering the continuation of the Landscaping Maintenance District and confirming a diagram and assessment and providing for annual assessment levy.

- C. Public Hearing Ordering the Continuation of Landscape Maintenance Districts and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy for Districts No. 1 - Beazer, Tract 28765; No. 3 – Centex, Tract 28626; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230. (City Engineer)

*The Landscaping and Lighting Act of 1972 requires that an Engineer’s Report for existing Landscape Maintenance Districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the five districts allow for an annual increase not to exceed the Consumer Price Index (CPI). Each district requires a six month cash flow reserve to sustain the District from the beginning of the fiscal year (July 1) until the City receives from the County of Riverside its first assessment payment, six months later. If the City does not have this reserve, the general fund reserves must “carry” the District.*

**Recommended Action: That the City Council open the Public Hearing and if no more than 50 percent of the property owners within the District protest, it would be appropriate to adopt Resolution No. 2015-50, (Beazer); Resolution No. 2015-51 (Centex); Resolution No. 2015-52, (Norco Ridge Ranch); Resolution No. 2015-53, (Hawk’s Crest), ordering the continuation of a Landscaping Maintenance District and confirming a Diagram and Assessment and providing for Annual Assessment Levy.**

- D. Public Hearing Confirming the Report of Costs for Abatement of Spring Weeds and Hazardous Vegetation as a Public Nuisance and Imposing Special Assessment Liens and Vacant Parcels Within the City. (Fire Battalion Chief)

*The 2015 Spring Weed Abatement Report of Costs lists property owners whose vacant parcels were abated by the Fire Department’s weed abatement contractor for the 2015 Spring Weed Abatement Program. After Council adopts the Resolution, property owners will be invoiced for payment of the abatement.*

**Recommended Action: Adopt Resolution No. 2015-54, confirming the report of costs for abatement of weeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City.**

- E. Amendments to the City's General fee Schedule for Fiscal Year 2015-2016. (City Manager)

*The proposed resolution recommends that some user fees for General city Services are adjusted for FY 2015-2016 by the 0.5% change in Consumer Price Index (CPI) from April 2014 through April 2015.*

**Recommended Action: Adopt Resolution No. 2015-55, updating and adjusting fees for General City Services.**

- F. **Ordinance No. 992, First Reading. Code Change 2015-03.** Amendment to Chapters 1.05 and 3.28 of the Norco Municipal Code Regarding Administrative Citation Procedures and Fees. (Planning Director)

*The City Council gave direction that Code Enforcement procedures be revised to make the process move quicker to compliance. To implement the changes the City Council needs to approve a change to the Administrative Policy Manual and to adopt Ordinance No. 992 changing the citation process and fee schedule. Since this did not involve any changes to Chapter 18 of the Norco Municipal Code (zoning) there was no recommendation needed from the Planning Commission.*

**Recommended Action: Adopt Ordinance No. 992 for first reading.**

7. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

**ADJOURNMENT**

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*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 SPECIAL MEETING MINUTES**

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

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**CALL TO ORDER:** 4:00 p.m.

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Kevin Bash

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

1. Continuation of the Fiscal Year 2015-2016 Operating Budget Presentation

City Manager Okoro indicated that this workshop is a continuation of presentations by departments of the Fiscal Year 2015-2016 operating budget. The budget to be presented is a status quo budget with no new programs. The budget is still a work in progress and this workshop is to review the details.

Planning Director Steve King presented brief information for the Planning Department. The FY 2014-2015 amended budget is \$325,065 and the FY 2015-2016 preliminary budget is \$340,195 for a 4.4% change. The FY 2015-2016 budgeted expenditures are above the FY 2014-2015 budget partially because of higher pension costs. Mr. King also gave summarized information for the Code Enforcement Division. The FY 2014-2015 amended budget is \$118,317. The FY 2015-2016 preliminary budget is \$100,034. The budgeted expenditures are \$18,283, or 15.4% lower than FY 2014-2015 budget because of a reduction in the Code Enforcement litigation budget.

Parks, Recreation and Community Services Director Brian Petree presented summarized information for his department. The FY 2014-2015 amended budget is \$726,586. The FY 2015-2016 preliminary budget is \$634,467. The FY 2014-2015 estimated expenditures are below amended budgeted amounts due to the vacancy of the Volunteer Coordinator position during the year, reduction of part-time staffing levels due to lower participant registrations, and estimated lower utility expenses. Additionally, \$65,000 in Communication Lease revenue has been transferred from this Division to the Parks Maintenance Division. FY 2015-2016 budgeted expenditures are 14.5% lower than the FY 2014-2015 budget due to transferring part-time salaries and associated expenditures and revenue for revenue driven sport programs to Division 731, the cancellation of a leisure class contract agreement, and the deferment of vehicle replacement charges.

Director Petree also reported on the Youth and Teen Services budget. The FY 2014-2015 estimated expenditures and revenues are in line with the amended budget of \$199,503. The FY 2015-2016 budgeted expenditures are 59.6% higher due to the transferring of salaries and associated expenditures for revenue driven sport programs from Division 730. The FY 2015-2016 budgeted revenues are 63.9% higher due to transferring sport programs revenue to Division 731.

Director Petree presented the Parks Maintenance budget. The FY 2014-2015 amended budget is \$508,558. The FY 2015-2016 preliminary budget is \$527,842. The FY 2015-2016 budgeted expenditures are \$19,284, or 3.65%, higher than FY 2014-2015 budget due to salary increase as a result of minimum wage increase, CalPERS pension rate increase, and increase of estimated contractual services.

For Senior Services, Director Petree reported that the FY 2014-2015 amended budget is \$136,830 and the FY 2015-2016 preliminary budget is \$136,189. The FY 2014-2015 estimated expenditures and revenues are in line with the amended budget. The FY 2015-2016 budgeted expenditures are less than one half of one percent lower than FY 2014-2015. FY 2015-2016 budgeted revenues are 51% lower due to the loss of CDBG Grant funding for Party Partners from the City of Corona.

Mayor Pro Tem Bash commented on the loss of funding for Party Partners. Director Petree stated that the City of Corona simply decided not to fund the program. However, the program serves many Corona residents. Council Member Azevedo suggested that Director Petree talk to the County Supervisor about supplementing the grant considering the success of the program over the years.

For Building Maintenance and the George Ingalls Equestrian Event Center, Director Petree reported that the FY 2014-2015 amended budget is \$702,014 and the FY 2015-2016 preliminary budget is \$752,993. The FY 2015-2016 budgeted expenditures are \$50,979, or 7.26% higher than the FY 2014-2015 amended budget due to an increase of contractual services, minimum wage increase, and an increase in CalPERS pension rates.

Mayor Higgins asked if there are any plans to paint the arena. Director Petree stated that the project has been identified but has not found a funding source.

Council Member Newton asked for the cost of building maintenance as a stand alone cost from Ingalls Park. Director Petree stated that out of the \$752,000, \$500,000 is public facilities and Ingalls Park makes up the difference. Approximately \$220,000 is generated in revenue, the costs are close to \$310,000 for Ingalls Park.

Director Petree presented the Animal Control Services budget. The FY 2014-2015 amended budget is \$591,977 and the FY 2015-2016 preliminary budget is \$591,977. The FY 2014-2015 estimated expenditures are below the amended budgeted amounts because of vacancies of the Animal Control Officer, Animal Care Technician, and the two Kennel Aide positions. The FY 2014-2015 revenues increased by 7.08% mainly due to an increase in revenue collected through the administrative citation process for licensing. There is no change in the FY 2015-2016 budget as a result of the reduction of overtime to absorb increase in minimum wage and CalPERS pension rates.

Council Member Azevedo referred to the Youth Services and asked if non-residents are charged more. In response, Director Petree stated that residents and non-residents are charged equally. Council Member Azevedo suggested implementing a higher non-resident fee. Council Member Azevedo also commented on the lack of a fee structure to rent the amphitheater attached to Nellie Weaver hall. Director Petree said that there is a one-day fee in place for the amphitheater.

Director of Public Works Lori Askew presented summarized information for her department. For the Building and Safety Division, the FY 2014-2015 amended budget is \$243,361 and the FY 2015-2016 preliminary budget is \$254,798. The FY 2014-2015 estimated expenditures are below amended budgeted amounts due to a part-time clerk being transferred to the Water Operations Division to oversee the backflow program. The part-time position is intended to be filled in FY 2015-2016. The FY 2015-2016 budgeted expenditures are \$11,437, or 4.7% higher than FY 2014-2015 due to the increase of CalPERS pension rates and software program upgrades.

For Engineering, Director Askew reported that the FY 2014-2015 amended budget is \$417,693 and the FY 2015-2016 preliminary budget is \$459,777. The FY 2015-2016 budgeted expenditures are \$42,084 or 10.1% higher than FY 2014-2015 due to shifting of personnel. The Director's Executive Secretary retired and that position was not filled. However, a part-time engineering counter technician was hired full-time and has assumed some of the Executive Secretary responsibilities but primarily supports the Engineering counter.

For Public Works Inspection, the FY 2014-2015 amended budget is \$101,754 and the FY 2015-2016 preliminary budget is \$109,519. The FY 2015-2016 budgeted expenditures are \$7,765 or 7.6% higher than FY 2014-2015 budget partially because of the increase in CalPERS pension rates and assumed step increase to staff member in this division.

For Parkway Maintenance, Director Askew reported that the FY 2014-2015 amended budget is \$58,693 and the FY 2015-2016 preliminary budget is \$69,887. The FY 2015-2016 budgeted expenditures are \$11,194 or 19.1% higher than FY 2014-2015 budget partially because of pension rate increases, increases to Special Departmental for sandbags, and Contractual and Professional Services for Cal Fire crews to provide parkway and trail maintenance.

Director Askew presented information on Street Maintenance. The FY 2014-2015 amended budget is \$655,327 and the FY 2015-2016 preliminary budget is \$681,069. The FY 2014-2015 estimated expenditures are above amended budgeted amounts due to slight salary overages in overtime, unplanned projects such as the signage for the George Ingalls Equestrian Event Center installed along the I-15 freeway, painting of the wall for the Chaparral Center along the I-15 freeway, and installation of the guardrail along Valley View Avenue. The FY 2015-2016 budgeted expenditures are \$25,742 or 3.9% higher than FY 2014-2015 budget partially because of the CalPERS pension rate increase and a slight projected increase in Traffic signal Maintenance costs.

For Sewer Operations, Director Askew reported that the 2014-2015 amended budget is \$4,809,139 and the FY 2015-2016 preliminary budget is \$5,158,504. The FY 2014-2015 estimated expenditures being below amended budgeted amounts is attributed to reduction

in salaries and benefits and some reduction in the budget for contractual services due to lower than anticipated flow going to the sewer treatment plant. The FY 2015-2016 budgeted expenditures is \$349,365 or 7.3% higher than FY 2014-2015 budget partially because of an increase in CalPERS pension rates and increase in contractual services as a result of increased sewer treatment costs due to providing sewer services to the California Rehabilitation Center and the Navy.

For Water Operations, the FY 2014-2015 amended budget is \$9,199,585 and the FY 2015-2016 preliminary budget is \$9,525,302. The FY 2015-2016 budgeted expenditures are \$325,717 or 3.5% higher than FY 2014-2015 budget partially because of pension cost increase, a slight budget increase due to increased energy costs and purchased water costs, and increased costs associated with chemicals and the treatment plant.

Lastly, for Storm Drain Operations, Director Askew reported that the FY 2014-2015 amended budget is \$103,422 and the FY 2015-2016 preliminary budget is \$130,406. The FY 2015-2016 preliminary budgeted expenditures are \$26,984 or 26.1% higher than FY 2014-2015 due to additional amounts budgeted for street sweeping, storm drain cleaning, and cost sharing expenses with Riverside County Flood Control for mandatory monitoring of the Middle Santa Ana River Pathogen Total Maximum Daily Load Task Force.

Council Member Azevedo asked for an approximate amount of revenue generated for providing sewer services to the Navy and the California Rehabilitation Center. Water and Sewer Consultant Bill Thompson stated that the City generates approximately \$360,000 annually from the Navy and about \$650,000 annually from the California Rehabilitation Center.

Ed Dixon asked why the City is spending \$5,000 to paint private walls. Mr. Thompson indicated that there was a weed and graffiti issue on portions that were City property. The City gets reimbursed from the County for graffiti abatement.

Ted Hoffman referenced Street Maintenance costs and the Ingalls Parks signs installed on the I-15 freeway. Mr. Hoffman asked why the signs were included in the Public Works budget and not Ingalls Park. Mr. Thompson stated that the Street Maintenance Fund is Gas Tax funded from the State of California. The Gas Tax Fund has a surplus revenue and all signs in the street right-of-way are installed by the Public Works Department. The Gas Tax Fund and Measure A Fund is intended for those uses.

City Manager Andy Okoro presented a Retirement Pension Benefits overview and the impact on the City budget. Mr. Okoro stated that the City has contracted with California Public Employees Retirement System (CalPERS) to administer the City's Pension Plans, Safety and Miscellaneous plans. The plans are governed by the provisions of the California Public Employees' Retirement Law. CalPERS is responsible for performing the necessary actuary every year to establish employer contribution rates. The City is responsible for making the annual required contributions as determined by CalPERS actuary. The Public Employees' Pension Reform Act (PEPRA) effective January 1, 2013 enacted by the legislature made changes to pension benefits, created new retirement formulas for newly hired employees, and resulted in reduced classic employee payroll and thus higher contribution rates.

Mr. Okoro discussed the Miscellaneous Plan, which provides retirement pension to retired employees who were not Fire personnel. The Annual Required Contribution (ARC) is the amount the City is required to contribute each year to CalPERS to meet pension obligations. The total estimated City contribution for FY 2015-2016 is \$1,030,304 compared to \$773,469 for FY 2014-2015, which equates to an increase of 33.2%. In addition to the employer ARC, employees are required to contribute 8% for Classic Members. The City pays 4% of the 8% on behalf of employees hired prior to October 31, 2010. The Pension Reform Act of 2013 provides that all employees pay their full 8% by January 1, 2018. The total estimated unfunded accrued liability balance is \$8,820,259 as of June 30, 2013 compared to \$9,883,929 as of June 30, 2012, to be amortized over 8-30 years. Pension rate increases are due to a change in rate of return on investments from 7.75% to 7.50%, change in UAAL amortization policy from rolling 30 years to fixed 30 years, changes in actuarial assumptions to reflect longer life span for retirees, and lower payroll due to PEPRA.

Mr. Okoro discussed the Safety Plan. When the City contracted the fire protection and emergency medical services effective January 1, 2012, the City's Safety Pension Plan became inactive. The City is still responsible for pension benefits earned by employees through January 1, 2012. Based on the actuary report for FY 2015-2016, the City has to make a contribution of \$52,051. No contributions were required in the last three fiscal years.

Mr. Okoro also commented on post-retirement healthcare benefits. The City pays health insurance premiums for retirees and dependents subject to caps and the vesting schedule. For employees hired before September 1, 2004, the City pays 100% of full premium up to \$1,250 per month. This cap also applies to active employees. For employees hired after September 1, 2004, the percentage of premium paid depends on the number of years of service. The City has contracted with CalPERS to administer the City's post-retirement health benefits. The total number of retirees as of April 2015 is 78 and the total active is 52 participants.

In response the Linda Dixon, City Manager Okoro indicated that retirees receiving medical benefits includes spouses and dependents.

In response to Ed Dixon, Mr. Okoro stated that the City's rating is dependent of specific bond issues. Most bond issues are rated AAA, Water and Sewer Bonds are rated A+, and CFDs have a lower rating.

Bill Schwab asked that when a retiree becomes eligible for Medicare do the rates stay the same. Mr. Okoro indicated that CalPERS has a Medicare rate although the savings to the City is minimal.

Linda Dixon commented that when a retiree is eligible for Medicare, the lifetime benefits from the City cease. Mr. Okoro stated that when the City chose to implement benefits through CalPERS, the City chose the provision for retirees to receive same benefits as active employees. Ms. Dixon asked if the provision could be changed through Council action. City Attorney Harper indicated that this has been litigated with agencies and the courts have found that there is a contractual obligation for the City to continue paying.

2. Presentation of the Capital Improvement Program (CIP) Budget

With not sufficient time to present the CIP, this presentation is continued to June 3, 2015.

3. Public Comments:

None.

**ADJOURNMENT**

Mayor Higgins adjourned the meeting at 5:52 p.m.

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Cheryl L. Link, CMC, City Clerk



**CITY OF NORCO  
CITY COUNCIL SPECIAL MEETING MINUTES**

**Wednesday, June 3, 2015  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 4:03 p.m.

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Kevin Bash

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

1. Presentation of the Capital Improvement Program (CIP) Budget

Director of Public Works Lori Askew presented a brief overview of the preliminary Capital Improvement Program budget for years 2016-2020. Ms. Askew began the presentation with the Trails Improvement Fund. She presented the sources of funds, which total \$273,824 and the use of funds which total \$197,564. The majority of the projects are listed in FY 2015-2016. Of the projects listed for this fund, the Valley View Avenue project through the Trail Street/Round Up Replacement project are all carry over projects.

In response to Council Member Hanna, Director Askew stated for the River Drive – Woodward to Pedley project, the trail is on the north side of the street. The bluff stabilization will need to be completed first before the chain link fence is removed and then the trail fencing can be installed.

Council Member Azevedo commented on the discussion of the Waste Management Ad-Hoc Committee and that additional franchise fees from Waste Management would be allocated to trail fencing and trail improvements. In response, City Manager Okoro stated that no portion has been allocated to the trail improvement fund. However, those funds have been earmarked in the current fiscal year for other programs; specifically, for traffic enforcement and street sweeping. Council Member Azevedo commented to keep in mind of the intent and the commitment to allocate of portion of those proceeds to trails.

For the Water Improvement Fund, Impact Fees, Ms. Askew noted that there are three funding sources totaling \$1,220,088. The projects associated with the use of these funds include the 4 million gallon reservoir on Bluff Street, the Vine Street – Corydon to Bronco – Driftwood and Half Moon project, and the transfer to General Fund overhead. For the Bond Proceeds in this Fund, Director Askew noted the total sources of funds in the amount of \$5,322,748 and the use of funds totaling \$3,978,000. For the Transfers in this fund, the

total sources of funds is \$903,427 and the use of funds totals \$595,000. Mayor Higgins asked if the \$242,530 development impact fees noted are on hand or if that total is a projected amount. In response, Director Askew stated it is a projection for a potential project on Bluff and River Road. Director Askew commented on the Temescal Waterline project. There were some water breaks during construction so the project was moved up the cue. Mayor Higgins inquired about the Water Treatment Arsenic/Fluoride/Chlorine Project. In response, Water and Sewer Manager Bill Thompson indicated that it is an expansion of the existing facility to allow the City to treat more of the local well water. The project is to prepare the City for future requirements; the City needs to be able to treat 4 million gallons per day and currently the City treats only 2 million gallons per day. The plant was retrofitted in 2005 to handle the EPA arsenic level requirements. The water that Norco residents receive has a non-detectable amount of arsenic. Council Member Newton inquired about the 16" Transmission Pipeline Project. Director Askew indicated that the project would be going out to bid by the end of the month. Council Member Newton also asked about the Fire Hydrant Installation Project. Director Askew stated that it is rehabilitation of existing hydrants. CalFire is currently inspecting a total of about 1,600 – 1,800 hydrants and none are known to be inoperable at this time. Mayor Pro Tem Bash asked for clarification on the Meter/SCADA Project. Mr. Thompson indicated that SCADA stands for Supervisory Control and Data Acquisition. SCADA has a central computer that operates all of the City's remote sites to ensure that all wells are working and the reservoir levels are appropriate. It also operates the City's treatment system. The server is located at the Public Works Yard but this project is proposing to locate it at City Hall with all the other servers. The original system was installed in 1996, therefore needs to be upgraded.

For the Street Improvement Fund, Director Askew listed the sources of funds with a total amount of \$2,787,185 and total uses of funds \$1,619,610. Mayor Higgins referenced the Other sources – Successor Agency funds and asked if it is left over money. City Manager Okoro stated that through the last Recognized Obligation Payment Schedule (ROPS), \$300,000 was requested from leftover bond proceeds for improvements at California Avenue and the electronic message sign on Sixth Street. There was some further discussion regarding traffic calming measures at California Avenue. Council Member Azevedo commented on the incompleteness of North and California Avenue. She suggested installing a "Whoa Drive Slow" sign at the location, similar to the one installed coming in to the City on Hamner Avenue from Eastvale. She also suggested a "Traffic Laws Strictly Enforced" sign as well as a monument sign.

Linda Dixon inquired about the Pavement Management Software (PMS). In response, City Manager Okoro stated that implementation not complete. The transition of the software from RKA to City is what is pending. PMS program belongs to the City.

Lance Gregory asked about the Gas Tax. City Manager Okoro said the projection is for next fiscal year and the fund still has some left over revenue from prior years.

Harvey Sullivan commented on development impact fees and said he only saw \$108,000 in the entire program. Director Askew indicated that there is \$330,000 projected for streets and \$242,000 projected for possible development at Bluff and River Road. Mr. Sullivan asked why the City would allow any new homes considering the drought.

For the Storm Drain Fund, Director Askew indicated the total sources of funds totaling \$2,443,806 and the total uses of funds totaling \$2,812,039. Director Askew commented on the projects that have been approved by Riverside County Flood Control and technically have funding. In response to Mayor Pro Tem Bash, Director Askew indicated that Crestview will be constructed by Riverside County Flood Control and not the City; therefore it is not listed in the presentation. Council Member Newton referenced the Minor Drainage Improvements Project. He inquired about Corona Avenue and Native Dancer. Ms. Askew stated that the project is an extension of the NB-3 project.

Director Askew discussed in brief the Sewer Fund Impact Fees. The source of funds total \$646,924 and the total use of funds is \$55,212. For the Sewer Fund Bond Proceeds, the sources of funds total \$2,206,345 and the total use of funds is \$1,417,000. For the Sewer Fund Transfers, the total sources of funds is \$1,384,917. Mayor Pro Tem Bash asked about the bond money used for Silverlakes. In response, City Manager Okoro said that what is left is approximately \$7,500,000 of the original \$39,000,000.

For the Sewers Connections Fund, the sources of fund total is \$675,849 and the total uses of funds is \$25,070.

Lastly, Director Askew presented a summary of the Measure A Projects Fund, which has a total sources of funds in the amount of \$3,701,873 and a total uses of funds in the amount of \$3,163,696. Director Askew briefly commented on the list of projects under the Rehab and Overlay category that will be going out to bid soon. Mayor Pro Tem Bash inquired about the signal light at Citrus. In response, Director Askew stated that she and the City Engineer have been meeting with the City of Eastvale and Eastvale has requested some upgrades. There was some discussion about funding for the Hamner Avenue Bridge Project. Council Member Azevedo suggested setting up a meeting with WRCOG, Eastvale, and the County of Riverside to discuss local matching funds for the bridge.

## 2. Discussion of State of California Water Conservation Mandates

Water and Sewer Consultant Bill Thompson presented a brief overview of the water conservation program implementation based on the Governor's Executive Order effective April 1, 2015 and the State Water Resources Board regulatory requirement. Mr. Thompson also discussed the impact to the City's water system, including an overview of water sources, water use categories, potential impacts to water rates, regional partners, and recycled water. He discussed the City's proposed Urgency Ordinance, which would include a recommendation of "Level 3 Water Conservations Measures." With Level 3, use restrictions are mandatory with a conservation target of up to 30%. A Level 3 would mandate the following restrictions and requirements: irrigation is limited to three (3) days per week for no more than ten (10) minutes per station; odd addresses may irrigate on Monday, Wednesday, and Friday; even addresses may irrigate on Tuesday, Thursday, and Saturday; no irrigation from 8:00 a.m. to 8:00 p.m. and no irrigation on Sundays; no washing down sidewalks, driveways, or parking areas; no automobile washing without a shutoff nozzle; eating establishments will not serve drinking water unless requested; hotels and motels must offer their guests the option to have linens laundered; no irrigating within 48 hours following a measurable rainfall; and repair all leaks and adjust sprinklers.

In response to Mayor Higgins, Mr. Thompson indicated that the City does not receive credit for water loss during major water leaks.

In response to Council Member Newton, Mr. Thompson stated that the take-or-pay is based on actual costs. What the City is proposing with the pass-through is based on the actual cost of doing business.

Ted Hoffman expressed his concerns about how the City will enforce water conservation.

Jodie Webber asked about the tiered levels and penalties. In response, Mr. Thompson said he used the recommendations from the State. Ms. Webber expressed her concerns with penalties and referenced the City of Capistrano court case.

There was some discussion about water restrictions for animals and Mr. Thompson indicated that for Levels 1-5 there are no water restrictions for horses.

In response to Council Member Newton, Mr. Thompson said that the average number of water units used per household is 22. He noted that of the 10 million gallons produced, 1.9 million gallons are received in the sewer; therefore, 8 million gallons are used outdoors. Residents are highly encouraged to find ways to reduce outdoor water usage.

In response to Mayor Higgins, Mr. Thompson said that the goal is to save 6% every month over the next six months. If by February 2016, the City has not reduced water consumption by 36%, the City can face fines up to \$10,000 per day.

3. Public Comments:

None.

**ADJOURNMENT**

Mayor Higgins adjourned the meeting at 6:37 p.m.

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Cheryl L. Link, CMC, City Clerk



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

**Wednesday, June 3, 2015  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:43 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:**

**§54957.6 – Conference with Labor Negotiator**

Negotiating Parties: City Manager Okoro, Human Resources Analyst Paakkonen  
Employee Organization: Norco Public Works & Parks Maintenance Workers Association

**RECONVENE PUBLIC SESSION:** 7:12 p.m.

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

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Kevin Bash

**INVOCATION:** Pastor Louis Monteith, Norco Calvary Chapel

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

Ms. Grundemeyer and Ms. Lyndsey were unable to attend the meeting. The presentation of the Proclamations was continued to June 17, 2015.

**RECOGNITIONS:** The Maverick Saloon and the Water Wheel Saloon & Eatery for their Participation in the "Watch Your BAC" Program

Sheriff Lieutenant Eric Briddick presented brief information about the Watch Your BAC Program and recognized the Maverick Saloon and the Water Wheel Saloon & Eatery for their partnership and collaboration with the program.

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

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

Mayor Pro Tem Bash:

- Attended a Regional Conservation Authority of Western Riverside County meeting.
- Attended the STAR meeting and noted upcoming events for seniors.

Council Member Hanna:

- Attended a Riverside County Transportation Commission meeting. The construction on the 91 freeway has reduced the width of the lanes.
- Attended a Riverside Transit Agency meeting.
- Commented on the upcoming Day of the Cowboy Event on July 25, 2015.

Council Member Newton:

- Attended the Western Riverside County Regional Wastewater Authority meeting.

Council Member Azevedo:

- Attended the Western Riverside Council of Governments (WRCOG) meeting on Monday, June 1<sup>st</sup>. The topics included the General Assembly approving the budget, and the possibility of the State taking a portion of the City's Transient Occupancy Tax.
- Commented on the Founders Day Ride scheduled for June 13<sup>th</sup> and the Day of the Cowboy Event on July 25<sup>th</sup>.

Mayor Higgins:

- No report given.

2. CITY COUNCIL CONSENT ITEMS:

Mayor Pro Tem Bash pulled item 2.F. for discussion. Council Member Newton pulled items 2.G. and 2.I. for discussion. Items 2.D. and 2.J. were pulled to allow for public comment.

**M/S HANNA/BASH to approve the remaining Consent Calendar 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: Special Meeting Minutes of May 6, 2015. **Action: Approved the City Council special meeting minutes.** (City Clerk)
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved** (City Clerk)
- C. Resolutions Calling the 2015 General Municipal Election. **Action: Adopted Resolution No. 2015-20, requesting the Board of Supervisors of the County of Riverside consent to conducting the November 3, 2015 General Municipal Election in the City of Norco by the County of Riverside Registrar of Voters; Resolution No. 2015-21, calling and giving notice of the General Municipal Election to be held on November 3, 2015; and Resolution No. 2015-22, adopting regulations for the candidates for elective office.** (City Clerk)
- D. Acceptance of Bids and Award of Purchase for Replacement of One Ton Service Truck for the Public Works Department. **Pulled for discussion.** (Director of Public Works)
- E. Acceptance of the Navy to Norco College (RCC) Sewer Improvement Project as Complete. **Action: Accepted the Navy to Norco College (RCC) Sewer Improvements Project as complete and direct the City Clerk to file the Notice of Completion with the County of Riverside.** (Director of Public Works)
- F. Approval of Additional Appropriation for the Contract with J & S Striping for On-Call Street Striping and Pavement Marking Services for FY 2014-2015. **Pulled for discussion.** (Director of Public Works)
- G. Ratification of Fiscal Year 2015-2016 Western Riverside County Regional Wastewater Authority Budget. **Pulled for discussion.** (Water and Sewer Consultant)
- H. Approval of Part-Time Salary Schedule. **Action: Adopted Resolution No. 2015-25, approving the part-time salary schedule.** (City Manager)
- I. Proposed Cancellation of the July 1, 2015 City Council Regular Meeting. **Pulled for discussion.** (City Clerk)
- J. Order of Procedure and Resolutions Necessary for the Annual Assessment Levy Continuing Landscape Maintenance Districts No. 1 – Beazer, Tract 28765; No. 3 – Centex, Tract 28826; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230. (City Engineer)  
**Action: Pulled for discussion.**

- K. Order of Procedure and Resolutions Necessary for the Annual Assessment Levy Continuing Landscape Maintenance District No. 2 – Western Pacific, Tract 25779, Assuming a Proposition 218 Majority Protest is Received. (City Engineer) **Action: Adopted Resolution No. 2015-34 (Western Pacific), approving the Engineer’s Preliminary report for the annual levy of assessments for the Fiscal Year 2015-2016 in said District; and Resolution No. 2015-35 (Western Pacific), declaring the City’s intention to provide for an annual levy and collection of assessments for certain maintenance in an existing district and setting a time and place for the public hearing.**

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

- 2.D. Acceptance of Bids and Award of Purchase for Replacement of One Ton Service Truck for the Public Works Department. (Director of Public Works)

In response to Council Member Newton, Director Askew stated that Hemborg Ford did not submit a bid.

Ted Hoffman expressed that he is glad the bid was sent to local dealers. Mr. Hoffman said with a truck of that size, the City should consider a diesel truck. He suggested the City look into the used truck dealership next to Tractor Supply. Council Member Azevedo asked if the truck dealership was noticed and Director Askew indicated that the City does not purchase used vehicles.

Also in response to Council Member Azevedo, Director Askew stated that staff did follow up with Hemborg when no bid was received.

**M/S NEWTON/BASH to accept bids submitted for the purchase of a one ton service truck from Lake Chevrolet in the amount of \$47,834.34. The motion was carried by the following roll call vote:**

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

- 2.F. Approval of Additional Appropriation for the Contract with J & S Striping for On-Call Street Striping and Pavement Marking Services for FY 2014-2015. (Director of Public Works)

Director of Public Works Lori Askew stated that J & S Striping Company, Inc. was engaged by the City to perform street striping and pavement marking services for FY 2014-2015. They have completed their work and submitted their only invoice in the amount of \$79,675.02. This amount is more than the \$53,000 contract amount awarded to them by the City Council on August 6, 2014. Consequently, additional appropriation of funds and increase to the contract in the amount of \$26,675.02 is needed in order to pay their invoice.

In response to Mayor Pro Tem Bash, Director Askew stated that the contract was awarded as an on-call contract. Staff determined that it was best for the contractor to work in a specific part of town at a time. The only bill that was received was in January and there were no requests for change orders. It is a time and materials contract.

In response to Council Member Newton's inquiry about who was directing the contractor about the amount of work to be done, Director Askew said that the contractor was given an area to complete and not "X" amount of work. Staff confirmed completion of the work and inspected the work. Director Askew mentioned that staff could have asked for a weekly running total.

Council Member Azevedo suggested going out to bid for the exact work to be done rather than going out to bid on a scenario.

City Manager Okoro indicated that the issue with specifying detail is that staff would have had to measure every linear foot, which would have taken an extraordinary amount of time. Mr. Okoro commented that the contractor should have come back with a change order but it did not happen because this was not a progress payment contract.

Jodie Webber commented that to avoid problem in the future, staff should measure the sites and provide oversight.

Ted Hoffman expressed that the total cost is 50% over what was budgeted. He expressed his concerns with doing things the way they have always been done. Mr. Hoffman said that the City owes the citizens accountability.

Bob Leonard shared his business experience with contracts and said that oversight is needed.

Harvey Sullivan commented that City staffing levels have been reduced considerably but have the same amount of work.

Bob Cuervo commented that contracts should state that when the budget is reached, the contractor must contact City staff.

**M/S BASH/NEWTON to deny approval of additional appropriation for the contract with J & S Striping.**

**Council Member Azevedo made a substitute motion to table the item to allow time for the City Attorney to review the contract and provide the City Council his findings. Council Member Hanna seconded the substitute motion. The substitute motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA**

**NOES: HIGGINS, NEWTON**

**ABSENT: NONE**

**ABSTAIN: NONE**

2.G. Ratification of Fiscal Year 2015-2016 Western Riverside County Regional Wastewater Authority Budget. (Water and Sewer Consultant)

Council Member Newton indicated he pulled the item to state that he will abstain from voting on this item because he signed the Western Riverside County Regional Wastewater Authority budget as Chairman. Both the City Attorney and the Water and Sewer Consultant indicated that there is no conflict of interest if Council Member Newton votes to approve.

**M/S NEWTON/AZEVEDO to adopt Resolution No. 2015-24, approving the Fiscal Year 2015-2016 Western Riverside County Regional Wastewater Authority budget, establishing rates to be charged for conveyance, treatment and disposal of wastewater. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

2.I. Proposed Cancellation of the July 1, 2015 City Council Regular Meeting. (City Clerk)

Council Member Newton said he pulled the item to inquire about the request to cancel since July 4 is on a Saturday and City Hall is closed Thursday, July 2<sup>nd</sup>. In response, City Manager Okoro indicated that with the shortened week, the City Council has historically canceled the first meeting in July when it falls close to the holiday. Mayor Pro Tem Bash expressed his support for the cancellation of the meeting due to the amount of follow up work required after a Council meeting.

**M/S BASH/NEWTON to cancel the July 1, 2015 City council regular meeting. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

2.J. Order of Procedure and Resolutions Necessary for the Annual Assessment Levy Continuing Landscape Maintenance Districts No. 1 – Beazer, Tract 28765; No. 3 – Centex, Tract 28826; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230. (City Engineer)

City Engineer Dominic Milano presented that the “Landscaping and Lighting Act of 1972 requires that an Engineer’s Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the four districts allow for an annual increase not to exceed the Consumer Price Index (CPI). The CPI ending March 31, 2015 adjustment per parcel assessment in all districts is 0.5%.

This year’s Engineer’s Report includes the estimated fund balance for Fiscal Year ending June 30, 2015 and the cash flow funding needs. Each district requires a six-month cash flow reserve to sustain the District from the beginning of the fiscal year (July 1) until the

City receives from the County of Riverside, its first assessment payment, six months later. If the City does not have this reserve, the general fund reserves must “carry” the District. In addition the “needs” includes those Districts that have trail fencing (Districts 3 thru 5) a line item establishing a dollar amount to reconstruct the majority of the trail fencing in each District. The “estimated unfunded needs” is the difference between the “fund balance” and the “needs”.

Jodie Webber thanked staff for including public input for the Engineer’s Reports.

Lance Gregory thanked staff as well for the ability for residents to voice opinions and recommendations.

**M/S BASH/HANNA to adopt Resolution No. 2015-26 (Beazer); Resolution No. 2015-27 (Centex); Resolution No. 2015-28 (Norco Ridge Ranch); Resolution No. 2015-29 (Hawk’s Crest), approving the Engineer’s Preliminary Report for the Annual Levy of Assessments for the Fiscal Year 2015-2016 in said Districts. The motion was carried by the following roll call vote:**

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

**M/S BASH/HANNA to adopt Resolution No. 2015-30 (Beazer); Resolution No. 2015-31 (Centex); Resolution No. 2015-32 (Norco Ridge Ranch); Resolution No. 2015-33 (Hawk’s Crest), declaring the City’s intention to provide for an Annual Levy and Collection of Assessments for certain maintenance in an existing District, and setting a time and place for the Public Hearing. The motion was carried by the following roll call vote:**

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

**4. PUBLIC COMMENTS:**

Bonnie Slager said she went to City Hall to find out how a business license is revoked. She said that staff indicated to her that business licenses are not revoked and inquired to the reason why they are issued but not revoked.

Liza Hunter-Rogers commented that she spoke with staff in Public Works regarding illegal traffic using Sierra Avenue as a frontage road, specifically commercial trucks. She said that City streets are not made for this and commercial trucks can be fined for using non-commercial streets. She also asked the Sheriff’s Department for assistance. Ms. Hunter-Rogers suggested placing a sign on Sierra indicating it not being a commercial route.

Ted Hoffman thanked staff, especially Facilities Coordinator Patty Ireland for bringing in the Horse Town Brew ‘N Que event. Mr. Hoffman suggested the City continue bringing in new events.

Diane Collins, Norco Area Chamber of Commerce President/CEO, commented on the upcoming Lake Norconian Foundation Founder's Day Ride on June 13, 2015.

5. PUBLIC HEARINGS:

- A. **Ordinance No. 988, First 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. (Planning Director)

Planning Director Steve King indicated that on May 6, 2015 the City Council did not have the Second Readings on two Ordinances that would have amended the building coverage calculations for lots in the A-1 zone and in the Norco Ridge Ranch Specific Plan with direction that a new First Reading be re-advertised for lots the A-1 zone with changes from what had been proposed on May 6, 2015. It was also directed that no changes be done for lots that already have primary animal-keeping areas (PAKA) which includes the entirety of Norco Ridge Ranch Specific Plan and some lots in the A-1 zone.

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

Lance Gregory expressed opposition for any further restrictions until becoming more efficient with code enforcement.

Ted Hoffman expressed that he is glad that the City Council is considering swimming pools in lot coverage and commented that this is a good step for the future of Norco.

Harvey Sullivan suggested opposing the Ordinance and send it back to the Planning Commission for further discussion and possibly changing it to 65/35 or 75/25.

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

Mayor Pro Tem Bash and Council Members Azevedo and Newton commented on their support for the Ordinance.

Council Member Hanna said he has no issue with the 40%.

**M/S AZEVEDO/HANNA to adopt Ordinance 988 for first reading. The motion was carried by the following roll call vote:**

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

- B. **Ordinance No. 991.** An Urgency Ordinance Approving a Water Conservation Program. Code Change 2015-02 **Resolution No. 2015-36**, Declaring Level 3 Water Conservation Measures. (Water and Sewer Consultant)

Water and Sewer Consultant Bill Thompson presented At their regularly-scheduled May 5, 2015 public meeting, the State Water Resources Control Board (SWRCB), in accordance with applicable State laws and regulations adopted additional emergency regulations for Statewide Urban Water Conservation. The newly adopted regulations require all water suppliers to implement additional water conservation measures to reach a statewide water use reduction of 25%. The City of Norco Municipal Code requires the City Council adopt an Ordinance establishing a water conservation program and a Resolution declaring additional restrictions in the event of critical water availability. Staff is recommending the City Council implement Level 3 water conservation effort.

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

Jodie Webber requested clarification of the Ordinance and Resolution. City Attorney Harper stated that the Ordinance gets adopted, which sets forth all the potential options. The Ordinance indicates that the City Council must adopt by Resolution a level of conservation. The Resolution presented indicates a Level 3 conservation measure. Ms. Webber said she understands the urgency but penalties and violations are premature. She referenced the court decision for the City of Capistrano.

Ted Hoffman asked who will enforce non-compliance and urged that the Council determine how to implement.

City Attorney John Harper indicated that failure of the City of not reducing usage by 35% by February 2016 will result in a fine of \$10,000 per day.

Harvey Sullivan asked about the reporting period used by the State. In response, Mr. Thompson stated that the July – September 2013 reporting period is a baseline for per capita use. Mr. Sullivan commented on the watering hours and Mr. Thompson stated that the correct time is no watering between the hours of 8:00 a.m. and 8:00 p.m.

Bill Naylor commented that he installed drought tolerant landscaping and discussed the challenges with the individual use comparison from 2013.

Melissa Woodward expressed her concerns with water use restrictions. She suggested that the City find alternatives for water use and conservation and educate the public.

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

Mayor Pro Tem Bash stated that the City has been proactive and suggested scheduling a town hall meeting or workshop to further educate the public on water conservation measures. Council Member Hanna concurred.

**M/S AZEVEDO/HANNA to adopt Urgency Ordinance No. 991 to establish a Water Conservation Urgency Program in compliance with the State Water Resources Control Board rulemaking adopting additional water conservation measures due to continuing drought conditions and establish local water conservation restrictions; and adopt Resolution No. 2015-36, declaring Level 3 water conservation measures.**

**The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**6. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:**

Council Member Hanna commented on furniture in the horse trail this week on Temescal Avenue and asked for Code Compliance to address.

Mayor Pro Tem Bash requested to agendize discussion of possible development on the property at Hidden Valley property and Corona Avenue.

**M/S BASH/HIGGINS to agendize discussion of possible development on the property located at Hidden Valley Parkway and Corona Avenue. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Mayor Pro Tem Bash requested to agendize discussion of renaming the Animal Control Shelter in honor of former employee Charles Hemmings.

**M/S BASH/HIGGINS to agendize discussion of renaming the Animal Control Shelter in honor of former Animal Control Superintendent Charles Hemmings. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Mayor Higgins requested that water conservation information be placed on the City's website and a mailed to residents in their water bills.

Mayor Higgins commented on the Sixth Street Revitalization Plan. Planning Director Steve King said that the Planning Commission has approved a draft to amend the permitted and traditionally permitted uses in the C-4 zone. A public hearing is being scheduled for the Commission. Also, an informational community meeting has been scheduled on June 16<sup>th</sup> at City Hall. Property owners have been notified.

**ADJOURNMENT**

Mayor Higgins adjourned the meeting at 9:22 p.m.



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

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

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**CALL TO ORDER:** 6:00 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

**RECONVENE PUBLIC SESSION:** 7:02 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 Azevedo

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

City Manager Okoro noted that the church donated \$20,000 to the City's Party Partners Program.

**INTRODUCTION:** Sergeant Del Valle, Norco Sheriff's Office

Lieutenant Briddick introduced Sergeant Del Valle. Sergeant Del Valle said that he looks forward to working with the citizens on enhancing the quality of life in Norco.

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

Sheriff Lieutenant Eric Briddick presented Ms. Grundemeyer and Ms. Lyndsey proclamations of meritorious service for coming to the aid of a deputy and aided the in arrest of a suspect.

Parks Make Life Better Month – July 2015

Mayor Higgins presented a proclamation to the Director of Parks, Recreation and Community Services Brian Petree for Parks Make Life Better month and urged all citizens to use and enjoy City parks, trails, open space, facilities and recreation opportunities.

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

Mayor Higgins recognized City Manager Okoro and the City of Norco for earning a Certificate of Achievement for Excellence in Financial Reporting for the 12<sup>th</sup> consecutive year.

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

Norco Horsemen's Association President Glenn Hedges presented the Top 10 Trail Improvement list to the City Council.

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

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

Mayor Pro Tem Bash:

- Met with a Riverside County representative from Senator Dianne Feinstein's Office.

Council Member Hanna:

- Cautioned residents about West Nile Virus
- Attended a Riverside County Transportation Commission meeting and commented that transportation funding has decreased.

Council Member Newton:

- Attended a Chino Desalter Authority (CDA) Board meeting in which the FY 2015-2016 capital budget was approved and noted that the cost of water will remain at approximately \$1,066 per acre foot. Also, CDA will be purchasing a 1/3-acre parcel at Detroit and Old Hamner for a turn out for CDA.

Council Member Azevedo:

- Attended the Western Riverside Council of Governments General Assembly meeting.
- Commented on 4<sup>th</sup> of July Trail Ride.
- Commented of Day of the Cowboy scheduled for July 25, 2015

- Met with a Riverside County representative from Senator Dianne Feinstein's Office. The primary topics included funding for the Hamner Avenue Bridge project, manure-to-energy, infrastructure, and the Navy.

Mayor Higgins:

- No report given

2. CITY COUNCIL CONSENT ITEMS:

**M/S AZEVEDO/BASH to approve the Consent Calendar 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 20, 2015. **Action: Approved the City Council regular meeting minutes.** (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 Meetings Held on June 10, 2015. **Action: Received and filed.** (Planning Director)
- D. Designation of Voting Delegate and Alternate for the 2015 League of California Cities Annual Conference. **Action: Appointed 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. **Action: Approved 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. **Action: Approved the Memorandum of Understanding for the Norco General Employees Association for Fiscal Year 2015-2016, and adopted 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. **Action: Approved the Memorandum of Understanding for the Public Works &**

**Parks Maintenance Workers Association for Fiscal Year 2015-2016, and adopted 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. **Action: Adopted Resolution No. 2015-39, approving the annual salary and benefits for Management personnel; adopted Resolution No. 2015-40, approving the annual salary and benefits for Middle Management, Professional and Confidential service personnel; and adopted 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. **Action: Adopted Resolution No. 2015-42 approving the meeting schedules.** (City Clerk)

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

None.

4. PUBLIC COMMENTS:

Ron Kammeyer commented that he was part of a high school project 40 years ago in which he helped design the Prado Dam Mural. Mr. Kammeyer has been trying to work with the U.S. Army Corps of Engineers to redesign and rehabilitate the mural. He requested that the Council send a letter of support. He also encouraged the public to visit the Friends of the Prado Dam Mural website at [www.friendsofthepradodammural.com](http://www.friendsofthepradodammural.com).

Geoff Kahan commented on Concerts in the Park Series at Pikes Peak Park. The next concert will be Friday, June 19<sup>th</sup>.

Glenn Hedges invited the City Council and the public to the Norco Horsemen's Association membership meeting at the American Legion on Thursday, June 18<sup>th</sup>. The featured speakers will be the Ad-Hoc Committee on Infrastructure Needs and Funding Options Chair Jodie Webber and Vice Chair Corinne Holder.

Patricia Overstreet commented on the City's first Town Hall meeting scheduled for Monday, July 27, 2015 at 6:30 p.m. at Nellie Weaver Hall hosted by RURAL. The Town Hall meetings will be held quarterly and will be hosted by various community organizations.

Donna Hyde, Executive Director of NDR Therapeutic Riding, which assists persons with physical and cognitive disabilities commented that NDR will be hosting the World Games Special Olympics USA Equine Team for training. NDR requested assistance in welcoming the athletes for memorable experience in Horsetown USA during training camp.

5. LEGISLATIVE MATTERS:

- 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)

City Clerk Cheryl Link reported that 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.

**M/S AZEVEDO/BASH to adopt Ordinance No. 988 for second reading.**

Under discussion:

In response to Council Member Newton, City Attorney Harper indicated that there is no legal obligation for the changes made to the Ordinance to have gone before the Planning Commission first.

**The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

6. DISCUSSION/ACTION ITEMS:

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

City Clerk Cheryl Link reported that 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 to fill an unscheduled vacancy for a two-year term.

The following applicants spoke:

William Naylor  
Teresa Edwards  
Ted Hoffman  
Richard Hallam  
Gabriel Martin

Mayor Pro Tem Bash encouraged those not selected to re-apply in the future for the opportunity to serve.

**Following City Council action by ballot, the following appointments were made:**

**Historic Preservation Commission: Matthew Potter, Teresa Edwards**

**Parks and Recreation Commission: Richard Hallam**

**Planning Commission: Ted Hoffman**

**Streets, Trails and Utilities Commission: William Naylor, Michael Thompson, James Turpin, Sherry Walker**

**Economic Development Advisory Council: Gabriel Martin**

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

Norco Area Chamber of Commerce President and CEO Diane Collins presented the City Council with a summary of Chamber programs and accomplishments in 2014, as well as goals for 2015.

In response to Council Member Newton, Ms. Collins indicated that the Chamber is working on welcome packets for new residents and businesses. The Chamber is partnering with the City to accomplish this task.

**M/S AZEVEDO/BASH to receive and file the Norco Area Chamber of Commerce 2014 Annual Report. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

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)

City Manager Okoro presented the Fiscal Year 2015-2016 Operating Budget which has a recommended total appropriation for the City of Norco of \$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.

In response to Mayor Higgins, Mr. Okoro indicated that supplemental law enforcement grant is a federal grant in which the allocation is based on population. The \$100,000 grant is in the identified in the General Fund.

**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 commended Mr. Okoro and staff for their work on the budget. Mr. Hoffman referenced Page 3 in which no new hires are identified. Mr. Hoffman suggested additional staff in Code Enforcement and the Building Department in order to improve customer service.

Jodie Webber asked why there is a \$476,000 surplus in the sewer fund. Mr. Okoro stated that for the budget process, staff estimates expenditures and revenues. The source of most of the surplus is from the services that are provided to the Navy. The Navy is still looking at ways to reduce their costs to the City. Based on current rates and continued negotiations with the Navy, these revenues to the Sewer Fund may decrease.

William Naylor expressed his concern regarding water revenues versus expenditures. He commented that there is currently a deficit and the City will come back at a later time to re-establish the rates. City Manager Okoro indicated that purchased waster costs have been rising. In the past two fiscal years, the City has not made adjustments to the water rates. Mr. Naylor noted that the budget did not consider water conservation requirements and loss of revenue. Mr. Okoro indicated that the impact of water conservation is unknown at this time.

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

Council Member Azevedo commented that she is excited for \$40,600 appropriation for Economic Development and said this will hopefully generate more money for the City.

Council Member Hanna thanked City Manager Okoro and staff for their work on the budget.

**M/S HANNA/BASH to adopt Resolution No. 2015-43, approving and adopting the Fiscal Year 2015-2016 Operating Budget and authorizing appropriations therefrom.**

Under discussion:

Council Member Newton asked what the City can do so prevent the NPDES fund from struggling. Mr. Okoro indicated that the options are limited. The City cannot impose charges on the residents without it being considered a tax. Staff has been carefully reviewing the assessments within the existing rules to make sure all the assessments are being processed at the correct rate.

Mayor Pro Tem Bash thanked staff for their work in bringing in businesses and events to the City.

Mayor Higgins commented that because of financial constraints, the City cannot hire more Code Enforcement staff. The current Code Enforcement Officer has been varying his working days and hours to accommodate when enforcement is most needed. Also, the enforcement procedures have been revised for efficiency.

**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 8:55 p.m. and reconvened the meeting at 9:05 p.m.**

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

City Manager Andy Okoro stated that 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.

**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 commented that there are no available funds for infrastructure and asked that the City Council look at the Ad-Hoc Committee on Infrastructure Needs and Funding Options recommendations seriously.

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

Council Member Azevedo asked for the percentage that the City receives from sales tax. Mr. Okoro stated that the City receives 12% of the total sales tax revenue generated in the City of Norco, which equates to 12.5 cents of revenue per dollar. Council Member Azevedo commented on State reform and suggested that Council Members get more involved to get more money for Norco.

Mayor Higgins inquired about the amount the City receives from the Transient Occupancy Tax (TOT). Mr. Okoro stated that the City receives 100% of the 11% tax, which equates to approximately \$418,000. Mayor Higgins noted that he is a delegate to the Southern California Association of Governments Employee Relations Policy Subcommittee. A recent meeting of the Subcommittee discussed the possibility of the State imposing a 50/50 split of the City's TOT. There is an Assembly Bill in the works.

**M/S AZEVEDO/BASH to adopt Resolution No. 2015-44, approving and adopting the City of Norco Capital Improvement Program budget for Fiscal Years 2016-2020. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**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)

Planning Director Steve King reported that 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.

**M/S BASH/NEWTON to continue the Appeal Hearing to August 5, 2015. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**9. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:**

Council Member Newton commented on an article in Western City Magazine regarding anaerobic digesters and that it mentioned the CR&R facility in Perris. Council Member Newton also commented on the Lake Norconian Club Foundation's Norco Founders Day 5k Walk/Run/Ride held on June 13<sup>th</sup>.

Council Member Newton asked to agendaize for the Planning Commission to review the option of the considering the mass of accessory buildings.

**M/S NEWTON/HIGGINS to direct the Planning Commission review the mass of accessory buildings. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Mayor Pro Tem Bash requested that staff write a letter of support for the Prado Dam Mural Rehabilitation.

**M/S BASH/HIGGINS to add to the agenda by urgency, the direction to staff to compose and send a letter of support regarding the Prado Dam Mural Project. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Mayor Pro Tem Bash requested an update on the Norco Library relocation and to agenda discussion of use options for the current building to be vacated by the Norco Library.

**M/S BASH/HIGGINS to agenda discussion of the potential uses and options for the soon-to-be vacated building currently occupied by the Norco Library. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Mayor Higgins reiterated that all fireworks, including the Safe and Sane fireworks, are illegal in the City of Norco and the County of Riverside.

Mayor Higgins requested to agenda discussion of the potential use of the CR&R anaerobic digester in the City of Perris.

**M/S HIGGINS/AZEVEDO to agenda preliminary discussion for the potential use of the CR&R anaerobic digester facility in the City of Perris. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Council Member Azevedo requested that staff meet with the owners of NDR Therapeutic Riding regarding the welcoming of the Special Olympics athletes that will be training here in Norco.

## **ADJOURNMENT**

Mayor Higgins adjourned the meeting at 9:40 p.m.



**RECAP OF ACTIONS TAKEN**  
**CITY OF NORCO**  
PLANNING COMMISSION  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
JULY 8, 2015

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CALL TO ORDER: **7:00 p.m.**

ROLL CALL: **Chair Leonard, Vice Chair Hoffman, Commission Members Rigler and Jaffarian (Commission member Hedges Absent)**

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

PLEDGE OF ALLEGIANCE: **Commission Member Jaffarian**

1. ELECTION OF NEW CHAIR AND VICE CHAIR: **Continued to August 12, 2015 to allow Commission Member Hedges to be present**
2. APPEAL NOTICE: **Read by Director King**
3. PUBLIC COMMENTS: **None**
4. APPROVAL OF MINUTES:
  - ❖ Minutes of Regular Meeting of June 10, 2015
  - Recommended Action: Approval (Deputy City Clerk) **Action: Approved 4-0**
5. CONTINUED PUBLIC HEARINGS:
  - A. **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 off-calendar (Planning Director). **Action: Continued off-calendar, 4-0**
6. PUBLIC HEARING:
  - A. **Conditional Use Permit 2015-15** (Purlinsky): A request for approval to allow two detached accessory buildings consisting of a 1,215 square-foot workshop and a 1,794 square-foot carport at 5142 Viceroy Avenue located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner). **Action: Approved 3-1 (Leonard); this action is final unless appealed to the City Council** (denial was based on the opinion that the 1,794 square-foot building was actually two buildings, even though connected, and the carport portion is too tall).
  - B. **Conditional Use Permit 2015-16** (Swank): A request for approval to allow a detached accessory building consisting of a 1,500 square-foot storage building at 2470 Vine Avenue located within the A-1-20 (Agricultural Low Density) Zone.

Recommended Action: Approval (Senior Planner). **Action: Approved 4-0; this action is final unless appealed to the City Council**

- C. **Variance 2015-02** (Cordero): A request for a variance from the 100-foot rear yard setback requirement of Chapter 18.13 (A-1 Zone) of the Norco Municipal Code, to allow the construction of a residential home with a minimum rear yard setback of about 33 feet, on a vacant parcel identified with the Assessor's Parcel Number of 125-030-057, located on the west side of Valley View Avenue and south of Third Street, and within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner). **Action: Approved 4-0; this action is final unless appealed to the City Council**
- D. **Zone Code Amendment 2015-05** (City): A request to amend the C-4 zone permitted uses. Recommended Action: Approval (Planning Director). **Action: Recommended approval to the City Council 4-0; this item will be heard by the City Council on August 19, 2015**

7. BUSINESS ITEM:

- A. **Site Plan 2015-14** (Tomaino): A request for approval to allow a detached accessory building consisting of a 448 square-foot shade structure (palapa) at 2662 Vandermolen Drive located within the Norco Ridge Ranch Specific Plan (NRRSP). Recommended Action: Approval (Senior Planner). **Action: Approved 4-0; this action is final unless appealed to the City Council**
- B. **Architectural Review 2015-03 of Conditional Use Permit 2008-09** (Andrade Architects): Architectural review of a proposed concession/kitchen and clubhouse building in the approved Silverlakes concessions area. **Recommended Action: Approval** (Planning Director). **Action: Approved 3-1 (Leonard); this action is final unless appealed to the City Council** (denial was based on the opinion that the building does not reflect western/equestrian detailing enough, see illustration below. Neither the CUP nor the Development Agreement require western design).



8. CITY COUNCIL MINUTES: **Received and Filed**
  - City Council Regular Meeting of May 20, 2015
9. PLANNING COMMISSION:
  - A. Oral Reports from Various Committees: **None**
  - B. Request for Items on Future Agenda (within the purview of the Commission): **The Commission requested that the following be agendaized: a discussion on appropriate verbiage for conditions of approval on accessory buildings to facilitate enforcement of intended requirements; a discussion on architectural guidelines for accessory buildings consisting of metal/steel buildings, to make them more compatible in a residential setting; and a discussion on the requirements/regulations for stock piling soil.**
10. ADJOURNMENT: **9:05 p.m.**

## **CITY OF NORCO STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

DATE: July 15, 2015

SUBJECT: Approval of a Service Agreement with Roger J. Grody, LLC to Provide Economic Development Consulting Services

RECOMMENDATION: Approve a Service Agreement with Roger J. Grody, LLC to serve as the City's Economic Development Consultant.

**SUMMARY:** In an effort to continue a professional and productive economic development function in the City, an agreement has been prepared to continue to retain Roger J. Grody as the City's Economic Development Consultant, a role in which he has been serving since 2010. By approving a new two-year contract, the City will benefit from Mr. Grody's knowledge, skill sets and relationships as we continue our aggressive economic development efforts.

**BACKGROUND/ANALYSIS:** Mr. Grody has been working as an independent contractor for the City of Norco since 2006, initially assisting with residential and commercial rehabilitation projects, subsequently transitioning to economic development. In light of the 2012 dissolution of the Norco Community Development Agency, Mr. Grody's assistance is particularly important in implementing sound economic development strategies.

In addition to fulfilling all of the traditional economic development functions, Mr. Grody staffs the Economic Development Advisory Council (EDAC) and Historic Preservation Commission, as well as overseeing the City's recently reinstated housing programs. He has 30 years of economic development experience in both public and private sectors, as well as expertise in communications and public relations.

**FISCAL IMPACT:** Funding for the Service Agreement for Mr. Grody is provided in the 2015-2016 Fiscal Year Budget, with the second year subject to funding approval in Fiscal Year 2016-2017.

Attachment: Service Agreement for Economic Development Consulting Services

## **SERVICE AGREEMENT FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES**

This AGREEMENT made and entered into this 15<sup>th</sup> day of July, 2015, between: **The City of Norco**, a municipal corporation (“**City**”) and **Roger J. Grody, LLC**, an independent consultant (“**Contractor**”) for economic development and communications/public relations consulting services.

### **ARTICLE 1. TERM OF CONTRACT**

Section 1.01. This Agreement will become effective on July 1, 2015 and will continue in effect through June 30, 2017 unless terminated in accordance with the provisions of Article 7 of this Agreement.

### **ARTICLE 2. INDEPENDENT CONTRACTOR STATUS**

Section 2.01. It is the express intention of parties that Contractor is an independent contractor and not an employee, agent, joint-venturer, or partner of City. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between City and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

### **ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR**

Section 3.01. Contractor will perform a variety of tasks for the City in the fields of economic development, communications, public relations, housing, city planning, and governmental affairs, among others, and will serve as the City’s onsite Economic Development Consultant. Contractor’s primary responsibilities will involve day-to-day oversight of near- and long-term economic development strategies, including the retention of local businesses and the attraction of new sales tax-generating enterprises, as well as positioning the City of Norco as a visitors’ destination. Additional responsibilities shall include the preparation of marketing materials to heighten the visibility of Norco among retailers, restaurant and hotel operators. Contractor will meet with developers and coordinate the review of projects with City Departments such as Planning, Public Works and Parks & Recreation, and will participate in the review and formulation of hospitality and mixed-used developments. In addition, Contractor will coordinate the activities of the Historic Preservation Commission, Economic Development Advisory Committee (EDAC) and any other pertinent City Council or citizen-based committees. Specific work products of Contractor shall consist of, but not be limited to, research reports, analyses, white papers, grant applications or proposals, marketing materials, press releases, web site copy, and staff reports.

### **ARTICLE 4. COMPENSATION**

Section 4.01. In consideration for the services to be performed by Contractor, the City agrees to pay Contractor an amount not-to-exceed \$4,825.00 per month, all inclusive, from July 1, 2015 through June 30, 2016; and not-to-exceed \$4,873.25 per month, all

inclusive, from July 1, 2016 through June 30, 2017. It is understood and agreed upon that Contractor will attend essential meetings at City Hall and elsewhere in the City of Norco, as needed, and will observe a minimum of seventeen (17) hours at Norco City Hall per week, and Contractor's monthly fee shall be prorated for unavailability due to vacation or illness. Additional projects outside the scope of services described in Article 3 will be billed at an agreed-upon flat fee or a rate of \$60.00 per hour, subject to prior written approval of the City Manager.

Section 4.02. Contractor shall submit monthly invoices, and the City shall make payments to Contractor for services rendered on a monthly basis.

Section 4.03. Contractor shall be responsible for all costs and expenses incident to the performance of services for the City, including but not limited to, all costs of equipment provided by Contractor, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. The City shall be responsible for no expenses incurred by Contractor in performing services for the Agency, unless otherwise authorized by the City.

#### **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

Section 5.01. Contractor agrees that the City will not provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify the City for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Section 5.02. The City shall defend, hold harmless and indemnify the Contractor and its agents against any tort professional liability claims or demand or any other legal action whether groundless or otherwise arising out of any alleged act or omission of the Contractor occurring in the course and scope of performance or functions and duties undertaken pursuant to the Agreement with the City. The City may compromise and settle any such claim or suit, and pay the amounts of all settlement or judgments rendered against the Contractor and for the City thereon and select counsel in the absolute discretion of the City.

Section 5.03. It is agreed upon and understood that the Contractor will maintain a policy of professional liability insurance in the minimum amount of one million dollars (\$1,000,000) per incident, naming the City as an additional insured to cover any liability imposed or claimed, including attorney's fees and any legal expenses, for acts or omissions of Contractor or Contractor's agents occurring outside the normal course and scope of performance and function of duties undertaken pursuant to this Agreement.

Section 5.04. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Contractor without the prior written consent of the City.

Section 5.05. As Contractor is not the City's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- City will not withhold FICA (Social Security) from Contractor's payments;
- City will not make state or federal unemployment insurance contributions on Contractor's behalf;
- City will not withhold state or federal income tax from payment to Contractor;
- City will not make disability insurance contributions on behalf of Contractor;
- City will not obtain workers' compensation insurance on behalf of Contractor; and
- City will not contribute to CalPERS or any alternative pension plan on behalf of Contractor.

**ARTICLE 6. OBLIGATIONS OF THE CITY**

Section 6.01. The City agrees to comply with all reasonable requests of Contractor and provide access to all documents reasonably necessary for the performance of Contractor's duties under this Agreement.

**ARTICLE 7. TERMINATION OF AGREEMENT**

Section 7.01. Contractor acknowledges, understands, agrees and warrants that he serves at the pleasure of the City, and have no vested rights whatsoever in continuation of the business relationship with the Agency, or in compensation which may be provided beyond the stated terms of this Agreement. The City shall have the right to terminate this Agreement without cause at any time.

**ARTICLE 8. GENERAL PROVISIONS**

Section 8.01. Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by U.S. mail to the following addresses;

AGENCY:                   City of Norco  
                                   Attn: City Manager  
                                   2870 Clark Avenue  
                                   Norco, CA 92860

CONTRACTOR:       Roger J. Grody, Principal  
                                   Roger J. Grody, LLC  
                                   P.O. Box 788  
                                   Pasadena, CA 91102

Section 8.02. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict or appear as a conflict in any manner or degree with the performance of services required to be performed under this Agreement. In the event that an activity of the Contractor may be construed to constitute a conflict of interest with his responsibilities hereunder, Contractor shall obtain permission for such activity from the City before proceeding further with such activity. In the event a conflict of interest is alleged, the City shall finally and conclusively determine if a conflict of interest in fact exists, or can be foreseen. In such cases, where a conflict of interest is deemed to occur or is determined to occur, the City may terminate this Agreement in accordance with Section 7.01.

Section 8.03. The formation, construction and performance of this Agreement shall be construed in accordance with the laws of the State of California.

Section 8.04. This Agreement constitutes the sole and complete Agreement between the parties. This Agreement supersedes any and all written and oral agreements between the parties and any ordinance, rule, regulation, policy, or procedure of the City that is inconsistent with the Agreement. No amendments may be made to this Agreement except in writing and signed by the parties hereto.

Section 8.05. If any provision of this Agreement is held invalid or unenforceable, the remainder shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

**City of Norco**  
A Municipal Corporation

**Roger J. Grody, LLC**  
Contractor

By: \_\_\_\_\_  
Andy Okoro  
City Manager

\_\_\_\_\_  
Roger J. Grody  
Principal

Attest: \_\_\_\_\_  
Cheryl Link  
City Clerk

Approved as to Form:

\_\_\_\_\_  
John Harper, City Attorney

## **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: July 15, 2015

SUBJECT: Adoption of Sixth Street Gateway Sign Policies & Procedures

RECOMMENDATION: Adopt the Sixth Street Gateway Sign Policies & Procedures, as recommended by the Economic Development Advisory Council (EDAC).

**SUMMARY:** Pursuant to direction from City Council, the Economic Development Advisory Council (EDAC) has been pursuing the construction of an electronic gateway sign spanning Sixth Street to publicize community events and enhance Horsetown USA as a visitor's destination. EDAC has developed policies and procedures governing content, programming and pricing, among other issues, which are now recommended for adoption by City Council. These policies and procedures are designed to enhance the operational efficiency of the sign and ensure its long-term financial sustainability.

**BACKGROUND/ANALYSIS:** For several years, EDAC has been advocating for the construction of an electronic sign on Sixth Street to generate greater awareness of community events and enhance the image of Horsetown USA for both residents and visitors. On March 18, 2015, City Council approved the proposal by YESCO Signs, which was granted a building permit on June 3, 2015. At its meeting of June 23, 2015, EDAC approved a comprehensive set of policies and procedures, which is now presented for Council adoption.

EDAC's Sign Subcommittee spent several months developing policies that would be sensitive to community needs, fair and equitable to advertisers, and compatible with the technology provided by YESCO. In addition, these policies were developed with the goal of making the long-term operation of the sign financially sustainable. The fee schedule identified by EDAC is designed to cover all costs, including future maintenance and repairs without relying on additional appropriations. Because the entire LED panel will require replacement in about 10 years (a \$55,000 expense in today's dollars), it is critical that enough revenues be set aside to meet that obligation.

As recommended by EDAC, the sign will be available to the City and other government agencies at no-cost, while nonprofit organizations will pay \$300 per month and for-profit

## Sixth Street Gateway Sign Policies & Procedures

Page 2

July 15, 2015

business enterprises \$400 per month. These fees are comparable to those charged by other municipal operators of electronic signs and supported by informal survey research conducted by Sign Subcommittee members. Considering that an estimated 1.25 million adults will pass under the sign every month, these fees represent exceptionally good value, and for nonprofits, the \$300 fee compares quite favorably to the nearly \$1,000 cost to produce a vinyl street banner (not including installation). Prohibited uses will include political messages, references to alcohol or tobacco, or any message deemed inappropriate by the City, with the final decision resting with the EDAC Sign Subcommittee.

EDAC recommends that the City sign a six-month contract with YESCO Signs for content creation and programming, at an expense of about \$840 per month, including wireless service. At the conclusion of that period, this function is anticipated to be transferred in-house or contracted to a less expensive local vendor. To ensure a reliable revenue stream and keep the electronic panel relatively full, a dedicated advertising salesperson will be recruited in the near future.

**RECOMMENDATION:** Adopt the Sixth Street Gateway Sign Policies & Procedures, as recommended by the Economic Development Advisory Council (EDAC).

**FISCAL IMPACT:** The sign can generate up to \$112,800 of gross annual revenue, or \$88,584 after expenses, based on full capacity.

**Attachment:** Policies & Procedures for Sixth Street Electronic Gateway Sign



**POLICIES  
AND  
PROCEDURES**

**SIXTH STREET  
ELECTRONIC GATEWAY SIGN**

**RECOMMENDED BY  
ECONOMIC DEVELOPMENT ADVISORY COUNCIL**

**PREPARED BY SIGN SUBCOMMITTEE**

**BILL SCHWAB, CHAIR  
ED DIXON  
PATRICK MALONE**

**ROGER GRODY, STAFF CONSULTANT**

**JULY 2015**

DRAFT

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## **Introduction**

This document provides specific guidelines for the use of the electronic advertising capabilities of the City-owned and -operated Sixth Street Gateway Sign, east of Sierra Avenue. These policies and procedures were adopted by the Economic Development Advisory Council (EDAC) on June 23, 2015 after being developed by EDAC's Sign Subcommittee. They are now presented to the Norco City Council for consideration.

## **Statement of Purpose**

The Sixth Street Gateway Sign is designed to enhance Horsetown USA's sense of place, benefitting both residents and visitors. For the City of Norco and its local nonprofit organizations, the LED electronic display offers a cost-effective means of promoting community programs and events, an attractive alternative to purchasing over-the-street banners.

## **Impact**

An average of nearly 30,000 vehicles pass on Sixth Street every day. Based on the standard of 1.38 adult passengers per vehicle, established by the Automobile Association of America (AAA), more than 1.25 million viewers will see this sign every month, and approximately 15 million per year! LED sign specialists recommend 3-8 seconds per impression and, for this format, 20-45 "ad slots." Based on anticipated demand and local conditions, the Subcommittee recommends 30 ad slots with 6-second durations. If all slots are purchased by a different advertiser, it would mean each impression would appear 400 times every day, based on 20-hour operational days. As a result, this electronic LED sign provides a dynamic opportunity to communicate to the public.

## **General Operational Notes**

- The LED message board will be fully illuminated 20 hours per day, from 4:00 a.m. until midnight.
- Messages can be displayed in static mode, scrolling mode or animation mode.
- Programming will occur off-site by City staff, YESCO Electronics (a division dedicated to this function) or an alternative qualified programming firm, pursuant to direction by City Manager.
- Pre-programmed messages may be interrupted by public service or public safety announcements (e.g. Amber alerts, emergency announcements)
- Individual messages (impressions) will be displayed for six (6) seconds per appearance.

- The City of Norco is responsible for all maintenance, cleaning and upkeep of the sign.
- All message requests shall be submitted on a City application (Exhibit A), delivered in-person, by mail or email.
- Applications must be received at least ten (10) working days prior to the requested start date of message or advertisement.
- All advertisements must run a minimum of fifteen (15) days.
- The sequence in which messages appear is at the discretion of the City and/or its designated programmer.

### **Eligible Advertisers**

Use of the sign is available to the following parties:

- **City of Norco**, for City-sponsored events and programs
- **Corona/Norco Unified School District (CNUSD)**, for school events or programs occurring within the City of Norco
- **Nonprofit Organizations**, for events or programs occurring within the City of Norco
- **For-Profit Entities**, for generic messages, not simply to sell a product. For example, “Coca-Cola Welcomes You to Horsetown USA” is acceptable; “Enjoy Refreshing Diet Coke” is not.
- **Local, State & Federal Public Safety Agencies**, for public service/public safety alerts only

### **Prohibited Messages**

The following types of messages are not permitted:

- Commercial advertisements with no associated public purpose
- Political advertisements or messages
- Religious messages, except for holiday greetings and community events held at faith-based facilities
- Personal messages (e.g. birthday wishes, marriage proposals)

- Messages with provocative or sexual content
- Promotion, direct or indirect, of alcohol or tobacco products
- Any content deemed in poor taste or not suitable for families by the EDAC Sign Subcommittee

All advertisements and messages must be approved by the City Manager or his designee before being loaded by the programmer. Any disputes will be resolved by the EDAC Sign Subcommittee.

### **Programming Issues/Expenses**

Based on current technology, all ads will be presented on a continuous loop throughout the 20 hours the LED screen is operational. There are two components to programming: 1) scheduling; and 2) content creation. Scheduling determines the sequence and duration of each advertisement, while content creation refers to the graphics and captioning of each ad. Both of these services are offered by YESCO and other vendors, and software programs are sold to assist with proper programming. Initially, it is recommended that YESCO Electronics or a comparable vendor manage the scheduling and content creation. As indicated on Exhibit B, these expenses—creating content, scheduling and providing wireless service for the sign—are anticipated at \$840 per month, whether this is contracted through YESCO, another vendor or a local graphics contractor.

### **Marketing Expenses**

To generate a sufficient revenue stream to cover all anticipated expenses, it is necessary to sell advertising time to commercial entities which pay the highest rates. The cost of marketing is estimated at less than \$1,000 per month based on a system in which salespersons are paid a commission in lieu of an hourly rate.

### **Allocation of Time Slots**

As reflected in Exhibit B, the 30 ad slots are allocated to the following categories, based on anticipated demand and revenue required to keep the sign a viable, self-sustainable project:

<u>Type of Advertiser</u>	<u>Number of Slots</u>	<u>Percentage of Slots</u>
City of Norco Announcements	2	5%
Public Service Announcements	2	5%
Nonprofit Organizations	10	35%
For-Profit Businesses	16	55%
<b>Total:</b>	<b><u>30</u></b>	<b><u>100%</u></b>

**Note:** These percentages, established to ensure a diversity of messages, are simply guidelines.

### **Electrical Expenses**

Based on the electrical consumption of the sign and electricity billing rates for the City of Norco, monthly electrical costs are estimated to be less than \$250 per month.

### **Pricing**

The pricing structure for the sign is designed to recoup all monthly expenses and generate enough additional revenue to cover anticipated maintenance costs, which should be modest in the first five years but could accelerate significantly after that. In 10 years, a refurbishment or replacement of the LED panels may be required, a cost estimated at approximately \$55,000 in today's dollars; a projected \$68,750 in 2025.

A three-tier pricing structure is recommended:

1. City- and School District-sponsored public service messages: **Free of Charge**;
2. Nonprofit agencies, as well as City- or School District-sponsored revenue-generating events: **\$300.00** per time slot per month; and
3. For-profit companies: **\$400.00** per time slot per month.

### **Summary**

Exhibit B summarizes all expenditures and revenues for the Sixth Street Gateway Sign, based on current assumptions and conditions. It is recommended that all surplus revenues be deposited into a City of Norco trust account dedicated to future operational and capital needs related to the sign. If there is sufficient demand for advertisements and the sign is operated efficiently, the Gateway Sign should prove to be a sustainable asset.

**EXHIBIT A**

**SAMPLE ELECTRONIC SIGN ADVERTISING APPLICATION**

**CITY OF NORCO**

Organization/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization: \_\_\_ City / \_\_\_ CNUSD / \_\_\_ Public Safety / \_\_\_ Nonprofit / \_\_\_ For-Profit Business

Requested Run Dates: Begin: \_\_\_/\_\_\_/\_\_\_ End: \_\_\_/\_\_\_/\_\_\_

Entire Message Requested (10 words maximum):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Requested Graphics:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you provide a high-resolution version of the graphics or logo described above?

\_\_\_ Yes \_\_\_ No

Mail, Email, Fax or Hand-Deliver Application and Graphics to:

**Mr. Roger Grody  
City of Norco  
2870 Clark Ave.  
Norco, CA 92860  
Tel: 951-270-5644; Fax: 951-270-5622; Email: rgrody@ci.norco.ca.us**

CERTIFICATION: I hereby certify that I am authorized to submit this request by the organization/business entity identified above. On behalf of the requesting organization, it is agreed that the City of Norco will not be held liable for any actions, including errors and omissions, in the processing, potential denial or implementation of this advertising request, including the ultimate display of the message.

\_\_\_\_\_  
Signature

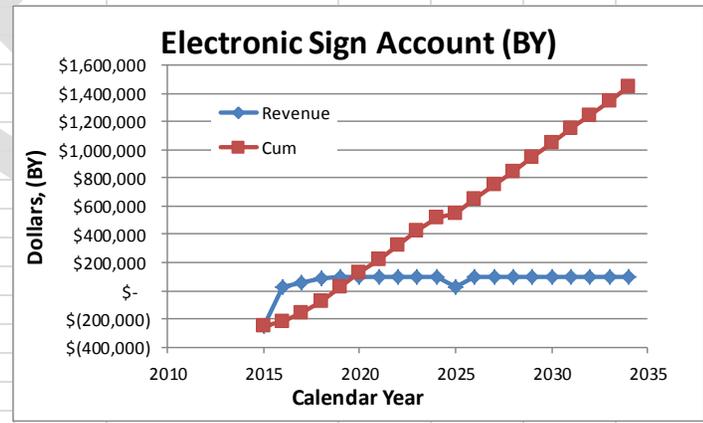
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

DRAFT

## EXHIBIT B

Expenditures				Revenue			
Electronic Sign Power Consumption Inputs				Percent	Total Ad slots per month	30	
Electricity Cost	Metric	Performance		5.0%	City Announcements	2	\$ - \$ -
	\$/Kw-hr	80%	Power Level	5.0%	Public Service	2	\$ - \$ -
Turn-on Time each day		4 AM		35.0%	Non-Profits	10	\$ 300 \$ 3,000 \$ 36,000
Turn-off Time each day		Midnight		55.0%	Businesses	16	\$ 400 \$ 6,400 \$ 76,800
Time on each day	Hours	20.00		100.0%		30	
Cost Per Day			\$ 7.17				
Cost Per Month			\$ 218				
Cost per Year			\$ 2,616				
LED Replacement	Cost (2015)	Replacement	Cost at Replacement				
	\$ 55,000	2025	\$ 68,750				
(Base Year 2015)							
Marketing Support		Admin Support					
Commission (For Profit Only)	15%	Hourly Rate	\$ 35.00				
		Hours per month	24				
Monthly Cost	\$ 960	Monthly Cost	\$ 840				
Annual Cost	\$ 11,520	Annual Cost	\$ 10,080				



## **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: July 15, 2015

SUBJECT: Short Sale Authorization Affecting Repayment of a Home Improvement Loan at 5020 Trail Street

RECOMMENDATION: Ratifying the action taken by the City Manager, authorizing a short sale of the property at 5020 Trail Street and recovering \$12,000 of a Norco Redevelopment Agency Home Improvement Loan.

**SUMMARY:** On January 31, 2008, pursuant to an approved application and verification of income, the property owner at 5020 Trail Street executed a deed of trust and associated loan documents for a zero percent (0%) interest Home Improvement Loan in the amount of \$49,744, financed with Redevelopment Agency housing funds. After falling into default in November 2014, the property has been subject to foreclosure by the holder of the primary mortgage, an event that could potentially wipe out the Agency loan that was recorded in second position. With time being of the essence, the City Manager authorized the short sale, which salvaged repayment of \$12,000 of the original Agency funding.

**BACKGROUND/ANALYSIS:** Because the property owner in default was severely underwater (i.e. the balance of the mortgage exceeded the value of the home), the only option to foreclosure was disposition of the property through a short sale. With a short sale, the primary lender (in this case, Deutsche Bank National Trust Company, currently serviced by Ocwen Loan Servicing, LLC) is willing to accept less than what is owed. The Norco Redevelopment Agency's Home Improvement Loan was recorded in second position, and all junior loans are vulnerable to being left completely unsatisfied in short sale scenarios. Furthermore, because the Agency loan was used for home repair, it is defined as "purchase money" and therefore a deficiency judgment against the owner is precluded pursuant to Section 580b of the California Code of Civil Procedure.

This short sale results in a net of \$402,891.66 for Deutsche Bank/Ocwen, which does not come close to satisfying the existing primary mortgage balance of \$470,795.78. The City's contract housing staff negotiated effectively with the seller's representative, gradually increasing the City's settlement from an original \$4,228.24 to the current \$12,000, the maximum amount allowable through the federal government's Home

**Agenda Item: 2.F.**

## Ratification of Short Sale Authorization

Page 2

July 15, 2015

Affordable Foreclosure Alternatives (HAFA) program. Rather than run the risk of recovering nothing in a foreclosure, the City consented on June 30, 2015 to the short sale settlement of \$12,000.

There is a compelling public purpose in accommodating this sale. The home, which has been unoccupied for nearly nine months and is in disrepair, has become an eyesore and potential liability, depressing property values in the neighborhood. This short sale allows for a new owner to acquire the property and properly maintain it.

**RECOMMENDATION:** Ratify the action taken by the City Manager, authorizing a short sale of the property at 5020 Trail Street and recovering \$12,000 of a Norco Redevelopment Agency Home Improvement Loan.

**FISCAL IMPACT:** The recovered \$12,000 will be returned to the City's housing programs, benefitting other eligible homeowners. However, \$37,744 will be written-off as bad debt.

# 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: July 15, 2015

SUBJECT: Recognizing the Friends of Prado Dam's Efforts to Restore and Save the Prado Dam Bicentennial Mural

RECOMMENDATION: Adopt **Resolution 2015-45**, recognizing the Friends of Prado Dam's efforts to restore and save the Prado Dam Bicentennial Mural

SUMMARY: Staff was asked by the City Council to compose a letter of support for the Friends of Prado Dam to preserve and restore the Prado Dam Bicentennial Mural.

BACKGROUND/ANALYSIS: A big part of the history of our area and the Prado Basin is the Prado Dam Bicentennial Mural. The mural was an idea by a teacher at Corona High School back in 1975. It later became a design competition amongst the students involving Ron Kammeyer of Kammeyer and Associates when he was a student at Corona High School. Ron was one of the final selected students whose design was chosen to celebrate the country's bicentennial.

The student's efforts were supported and aided by Corona and surrounding communities through donations of food and supplies. The combined efforts of everyone involved established it as a true community project that not only signified our patriotism, but also displayed the capabilities of the regional communities that surround us and their honor and love for our country.

The mural has reached its 40<sup>th</sup> year and has started to show signs of deterioration and need for restoration. The Friends of the Prado Dam is a community grassroots organization lead by Ron Kammeyer whose goal is to restore the Bicentennial Mural. They are working with the United States Army Corps of Engineers (USACE) to bring back the Mural to its original condition. Attached is a resolution supporting the Friends of the Prado Dam and their efforts to work with the USACE to restore the mural back to its glory!

Attachment: Resolution No. 2015-45

Agenda Item: **2.G.**

## **RESOLUTION 2015-45**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, RECONGINIZING THE FRIENDS OF THE PRADO DAM'S EFFORTS TO RESTORE AND SAVE THE PRADO DAM BICENTENNIAL MURAL**

WHEREAS, the Prado Dam Bicentennial Mural was designed and created by local youth and members of the community of Corona in 1976; and

WHEREAS, the mural has become a part of cultural significacy and history of the Prado Basin benefiting the communities of Norco, Corona, Chino, Chino Hills and Eastvale; and

WHEREAS, the mural symbolizes our patriotic nature and community spirit; and

WHEREAS, the Prado Dam Bicentennial Mural is one of the largest patriotic murals in America, measuring more than half a mile long; and

WHEREAS, the Prado Dam Bicentennial Mural has been a part of the culture of the Prado Basin communities for 40 years; and

WHEREAS, the Prado Dam Bicentennial Mural presents a gateway symbol east bound on the 91 Freeway showing deep pride and honor the Inland Empire has in its country; and

WHEREAS, the Prado Dam Bicentennial Mural has slowly deteriorated in its appearance and condition; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby recongize the heritage of Prado Dam Bicentennial Mural and hopes it may be feasibly restored to its former glory without compromising the health and safety of the general public, and supports the Friends of the Prado Dam's efforts with the United States Army Corp of Enginners on the restortation project.

PASSED AND ADOPTED by the City Council of Norco at a regular meeting held on July 15, 2015.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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Cheryl L. 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 July 15, 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: Lori J. Askew, Director of Public Works

DATE: July 15, 2015

SUBJECT: Approval of Additional Appropriation for the Contract with C.P. Construction Co., Inc. for the Vine Street and Sagetree Lane Waterline Improvement Project

RECOMMENDATION: Adopt **Resolution No. 2015-46**, appropriating funds in the amount of \$72,555 for additional work associated with the Vine Street and Sagetree Lane Waterline Improvement Project.

SUMMARY: C.P. Construction Co., Inc. was awarded a contract on February 4, 2015 in the amount of \$538,495 to construct the Vine Street and Sagetree Lane Waterline Improvement Project. The City desires to have them do additional emergency work which consists of replacing a 10" waterline on Corydon. This waterline which has had two breaks in the past eight months connects to the waterline that has just been replaced on Vine Street.

BACKGROUND/ANALYSIS: On February 4, 2015, City Council awarded a contract to C.P. Construction Co., Inc. in the amount of \$538,495 for the Vine Street and Sagetree Lane Waterline Improvement Project. The project consisted of replacing an 8" waterline in Vine Street with a 12" waterline from Bluff Street to Corydon Avenue and replacing a 6" waterline in Sagetree Lane with an 8" waterline. Both replaced waterlines had experienced multiple breaks over the past few years.

In April of this year, a 10" waterline in Corydon Avenue, just north of the intersection with Vine Street, broke for the second time in eight months. The second break was within 5 feet of the prior break. The 10" waterline in Corydon Avenue connects to the existing 8" line in Vine Street and was intended to be connected to the new 12" line. Both Corydon Avenue waterline breaks resulted in claims against the City. Staff decided the 10" waterline needed immediate replacement. Staff requested C.P. Construction Co., Inc. to provide a cost proposal for the additional work. C.P. Construction Co., Inc. submitted a proposal in the amount of \$65,959 for installation of 275 linear feet of 12" waterline and 90 linear feet of 10" waterline plus fittings and all related appurtenances. C.P. Construction held unit costs from their Vine Street proposal on the additional work.

C.P. Construction has completed the majority of the work associated with the Vine Street and Sagetree Waterline Improvement Project and is available to begin work immediately on the Corydon Avenue waterline replacement if Council approves the additional work. The requested amount includes a 10% contingency.

Approval of Additional Appropriation for Vine Street and Sagetree Lane Waterline Project  
Page 2  
July 15, 2015

FINANCIAL IMPACT: Funds from the Water Capital Projects Improvement Fund 144 in the amount of \$72,555.

Attachment: Resolution No. 2015-46  
Cost Proposal

## **RESOLUTION NO. 2015-46**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING AN ADDITIONAL EXPENDITURE AND APPROPRIATION IN THE AMOUNT OF \$72,555 TO FUND THE ADDITIONAL WORK ASSOCIATED WITH THE VINE STREET AND SAGETREE LANE WATERLINE IMPROVEMENT PROJECT**

WHEREAS, on February 4, 2015, City Council accepted bids and awarded a contract in the amount of \$538,495 to C. P. Construction Co., Inc. for construction of the Vine Street and Sagetree Lane Waterline Improvement Project; and

WHEREAS, the project consists of replacing an 8" waterline with a 12" waterline in Vine Street from Bluff Street to Corydon Avenue; and replacing a 6" waterline with an 8" waterline in Sagetree Lane; and

WHEREAS, a 10" waterline in Corydon Avenue that connects to the 8" line in Vine Street experienced 2 breaks in 8 months, most recently in April of 2015; and

WHEREAS, staff determined the 10" waterline in Corydon Avenue needs immediate replacement; and

WHEREAS, C.P. Construction Co., Inc. submitted a cost proposal in the amount of \$65,959 for replacement of the 10" waterline in Corydon Avenue with a 12" waterline; and

WHEREAS, staff has reviewed the proposal and observed C.P. Construction has held their unit prices from the Vine Street and Sagetree Lane Waterline Improvement Project; and

WHEREAS, C.P. Construction has completed the majority of the work associated with the Vine Street and Sagetree Lane Improvement Project and are available to begin work immediately on the Corydon Avenue waterline replacement; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Norco that the City approve an additional expenditure and appropriation in the amount of \$72,555 from the Water Improvement Fund 144 for the additional waterline replacement in Corydon Avenue.

Resolution No. 2015-46

Page 2

July 15, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 July 15, 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 July 15, 2015.

---

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

Bid to Sam Nelson at the City of Norco for 12"-dia. Water Main in Corydon Avenue north of Vine Street.  
 Bid submitted by C.P. Construction Co., Inc., CA Lic. # 304795, on Tuesday, 06/23/2015.  
 Bid is based on Sheet 2A of 3 of unsigned/undated Water Improvement Plan titled "Vine Street & Sage Tree Lane Addendum 12" Water Line (Corydon Ave.)".

Bid is based on base course asphalt paving in trench area only/no removal & replacement beyond trench width.

Bid is based on all work being done during normal daytime working hours / no night-time work is included.

Prices bid for asphalt removal include hauling / disposing at recycling site.

Total Bid including Bond Cost = \$65,959.06

Item #	Description	Qty.	Unit	Unit Price	Total
1	Install 12"-dia. 10 ga. steel CML&C pipe.	275	LF	\$69.00	\$18,975.00
2	Install 10"-dia. 10 ga. steel CML&C pipe.	90	LF	\$65.00	\$5,850.00
3	Install 12" x 12" x 12" 10 ga. steel CML&C tee.	1	EA	Included in original bid.	
4	Install 10" x 10" x 10" 10 ga. steel CML&C tee.	1	EA	Included in original bid.	
5	Install 12" x 10" steel CMLC flanged concentric reducers.	2	EA	Included in original bid.	
6	Install 12" x 22½° steel CML&C elbow.	1	EA	\$850.00	\$850.00
7	Install 10" x 45° steel CML&C elbows.	4	EA	\$750.00	\$3,000.00
8	Install 12" butterfly valves.	3	EA	Included in original bid.	
9	Install 10" butterfly valves.	3	EA	Included in original bid.	
10	Construct new fire hydrant assembly at Sta. 10+44.	1	EA	\$5,900.00	\$5,900.00
11	Sawcut both sides of added trench area.	630	LF	\$2.40	\$1,512.00
12	Break-out and dispose of existing asphalt pavement for new 10" & 12" waterline construction in Corydon Avenue south of Vine Street and north of Vine Street - cost based on 315 LF x 3'-wide x 5"-thick.	945	SF	\$3.00	\$2,835.00
13	Excavate and haul-off for placement of 12"-thick base section - qty. is based on 315 LF x 3'-wide x 12"-thick.	35	CY	\$30.00	\$1,050.00
14	Furnish & place 12"-thick CAB in trench area per Std. Dwg. No. 155 - qty. bid is based on 315 LF x 3'-wide x 12"-thick.	68	Tons	\$28.00	\$1,904.00
15	Construct permanent base course asphalt trench patch - cost is based on 315 LF x 3'-wide x 6"-thick.	945	SF	\$4.00	\$3,780.00
16	Grind & cap 10'-wide x 1"-thick per City Std. Dwg. 155.	3,150	SF	\$3.00	\$9,450.00
17	Fill existing 10" waterline with one-sack cement slurry and abandon-in-place.	375	LF	\$17.00	\$6,375.00
18	Thrust blocks.	5	EA	\$125.00	\$625.00
19	Remove ex. 10" valve per Delta Two Revision.	1	EA	\$350.00	\$350.00
20	Provide video inspection of interior of new 10" & 12" pipes.	1	LS	\$1,350.00	\$1,350.00
21	Chlorinate, flush and bacti test new 10" & 12" pipes.	1	LS	\$1,000.00	\$1,000.00
22	Traffic control (no CMS and no project signs included).	1	LS	\$500.00	\$500.00
				Total =	\$65,306.00
				Cost of Bonds @ 1% of the total above =	\$653.06
				Total Bid including Bond Item =	\$65,959.06

C.P. notes the design shown in Detail "C" on the signed / dated 10/7/14 Sheet 2 of 3 of the Water Improvement Plans for Vine Street and Sage Tree Lane is essentially the same as the Detail "B" on the unsigned Sheet 2A of 3, with the exception of the Delta Two Revision thereon calling for removal of one additional existing 10" valve. The items included in the original bid are so marked above.

C.P.'s proposes to construct the new permanent base course trench patch @ trench width only, no removal and re-pave for trench width plus 2' on each side per City of Norco Std. Dwg. 155. C.P. will promptly submit revised qtys. for removal and replacement of added qtys. if required.

# **SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT**

TO: Chairman and Members of the Successor Agency

FROM: Andy Okoro, Executive Director

DATE: July 15, 2015

SUBJECT: Approval of First Amendment to the Agreement with Kosmont Realty Corporation for Real Estate Services to Sell Successor Agency Properties; APNs 122-070-023, 122-070-026, and 126-120-038

RECOMMENDATION: Approve the First Amendment to the Agreement with Kosmont Realty Corporation for real estate services to sell Successor Agency Properties.

SUMMARY: On June 4, 2014, the Successor Agency (SA) to the former Norco Community Redevelopment Agency entered into agreement for real estate services with Kosmont Realty Corporation (KRC) for disposition of SA owned real properties through the Department of Finance (DOF) approved Auction.com. Due to the unimproved nature of the properties to be sold, Auction.com did not accept the properties for placement and disposition through the electronic auction process. Staff is recommending that the SA approve the first amendment to the agreement for real estate services designating KRC as the City's broker and authorize KRC to sell the properties through the use of traditional real estate brokerage services consistent with the City's Long-Range Property Management Plan (PMP) and the applicable provisions of AB 1484 and DOF regulations.

BACKGROUND/ANALYSIS: As part of the dissolution of redevelopment agencies in California, each Successor Agency is required to inventory all assets owned by the former Redevelopment Agency and to develop a Long-Range Property Management Plan (PMP) for the approval of the Oversight Board and the State of California Department of Finance (DOF). The PMP addressed the disposition and use of real properties of the former RDA, including whether certain properties will be sold to a third party pursuant to PMP disposition process. The Successor Agency's PMP relative to these parcels was approved by the DOF on October 23, 2013. The Successor Agency's PMP includes three (3) vacant land parcels which were previously approved by the SA to be sold through DOF approved Auction.com electronic platform.

APNs 122-070-023 and 122-070-026 is a single parcel, 0.4-acre vacant lot located adjacent to 1695 Hidden Valley Parkway and zoned Commercial. The property was acquired by the former RDA on February 21, 2001 at a cost of \$65,000. The most recent appraisal on May 3, 2013 valued the parcel at \$130,000. This parcel was acquired for the purpose of encouraging redevelopment. APN 126-120-038 is a 1.63-acre vacant lot located in the Norco Auto Mall next to the former Mitsubishi dealership. The property was approved to be acquired by the former RDA on November 5, 2008 at a cost of \$1,330,000. The most recent appraisal on May 3, 2013

**AGENDA ITEM: 2.I.**

valued the parcel at \$780,000. The property was acquired by the former RDA for potential expansion of the Auto Mall.

Due to the unimproved nature of the properties to be sold, Auction.com did not accept the properties for placement and disposition through the electronic auction process. Therefore, staff is recommending that the Successor Agency approve the attached first amendment to agreement for real estate services with KRC to sell the vacant land parcels described above using the traditional real property brokerage services. The initial agreement states that if the parcels are not sold through the auction process, Kosmont Realty Corporation will sell them using regular brokerage services. To the extent that regular brokerage service is necessary, KRC will be compensated based on an approved commission agreement.

FISCAL IMPACT: The attached agreement provides for commission of 4% of the gross sales price which will be paid upon close of escrow. All monies derived from the sale of Successor Agency owned parcels will be submitted to the County Auditor Controller for distribution to affected taxing entities which includes the City of Norco.

Attachment: First Amendment to Agreement for Real Estate Services

# EXCLUSIVE AUTHORIZATION TO SELL

The **Norco Successor Agency to the Norco Community Redevelopment Agency** ("Owner") hereby grants to **Kosmont Realty Corporation** ("Broker") the exclusive right to sell the subject properties (the "Properties") for a period commencing on \_\_\_\_\_, 2015 and ending at midnight on December 4, 2015. The Properties are unimproved and located in the City of Norco, California and further described as Assessor Parcel Numbers 122-070-023; 122-070-026; 126-120-038. The terms of the sale and the representation of the Owner shall be as follows:

In consideration of this Authorization and Broker's Agreement to diligently pursue the procurement of a purchaser for the Property, Owner agrees to pay Broker a commission as set forth in the attached SCHEDULE OF COMMISSIONS.

Owner shall pay said commission to Broker if: (a) the Property or any interest therein is sold, transferred or conveyed by or through a Broker, Owner or any other party prior to the expiration of this Authorization or any extension hereof; or (b) a purchaser is procured by or through Broker, Owner or any other party who is ready, willing and able to purchase the Property or any interest therein on the terms above stated or other terms reasonably acceptable to Owner prior to the expiration of this Authorization or any extension hereof; or (c) any contract for the sale, transfer or conveyance of the Property or any interest therein is made directly or indirectly by Owner prior to the expiration of this Authorization or any extension hereof; or (d) the Property is withdrawn from sale without the written consent of Broker or made unmarketable by Owner's voluntary act during the term of this Authorization or any extension hereof; or (e) within one hundred eighty (180) days after the expiration of this Authorization or any extension hereof, the Property or any interest therein is sold, transferred, or conveyed to any person or entity with whom Broker has negotiated or to whom Broker has submitted the Property prior to such expiration in an effort to effect a transaction and whose name appears on any list of such persons or entities which Broker shall have mailed to Owner at the address below stated within thirty (30) days following such expiration, provided that if Broker has submitted a written offer to purchase it shall not be necessary to include the offeror's name on the list.

If during the terms of this authorization or any extension hereof an escrow is opened or negotiations involving the sale, transfer, conveyance of the Property have commenced and are continuing, then the term of this Authorization shall be extended for a period through the closing of such escrow, the termination of such negotiations of the consummation of such transaction, provided this authorization would otherwise have expired during such period.

Owner agrees that Broker shall be included as a party to any escrow opened for the sale of the Property and the terms of said escrow shall provide that Broker shall have the right to request the escrow holder to make payment to Broker in the amount of Broker's commission as set forth on the SCHEDULE OF COMMISSIONS attached hereto from any sale proceeds and/or deposits held in escrow.

Owner agrees to cooperate with Broker in effecting a sale of the Property and immediately to refer to Broker all inquiries of any party interested in the Property. All negotiations are to be through Broker. Owner agrees to pay all customary escrow, title and revenue charges and to execute such documents as may be necessary to affect a sale of the Property. Broker is authorized to accept a deposit from any prospective purchaser. Broker is further authorized to advertise the Property and shall have the exclusive right to place a sign or signs on the Property if, in Broker's opinion, such would facilitate the sale thereof.

It is understood that it is illegal for either Owner or Broker to refuse to present or sell to any person because of race, color, religion, national origin, sex, marital status or physical disability.

Owner warrants that he/she is the owner of record of the Property or has the legal authority to execute this Authorization. Owner agrees to hold Broker harmless from any liability or damages arising from any incorrect information supplied by Owner or any information which Owner fails to supply. Owner acknowledges receipt of a copy of this Authorization and the attached SCHEDULE OF COMMISSIONS, which Owner has read and understands.

## ARBITRATION OF DISPUTES

Broker and Owner agree that any claim or controversy will be resolved by submission to binding arbitration at the offices of Judicial Arbitration & Mediation Services, Inc. (JAMS) in the county where the property is located. The parties may agree on a retired judge from the JAMS panel. If they are unable to agree, JAMS will provide a list of three available judges and each party may strike one. The remaining judge will serve as the arbitrator. The award of the arbitrator shall be a final and non-appealable result. The arbitration award may be entered as a judgment in any court or competent jurisdiction. Such binding arbitration shall be conducted by JAMS in accordance with the California Code of Civil Procedures Section 1280 ET SEQ. and California Rules of Court Sections 1600 to 1617.

The parties further agree that the prevailing party of such arbitration shall be entitled to be awarded its costs of suit including, but not limited to, reasonable attorney's fees, expenses and the costs of arbitration.

**NOTICE:** By initialing in the space below, you are agreeing to have any dispute arising out of the matters included in the "Arbitration of Disputes" provision decided by neutral arbitration as provided by California Law and you are giving up any rights you may possess to have the dispute litigated in a court or by jury trial. By initialing in the space below, you are giving up your judicial rights of discovery and appeal unless those rights are specifically included in the "Arbitration of Disputes" provision. If you refuse to submit to arbitration after agreeing to this provision, you may be compelled to arbitrate under the authority of the California Code of Civil Procedure. Your agreement to this arbitration provision is voluntary.

We have read the undergoing and the foregoing and agree to submit disputes arising out of the matter included in the "Arbitration of Disputes" provision to neutral arbitration.

**OWNER**

**BROKER**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials

If either Owner or Broker commences any litigation to enforce the terms of this Authorization, the prevailing party shall be entitled to receive a reasonable attorney's fee from the other party hereto.

This Agreement may not only be amended, supplemented or otherwise altered with the express written consent of all parties hereto and this Agreement embodies the entire understanding of the parties with regard to the subject matter hereof.

Receipt of a copy hereof is acknowledged.

**OWNER:**

Norco Successor Agency to the Norco Community Redevelopment Agency

**BROKER:**

Kosmont Realty Corporation  
California BRE license # 01770428

By: \_\_\_\_\_

By: \_\_\_\_\_

Address: 2870 Clark Ave

Address: 1601 N. Sepulveda Blvd., #382

Norco, CA 92860

Manhattan Beach, CA 90266

Telephone: (951) 735-3900

Telephone: (213) 417-3300

Dated: \_\_\_\_\_, 2015

Dated: \_\_\_\_\_, 2015

**SCHEDULE OF COMMISSIONS**

**Kosmont Realty Corporation** ("Broker") is hereby employed as the agent for the **Norco Successor Agency to the Norco Community Redevelopment Agency** (hereinafter referred to as "Client") in connection with the:

Sale                                       Lease                                       Sublease                                       Other

of that certain property generally described as three (3) unimproved parcels located in the City of Norco, California and further described as Assessor Parcel Numbers 122-070-023; 122-070-026; 126-120-038.

In the event a transaction is consummated relative to the above-referenced property, Client agrees to pay Broker, in consideration for their brokerage services, a commission computed as follows:

**A. SALES, EXCHANGES, AND OTHER TRANSFERS**

1. Vacant Property: 4% of the gross sales price
2. Commissions shall be paid through escrow upon the closing of sales and exchange transactions; absent an escrow; commissions shall be paid upon recordation of a deed or upon delivery of such deed or other conveyance if recordation is deferred more than one month thereafter. In the event of a contract or agreement of sales, joint venture agreement, business opportunity or other transaction not involving the delivery of a deed, commissions shall be paid upon execution and delivery of the instrument of conveyance or establishment of the entitlement of ownership.

*Miscellaneous:*

The provisions hereof are subject, however, to the terms and provisions of any Authorization of Sale to which this Schedule may be attached and which is executed by the parties hereto.

The parties hereto intend for this Commission Agreement and Schedule to satisfy the requirements of the Civil Code, Business and Professions Code, and regulatory requirements relative to verifying Broker's authority to act on behalf of Client and Client's obligation to pay Broker commissions therefore, in accordance herewith.

In the event Seller fails to make payments within the time limits called for herein, then from the date due until paid the delinquent payment shall bear interest at the maximum legal rate of the State of California. In addition, should it become necessary to litigate or arbitrate hereunder the prevailing party shall be entitled to all reasonable attorney fees and court costs incurred in connection therewith. Broker and Seller agree in advance to binding arbitration by the Judicial Arbitration and Mediation Services, Inc., pursuant to the terms and provisions of the Exclusive Authorization to Sell to which this Schedule of Commissions is attached.

Seller hereby acknowledges receipt of a copy of this Schedule and further agrees that it shall be binding upon the heirs, successors and assigns of the undersigned. The term Seller when used herein shall mean the Owner of real property.

**BROKER:**  
**Kosmont Realty Corporation**  
California BRE license #01770428

**OWNER:**  
**Client: Norco Successor Agency to the Norco Community Redevelopment Agency**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** 1601 N. Sepulveda Blvd., #382  
Manhattan Beach, CA 90017

**Address:** 2870 Clark Ave  
Norco, CA 92860

## **CITY OF NORCO STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

DATE: July 15, 2015

SUBJECT: Quarterly Investment Report for Quarter Ended June 30, 2015

RECOMMENDATION: Receive and file the Quarterly Investment Report for the Quarter Ended June 30, 2015.

**SUMMARY:** Staff is recommending that the City Council receive and file the City's quarterly investment report for the quarter ended June 30, 2015. This report has been prepared to meet the requirements of the City's Investment Policy and applicable sections of the State of California Government Code.

**BACKGROUND/ ANALYSIS:** The City's Investment Policy requires the Treasurer to render a quarterly report to the legislative body. The report is to be prepared in accordance with Government Code Section 53646 (b)(1) and should contain detailed information on all securities, investments, and monies of the local agency; a statement of compliance of the portfolio with the Statement of Investment Policy; and a statement of the City's ability to meet its cash flow requirements for the next six months. This report, which is for the quarter ended June 30, 2015, meets the requirements of the Investment Policy and Government Code. It covers funds of the City and the Successor Agency to the former Norco Redevelopment Agency.

The attached schedules (attachments 1 through 4) have been prepared to meet the detailed requirements of the Government Code and the City's Investment Policy as approved by the Council on May 6, 2015. It is to be noted that the Investment Policy excludes certain investments (bond proceeds) from these requirements. This means that bond proceeds are invested in accordance with the provisions of the bond indentures rather than the provisions of the Investment Policy. Consequently, in determining whether the operating portfolio holdings are in compliance with the Government Code and the approved Investment Policy, investments of bond proceeds have been excluded.

Attachment 1 provides a summary schedule of the City's operating portfolio holdings by type as of June 30, 2015. This summary also provides information on whether or not each investment category complies with the limitations imposed by state law and the City's Investment Policy. Investments that are subject to the Statement of Investment Policy are operating/idle funds invested by the Treasurer within the provisions of the approved Investment Policy. During the quarter ended June 30, 2015, the operating portfolio increased by a net amount of \$6.7 million from \$37.4 million to \$44.1 million due to cash receipts exceeding disbursements. The excess of cash receipts over cash disbursements was anticipated during the quarter as revenue receipts during the fourth

quarter of the fiscal year usually exceeds disbursements for expenditures. This is due to receipt of the second installment of property tax for the City and Successor Agency, receipt of \$1 million from the City of Corona for the SARI line transaction, and receipt of the second installment of vehicle license fees and in-lieu sales tax.

Attachment 2 provides a graphical breakdown of the operating portfolio holdings by investment type as of June 30, 2015. This chart is for investments that are subject to the Investment Policy. The operating portfolio consisted of 93% investment in the State of California Local Agency Investment Fund (LAIF). The remaining 7% comprises of cash and certificates of deposit.

A summary of investments not subject to the provisions of the Investment Policy (bond proceeds and debt service reserve funds) is also shown on Attachment 1. These funds are invested in accordance with applicable bond indenture provisions. During the quarter ended June 30, 2015, bond proceeds and debt service reserve accounts portfolio decreased by a net amount of \$0.1 million from \$20.034 million to \$19.950 million due to disbursements to pay for capital project expenditures.

Attachment 3 provides a detailed listing of the City's portfolio holdings as required by the Government Code. In this listing, "N/A" is used to denote that the information is either not available or applicable. The market value of investments in LAIF has been reported to equal cost because the City's investments in the pool are readily liquid and the market value of these investments approximates cost. Agency Securities issued by United States Government Sponsored Entities (GSEs) are rated "AA+" by Moody's rating service and "AAA" by Fitch rating service.

#### *CASH FLOWS*

Based on cash balances as of June 30, 2015 and anticipated cash receipts for the next six months, staff estimates that there will be sufficient cash to cover disbursements for the City and Successor Agency for the next six months ending December 31, 2015.

FINANCIAL IMPACT: Not Applicable.

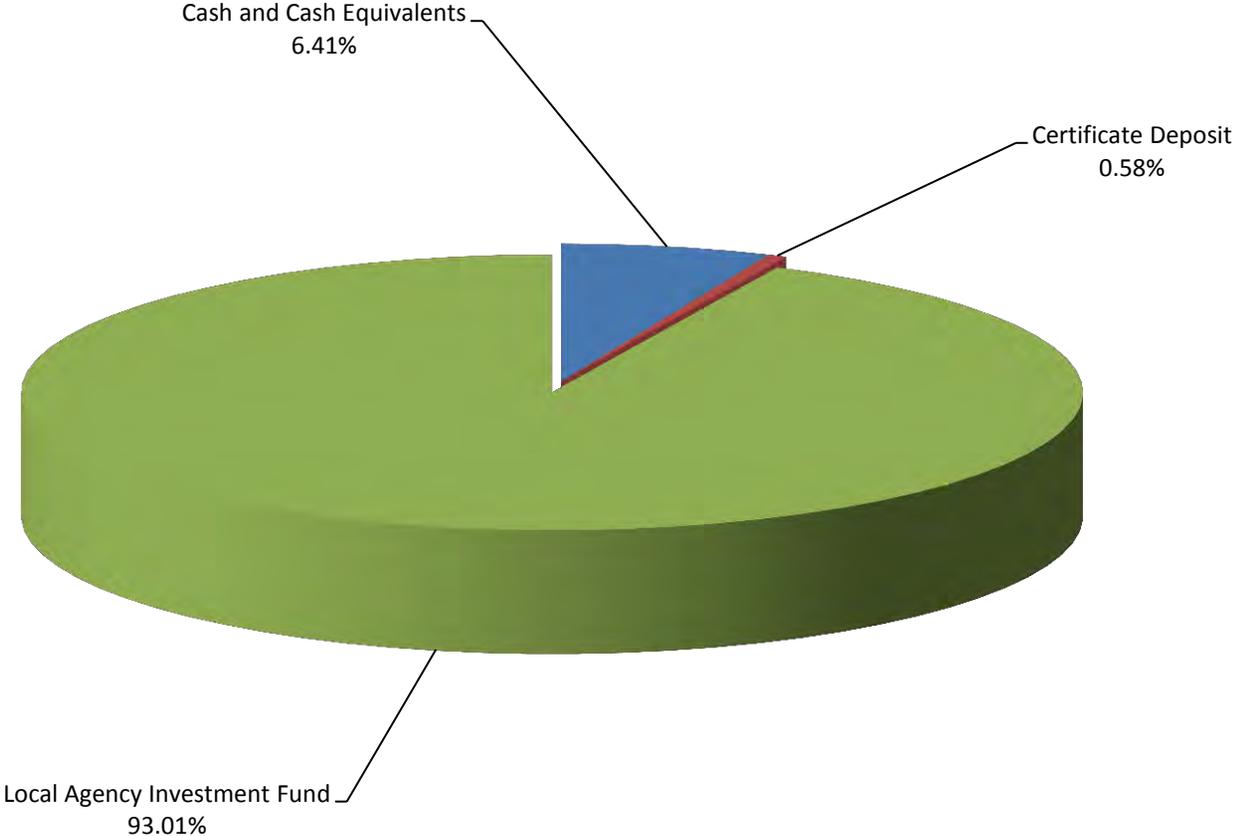
- Attachments: 1) Portfolio Summary  
2) Summary Graph  
3) Portfolio Details – "Investments Not Subject..."  
4) Certification Form

**City of Norco, California  
Portfolio Summary  
As of June 30, 2015**

<b>City Investments Subject to Investment Policy</b>	<b>Market Value</b>	<b>Percentage</b>	<b>Policy Maximum</b>	<b>Compliance</b>
Cash and Cash Equivalents	\$ 2,827,815	6.41%	15.00%	In Compliance
Certificate Deposit	254,964	0.58%	30.00%	In Compliance
Local Agency Investment Fund	41,033,816	93.01%	\$50.0 Million	In Compliance
Total	\$ 44,116,595	100.00%		

<b>City Investments Not Subject to Investment Policy</b>	<b>Market Value</b>	<b>Percentage</b>
Community Facilities Districts	\$ 2,430,377	12.18%
Sewer and Water System	9,141,082	45.82%
Refunding Tax Allocation Bonds	8,378,796	42.00%
Total	\$ 19,950,255	100.00%

**Summary of City Portfolio  
(Investments Subject to Investment Policy)  
As of June 30, 2015**



City of Norco, California  
 Portfolio Details  
 As of June 30, 2015  
 Investments Subject to Policy

**Cash & Cash Equivalents**

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Checking Accounts	Wells Fargo	N/A	N/A	0.00%	N/A	2,827,815	2,827,815
<b>Subtotal</b>				<b>Wells Fargo</b>					<b>2,827,815</b>	<b>2,827,815</b>
4/20/2015	4/19/2016	2329958022	Certificate Deposit	Citizen Business Bk	N/A	0.35%	0.35%	N/A	102,276	102,276
2/25/2014	7/16/2015	2329958065	Certificate Deposit	Citizen Business Bk	N/A	0.25%	0.25%	N/A	152,688	152,688
<b>Subtotal</b>				<b>Wells Fargo</b>					<b>254,964</b>	<b>254,964</b>

**Local Agency Investment Fund**

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund	State of California	N/A	N/A	N/A	N/A	41,033,816	41,033,816
<b>Subtotal</b>									<b>41,033,816</b>	<b>41,033,816</b>
<b>Total Investments Subject to Policy</b>									<b>44,116,595</b>	<b>44,116,595</b>

City of Norco, California  
 Portfolio Details  
 As of June 30, 2015  
 Investments Not Subject to Policy (Bond Proceeds)  
 Community Facilities Districts

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury Obligation	791884000 US Bank	N/A	N/A	0.01%	N/A	2,078	2,078
N/A	N/A	N/A	U.S. Bank N.A. Open, Commerical Paper	791884004 US Bank	N/A	N/A	0.00%	N/A	522,563	522,563
N/A	N/A	N/A	First American Government Obligation	794148000 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	First American Government Obligation	794148002 US Bank	N/A	N/A	0.01%	N/A	15,415	15,415
<b>Subtotal</b>									<b>540,058</b>	<b>540,058</b>

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund	CFD 93-1 State of California	N/A	N/A	N/A	N/A	107,456	107,456
N/A	N/A	N/A	Local Agency Investment Fund	CFD 2002-1 State of California	N/A	N/A	N/A	N/A	54,258	54,258
<b>Subtotal</b>									<b>161,714</b>	<b>161,714</b>

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
12/18/2014	12/18/2018 (2)	3130A3KF0	Federal Home Loan Bank	794148002 US Bank	AAA*	1.50%	1.50%	1,725,000	1,725,000	1,728,605
									<b>1,725,000</b>	<b>1,728,605</b>

Total Community Facilities Districts

**2,426,772**      **2,430,377**

*Investments Not Subject to Policy (Bond Proceeds)*  
 Sewer and Water System

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Prime Obligation	130584000 US Bank	N/A	N/A	0.00%	N/A	7	7
N/A	N/A	N/A	U.S. Bank N.A. Open, Commerical Paper	130584001 US Bank	N/A	N/A	0.00%	N/A	1,433,005	1,433,005
N/A	N/A	N/A	U.S. Bank N.A. Open, Commerical Paper	130584004 US Bank	N/A	N/A	0.00%	N/A	5,707,430	5,707,430
<b>Subtotal</b>									<b>7,140,442</b>	<b>7,140,442</b>

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
4/9/2015	9/8/2016	3133EEXS4	Federal Farm Credit Banks	130584004 US Bank	AAA*	0.45%	0.45%	2,000,000	2,000,000	2,000,640
<b>Subtotal</b>									<b>2,000,000</b>	<b>2,000,640</b>

Total Sewer and Water System

**9,140,442**      **9,141,082**

City of Norco, California  
 Portfolio Details  
 As of June 30, 2015

**Investments Not Subject to Policy (Bond Proceeds)  
 Refunding Tax Allocation Bonds**

**Cash & Cash Equivalents**

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	U.S. Bank N.A. Open, Commerical Paper	94662507 US Bank	N/A	N/A	0.00%	N/A	2,067,849	2,067,849
N/A	N/A	N/A	First American Government Obligation	792126001 US Bank	N/A	N/A	0.01%	N/A	3,216	3,216
N/A	N/A	N/A	First American Government Obligation	792126003 US Bank	N/A	N/A	0.01%	N/A	1,560,766	1,560,766
N/A	N/A	N/A	First American Government Obligation	792126004 US Bank	N/A	N/A	0.01%	N/A	1,505	1,505
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	129543003 US Bank	N/A	N/A	0.00%	N/A	974,094	974,094
N/A	N/A	N/A	US Bank Money Market	140828001 US Bank	N/A	N/A	0.02%	N/A	4,353	4,353
N/A	N/A	N/A	US Bank Money Market	140828004 US Bank	N/A	N/A	0.02%	N/A	11,984	11,984
N/A	N/A	N/A	US Bank Money Market	140828005 US Bank	N/A	N/A	0.00%	N/A	14	14
N/A	N/A	N/A	US Bank Money Market	210857001 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	US Bank Money Market	210857002 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	US Bank Money Market	210857003 US Bank	N/A	N/A	0.02%	N/A	540,705	540,705
N/A	N/A	N/A	US Bank Money Market	210857004 US Bank	N/A	N/A	0.02%	N/A	50,795	50,795
N/A	N/A	N/A	US Bank Money Market	210858000 US Bank	N/A	N/A	0.02%	N/A	3,729	3,729
N/A	N/A	N/A	US Bank Money Market	210858001 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	US Bank Money Market	210858002 US Bank	N/A	N/A	0.00%	N/A	5	5
N/A	N/A	N/A	US Bank Money Market	210858003 US Bank	N/A	N/A	0.02%	N/A	1,051,726	1,051,726
N/A	N/A	N/A	US Bank Money Market	210858004 US Bank	N/A	N/A	0.02%	N/A	68,121	68,121
<b>Subtotal</b>									<b>6,338,866</b>	<b>6,338,866</b>

**Local Agency Investment Fund**

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund	2010 TABs State of California	N/A	N/A	N/A	N/A	22,669	22,669
N/A	N/A	N/A	Local Agency Investment Fund	2003 TABs State of California	N/A	N/A	N/A	N/A	538,663	538,663
<b>Subtotal</b>									<b>561,332</b>	<b>561,332</b>

**U.S. and Agency Securities**

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
12/26/2014	12/26/2018	3136G2BA4	FNMA	140828004 US Bank	AAA*	1.625%	1.62%	1,475,000	1,475,000	1,478,599
<b>Subtotal</b>									<b>1,475,000</b>	<b>1,478,599</b>

**Total Refunding Tax Allocation Bonds**

**8,375,197 8,378,796**

**Total Investments Not Subject to Policy**

**19,942,411 19,950,255**

\* On August 5, 2011 S&P Lowered US Debt Rating to AA+, Fitch and Moody's Ratings are Still AAA  
 2) Step up rates: 1.5% to 12/18/16, 1.75% to 6/18/18, 2% to 12/18/18, 3% to 6/18/19, and 5% to 12/18/19.

**Attachment 4**

**Quarterly Investment Portfolio**

**For the Quarter Ended June 30, 2015**

As required by the Government Code, the Treasurer certifies that the investments reported in the accompanying schedules (Attachments 1 through 3) comply with the City of Norco Investment Policy and that sufficient liquidity along with anticipated revenues are available to meet the City and Successor Agency budgeted expenditure requirements for the next six months ending December 31, 2015.

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Andy Okoro, City Manager/City Treasurer

# 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: July 15, 2015

SUBJECT: Renaming the Norco Animal Control Shelter in honor of Charles D. Hemmings

RECOMMENDATION: Authorize the renaming of the Norco Animal Control Shelter in honor of Charles D. Hemmings, selecting the official name to be adopted as the Charles D. Hemmings Animal Control Shelter

**SUMMARY:** A request was made by Mayor Pro Tem Kevin Bash to rename the Norco Animal Control Shelter after the long time employee, recently deceased, Charles D. Hemmings.

**BACKGROUND/ANALYSIS:** Charles D. Hemmings was a 30 year employee of the City of Norco. He retired on October 25, 2012, after being diagnosed with cancer. His love of animals started at a very young age. He began his career with animals in 1967 with the United States Air Force as a K9 handler and trainer in the Vietnam War. After the war, he was stationed at Norton Air Force Base in San Bernardino, CA where he worked as a military police officer.

When his Air Force service was completed, Charles was hired by San Bernardino County Animal Control starting as a canvasser and then promoting to Animal Control Officer. Charles was hired by the City of Norco on August 24, 1982, as an Animal Control Officer. He promoted to Senior Animal Control Officer in July 2, 1994, and to Animal Control/Equestrian Services Superintendent on July 9, 2011.

At the time Charles was hired, the Norco Animal Shelter was a small three room building shared by the City of Norco and Corona. Charles was instrumental in the completion of the construction of the new Animal Shelter with its Grand Opening in June, 2012.

Charles was a resource for the Norco Animal Rescue Team (NART) training and had assisted on rescues of large animals both locally and regionally. Animal rights and

**Agenda Item: 5.A.**

## Renaming of the Animal Control Shelter

Page 2 of 2

concerns were overseen by Charles at many professional rodeos and special events. He educated the public on the proper care of animals. Charles shared his wisdom by giving talks to students at local schools. He visited nursing homes to brighten the spirits of all by allowing them to interact with the animals he brought along.

Charles passed away on May 7, 2015. Charles was very dedicated to the City, his profession and the animals he cared for. At the request of Mayor Pro Tem Bash, this item is being brought to the City Council for consideration, to memorialize Charles' accomplishments, dedication and community commitment by renaming the Norco Animal Control Shelter in his memory. The new name will be the Charles D. Hemming's Animal Control Shelter. Procedures for memorializing or naming a public building or facility after a person are identified in the attached policy and procedures. However, it is the Council's prerogative to evaluate each situation on its own merits. The City Council has the option to waive the policy procedures it has set up and name or dedicate a facility by a motion and majority vote of the City Council

**FISCAL IMPACT:** Cost associated with naming a facility would be the rededication plaque and lettering of the facility which is estimated to cost approximately \$3,000. Staff has been approached by residents, City staff and from the Hemming's family who have indicated that they would raise the money through donation to support the cost of the renaming.

Attachment: Park and Public Facility Dedication Criteria

**CITY OF NORCO**  
**DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES**

**Park and Public Facility Dedication Criteria**

1. Past or present resident of the City of Norco
2. The Nominee made an outstanding contribution towards Norco's lifestyle with unusual and unselfish time devoted to helping others or whose good deeds have helped and/or influenced the lives of others.
3. The Nominee provided visibility, promoted the use of or enhanced the composition of a facility in the City of Norco park system above and beyond normal efforts.
4. The Nominee must be deceased for a minimum of 120 days before consideration of or review of nomination request.
5. The request must be submitted to the Parks, Recreation and Community Services Office for review by the Parks and Recreation Commission.
6. The name of the Nominee is to be submitted in a formal request with a biography addressing Items 1 & 2.
7. Include a petition with a minimum of seventy-five (75) Norco resident names supporting this request with name, address, phone number and signature.
8. The Nominating individual/group will furnish the cost of purchasing and engraving the plaque and or any costs associated with the Dedication or naming of the facility, park, or building.
9. The Parks and Recreation Commission shall review and advise the Council regarding all nominations.
10. The Nominee must then be approved by the City Council.
  - (a) Please note: if requesting a special memorial area or dedication, i.e., park area, tree, playground equipment, park bench or room in a building; the above criteria will apply.
  - (b) Please be advised you should use a format similar to this example. Make sure to identify plainly the name, address and phone number of the contact person for this request as well as the purchasing party for the plaque.

Example: We, the undersigned, do hereby request the City of Norco consider dedicating (description of the facility) for the following reasons. (Your biography or listing of reasons may be in a brief paragraph description format.)

After your description, provide a minimum listing of seventy-five (75) Norco resident names that include the name, address and phone number.

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Lori J. Askew, Director of Public Works

DATE: July 15, 2015

SUBJECT: Discussion on Removal of Traffic Signal at Corona Avenue and Hidden Valley Parkway

RECOMMENDATION: Provide direction to staff regarding the removal of the traffic signal at Corona Avenue and Hidden Valley Parkway and street improvements within Corona Avenue between Sedona Lane and Hidden Valley Parkway.

SUMMARY: At the May 6, 2015 Council meeting, Mayor Higgins requested a status update on the removal of the street improvements on Corona Avenue at Hidden Valley Parkway.

BACKGROUND/ANALYSIS: On August 20, 2014, City Council voted 4-1 (Mayor Hanna voted no) to have the traffic signal at Corona Avenue and Hidden Valley Parkway removed. The signal is currently in operation pending the completion of design and construction of a traffic signal at the intersection of Via Blairo and Hidden Valley Parkway, by the City of Corona. Corona is currently out to bid with the new signal.

At the August 20, 2014 City Council meeting staff was instructed to prepare a report for the permanent closure of Corona Avenue. Staff presented the permanent closure of Corona Avenue between Sedona Lane and Hidden Valley Parkway before City Council on November 5, 2015. At that meeting, Council approved moving forward with the permanent closure of Corona Avenue. Staff had presented four items of discussion, all of which Council recommended accepting by a 3-2 vote (Hanna and Newton voted no).

On June 3, 2015, staff and Mayor Pro-Tem Bash met with the property owner of the parcel the road easement traverses. The property owner indicated his desire to develop the property, commercially and requested keeping the signal at Corona Avenue and Hidden Valley Parkway for benefit of the site in addition to the street improvements as he would incorporate them into his development.

Staff is requesting for direction from the City Council on whether to keep the traffic signal and Corona Street improvements in place for benefit of the property owner or proceed with removals.

FINANCIAL IMPACT: N/A

**Agenda Item 5.B.**

# 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: July 15, 2015

SUBJECT: Discussion Regarding Potential Future Use of City-Owned Library  
Building Located at 3954 Old Hamner Road

RECOMMENDATION: Provide direction to staff on potential future use of the City-owned  
library building located at 3954 Old Hamner Road

**SUMMARY:** The City has been verbally informed by the Riverside County Public Library System Director that the County will soon relocate the County Library from its current location at 3954 Old Hamner Road to a larger facility in Norco that better meets their needs. The City Council requested to discuss the potential future use of the library building which is owned by the City.

**BACKGROUND/ANALYSIS:** The City of Norco has had a lease agreement with the County of Riverside for use of the City-owned building located at 3954 Old Hamner Road since 1996. The building currently houses the County Public Library located in Norco. The library provides services to the residents of Norco and nearby cities. Staff was recently informed by the Library Director that the County plans to relocate the library from 3954 Old Hamner Road to a larger facility in Norco that better meets the needs of the library. It is to be noted that County staff has not provide a specific date when the County would terminate the lease and or vacate the building. However, the Director did say that the relocation will happen soon, once a new location is approved by the County Board of Supervisors.

The City currently collects \$33,479 per year in lease revenue which goes to the General and is used to fund general City services including police and fire. This lease is well below market value due to the type of use and long standing agreement with the County of Riverside. The current lease is at 31 cents per square foot per month which is below the market rate in Norco and surrounding cities. The building is approximately 9,000 square feet and has earthquake seismic retrofitting, a new roof and new air conditioners. Staff has contacted two real estate brokers to inspect the building and advise the City on the best possible revenue generating potential uses for the building. A formal contract for real estate services will be brought to the City Council for approval if necessary. City Council has requested to discuss potential future uses of the library building.

FISCAL IMPACT: None.

**Agenda Item: 5.C.**

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

DATE: July 15, 2015

SUBJECT: Review of the Addendum to the Final Report of the Ad-Hoc Committee on Infrastructure Needs and Funding Options

RECOMMENDATION: Accept the Ad-Hoc Committee's Addendum to the Final Report and take necessary actions to implement the recommendations of the Ad-Hoc Committee

**SUMMARY:** The City Council established the City's Ad-Hoc Committee on Infrastructure Needs and Funding Options to assist the City Council in identifying the City's future infrastructure needs and funding options. The Ad-Hoc Committee presented a report to the City Council on March 18, 2015. Following discussions on the report, the City council directed the Ad-Hoc committee to continue its work with the specific objective of reevaluating the City's infrastructure needs and the cost of those needs. The attached addendum report outlines the Ad-Hoc Committee's reevaluation of City infrastructure needs and recommendations for potential future funding options.

**BACKGROUND/ANALYSIS:** The dissolution of Redevelopment Agencies in California resulted in the loss of the most significant source of funds available to the City for governmental infrastructure capital maintenance and replacement. Additionally, remaining funds for infrastructure capital maintenance and replacement are not sufficient to meet City's future needs. In response to this projected infrastructure funding gap, the City Council established the City's Ad-Hoc Committee on Infrastructure Needs and Funding Options to assist the City Council in identifying the City's future infrastructure needs and funding options.

The Ad-Hoc Committee has been meeting publicly since June 2014 to review the City's infrastructure needs and funding options. On March 18, 2015, the Ad-Hoc Committee presented a report to the City Council, at which time the City Council directed the Committee to continue its work with the specific objective of reevaluating the City's infrastructure needs and the cost of meeting those needs. The Committee met four (4) times from April to July 2015 and received public input. Following these meetings, the Ad-Hoc Committee prepared the attached addendum to the final report outlining the additional work on City infrastructure needs and potential future funding options. The Chair of the Ad-Hoc Committee will be presenting the Committee's Final Addendum Report.

**AGENDA ITEM: 5.D.**

This addendum is being presented to the City Council for its review and follow up action(s) as necessary. This addendum along with the pertinent documents reviewed by the Ad-Hoc Committee will be made available to the public through the City Clerk's Office and City website.

**AD-HOC COMMITTEE'S RECOMMENDATION:** The Ad-Hoc Committee's Addendum Report outlines the results of reducing the infrastructure needs identified in final report by 35% and the impacts of such reductions on the ability of the City to time maintain and replace infrastructure. Regarding funding options, the recommends that the City Council consider implementing a half ( $\frac{1}{2}$ ) cent local sales tax "Add-on Transactions and Use Tax" through Revenue Ballot Measure. As an alternative, the Ad-Hoc Committee recommends that the City Council consider implementing the tax rate up to a full one (1) cent in order to generate more revenues to fund the infrastructure needs identified by the Committee in the final report. Should the City Council decide to pursue a revenue measure, the Ad-Hoc Committee further recommends that the City Council should also determine the most appropriate time to place the measure on the ballot as well as whether to structure the measure as a "General Use Revenue" versus "Specific Use Revenue" measure.

**STAFF RECOMMENDATION:** In making choices recommended by the Ad-Hoc Committee, staff believes that City Council should consider the following:

- The urgency of City infrastructure funding needs;
- The process and cost involved in placing a measure on off-election year versus election year;
- The likelihood of passage for a general use versus specific use revenue measure.

Additionally, given the County's deadline for submitting a ballot measure for the November 2015 election and the various reports that must be prepared, staff is recommending that City Council take action tonight to direct staff to prepare the necessary documents for adoption on August 5, 2015 in order to be able to submit ballot measure as part of the November 2015 municipal City Council election.

**FISCAL IMPACT:** Not applicable.

**Attachments:** Ad-Hoc Committee Addendum Final Report  
Ad-Hoc Committee Meeting Minutes from April to June 2015



## **Ad-Hoc Committee on Infrastructure Needs and Funding Options**

Addendum Report  
on Infrastructure Needs and Funding Options

**July 15, 2015**

### **Ad-Hoc Committee Members**

Jodie P. Filkins Webber, Chair – Resident Appointee

Corrine Holder, Vice Chair – Parks, Recreation and Community Services Appointee

Patricia Hedges, Member – Planning Commission Appointee

Cathey Burt, Member – Streets, Trails and Utilities Commission Appointee

Bill Schwab, Member – Economic Development Advisory Council Appointee

Linda Dixon, Member – Resident Appointee

## **INTRODUCTION:**

On March 18, 2015, the Ad-Hoc Committee on Infrastructure Needs and Funding Options (Ad-Hoc Committee) presented its report to the City Council. Following discussions on the report, the City Council directed the Ad-Hoc Committee to continue its work with the specific objective of reevaluating the City's infrastructure needs and the costs of those needs as outlined on the Committee's prior report

Since the initial report was submitted, the Ad-Hoc Committee has met four (4) times to further review the City's infrastructure needs with the objective of reevaluating the needs with a focus toward reducing the infrastructure costs previously identified in the initial report. The Ad-Hoc Committee asked staff to present infrastructure needs with a 35% reduction to the amount that was identified in the initial report. Staff was also directed by the Ad-Hoc Committee to present the impact the reduced amount would have on the City's ability to meet its future infrastructure needs. Applying the 35% reduction would reduce annual estimated infrastructure funding needs from \$4.4 million to \$2.9 million. Over twenty years the funding needs would be reduced from \$88.6 million to \$57.6 million.

With the City's adoption of new trail standards that uses vinyl fencing materials with useful life of two times the wood fencing materials, the reduced infrastructure needs would have no noticeable impact on the City's ability to timely replace and maintain its trail system. Similarly, while the Pavement Condition Index (PCI) of 70 for City streets may not be achieved in the short term, a reduction of 35% to this infrastructure needs category along with projected Measure A funding would be sufficient to achieve acceptable PCI of 70 in the long term. A reduction of 35% to park facilities and public buildings infrastructure needs category required greater priority for addressing necessities for public safety. Further evaluation of the facilities' conditions will be necessary in the coming years to determine if the facilities meet the GSA Standard.

## **SUMMARY OF REDUCED INFRASTRUCTURE NEEDS**

The following infrastructure categories were reduced by 35%

**Parks and Public Buildings:** The initial report identified \$433,097 as the ideal amount that the City needs each year in order to provide for timely capital maintenance and replacement of City park facilities and public buildings. In order to reduce this amount by 35%, staff had to re-prioritize infrastructure replacement schedule to focus mostly on those infrastructure needs that are necessary to ensure public health and safety and to keep the assets in usable condition. Examples of health and safety related infrastructure include HVAC, roofs, restrooms, electrical, playground, and fire suppression. Other infrastructure needs were either reduced or shifted to future periods beyond the 20-year period used to determine infrastructure needs. The Committee recognizes that if we use the GSA Standard for facilities, the life expectance of some facilities could be reduced. With the 35% reduction in infrastructure needs for park facilities and public buildings, the annual requirement is estimated to be \$281,513 or \$5,630,261 over a twenty year

period. The initial report estimated that the infrastructure needs for park facilities and public buildings over twenty years to be \$8,661,940.

**Streets and Roads:** The initial report submitted to the City Council estimated that in order to bring the condition of City streets to a Pavement Condition Index greater than 70 and maintain the condition at that level, the City would need to spend an average of \$3,493,149 annually or \$69,862,974 over twenty years. This estimate was made based on the average current PCI of 67 for City streets as determined by the City Engineer. Based on the PCI analysis performed by the City Engineer, staff reported to the Ad-Hoc Committee that a 35% reduction to the infrastructure needs estimated in the initial report would be \$2,270,547 and will result in a future PCI of 69 by 2018 based on expenditures commencing in 2014. It is important to note that the City currently receives funding from the County's Measure A revenues which are dedicated for street improvements. The current estimated funding from Measure A of \$600,000 will supplement any new revenues for streets and roads. Staff believes that a combination of these revenue sources will likely result in achieving and maintaining acceptable average PCI of 70 for City streets. Any further reduction of this level of maintenance (not improvements such as curbs and gutters) could impact the City's ability to reach, or maintain, a PCI of 70.

**Trails:** The initial report estimated that the City would need an average of \$502,046 annually or \$10,040,922 over twenty years in order to replace and maintain the City's aging trail system to a standard worthy of Horsetown USA. This estimate includes the cost to replace existing trail fencing (23,371 linear feet), provide the necessary decomposed granite (280,450 square feet); install fencing on trails currently without fencing (6,433 linear feet) and install necessary decomposed granite (77,195 square feet); and install fencing on back yard trails (2,975 linear feet) with necessary decomposed granite (35,700 square feet). These estimates were based on the wood fence trail material standards.

These numbers are based on the wood fence trail standard previously used by the City. If we apply a 35% reduction on trails infrastructure, the City would only be able to replace and maintain 15,191 linear feet of existing trails including necessary decomposed granite (DG); install 4,181 linear feet of fencing on trails that currently have fencing including necessary DG; and install 1,934 linear feet of fence on back yard trails. Recently the City Council approved vinyl based trail fence materials which are more expensive than the wood based materials but are estimated to last twice as long as the wood based fence materials. Using the vinyl trail fence materials and applying a 35% reduction to the amount of trail infrastructure needs as outlined in the initial report, the City will be able to replace and maintain about 50% of the linear footage that would have been done with 100% of the annual cost calculated using wood fencing. However, because the linear square footage replaced with vinyl fence materials every year would last about 20 years instead of the estimated 10 year useful life for wood based trail fence materials, the infrastructure needs with 35% reduction would essentially be sufficient to replace and maintain the City's trail system to a standard worthy of Horsetown USA. Any shortfall could be made up by reducing the amount spent on back yard trails.

The table below provides a summary of City infrastructure needs by category as outlined in the initial report and with a 35% reduction.

City of Norco, California  
Infrastructure Ad-Hoc Committee  
Summary of Needs by Infrastructure Category

REVENUE Project Description	First Year	Need with 35% Reduction	Average Annual Need	Avg Need with 35% Reduction	20-Year Need	Need with 35% Reduction
	Need	Reduction	Need	Reduction	Need	Reduction
Streets Based on PMS (Current Standards – No Curbs and Gutters)	\$ 2,600,000	1,690,000	3,493,149	2,270,547	69,862,974	45,410,933
<b>Parks and Public Buildings</b>						
George Ingalls Equestrian Center (GIEC)	\$ 77,020	50,063	77,020	50,063	1,540,400	1,001,260
Public Buildings	226,871	147,466	226,871	147,466	4,537,420	2,949,323
Park Facilities	129,206	83,984	129,206	83,984	2,584,120	1,679,678
<b>Total Parks and Public Facilities:</b>	<b>\$ 433,097</b>	<b>281,513</b>	<b>433,097</b>	<b>281,513</b>	<b>8,661,940</b>	<b>5,630,261</b>
<b>Trails Existing</b>						
Existing Trails with Fencing – Fencing only (Based on Current Standards)	\$ 210,339	136,720	282,594	183,686	5,651,888	3,673,727
Decomposed Granite Labor and Material @ \$0.20 Per Square Foot	56,090	36,459	75,358	48,983	1,507,159	979,654
<b>Subtotal Existing Trails with Fencing</b>	<b>\$ 266,429</b>	<b>173,179</b>	<b>357,952</b>	<b>232,669</b>	<b>7,159,047</b>	<b>4,653,381</b>
<b>Trails – Other</b>						
Install Back Yard Trails (Based on Current Standards )	26,775	17,404	35,973	23,382	719,454	467,645
Decomposed Granite Labor and Materials @ \$0.20 Per Square Foot	7,140	4,641	9,593	6,235	191,854	124,705
Install Fencing on Trails without Fencing (based on Current Standards)	57,897	37,633	77,786	50,561	1,555,714	1,011,214
Decomposed Granite Labor and Materials @ \$0.20 Per Square Foot	15,439	10,035	20,743	13,483	414,852	269,654
<b>Subtotal Other Trails</b>	<b>107,251</b>	<b>69,713</b>	<b>144,094</b>	<b>93,661</b>	<b>2,881,875</b>	<b>1,873,218</b>
<b>Grand Total Trails</b>	<b>\$ 373,680</b>	<b>242,892</b>	<b>502,046</b>	<b>326,330</b>	<b>10,040,922</b>	<b>6,526,599</b>
<b>All Infrastructure (Excluding Storm Drains) – Based on Current Standards</b>	<b>\$ 3,406,777</b>	<b>2,214,405</b>	<b>4,428,292</b>	<b>2,878,390</b>	<b>88,565,835</b>	<b>57,567,793</b>

**OPTIONS:**

Although the infrastructure funding needs of the City have been significantly reduced from an average of \$4.4 million annually to \$2.9 million as a result of the additional work of the Ad-Hoc Committee, the City must still find revenue source(s) to meet these funding needs over the next twenty years. After considering various potential revenue sources, the Ad-Hoc Committee is recommending that the City Council consider a half (1/2) cent “Local Add-On Transactions and Use Tax” (sales tax) ballot measure.

Under California law, transactions and use taxes may be approved locally and added to the combined state and local sales and use tax rate. Transactions and use taxes generally apply to merchandise that is delivered in a jurisdiction that imposes such a tax. Recent data compiled by the League of California Cities show that transactions and use taxes have very high percentage passage rate. For example, of the 11 transactions and use tax ballot measures in the June 2014 election cycle, 9 passed including 5 of 6 for general revenue use and 4 of 5 for specific revenue use. In the November 2014 election cycle, 32 of 42 general revenue transactions and use tax measures passed, but

only 5 of 13 specific revenue transactions and use tax measures passed. The high passage rate is due to transactions and use tax being seen as having very little noticeable impact on residents when compared to parcel tax or utility users' tax.

Detail information regarding transactions and use measure was presented in the initial Ad-Hoc Committee. Staff believes that a half-cent transactions and use tax will generate sufficient revenues to meet the City's reduced infrastructure funding needs. As an alternative, the City Council may wish to consider implementing the tax rate up to a full one (1) cent in order to generate more revenues to fund the infrastructure needs identified by the Committee in the initial report.

Should the City Council consider a transactions and use tax revenue ballot measure, the Ad-Hoc Committee recommends that the Council determine the best time for the ballot measure, as well as whether to structure the use of any revenue as general use versus specific use revenue, given the difference in passage rate as well as governing body and voter approval requirements as outlined below.

Some members of the Committee support a specific revenue measure, while others support a general revenue measure with a consideration for an Advisory Measure. A consensus could not be reached to propose either.

Further, the Committee discussed the possibility of a "sunset provision" on either sales tax measure, but no consensus was reached.

Ballot Measure Revenue Item	City Council Approval	Voter Approval
City General Taxes (where revenues are used for unrestricted purposes)	If consolidated with a regularly scheduled election of members of the City Council: <ul style="list-style-type: none"> <li>• 2/3 for transactions and use taxes</li> <li>• Other taxes; 2/3 for general law cities; majority for charter cities</li> </ul> If not consolidated, unanimous declaration of a "fiscal emergency" is required	Majority
City special taxes – where revenues are restricted for specific purpose.	Majority	2/3
Transactions & Use Tax	2/3	2/3 (For Specific Purpose) Majority for General Purpose

As can be seen from the chart above, in order for the City Council to adopt a resolution for a revenue measure that does not require a "fiscal emergency" declaration with a

unanimous vote of the City Council, the ballot measure must be consolidated with a regularly scheduled election of members of the City Council. The earliest opportunity to do so will be November 2015. The next opportunity would be November 2017. Given that available capital projects funding has already been exhausted for park facilities and public buildings and are scheduled to be exhausted within the next two years for trails and streets, waiting until November 2017 would jeopardize the ability of the City to undertake capital maintenance and replacement of the City's infrastructure over the next two years based on current budget appropriations. If the City Council should decide to place the revenue measure outside of the regularly scheduled municipal election, such action would first require a unanimous declaration of fiscal emergency.

**BALLOT TIMELINE AND COSTS:**

Pursuant to California Elections Code §§1301, 9200, 10002, and 10100, the table shown below contains deadlines for submitting a measure for voter consideration to the County of Riverside Registrar of Voter's Office. If a measure is added to the General Municipal Election to be held November 3, 2015, the cost is approximately \$6,000 - \$16,000. If a measure is added to the Primary Election June 7, 2016, the cost is approximately \$17,000 - \$27,000. The lower amount is if all jurisdictions scheduled for an election do go to election. The higher amount reflects deleting several jurisdictions that may not go to election, based on past history.

<b>Elections Timetable</b>	<b>General Municipal November 3, 2015</b>	<b>Consolidated Primary June 7, 2016</b>
Last day to adopt resolution calling for an election	June 26, 2015 (June 17 Council Meeting)	January 29, 2016 (January 20 Council Meeting)
Last day to submit a measure to the Riverside County Registrar of Voter's Office	August 7, 2015 (August 5 Council Meeting)	March 11, 2016 (March 2 Council Meeting)
Last day to withdraw a measure	August 12, 2015	March 16, 2016
Last day to submit impartial analysis and arguments	August 17, 2015	March 21, 2016
Last day to file rebuttals to arguments	August 27, 2015	March 31, 2016

**CONCLUSION:**

The Ad-Hoc Committee recognized that there are many other areas of potential discussion including increasing obligations of the City each year for Sheriff, Fire, CalPERS, and/or further study of the budget, but the consensus was to defer further discussion and analysis unless specific direction is provided by the City council.



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

**Monday, April 13, 2015  
City Hall Conference Rooms A & B  
2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL:** **Present:** Chair Jodie Webber, Vice Chair Corinne Holder, Committee Members Cathey Burt, Linda Dixon, Patricia Hedges, John Padilla, Bill Schwab  
**Staff Present:** City Manager Andy Okoro, Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree, Director of Public Works Lori Askew, City Clerk Cheryl Link

**PLEDGE OF ALLEGIANCE:** Committee Member Patricia Hedges

**BUSINESS ITEMS:**

1. Approval of the March 3, 2015 Meeting Minutes (City Clerk)

**M/S SCHWAB/DIXON** to approve the March 3, 2015 regular meeting minutes as presented. The motion was carried by the following roll call vote:

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

2. Approval of Ad-Hoc Committee Meeting Dates Through July 2015 (City Clerk)

After some discussion of the meeting schedule and a few conflicts with community events, the Committee concurred to meet on the following dates: April 27, 2015; May 18, 2015; June 8, 2015; June 15, 2015; July 6, 2015; July 20, 2015.

**M/S DIXONHEDGES** to approve the meeting dates as amended. The motion was carried by the following roll call vote:

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

**DISCUSSION ITEMS:**

1. City Council Directive to the Ad-Hoc Committee (Chair Webber)

Chair Webber indicated that following the presentation of the Final Ad-Hoc Committee report to the City Council, the Council directed the Ad-Hoc Committee to provide additional cost-saving

recommendations. Chair Webber also noted that during the State of the City Address, Mayor Higgins commented on the final report and whether or not there is a necessity for everything that is in the report. Chair Webber commented on broadening the Committee's perspective to determine whether there are other avenues for savings.

Committee Member Hedges commented that the directive was general and specifics were not given.

Committee Member Dixon commented on her understanding of the directive given, which is a new direction; to look at all budgets and all possible ways to save money.

Chair Webber indicated that the Committee has the responsibility to look at the budgets and determine if the needs outlined in the Ad-Committee report could be supported by the revenue currently generated. In its final report to the City Council, the Ad-Hoc Committee recommended a tax measure and the Committee needs to provide assurance that a tax measure is the only possibility of funding infrastructure needs.

Ted Hoffman commented about the \$4.4 million shortfall annually as well as the need to come up with \$6 million for the Hamner Avenue Bridge project. Mr. Hoffman indicated that funding for the bridge is not within the Committee's scope, however, but to keep that in mind.

In response to Committee Member Schwab's comment about the Committee working strictly within the CIP budget, the Committee stated that the Operating budget will be looked at as well. Chair Webber indicated that a general understanding of the operating budget and the money the City currently has is needed before going to the citizens for a tax measure.

## 2. Analysis of Proposed 20-Year Plan Costs (Committee Member Dixon)

Committee Member Dixon proposed an exercise that will show residents what would occur if there were no added funds from the taxpayers. Ms. Dixon requested that each department director present to the Ad-Hoc Committee a proposal of what the City would be facing if their budgets were cut by 35%.

There was some discussion between Committee Members and staff regarding the exercise. Committee Member Dixon noted that the \$4.4 million is a number derived to maintain status quo. The exercise in 35% cuts would show the impacts to residents of not passing a tax measure. The example Director Petree noted is that the \$4.4 million provides say a PCI rating of 70 for streets. With the 35%, the PCI rating would be reduced to 55. If residents want a street PCI rating of 70, a tax would be required.

In response to Committee Member Schwab, City Manager Okoro indicated that CIP funds are usually restricted funds and not for use for the general fund. There are no restrictions on using general funds for CIP projects. Director Petree added that general funds for CIP projects are a one-time revenue.

In response to Committee Member Schwab, Chair Webber stated that the purpose of the exercise is to vet the budget thoroughly. Based on staff's 35% reduction presentations, the Committee will discuss the results and options.

Committee Member Dixon commented that it was her understanding that with the information provided over the past nine months, the Committee would have been able to work on it before submitting the final report to the City Council. The end of staff presentations should have been the beginning of Ad-Hoc report, which is why she was not in favor of the final report as presented to the City Council.

Chair Webber and Vice Chair Holder had a discussion regarding street conditions. Vice Chair Holder said that the departments can present what \$4.4 million looks like as well as \$2.5 million so that the residents can have a better understanding.

Mike Thompson commented on possible cuts in staff if departments contract out most of the work.

City Manager Okoro referenced a handout previously provided to the Committee during discussions about street improvements presented by the City Engineer. \$500,000 would provide for a PCI of 61 by May 2018; \$1 million would provide a PCI of 65 and \$1.5 million would give a PCI of 68; \$2 million equates to PCI of 72. Director Askew added that at least \$1.5 million is needed to maintain status quo.

Ed Dixon gave a scenario of the City running out of money in 10 months. If the residents pass a tax measure, Mr. Dixon questioned whether or not the City could use the tax measure money for the general fund. In response, City Manager Okoro indicated that the City has reserves.

Ted Hoffman commented on a project bid for LMD 4 fencing. He stated that the bid only shows fence installation costs and not removal costs. Director Petree noted that CalFire will be removing fencing at a minimal cost. Mr. Hoffman stated that it is not a true bid and these are the costs that must be shown to residents.

Committee Member Patricia Hedges noted that her understanding of Mayor Higgins comment of "more teeth" is that each department is to delve into everything, not just the CIP budget.

Committee Member Schwab suggested categorizing and prioritizing cuts. Chair Webber reiterated the need to move forward with the 35% budget cut exercise in streets, trails, parks, and buildings.

Ted Hoffman commented on backyard trails and the possibility of working with NHA on the validity of some trails.

Committee Member Burt indicated the need of articulating the impact of the cuts. For example, if the cuts include closing a fire station, then what is the burden on the other station and response times.

City Manager Okoro reiterated that at the April 27<sup>th</sup> meeting, staff will provide information related to the 35% cut on the CIP budget. The exercise on the Operating Budget will take place after the budget workshops.

### 3. Alternative Revenue Measures (Chair Webber)

Chair Webber commented that in looking at alternative revenue sources, she had questions regarding the Operating Budget and reserves. In response, City Manager Okoro indicated that the beginning balance in the FY14/15 is a snapshot as of July 1, 2014, which is \$5.2 million. The reserve is what has been saved in the General Fund over a period of time. The City Council adopted a policy that, at minimum, the City must maintain 25% of General Fund expenditures in reserve. Chair Webber asked if any monies above the minimum 25% reserve could be used for capital improvement projects. Committee Member Schwab noted to keep in mind that reserves are only increasing by about \$800,000 per year. City Manager Okoro also added that during the recession in 2009, the City drew \$3.5 million from reserves just to stay afloat.

Ed Dixon stated that the reserves should be set aside for emergency purposes should the economy take another downturn.

Chair Webber noted that she brought up these questions to address any available funds and for a better understanding of policy when citizens question the process.

In response to Committee Member Schwab, City Manager Okoro stated that when revenues exceed expenditures, those funds are placed in reserves.

Committee Member Dixon commented on the Waste Management franchise fees and that a portion of the fees were designated for streets and trails and asked if this has been factored in to the figures provided by staff. City Manager Okoro stated that Waste Management franchise fees have no specific designation and are part of the general fund.

Vice Chair Holder commented that although the City has balanced budgets, the budgets have been continually cut over the years.

Ted Hoffman suggested earmarking Measure A funds of \$500,000 annually and franchise fees of \$500,000 annually, which will provide the City with \$1.5 million for streets by FY2018/2019.

In response to Chair Webber's questions regarding program and functions, City Manager Okoro stated that each program and function has a budget and any money left over goes back into the General Fund. Chair Webber commented on further exploring current revenue sources.

Ted Hoffman commented that in May 2012, the Council considered the arena banner sponsorship program with an 80-85% cost recovery.

Chair Webber asked that the Committee consider at all viable options, sponsorships, licensing, etc. and asked Director Petree to bring information on these options.

Sandy MacQuarrie commented on Valley Crest storing vehicles at Ingalls Park and inquired whether the City is charging rent. In response, Director Petree stated that no rent is being charged; instead vehicle storage is allowed in exchange for services.

In response to Committee Member Schwab, City Manager Okoro indicated that the City is audited on an annual basis.

Ted Hoffman suggested that departments not spend all their funds at the closing of the fiscal year, just to spend them. City Manager Okoro indicated that all expenditures made 90 days prior to the end of the fiscal year are subject to review and require approval.

Chair Webber asked Committee Members to research alternative revenue sources and look into previously considered options that were rejected by Council, which could be viable now.

**INFORMATIONAL ITEM:**

- Fiscal Year 2015-2016 City Council Budget Workshop Dates
  - Wednesday, May 6, 2015 at 4:00 p.m.; *and*
  - Wednesday, May 20, 2015 at 4:00 p.m.

Chair Webber encouraged all Ad-Hoc Committee Members attend the budget workshops.

**COMMITTEE AND STAFF COMMENTS**

Bonnie Slager suggested adding the Hemborg name/log on City vehicles for a discount on the price of the vehicle.

Committee Member Padilla suggested a 20-year plan in increments of 5 years to better allow for changes and fluctuations in taxation and inflation.

**PUBLIC COMMENTS**

Ted Hoffman suggested earmarking the Silverlakes lease payments of \$33,000 per month for the Hamner Avenue Bridge.

Sandy MacQuarri commented on lifetime medical benefits and asked for discussion on the topic. City Manager Okoro indicated that there has been a misunderstanding. It was discussed at last year's budget workshop and that he will bring it back at this year's workshop. In response to Committee Member Dixon, City Manager Okoro noted that current employees must be employed with the City for 20 years to receive lifetime benefits as well as their family members, which includes a cap.

**ADJOURNMENT**

Chair Webber adjourned the meeting at 9:20p.m.



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

**Monday, April 27, 2015  
City Hall Conference Rooms A & B  
2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL:** **Present:** Vice Chair Corinne Holder, Committee Members Cathey Burt, Linda Dixon, Patricia Hedges, Bill Schwab  
**Absent:** Chair Jodie Webber, Committee Member John Padilla  
**Staff Present:** City Manager Andy Okoro, Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree, Director of Public Works Lori Askew, City Clerk Cheryl Link

**PLEDGE OF ALLEGIANCE:** Committee Member Patricia Hedges

**BUSINESS ITEM:**

1. Approval of the April 13, 2015 Meeting Minutes (City Clerk)

**M/S DIXON/BURTT** to approve the April 13, 2015 regular meeting minutes as presented with a spelling correction on page 3. The motion was carried by the following roll call vote:

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

**DISCUSSION ITEMS:**

1. Presentations of 35 % Budget Reductions of Current Infrastructure Needs
  - a. Parks and Buildings (Deputy City Manager/Director of Parks, Recreation and Community Services)

Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree reported on a summary of the 20-year Capital Improvement Program (CIP) total for facilities with 35% budget reductions. Mr. Petree briefly discussed building integrity. A 20-year CIP extends the asset investment before "Renewal" or "Replacement" takes place. A 50-year investment asset is typically due for replacement. With a 35% budget reduction assumption, the asset life expectancy would be reduced to 20-30 years. Director Petree indicated that the first priority for infrastructure repair is repair related to health and safety, which includes HVAC, roof/structure, electrical/plumbing, playground, fire suppression, and restrooms. Director Petree stated that infrastructure is important because public facilities, public utilities, and transportation are essential for the economic vitality of our community and businesses.

In response to Committee Member Dixon, Director Petree stated that for some facilities, Years 1-5 show the majority of funds allocated because there may be an immediate need due to health and safety or as a matter of priority. Committee Member Dixon also asked about the ice makers at Wayne Makin, which are listed at \$8,000 for both. Director Petree noted that the Wayne Makin snack bar is a commercial facility. He added that when appliances need replacement, it goes through the bid process. Committee Member Dixon commented that the sports groups are privileged to have this facility in our City.

Ed Dixon asked if the City is mandated to have an Animal Control department. Director Petree indicated that the City is mandated to license and enforce licensing of dogs. The rest is the level of service the City wants to provide. Mr. Petree added that years ago, the City considered contracting out animal control services, but no proposals were received. Director Petree briefly discussed and compared the animal control contract services by Riverside County for the City of Eastvale. Eastvale pays approximately \$250,000 for two part-time animal control officers. The City of Norco provides a full-service Animal Control division with a shelter.

There was some discussion between Committee Member Schwab and Director Petree regarding water heaters and air conditioning units. Director Petree noted that the eleven air conditioning units at City Hall are original units from when the City occupied the building.

Committee Member Dixon commented that according to the presentation, the 35% reduction still allows for parks and facilities to remain open. Director Petree indicated that the problem is in the last five years of the 20-year plan. He posed the question of what do residents want their community to look like. Committee Member Dixon noted that part of this exercise is showing the public what the scenario would be without a tax measure. City Manager Okoro commented that this does not mean parks would not close. Parks and facilities may not shut down immediately but the next five years is when problems will begin to be seen.

Ed Dixon asked if the fire station buildings could be sold to CalFire. In response, Director Petree said it is not a possibility as the City is required to provide a building per the contract.

Committee Member Dixon reminded the Committee and public that the exercise was as a result of Council direction to find ways to save money. Another option would be to reduce the budget by 25%

Ted Hoffman commented on the parks that are located within Landscape Maintenance Districts. Director Petree indicated that the funding source may be the LMD, but the parks are still considered an asset of the City and are included in CIP.

Vice Chair Holder added that even if parks are not closed, the possibility exists that they would remain open but without all or most of the amenities.

City Manager Okoro suggested to Director Petree to take original budget and color code, or other means of identifying, the changes and items removed as a result of the 35% budget reduction. Committee Member Dixon also asked to include a 25% reduction. This would create an easier visual of what services and amenities would be lost. Committee Member Dixon asked that the report/presentation be brought back with these suggestions.

Ted Hoffman commented that the original Parks and Building budget presentation equated to an annual cost of approximately \$433,000 and with the 35% reduction it is at an annual cost of \$281,000.

*b. Streets and Trails (Director of Public Works)*

Public Works Director Lori Askew presented a brief report on the 35% budget reduction of the Street Capital Improvement Plan. The \$2.6 million needed for streets is based on \$2 million for construction and \$600,000 for design. This was prepared based on RKA Engineering's Pavement Management System analysis and a Pavement Condition Index (PCI) rating of 70 by 2018. The 35% budget reduction takes \$2.6 million and reduces it to \$1.7 million with a PCI of 69 by 2018.

Committee Member Dixon asked what the reduction in the number of projects would be with the 35% reduction. In response, Director Askew stated it would depend since one project could cost over \$1 million. Committee Member Dixon also asked Director Askew if she reduced the PCI number in order to achieve more projects. Director Askew indicated that \$1.5 million maintains what we have today, which is a PCI of 67.

There was some discussion between Ted Hoffman and staff regarding the numbers presented by the City Engineer. City Manager Okoro stated that the most current numbers used, compared to what the City Engineer provided, are higher because the Committee added costs for design and cost of living as requested by the Committee.

Director Askew presented information on pedestrian-equestrian trails. For existing trails, DG, backyard trails, and trails without fencing, the first year cost for the wood fence standard is \$373,680. The 35% reduction brings the total down to \$242,892. The average annual need is \$502,047 and the 35% reduction brings the total down to \$326,331. Director Askew noted that the 35% reduction numbers are not based on the wood fencing standard; instead the numbers are based on the vinyl fence standard which the City Council recently approved. The vinyl fencing is \$12/lf; therefore the 35% budget reduction and the 33% higher cost for the vinyl fencing cause the number of lineal feet of fencing to be completed to be cut in half.

Glenn Hedges said that the City has not been placing DG in backyard trails. Mr. Hedges asked the City Manager to research this.

Vice Chair Holder suggested bringing the information contained in these presentations back to the Committee for the final report to the City Council. Vice Chair Holder commented on options such as reduction in trail fencing, spacing, and eliminating backyard trails.

Ted Hoffman commented that certain trail fencing segments are close to the pavement and suggested the Committee consider making the trail narrower to allow for a buffer.

## 2. Waste Management Franchise Fees (Committee Member Dixon)

Committee Member Dixon commented that she was a member of the Ad-Hoc Committee for Waste Management. That Committee recommended that franchise fee revenues be used towards streets and trails infrastructure. She asked how much was allocated in this fiscal year's budget. City Manager Okoro indicated that for FY 14/15, \$25,000 has been allocated for street sweeping and \$75,000 allocated for the Sheriff's Traffic Enforcement Program.

In response to Committee Member Schwab, City Manager Okoro noted that franchise fees, such as SCE and Gas Co. are part of the General Fund revenue and are used for general services.

## 3. Alternative Plans to Meet Infrastructure Needs (Chair Webber)

Vice Chair Holder indicated that due to Chair Webber's absence, she is continuing this item to the next meeting date. She requested that all Committee Members research alternative plans and be ready to present at the next meeting.

### **COMMITTEE AND STAFF COMMENTS**

Committee Member Schwab commented that the City's gateways need attention as they currently give a bad first impression of the City. Mr. Schwab stated that Committee Members have different priorities but that all should be on the same page for generating interest in Norco and attracting visitors (comments attached as "Exhibit A").

### **PUBLIC COMMENTS**

Ted Hoffman commented that the City of Eastvale contracts animal control services through Riverside County and inquired if the City of Norco has considered contracting out to other cities such as Eastvale. Director Petree indicated that the City is currently in discussions with Eastvale.

Mike Thompson asked if the City's debt has been discussed on how it plays into the budget. In response, City Manager Okoro stated that the Redevelopment Agency dissolved and can no longer issue debt so the debt will not increase. With the dissolution of the Redevelopment Agency, the Successor Agency is required to submit to the State Department of Finance, on a semi-annual basis, a request to pay the debt service.

Geoff Kahan asked what the timeline is to get a measure on the November 2015 ballot if the Ad-Hoc Committee recommends, and Council approves. City Clerk Link indicated that the latest date for the Council to approve a measure for inclusion on the November ballot is August 5, 2015.

### **ADJOURNMENT**

Vice Chair Holder adjourned the meeting at 8:36 p.m.



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

**Monday, June 8, 2015  
City Hall Conference Rooms A & B  
2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL:** **Present:** Chair Jodie Webber, Vice Chair Corinne Holder, Committee Members Cathey Burt (arrived 6:35 p.m.), Linda Dixon, Patricia Hedges, Bill Schwab  
**Staff Present:** City Manager Andy Okoro, Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree, Director of Public Works Lori Askew, City Clerk Cheryl Link

**PLEDGE OF ALLEGIANCE:** Committee Member Bill Schwab

Chair Weber expressed her appreciation for the work of former Committee Member John Padilla contributed to the Ad-Hoc Committee. Mr. Padilla passed away in last month.

**BUSINESS ITEMS:**

1. Approval of the April 27, 2015 Meeting Minutes (City Clerk)

Chair Webber abstained from voting on the approval due to her absence at the April 27, 2015 meeting.

**M/S SCHWAB/HOLDER** to approve the April 27, 2015 regular meeting minutes as presented. The motion was carried by the following roll call vote:

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

**DISCUSSION ITEMS:**

1. Parks and Buildings 35% Budget Reduction of Current Infrastructure Needs (Deputy City Manager/Director of Parks, Recreation and Community Services)

Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree presented a revised 35% budget reduction of facilities, parks, and buildings as requested by the Committee. The revised presentation is color-coded to highlight which services would be cut and which infrastructure would be deferred as a result of the 35% budget reduction. Mr. Petree presented the original numbers given to the Committee in comparison to the numbers as a result of the budget reductions and what the fiscal impacts would be. Infrastructure needs and services relating to the health and safety of the public have priority. Some services and/or maintenance in

the document presented are deferred or eliminated completely. Mr. Petree noted that the original funding total presented was \$8.8 million. With the 35% reduction, the total is \$5.6 million.

Committee Member Dixon thanked staff for the effort, time, and the detail of the presentation. Ms. Dixon asked that if reductions need to be made, could staff live with the cuts. In response, Mr. Petree said that his department has nothing at this point; therefore, any funding is welcome.

Chair Webber asked Mr. Petree if there was anything that he removed from the infrastructure needs document that would jeopardize maintenance. In response, Mr. Petree stated that there is some maintenance that, if deferred, such as air conditioning and roof maintenance, would result in higher costs. Chair Webber commented on trying to get a bigger picture of a balance between the expenses Mr. Petree budgeted for the line items of necessity versus cutting a line item that becomes a problem later on. There was some discussion about particular line items and the logic used in making cuts and/or deferring maintenance.

Committee Member Schwab said that Mayor Higgins stated that he did not want to go before the public for a tax until the budget was at "bare bones." In response, Mr. Petree commented that the infrastructure funding is already at bare bones. Mr. Schwab asked if a smaller budget reduction percentage be more realistic. City Manager Okoro stated that the goal is to try to determine what the City needs to have a good infrastructure system or at least at par. The City could fair well with even just 65% of what was originally requested.

Chair Webber indicated that even with the 35% reduction, staff could satisfy community expectations by reprioritizing needs while avoiding any facility closures. Mr. Petree agreed but added that the issues would surface in years 16-20 and funding for unplanned issues and emergencies would be limited.

Ted Hoffman commented that deferring maintenance is like kicking the can down the road. Mr. Hoffman said the City will still need \$3.2 million in year 20 plus the annual maintenance funding. Mr. Hoffman commented on Lake Elsinore's budget issues in which the Sheriff's Department hired Community Service Officers, which was less expensive. He used this as an example of how to consider options that will keep facilities open. Mr. Hoffman suggested increasing facility use fees.

Committee Member Dixon stated that her purpose in suggesting this 35% reduction exercise was based on requirements and direction from the City Council. If the Ad-Hoc Committee goes forward with a recommendation of funding, this exercise provides the residents with what a reduction looks like and presents what sacrifices the community could be willing to make.

Chair Webber commented that the reduction presented is more palatable and workable. The Committee and staff has done their due diligence by taking a responsible look at curbing potential expenses.

Committee Member Schwab suggested not cutting funding for streets. Mr. Schwab stated that he is against the 35% across the board.

2. Summary of Needs by Infrastructure Category with 35 Percent Budget Reduction (City Manager)

City Manager Okoro identified infrastructure needs for streets, parks and public buildings, and trails with a 35% budget reduction. On an annual basis, streets would cost \$2.6 million to reach PCI of 70 and maintain at that level. Taking the \$2.6 million in today's dollars over a 20-year period with a cost escalator of 3%, turns into \$69.8 million. That results in an average annual need of \$3.5 million. If reduced by 35%, the annual average need of \$3.5 million is reduced to \$2.3 million. The 20-year need is reduced from \$69.8 million to \$45.4 million. For all the categories (streets, parks and buildings, trails) combined, the total average annual need with the 35% reduction is reduced from \$4.4 million to \$2.8 million. The 20-year need is reduced from \$88.5 million to \$57.5 million. With the focus being to maintain infrastructure at a good level, the numbers presented with the 35% reduction are fairly reasonable in order to maintain what we have today. A ½-cent sales tax add-on would probably generate the \$2.8 million needed.

Lance Gregory asked if the Committee has considered the elimination of parks, the costs, and the overall necessity. In response, Committee Member Dixon noted that discussions have taken place and that there are circumstances, which would make the parks more costly to close. Also, some parks were gifted to the City and some parks have deed restrictions. Mr. Petree added that the City would only be saving on operating costs should parks be closed. Mr. Gregory suggested using a portion of Neil Snipes park for commercial zone, if allowed by the deed restriction, to provide sales tax revenue.

Ted Hoffman commented that a ½-cent sales tax would meet the 35% reduction. He also commented on lack of funding for the Hamner Avenue Bridge Project. Mr. Okoro stated that the City's local funding match for the project will be approximately \$3.2 million. Mr. Hoffman suggested increasing the potential sales tax add-on rate, for a period of about 3-5 years, to pay for the current infrastructure needs as well as the bridge.

Chair Webber suggested that the Ad-Hoc Committee move forward with a recommendation to the City Council. She also suggested that the City consider looking at some long term budget obligations and possible cost savings, such as with salaries and benefits, and Fire and Sheriff contracts. Subcommittees could be developed to address some of these expenditure issues and potential revenue sources.

Vice Chair Holder suggested moving forward with numbers with 35% reduction and the ½-cent sales tax as recommendations to the City Council. Ms. Holder offered to work on a subcommittee.

Committee Member Dixon commented that the ½-cent sales tax would take care of infrastructure. A sales tax takes the burden off residents. She suggested moving forward with a final report with the findings and recommendations. Ms. Dixon noted that any direction regarding the general fund should come from the City Council.

Committee Member Schwab commented that a sales tax makes sense. He suggested having service clubs adopt parks and take responsibility for maintenance. He also suggested using volunteers for maintenance. Mr. Schwab suggested using a group of community members to educate the public regarding the measure. Mr. Schwab offered another suggestion of having the

measure for specific use and a ¾-cent sales tax.

Committee Members Hedges and Burttt concurred with fellow Committee Members and recommended direction from Council regarding the Committee addressing long term budget obligations and expenditures.

Ted Hoffman commented that the Committee is pushing the limit if trying to place a measure on the November 2015 ballot. Public education and many town hall meetings are needed.

Glenn Hedges commented that the Committee is jumping ahead. The potential measure needs to be sold to the public and education is necessary.

Chair Webber indicated to present the City Council with the information as an addendum outlining funding numbers and tax ballot requirements.

**M/S HOLDER/HEDGES** to prepare an addendum to the Final Report to the City Council summarizing the needs, the 35% reduction, outlining tax measures, ballot measure deadlines, and election costs for review on the July 6, 2015 meeting. The motion was carried by the following roll call vote:

Ayes: Burttt, Dixon, Hedges, Holder, Schwab, Webber

Noes: None

Absent: None

Abstain: None

Chair Webber noted that the June 15, 2015 Ad-Hoc meeting will be cancelled.

3. Alternative Plans to Meet Infrastructure Needs (Chair Webber)

None.

**COMMITTEE AND STAFF COMMENTS**

None.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Chair Webber adjourned the meeting at 8:07 p.m.

# DRAFT



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

**Monday, July 6, 2015  
City Hall Conference Rooms A & B  
2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL:** **Present:** Chair Jodie Webber, Vice Chair Corinne Holder, Committee Members Cathey Burttt (arrived 7:08 p.m.), Linda Dixon, Bill Schwab  
**Absent:** Committee Member Hedges  
**Staff Present:** City Manager Andy Okoro, Deputy City Manager/Director of Parks, Recreation and Community Services Brian Petree, Director of Public Works Lori Askew, City Clerk Cheryl Link

**PLEDGE OF ALLEGIANCE:** Committee Member Linda Dixon

**BUSINESS ITEM:**

1. Approval of June 8, 2015 Meeting Minutes (City Clerk)

**M/S SCHWAB/DIXON** to approve the June 8, 2015 regular meeting minutes as presented. The motion was carried by the following roll call vote:

Ayes: Dixon, Holder, Schwab, Webber  
Noes: None  
Absent: Burttt, Hedges  
Abstain: None

**DISCUSSION ITEM:**

1. Review and Approval of the Addendum to the Final Report of Infrastructure Needs and Funding Options with Recommendations to the City Council. (Chair Webber)

Chair Webber presented the draft addendum and invited changes and/or comments from the Committee and the public. The addendum was addressed by section.

Introduction:

In paragraph 3, Committee Member Dixon requested clarification for the sentence reading, "Similarly, while the Pavement Condition Index (PCI) of 70 for City streets may not be achieved in the short term, a reduction of 35% to this infrastructure needs category along with projected Measure A funding would be sufficient to achieve acceptable PCI of 70 in the long term." City Manager Okoro indicated that the information presented by the City Engineer showed that the current PCI is 67. The City Engineer's expenditure recommendations would improve the PCI

to 70 by 2018. With the 35% budget reduction, the improved PCI would not be achieved in the first five years; rather more likely to be achieved in the long term.

Chair Webber inquired about the last sentence in paragraph 3, which reads, "On the contrary, a reduction of 35% to park facilities and public buildings infrastructure needs category would have a more severe impact on the City's ability to maintain these facilities in the condition necessary to extend their useful lives." City Manager Okoro indicated that the sentence is based on information provided in Director Petree's presentation. Chair Webber commented that the information provided did not note that buildings, facilities, or parks would be in jeopardy as a result of the 35% reduction. Director Petree indicated that maintenance would be deferred. The standard life expectancy for a building is 50 years. If the reduction gives us only 20-30 years of useful life, then some facilities would be in jeopardy. Chair Webber requested modification to the last sentence so as to not give the impression of facilities closing. City Manager Okoro noted that the sentence is realistic because a reduction in maintenance will short-live the asset and not achieve the 50-year goal. Committee Member Dixon commented that the matrix presented to the Committee showed that with a reduction, no parks or facilities would close; instead, it was a matter of reprioritization.

#### Parks and Buildings:

The Committee also discussed useful life under this category in the addendum. Chair Webber indicated that a minor modification would be made to this section to reflect that the Committee recognizes that in using the GSA Standard, the life expectancy of some facilities could decrease as a result of a 35% budget reduction.

#### Streets and Roads:

Chair Webber questioned the statement that the City could achieve a PCI of 69 by 2018. City Manager Okoro indicated that the 2018 goal was based on expenditures commencing in 2014. In reference to the sentence that reads, "While this PCI does not represent acceptable condition for City streets...", Chair Webber asked why a PCI of 69 is not considered acceptable. In response, Director Askew stated that a PCI below 70 is considered a reconstruction and less is achieved for what is spent. The standard is to keep the PCI above 70. A PCI of 70 is considered maintenance and is less costly.

Committee Member Dixon asked what the overall PCI is for the City. In response, Director Askew indicated that the current average PCI is 67. There was some discussion on the expenditure history. The Committee concurred to modify the verbiage in this section to reflect that further reduction could result in lowering the acceptable PCI of 70.

Lance Gregory asked the Committee if there are specific examples of streets and PCI's. In response, Chair Webber stated that the information is available in the Ad-Hoc Committee's original report from March 2015.

Ted Hoffman expressed that he does not see how the City can survive with a 35% reduction and asked if \$2.3 million annually is enough. Committee Member Dixon stated that the purpose of the 35% reduction exercise was for the public to see the impacts on infrastructure.

Committee Member Schwab commented on the condition of street in the various locations within the City. Mr. Schwab suggested 100% funding for streets and reductions could be applied elsewhere for other infrastructure. He also commented on a general use tax versus a specific use tax and suggested an allocation in which more funding is allocated for streets.

Ed Dixon commented on the PCI of 67 and asked about the average for the past ten years. In response, Director Askew stated that the PCI has been declining.

#### Trails:

Committee Member Schwab requested to insert the word “fencing” after the word “trail” where appropriate in this section.

Ed Dixon asked if there is fencing in back yard trails. In response, Vice Chair Holder stated that the Committee discussed that there is not much back yard trail fencing. While working on the original report, the Committee discussed whether or not to add some fencing to back yard trails. During the 35% reduction exercise, there was concurrence to not have fencing in back yard trails and use the funds for other trail fencing in the City.

Committee Member Dixon commented on the standard fencing and asked why the numbers are not based on vinyl fencing. City Manager Okoro noted that both wood and vinyl fencing standards are included because the original report referred to the wood standard. Subsequent to the original report presented to City Council in March 2015, the Council adopted the new standard of vinyl fencing. There was concurrence to make minor modifications to the verbiage to clarify that the numbers are based on the wood fence trail standard previously used by the City.

#### Revenue Options:

Committee Member Dixon suggested the ½-cent tax be designated for specific purpose. She referenced verbiage on the second paragraph on page 5 of the addendum. Ms. Dixon expressed that it would not be appropriate to add another ½-cent tax to fund the Hamner Avenue Bridge project. She expressed that the bridge is linked with the City of Eastvale and with Silverlakes and the measure would likely fail for that reason. Committee Member Dixon said that if the recommendation will go forward for a full one-cent tax, she suggested the tax be a specific use tax with a limited time in effect, and that a watchdog committee be created to oversee that the funding is spent as approved. Chair Webber indicated that it was not within the initial charge of the Committee to make particular recommendations for sources of revenue; instead the Committee can provide outlines of options. The Committee concurred to modify the language in this section to clarify the Committee’s options for Council’s consideration.

Geoff Kahan provided the Committee and the public with local revenue measure results as of November 2014. Mr. Kahan commented on the pass/fail rate with general use tax measures versus specific use tax measures. He also commented on advisory measures that would specify the use of the funds. Mr. Kahan suggested that the Committee recommend a full one-cent tax and expressed his support for presenting a measure to the voters this election in

November.

Ed Dixon asked if the Committee has researched the possible disadvantages to businesses with a sales tax increase. Mr. Dixon asked if there will be a Sunset Clause. In response, Chair Webber stated that discussion took place regarding impacts to businesses. The examples provided during discussions indicated that there were no impacts and did not diminish spending.

Ted Hoffman expressed his concern that including the Hamner Avenue Bridge funding in the measure will cause it to fail. Also, he mentioned that the current sales tax rate is 8%. He said a ½-cent increase will bring the City to the region standard but that a full one-cent increase will bring the rate to 9%, which is comparable to Los Angeles rates. Mr. Hoffman suggested a measure for specific use.

In response to Committee Member Dixon, City Manager Okoro noted that if a sales tax measure is approved, the City would begin seeing the funding within six months.

Based on Committee discussion, Chair Webber noted that the language in this section will be modified to present an alternative to the Council to consider a tax rate up to a full one cent.

In response to Committee Member Schwab, City Manager Okoro indicated than an advisory measure is not binding.

Lance Gregory expressed that funding for the Hamner Avenue Bridge Project will be a hard sale to the residents.

#### Ballot Timeline and Costs:

Chair Webber asked for clarification on the cost ranges for the elections. City Clerk Link indicated that the reason for the range is that there can be a change in costs due to an increase in the number of registered voters, a change in actual costs from the various vendors who provide election services, and the possibility of some jurisdictions scheduled to have elections not needing to conduct them.

In response to questions from Committee Member Schwab, City Clerk Link stated that the City Council could place a measure on the ballot by approving a Resolution. The Resolution would contain the details of the measure to be presented to the voters. The deadline for the City Council to approve such Resolution for a measure on the November 2015 ballot is August 5, 2015.

#### Conclusion:

No changes.

#### **COMMITTEE AND STAFF COMMENTS**

City Manager Okoro indicated that the addendum will be presented to the City Council for discussion at the July 15, 2015 Council meeting.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Chair Webber adjourned the meeting at 9:02 p.m.

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Dominic Milano, City Engineer  
Brian Petree, Director of Parks and Recreation

DATE: July 15, 2015

SUBJECT: A Proposition 218 Majority Protest Vote Public Hearing to Increase the Assessments and if the Majority Protest Does Not Exist, Order the Continuation of Landscape Maintenance Districts and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy for District No. 2 - Western Pacific, Tract No. 25779

**Resolution No. 2015-47**, (Western Pacific), Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Increased Assessment and Providing for Annual Assessment Levy.

**Resolution No. 2015-48**, (Western Pacific), Upholding a Majority Protest for an Increase in Assessment in the District.

RECOMMENDATION: That the City Council opens the Public Hearing, receives testimony, closes the Public Hearing, recesses the City Council meeting to tabulate the ballots received and if no more than 50 percent of the ballots returned within the District protest the increase in assessment, it would be appropriate to adopt **Resolution No. 2015-47**, (Western Pacific), ordering the continuation of a Landscaping Maintenance District and confirming a diagram and increase assessment and providing for annual assessment levy. If more than 50 percent of the ballots returned protest the increase in assessment, adopt **Resolution No. 2015-48**, upholding the majority protest not to increase the assessment.

SUMMARY: The "Landscaping and Lighting Act of 1972" requires that an Engineer's Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the district only allowed for an annual increase not to exceed the Consumer Price Index (CPI). The CPI increases in District No.2 have not kept up with the maintenance needs of this District. In addition, there has not been an allocation of funds in the District set aside for trail fence replacement or drainage structure repairs.

**AGENDA ITEM: 6.A.**

Proposition 218 passed by the California voters in 1996 requires that prior to any increase in an assessment, other than CPI increases included in the initial formation of a district, be voter approved. A ballot describing the proposed increase (above the CPI) in assessment was mailed to the affected property owners per Section 53753 of the Government Code 45 days prior to this Public Hearing. After holding the Public Hearing to receive public testimony, it is recommended that the Public Hearing be closed, the ballots opened and tabulated, the results be made public and the City Council adopt the appropriate Resolution.

**BACKGROUND/ANALYSIS:** On January 27, 2000, the City Council adopted Landscape Maintenance District No. 2 for Tract No. 25799 (Western Pacific) comprised of 219 assessable lots. The District was formed to maintain landscaping along the Norco Hills Road and Hidden Valley Parkway frontages of the development as well as selected interior slopes, wetlands, equestrian trails, and parkway maintenance. In fiscal year 2014-15 the cost to maintain the District was \$131,453.00. The maintenance level for the equestrian trails was funded at a level necessary to only maintain them to a safe standard. In the early years, after the formation of the District, a surplus of Developer funds were used to balance the budget with the assessment collected. This surplus was exhausted a number of years ago with the City loaning the District a total of \$50,900.00 to meet expenses. This City General Fund loan has been reduced to a balance of \$11,582.00 but at the expense of trail maintenance. In addition, there has never been funds set aside to replace the trail fencing, replace drainage structures across the trail that are deteriorating to an unsafe condition (Exhibit "A" Photograph) or to install new drainage devices to reduce trail erosion during rain events.

Staff invited all of the property owners within the district to two informal public meetings. The meetings were held on April 8<sup>th</sup> and April 22<sup>nd</sup>. The purpose of the meetings was to inform the property owners within the district of the proposed Proposition 218 vote to increase the assessment to fund the maintenance level to the standards that were established when their development was completed. The first meeting was attended by the owners of eleven properties and the second meeting was attended by the owners of a single property. No one at those meetings expressed outward opposition to an increase in the assessment that would increase the maintenance level to current City standards.

**FINANCIAL IMPACT:** Part B, Estimate of Cost, from the 2014-15 Engineer's Report is attached as Exhibit "B". The total annual budget for 2014-15 fiscal year was \$131,453.00 with an additional general fund loan payment of \$2,468.00 for a total levy of \$133,921.00. At this level, the per-parcel assessment is \$611.51. If the City Council does not move forward with a Proposition 218 vote, the proposed 2015-16 fiscal year budget would be \$132,091.00 with a general fund loan payment of \$2,500.00 for a total levy of \$134,591.00. This would be a per parcel assessment of \$614.57 which includes a CPI of 0.5%.

With a favorable Proposition 218 vote, Part B, Estimate of Costs, from the Preliminary (Prop. 218) 2015-16 Engineer's Report is attached as Exhibit "C". The full Preliminary (Prop. 218) 2015-16 Engineer's Report is attached as Exhibit "D". This budget includes the full cost of all line items to return the maintenance to the level anticipated with the original development of the Western Pacific subdivisions. The budget also includes a line item for

annual trail fence replacement (\$25,830.00) and trail/drainage enhancements (\$20,000.00). At the proposed Proposition 218 levy, the assessment per parcel would be \$1,049.93. For reference purposes, the trail fence replacement budget of \$25,830.00 accounts for \$117.95 per year per parcel and the trail/ drainage enhancement budget of \$20,000.00 accounts for \$91.32 per year per parcel of the Proposition 218 assessment. Comparing a Proposition 218 passage budget with a failed Proposition 218 budget is reflected in the side by side comparison of the estimate of costs, which is provided in Exhibit "E".

If a majority protest of those property owners voting on the increase is not received, staff recommends that City Council adopt **Resolution No. 2015-47**, approving an Engineer's Report which contains a budget that funds the maintenance to a level anticipated with the original development within the district. If a majority protest of those property owners voting on the increase is received, then staff recommends that the City Council adopt **Resolution No. 2015-48**, which upholds the protest against an increase in assessment.

Attachments:

Exhibit "A"-	Photograph of Failed Drainage Structure
Exhibit "B"-	Part B, Estimated Cost of 2014-15 Engineer's Report
Exhibit "C"-	Part B, Estimated Cost with Favorable Proposition 218 Vote 2015-16 Engineer's Report
Exhibit "D"-	Preliminary Proposition 218 2015-16 Engineer's Report
Exhibit "E"-	2015-16 Side by Side Comparison of Passed Proposition 218 and Failed Prop. 218 Budgets

Resolution No. 2015-47  
Resolution No. 2015-48

**Exhibit "A"-  
Photograph of Failed Drainage Structure**



**Exhibit "B"**

**PART B  
ESTIMATE OF COST  
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
NORCO, CALIFORNIA (FUND NO. 53105)**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2014-2015. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

<b>Contractual Maintenance (34100)</b>			
1 Landscape Maintenance: includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.	\$	39,037.00	
2 Slope Maintenance: includes same activities as Item 1 for exterior slopes along Hidden Valley Parkway and Norco Hills Road as well as private slopes adjacent to wetlands area at Lots 77, 78, 89, 90, 91. (Cost included in Item No. 1)	\$	-	
3 Parkway Maintenance: includes all pruning, weed and pest control, fertilization, ground cover, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement. (Cost included in Item No. 1)	\$	-	
4 Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	\$	5,000.00	
5 Maitenance of Wetland (Lot 71): trash and debris cleanup, plant replaacement, pest and rodent control.	\$	500.00	
6 Park Maintenance (Lot 2): trash and debris cleanup, mowing, fertilization, turf care, pest and rodent control, and observation.	\$	8,760.00	
<b>Utilities (33100)</b>			
Water	\$	53,104.00	
Electrical	\$	5,760.00	
Phone	\$	232.00	
Annual Tree Replacement (32405)	\$	-	
<b>Subtotal Direct Cost</b>	<b>\$</b>	<b>112,393.00</b>	<b>\$ 112,393.00</b>
Operating Contingency (1.5 percent max)			\$ 1,124.00
Replacement Reserve (2.0 percent) (Not funded)			\$ -
<b>Administrative Costs</b>			
Observation: City Staff to Manage District (30100)	\$	7,420.00	
Engineer's Report (34110)	\$	2,500.00	
City Overhead/Administration (34135)	\$	7,786.00	
Riverside County Admin. Fees (35210)	\$	230.00	
Incidentals (30405)	\$	-	
<b>Subtotal Administrative Costs</b>	<b>\$</b>	<b>17,936.00</b>	<b>\$ 17,936.00</b>
Operating Reserve			\$ -
Annual Capital Project			\$ -
<b>TOTAL ANNUAL BUDGET</b>			<b>\$ 131,453.00</b>

**Exhibit "C"-**

**Part B, Estimated Cost w/ Favorable Prop. 218 Vote 2015-16 Engineer's Report**

**PART B  
ESTIMATE OF COST  
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
NORCO, CALIFORNIA (FUND NO. 53105)**

The estimated costs for the operation, maintenance and servicing of the facilities, included in this Part, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

Contractual Maintenance (34100)		
Landscape Maintenance: Generally includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.		
1 Slope Maintenance: includes same activities as Item 1 for exterior slopes along Hidden Valley Parkway and Norco Hills Road as well as private slopes adjacent to wetlands area at Lots 77, 78, 89, 90, 91.	\$ 18,818.00	
2 Parkway Maintenance: includes all pruning, weed and pest control, fertilization, ground cover, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement.	\$ 32,082.00	
3 Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	\$ 33,600.00	
4 Maintenance of Wetland (Lot 71): trash and debris cleanup, plant replacement, pest and rodent control.	\$ 1,664.00	
5 Park Maintenance (Lot 2): trash and debris cleanup, mowing, fertilization, turf care, pest and rodent control, and observation.	\$ 11,826.00	
Utilities (33100)		
Water	\$ 48,930.00	
Electrical	\$ 5,985.00	
Phone	\$ 227.00	
Annual Tree Replacement (32405)	\$ -	
Subtotal Direct Cost	\$ 153,132.00	\$ 153,132.00
Operating Contingency (1.5 percent max)		\$ 2,297.00
Replacement Reserve (2.0 percent) (Not funded)		\$ 3,063.00
Administrative Costs		
Observation: City Staff to Manage District (30100)	\$ 10,428.00	
Engineer's Report (34110)	\$ 2,500.00	
City Overhead/Administration (34135)	\$ 7,942.00	
Riverside County Admin. Fees (35210)	\$ 242.00	
Incidentals (30405)	\$ -	
Subtotal Administrative Costs	\$ 21,112.00	\$ 21,112.00
Operating Reserve		\$ -
Annual Capital Project - Trail Fence Replacement		\$ 25,830.00
Capital Project - Trail & Drainage Enhancements		\$ 20,000.00
<b>TOTAL ANNUAL BUDGET</b>		<b>\$ 225,434.00</b>
Prop 218 Vote General Fund Payback		\$ 4,500.00
<b>2015/16 ASSESSMENT</b>		<b>\$ 229,934.00</b>

**Exhibit "D"-  
Preliminary Prop. 218 2015-16 Engineer's Report**

**ENGINEER'S REPORT  
(PROPOSED BUDGET WITH PASSAGE OF PROP 218 VOTE)**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO  
RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.  
CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council,

Date: \_\_\_\_\_, 2015

By:

\_\_\_\_\_  
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on \_\_\_\_\_, 2015.

City Clerk, City of Norco  
Riverside County, California

By: \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

City Clerk, City of Norco  
Riverside County, California

By: \_\_\_\_\_

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

**PART A**

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

**PART B**

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

**PART C**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART D**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

**PART A**

**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)  
FISCAL YEAR 2015-2016**

The improvements are the operation, maintenance, and servicing of landscaping, wetlands, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

**LANDSCAPING**

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fixtures, and appurtenant facilities located within public right-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.

**PART B**  
**ESTIMATE OF COST**  
**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**  
**NORCO, CALIFORNIA (FUND NO. 53105)**

The estimated costs for the operation, maintenance and servicing of the facilities, included in this Part, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

<i>Contractual Maintenance (34100)</i>		
Landscape Maintenance: Generally includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.		
1 Slope Maintenance: includes same activities as Item 1 for exterior slopes along Hidden Valley Parkway and Norco Hills Road as well as private slopes adjacent to wetlands area at Lots 77, 78, 89, 90, 91.	\$	18,818.00
2 Parkway Maintenance: includes all pruning, weed and pest control, fertilization, ground cover, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement.	\$	32,082.00
3 Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	\$	33,600.00
4 Maintenance of Wetland (Lot 71): trash and debris cleanup, plant replacement, pest and rodent control.	\$	1,664.00
5 Park Maintenance (Lot 2): trash and debris cleanup, mowing, fertilization, turf care, pest and rodent control, and observation.	\$	11,826.00
<i>Utilities (33100)</i>		
Water	\$	48,930.00
Electrical	\$	5,985.00
Phone	\$	227.00
Annual Tree Replacement (32405)	\$	-
<b>Subtotal Direct Cost</b>	<b>\$</b>	<b>153,132.00</b>
Operating Contingency (1.5 percent max)	\$	2,297.00
Replacement Reserve (2.0 percent) (Not funded)	\$	3,063.00
<i>Administrative Costs</i>		
Observation: City Staff to Manage District (30100)	\$	10,428.00
Engineer's Report (34110)	\$	2,500.00
City Overhead/Administration (34135)	\$	7,942.00
Riverside County Admin. Fees (35210)	\$	242.00
Incidentals (30405)	\$	-
<b>Subtotal Administrative Costs</b>	<b>\$</b>	<b>21,112.00</b>
Operating Reserve	\$	-
Annual Capital Project - Trail Fence Replacement	\$	25,830.00
Capital Project - Trail & Drainage Enhancements	\$	20,000.00
<b>TOTAL ANNUAL BUDGET</b>	<b>\$</b>	<b>225,434.00</b>
Prop 218 Vote (One Time City Reimbursement)	\$	4,500.00
<b>2015/16 ASSESSMENT</b>	<b>\$</b>	<b>229,934.00</b>

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 and cash flow funding needs are as follows:

Fund Balance					
Estimated Beginning Fund Balance July 1, 2015	\$ (11,582.00)				
Add Back Budgeted Assessment for Future Trail Fence Replacement	\$ 0.00				
Estimated Current Year Revenue Surplus/(Deficit)	\$ 0.00				
Estimated Fund Balance June 30, 2016	\$ (11,582.00)				
Estimated Fund Balance Needs:					
Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$ 258,300.00				
Less Unspent 2013-2015 Budgeted Trail Fence Replacement Capital Project	\$ 0.00				
6 Months Operating Cash Flow	\$ 114,967.00				
Estimated Needs	\$ 373,267.00				
Estimated Surplus (Unfunded Needs):	<u>\$(384,849.00)</u>				
<table border="1"> <tbody> <tr> <td>Total Replacement Cost for Trail Fence (29,800 Lineal Ft @ \$13.00/LF)</td> <td>\$ 387,400.00</td> </tr> <tr> <td>Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Replacement Cycle for existing wood fencing)*</td> <td>\$ 25,830.00</td> </tr> </tbody> </table>		Total Replacement Cost for Trail Fence (29,800 Lineal Ft @ \$13.00/LF)	\$ 387,400.00	Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Replacement Cycle for existing wood fencing)*	\$ 25,830.00
Total Replacement Cost for Trail Fence (29,800 Lineal Ft @ \$13.00/LF)	\$ 387,400.00				
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Replacement Cycle for existing wood fencing)*	\$ 25,830.00				

\*Replacement cycle for vinyl fencing will be 25 years (\$15,496/yr) as wood fencing is replaced.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

**PART C**

**ASSESSMENT DIAGRAM**

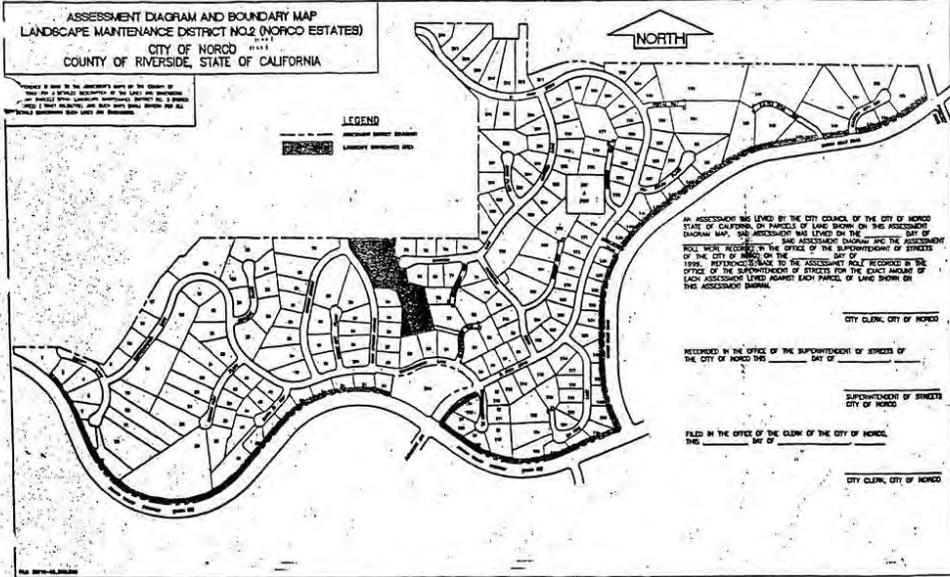
An Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

**EXHIBIT A**

**LEGAL DESCRIPTION  
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 3 through 70 inclusive, and Lots 72 through 221, exclusive of Lot 219, of Tract No. 25779 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 284, Pages 20 through 30, inclusive, of Maps in the Office of the County Recorder of Said County.



**PART D**  
**ASSESSMENT**

WHEREAS, on October 20, 1999, the City Council of the City of Norco, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 2 (Western Pacific) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 153,132.00	\$ _____	\$ _____
Capital Projects	\$ 45,830.00	\$ _____	\$ _____
Incidental Expenses	<u>\$ 26,472.00</u>	<u>\$ _____</u>	<u>\$ _____</u>
Total Cost	\$ 225,434.00	\$ _____	\$ _____
 Prop 218 Vote/ Payment of G.F. Loan	 <u>\$ 4,500.00</u>	 <u>\$ _____</u>	 <u>\$ _____</u>
NET TO BE ASSESSED	\$ 229,934.00	\$ _____	\$ _____
FOR FISCAL YEAR 2015-2016			

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index (CPI) applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The Annual CPI ending March 31, 2015 was 0.5%. With the passage of the Prop 218 vote, the 2015-2016 Assessment will be set at \$1,049.93 per parcel.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 is a deficit of \$11,582.00.

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2014-2015 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Dominic C. Milano, P.E.  
City Engineer

## **EXHIBIT B**

### **METHOD AND FORMULA OF ASSESSMENT SPREAD**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

#### **IDENTIFYING THE BENEFIT**

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

#### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS  
 LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
 FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
3	\$1,049.93		46	\$1,049.93	
4	\$1,049.93		47	\$1,049.93	
5	\$1,049.93		48	\$1,049.93	
6	\$1,049.93		49	\$1,049.93	
7	\$1,049.93		50	\$1,049.93	
8	\$1,049.93		51	\$1,049.93	
9	\$1,049.93		52	\$1,049.93	
10	\$1,049.93		53	\$1,049.93	
11	\$1,049.93		54	\$1,049.93	
12	\$1,049.93		55	\$1,049.93	
13	\$1,049.93		56	\$1,049.93	
14	\$1,049.93		57	\$1,049.93	
15	\$1,049.93		58	\$1,049.93	
16	\$1,049.93		59	\$1,049.93	
17	\$1,049.93		60	\$1,049.93	
18	\$1,049.93		61	\$1,049.93	
19	\$1,049.93		62	\$1,049.93	
20	\$1,049.93		63	\$1,049.93	
21	\$1,049.93		64	\$1,049.93	
22	\$1,049.93		65	\$1,049.93	
23	\$1,049.93		66	\$1,049.93	
24	\$1,049.93		67	\$1,049.93	
25	\$1,049.93		68	\$1,049.93	
26	\$1,049.93		69	\$1,049.93	
27	\$1,049.93		70	\$1,049.93	
28	\$1,049.93		71	\$1,049.93	
29	\$1,049.93		72	\$1,049.93	
30	\$1,049.93		73	\$1,049.93	
31	\$1,049.93		74	\$1,049.93	
32	\$1,049.93		75	\$1,049.93	
33	\$1,049.93		76	\$1,049.93	
34	\$1,049.93		77	\$1,049.93	
35	\$1,049.93		78	\$1,049.93	
36	\$1,049.93		79	\$1,049.93	
37	\$1,049.93		80	\$1,049.93	
38	\$1,049.93		81	\$1,049.93	
39	\$1,049.93		82	\$1,049.93	
40	\$1,049.93		83	\$1,049.93	
41	\$1,049.93		84	\$1,049.93	
42	\$1,049.93		85	\$1,049.93	
43	\$1,049.93		86	\$1,049.93	
44	\$1,049.93		87	\$1,049.93	
45	\$1,049.93				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
88	\$1,049.93		132	\$1,049.93	
89	\$1,049.93		133	\$1,049.93	
90	\$1,049.93		134	\$1,049.93	
91	\$1,049.93		135	\$1,049.93	
92	\$1,049.93		136	\$1,049.93	
93	\$1,049.93		137	\$1,049.93	
94	\$1,049.93		138	\$1,049.93	
95	\$1,049.93		139	\$1,049.93	
96	\$1,049.93		140	\$1,049.93	
97	\$1,049.93		141	\$1,049.93	
98	\$1,049.93		142	\$1,049.93	
99	\$1,049.93		143	\$1,049.93	
100	\$1,049.93		144	\$1,049.93	
101	\$1,049.93		145	\$1,049.93	
102	\$1,049.93		146	\$1,049.93	
103	\$1,049.93		147	\$1,049.93	
104	\$1,049.93		148	\$1,049.93	
105	\$1,049.93		149	\$1,049.93	
106	\$1,049.93		150	\$1,049.93	
107	\$1,049.93		151	\$1,049.93	
108	\$1,049.93		152	\$1,049.93	
109	\$1,049.93		153	\$1,049.93	
110	\$1,049.93		154	\$1,049.93	
111	\$1,049.93		155	\$1,049.93	
112	\$1,049.93		156	\$1,049.93	
113	\$1,049.93		157	\$1,049.93	
114	\$1,049.93		158	\$1,049.93	
115	\$1,049.93		159	\$1,049.93	
116	\$1,049.93		160	\$1,049.93	
117	\$1,049.93		161	\$1,049.93	
119	\$1,049.93		163	\$1,049.93	
120	\$1,049.93		164	\$1,049.93	
121	\$1,049.93		165	\$1,049.93	
122	\$1,049.93		166	\$1,049.93	
123	\$1,049.93		167	\$1,049.93	
124	\$1,049.93		168	\$1,049.93	
125	\$1,049.93		169	\$1,049.93	
126	\$1,049.93		170	\$1,049.93	
127	\$1,049.93		171	\$1,049.93	
128	\$1,049.93				
129	\$1,049.93				
130	\$1,049.93				
131	\$1,049.93				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
172	\$1,049.93		216	\$1,049.93	
173	\$1,049.93		217	\$1,049.93	
174	\$1,049.93		218	\$1,049.93	
175	\$1,049.93		219	\$1,049.93	
176	\$1,049.93		220	\$1,049.93	
177	\$1,049.93		221	\$1,049.93	
178	\$1,049.93				
179	\$1,049.93				
180	\$1,049.93				
181	\$1,049.93				
182	\$1,049.93				
183	\$1,049.93				
184	\$1,049.93				
185	\$1,049.93				
186	\$1,049.93				
187	\$1,049.93				
188	\$1,049.93				
189	\$1,049.93				
190	\$1,049.93				
191	\$1,049.93				
192	\$1,049.93				
193	\$1,049.93				
194	\$1,049.93				
195	\$1,049.93				
196	\$1,049.93				
197	\$1,049.93				
198	\$1,049.93				
199	\$1,049.93				
200	\$1,049.93				
201	\$1,049.93				
202	\$1,049.93				
203	\$1,049.93				
204	\$1,049.93				
206	\$1,049.93				
207	\$1,049.93				
208	\$1,049.93				
209	\$1,049.93				
210	\$1,049.93				
211	\$1,049.93				
212	\$1,049.93				
213	\$1,049.93				
214	\$1,049.93				
215	\$1,049.93				

**TOTAL NUMBER OF ASSESSED PARCELS: 219  
TOTAL TO BE ASSESSED IS \$229,934.67**

**Exhibit "E"**  
**2015-16 Side by Side Comparison of**  
**Passed Prop. 218 and Failed Prop. 218 Budgets**

**ESTIMATE OF COSTS**  
**SIDE BY SIDE COMPARISON**  
**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**  
**NORCO, CALIFORNIA (FUND NO. 53105)**

<i>Direct Cost</i>		Budget With Passage of Prop 218	Budget Without Passage of Prop 218
Contractual Maintenance (34100)			
	Landscape Maintenance		
1	Slope Maintenance	\$18,818.00	\$18,818.00
2	Parkway Maintenance	\$32,082.00	\$25,524.00
3	Equestrian Trails	\$33,600.00	\$5,000.00
4	Maintenance of Wetland (Lot 71)	\$1,664.00	\$500.00
5	Park Maintenance (Lot 2)	\$11,826.00	\$5,995.00
Utilities (33100)			
	Water	\$48,930.00	\$48,930.00
	Electrical	\$5,985.00	\$5,985.00
	Phone	\$227.00	\$227.00
Annual Tree Replacement (32405)		-	-
Subtotal Direct Cost		\$153,132.00	\$110,979.00
Operating Contingency (1.5 percent max)		\$2,297.00	
Replacement Reserve (2.0 percent) (Not funded)		\$3,063.00	
Administrative Costs			
	Observation: City Staff to Manage District (30100)	\$10,428.00	\$10,428.00
	Engineer's Report (34110)	\$2,500.00	\$2,500.00
	City Overhead/Administration (34135)	\$7,942.00	\$7,942.00
	Riverside County Admin. Fees (35210)	\$242.00	\$242.00
	Incidentals (30405)	-	-
Subtotal Administrative Costs		\$21,112.00	\$21,112.00
Operating Reserve		\$0.00	\$0.00
Annual Capital Project - Trail Fence Replacement		\$25,830.00	\$0.00
Capital Project - Trail & Drainage Enhancements		\$20,000.00	\$0.00
<b>TOTAL ANNUAL BUDGET</b>		\$225,434.00	\$132,091.00
Prop 218 Vote/General Fund Payback		\$4,500.00	\$2,500.00
<b>2015/16 ASSESSMENT</b>		\$229,934.00	\$134,591.00

## **RESOLUTION NO. 2015-47**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING AN INCREASE IN ASSESSMENTS IN LANDSCAPE MAINTENANCE DISTRICT NO. 2 AND ORDERING THE CONTINUATION OF THE LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, The City Council has initiated proceedings for the continuation of a Landscaping Maintenance District and an increase in the annual levy of assessments for said District pursuant to the terms and provision of the "Landscaping and Street Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, and the protest and hearing requirements of Section 53753 of the Government Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC, TRACT 25779)**

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intention to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice and mail ballots to property owners within the District of the increase in assessments and time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time, this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the increase in annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. That the above-recitals are all true and correct.

SECTION 2. That upon the conclusion of the Public Hearing, protests submitted in opposition to the increase in assessments within the District filed, and not withdrawn, did not exceed the number of property owners filing and not withdrawing ballots approving the increase within the District, and all protests are overruled and denied.

SECTION 3. That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the

amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intention as previously adopted relating to said annual assessment levy.

SECTION 4. That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5. That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6. That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in Engineer's "Report," pursuant to said "Landscaping and Street Lighting Act of 1972," as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7. That the maintenance works and/or improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner as the County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8. That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2, (WESTERN PACIFIC, TRACT 25779) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.

SECTION 9. That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10. That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

PASSED and ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

---

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

I, CHERYL. LINK, City Clerk of the City of Norco, California, 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 July 15, 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 July 15, 2015.

---

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

## **RESOLUTION NO. 2015-48**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO UPHOLDING PROTESTS FOR AN INCREASED ASSESSMENT IN LANDSCAPE MAINTENANCE DISTRICT NO. 2 FOR THE LEVY AND COLLECTION OF SPECIAL BENEFIT ASSESSMENTS BEGINNING IN FISCAL YEAR 2015-2016 PURSUANT TO THE PROCEDURES OF PROPOSITION 218**

WHEREAS, The City Council has initiated proceedings pursuant to the provisions of the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California, and the protest and hearing requirements of Section 53753 of the Government Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC, TRACT 25779)**

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intention to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice and mail ballots to property owners within the District of the increase in assessments and the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time, this City Council has heard all testimony and evidence, has tabulated all protests received, and has determined that a majority protest as to the proposed increase in assessments exists at the close of the hearing.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. That the above-recitals are all true and correct.

SECTION 2. That upon the conclusion of the Public Hearing, protests submitted in opposition to the increase in assessments or not withdrawn, did represent a majority of the property owners filing and not withdrawing ballots returned within the District.

SECTION 3. That this City Council hereby confirms that the increase in assessments as submitted in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intention as previously adopted relating to said annual assessment levy will not be levied.

SECTION 4. That the adoption of this Resolution constitutes that a majority protest exists for the increase in assessments for Fiscal Year 2015-2016.

PASSED and ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 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 regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 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 July 15, 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: Dominic C. Milano, City Engineer

DATE: July 15, 2015

SUBJECT: A Public Hearing Ordering the Continuation of Landscape Maintenance District No. 2 (Western Pacific), Tract 25779, and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy

**Resolution No. 2015-49**, (Western Pacific); Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy.

RECOMMENDATION: That the City Council opens the Public Hearing if there is a failed Proposition 218 vote, and if no more than 50 percent of the property owners within the District protest the continuation of the District at the 2014 levy plus a CPI, it would be appropriate to adopt **Resolution No. 2015-49**, (Western Pacific), Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy.

SUMMARY: The "Landscaping and Lighting Act of 1972 requires that an Engineer's Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the district allows for an annual increase not to exceed the Consumer Price Index (CPI). The CPI ending March 31, 2015 adjustment per parcel assessment in the district is 0.5%. The Engineer's Report attached to this Staff Report assumes that the Proposition 218 vote for an increase in assessments receives a majority protest and cannot be approved. If a majority protest is not received and the City Council adopted Resolution No. 2015-45 approving an increase in the assessments, this Public Hearing set with Resolution No. 2015-16 will not be necessary.

BACKGROUND/ANALYSIS: On January 27, 2000, the City Council adopted Landscape Maintenance District No. 2 for Tract No. 25799 (Western Pacific) comprised of 219 assessable lots. The District was formed to maintain landscaping along the

**AGENDA ITEM: 6.B.**

Norco Hills Road and Hidden Valley Parkway frontages of the development as well as selected interior slopes, wetlands, equestrian trails, and parkway maintenance. In fiscal year 2014-15 the cost to maintain the District was \$131,453.00. The maintenance level for the equestrian trails was funded at a level necessary to only maintain them to a safe standard. In the early years, after the formation of the District, a surplus of Developer funds were used to balance the budget with the assessment collected. This surplus was exhausted a number of years ago with the City loaning the District a total of \$50,900.00 to meet expenses. This City General Fund loan has been reduced to a balance of \$11,582.00 but at the expense of trail maintenance. In addition, there has never been funds set aside to replace the trail fencing, replace drainage structures across the trail that are deteriorating to an unsafe condition or to install new drainage devices to reduce trail erosion during rain events.

The estimated cost to maintain the District at a minimum level is proposed to increase from \$131,453.00 (Fiscal Year 2014/15) to \$132,091.00 with an estimated \$2,500.00 payment to the general fund for a total budget of \$134,591.00. At this level the maintenance of the equestrian trail will only be at level to maintain them in a safe standard. With the application of the CPI, the per-parcel assessment is proposed to increase \$3.06 from \$611.51 to \$614.57.

As stipulated in the "Landscaping and Lighting Act of 1972," the continuation of an existing maintenance district assessment has to be reviewed and approved each fiscal year. The attached resolutions provide for the proper continuation of the Districts as well as the assessments. The proposed CPI increases in Landscape Maintenance Districts will not require a majority protest vote of the property owners since the increase in assessments was allowed for in the formation of the Districts.

Included for your information are the Preliminary Engineer's Reports including the District boundaries, the items of work included in each maintenance district, as well as costs and the per parcel assessments for each District.

Staff recommends that the members of the City Council approve the Engineer's Report reflecting only a CPI increase in the District over the 2014 levy for the continuation of the Landscape Maintenance Districts, if the Proposition 218 major protest vote fails to approve an increase in assessment to guarantee that landscaping within each district will remain attractive and well maintained. To do so, Council will need to adopt the attached Resolution.

FINANCIAL IMPACT: None.

Attachments:           Engineer's Report (1)  
                              Resolution No. 2015-49

**ENGINEER'S REPORT  
(PROPOSED BUDGET- FAILED PROP 218 VOTE)**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO**

**RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.**

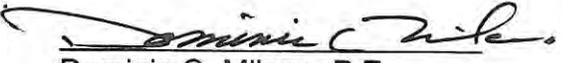
**CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: 6/3, 2015

By:   
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on June 3, 2015.

By:   
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

By: \_\_\_\_\_  
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

**PART A**

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

**PART B**

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

**PART C**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART D**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

**PART A**

**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 2  
(WESTERN PACIFIC – TRACT 25779)  
FISCAL YEAR 2015-2016**

The improvements are the operation, maintenance, and servicing of landscaping, wetlands, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

**LANDSCAPING**

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fixtures, and appurtenant facilities located within public right-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.

**PART B**  
**ESTIMATE OF COST**  
**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**  
**NORCO, CALIFORNIA (FUND NO. 53105)**

The estimated costs for the operation, maintenance and servicing of the facilities, included in this Part, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

Contractual Maintenance (34100)		
Landscape Maintenance: Generally includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.		
1	Slope Maintenance: includes same activities as Item 1 for exterior slopes along Hidden Valley Parkway and Norco Hills Road as well as private slopes adjacent to wetlands area at Lots 77, 78, 89, 90, 91.	\$ 18,818.00
2	Parkway Maintenance: includes all pruning, weed and pest control, fertilization, ground cover, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement.	\$ 25,524.00
3	Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	\$ 5,000.00
4	Maintenance of Wetland (Lot 71): trash and debris cleanup, plant replacement, pest and rodent control.	\$ 500.00
5	Park Maintenance (Lot 2): trash and debris cleanup, mowing, fertilization, turf care, pest and rodent control, and observation.	\$ 5,995.00
Utilities (33100)		
	Water	\$ 48,930.00
	Electrical	\$ 5,985.00
	Phone	\$ 227.00
	Annual Tree Replacement (32405)	\$ -
	<b>Subtotal Direct Cost</b>	<b>\$ 110,979.00</b>
	Operating Contingency (1.5 percent max)	\$ -
	Replacement Reserve (2.0 percent) (Not funded)	\$ -
Administrative Costs		
	Observation: City Staff to Manage District (30100)	\$ 10,428.00
	Engineer's Report (34110)	\$ 2,500.00
	City Overhead/Administration (34135)	\$ 7,942.00
	Riverside County Admin. Fees (35210)	\$ 242.00
	Incidentals (30405)	\$ -
	<b>Subtotal Administrative Costs</b>	<b>\$ 21,112.00</b>
	Operating Reserve	\$ -
	<b>TOTAL ANNUAL BUDGET</b>	<b>\$ 132,091.00</b>

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 and cash flow funding needs are as follows:

Fund Balance	
Estimated Beginning Fund Balance July 1, 2015	\$(11,582.00)
Add Back Budgeted Assessment for Future Trail Fence Replacement	\$0.00
Estimated Current Year Revenue Surplus/(Deficit)	<u>\$2,408.00</u>
Estimated Fund Balance June 30, 2016	\$(9,174.00)
Estimated Fund Balance Needs:	
Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$258,300.00
Less Unspent 2013-2015 Budgeted Trail Fence Replacement Capital Project	\$0.00
6 Months Operating Cash Flow	<u>\$ 66,092.00</u>
Estimated Needs	<u>\$ 324,392.00</u>
Estimated Surplus (Unfunded Needs):	<u><u>\$(335,974.00)</u></u>

Total Replacement Cost for Trail Fence (29,800 Lineal Feet @ \$13.00/LF)	\$387,400.00
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Replacement Cycle for existing wood fencing)*	\$ 25,830.00

\*Replacement cycle for vinyl fencing will be 25 years (\$15,496/YR) as wood fencing is replaced.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

**PART C**

**ASSESSMENT DIAGRAM**

An Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

**EXHIBIT A**

**LEGAL DESCRIPTION  
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

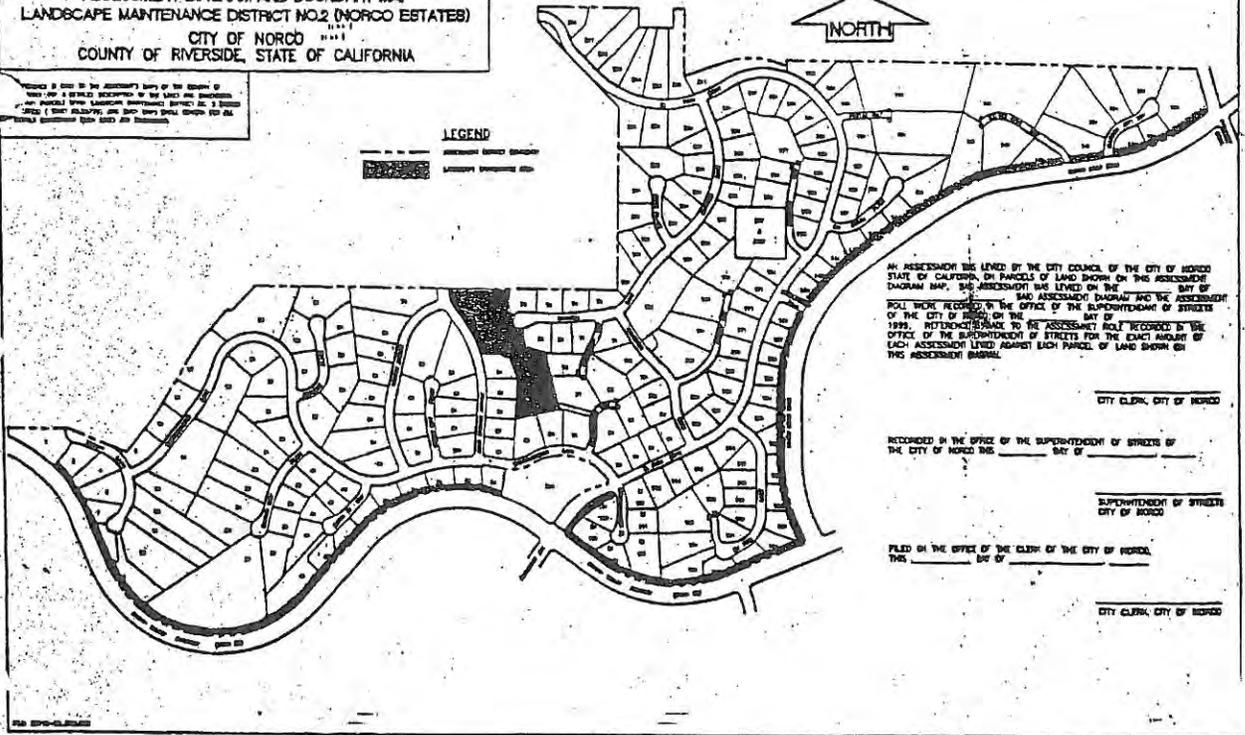
Lots 3 through 70 inclusive, and Lots 72 through 221, exclusive of Lot 219, of Tract No. 25779 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 284, Pages 20 through 30, inclusive, of Maps in the Office of the County Recorder of Said County.

ASSESSMENT DIAGRAM AND BOUNDARY MAP  
 LANDSCAPE MAINTENANCE DISTRICT NO.2 (NORCO ESTATES)  
 CITY OF NORCO  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

NOTICE IS HEREBY GIVEN TO THE ASSESSEES OF THE CITY OF NORCO, CALIFORNIA, THAT THE CITY COUNCIL HAS PASSED AN ORDINANCE AUTHORIZING THE CITY CLERK TO FILE THIS ASSESSMENT DIAGRAM AND BOUNDARY MAP IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF THE CITY OF NORCO, CALIFORNIA, FOR THE PURPOSES OF THE ASSESSMENT OF LAND FOR THE YEAR 1998.

LEGEND

--- Assessment District Boundary  
 - - - - - Landscaping District Boundary



AN ASSESSMENT HAS BEEN MADE BY THE CITY COUNCIL OF THE CITY OF NORCO, STATE OF CALIFORNIA, ON PARCELS OF LAND SHOWN ON THIS ASSESSMENT DIAGRAM MAP. THE ASSESSMENT HAS BEEN MADE ON THE CITY OF NORCO, CALIFORNIA, AND THE ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL WHICH IS FILED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF THE CITY OF NORCO, CALIFORNIA, ON THE DATE OF 1998. REFERENCE IS MADE TO THE ASSESSMENT ROLL FILED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS FOR THE EXACT AMOUNT OF EACH ASSESSMENT LIVED AGAINST EACH PARCEL OF LAND SHOWN ON THIS ASSESSMENT MAP.

CITY CLERK, CITY OF NORCO

RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF THE CITY OF NORCO, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

SUPERINTENDENT OF STREETS  
 CITY OF NORCO

FILED IN THE OFFICE OF THE CLERK OF THE CITY OF NORCO, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

CITY CLERK, CITY OF NORCO

**PART D**

**ASSESSMENT**

WHEREAS, on October 20, 1999, the City Council of the City of Norco, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 2 (Western Pacific) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 110,979.00	\$ 110,979.00	\$
Incidental Expenses	\$ 21,112.00	\$ 21,112.00	\$
Total Cost	\$ 132,091.00	\$ 132,091.00	\$
Payment of G.F. Loan	\$ 2,500.00	\$ 2,500.00	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2015-2016	\$ 134,591.00	\$ 134,591.00	\$

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index (CPI) applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The Annual CPI ending March 31, 2015 was 0.5%. The application of this CPI will increase the per parcel assessment from \$611.51 to \$614.57, for a District wide levy of \$134,590.83.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 is a deficit of \$11,582 .00.

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

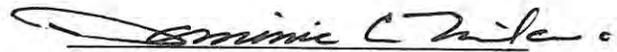
I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2014-2015 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: 6/3, 2015

  
Dominic C. Milano, P.E.  
City Engineer

## **EXHIBIT B**

### **METHOD AND FORMULA OF ASSESSMENT SPREAD**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

### **IDENTIFYING THE BENEFIT**

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
3	\$614.57		46	\$614.57	
4	\$614.57		47	\$614.57	
5	\$614.57		48	\$614.57	
6	\$614.57		49	\$614.57	
7	\$614.57		50	\$614.57	
8	\$614.57		51	\$614.57	
9	\$614.57		52	\$614.57	
10	\$614.57		53	\$614.57	
11	\$614.57		54	\$614.57	
12	\$614.57		55	\$614.57	
13	\$614.57		56	\$614.57	
14	\$614.57		57	\$614.57	
15	\$614.57		58	\$614.57	
16	\$614.57		59	\$614.57	
17	\$614.57		60	\$614.57	
18	\$614.57		61	\$614.57	
19	\$614.57		62	\$614.57	
20	\$614.57		63	\$614.57	
21	\$614.57		64	\$614.57	
22	\$614.57		65	\$614.57	
23	\$614.57		66	\$614.57	
24	\$614.57		67	\$614.57	
25	\$614.57		68	\$614.57	
26	\$614.57		69	\$614.57	
27	\$614.57		70	\$614.57	
28	\$614.57		71	\$614.57	
29	\$614.57		72	\$614.57	
30	\$614.57		73	\$614.57	
31	\$614.57		74	\$614.57	
32	\$614.57		75	\$614.57	
33	\$614.57		76	\$614.57	
34	\$614.57		77	\$614.57	
35	\$614.57		78	\$614.57	
36	\$614.57		79	\$614.57	
37	\$614.57		80	\$614.57	
38	\$614.57		81	\$614.57	
39	\$614.57		82	\$614.57	
40	\$614.57		83	\$614.57	
41	\$614.57		84	\$614.57	
42	\$614.57		85	\$614.57	
43	\$614.57		86	\$614.57	
44	\$614.57		87	\$614.57	
45	\$614.57				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
88	\$614.57		132	\$614.57	
89	\$614.57		133	\$614.57	
90	\$614.57		134	\$614.57	
91	\$614.57		135	\$614.57	
92	\$614.57		136	\$614.57	
93	\$614.57		137	\$614.57	
94	\$614.57		138	\$614.57	
95	\$614.57		139	\$614.57	
96	\$614.57		140	\$614.57	
97	\$614.57		141	\$614.57	
98	\$614.57		142	\$614.57	
99	\$614.57		143	\$614.57	
100	\$614.57		144	\$614.57	
101	\$614.57		145	\$614.57	
102	\$614.57		146	\$614.57	
103	\$614.57		147	\$614.57	
104	\$614.57		148	\$614.57	
105	\$614.57		149	\$614.57	
106	\$614.57		150	\$614.57	
107	\$614.57		151	\$614.57	
108	\$614.57		152	\$614.57	
109	\$614.57		153	\$614.57	
110	\$614.57		154	\$614.57	
111	\$614.57		155	\$614.57	
112	\$614.57		156	\$614.57	
113	\$614.57		157	\$614.57	
114	\$614.57		158	\$614.57	
115	\$614.57		159	\$614.57	
116	\$614.57		160	\$614.57	
117	\$614.57		161	\$614.57	
119	\$614.57		163	\$614.57	
120	\$614.57		164	\$614.57	
121	\$614.57		165	\$614.57	
122	\$614.57		166	\$614.57	
123	\$614.57		167	\$614.57	
124	\$614.57		168	\$614.57	
125	\$614.57		169	\$614.57	
126	\$614.57		170	\$614.57	
127	\$614.57		171	\$614.57	
128	\$614.57				
129	\$614.57				
130	\$614.57				
131	\$614.57				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
172	\$614.57		216	\$614.57	
173	\$614.57		217	\$614.57	
174	\$614.57		218	\$614.57	
175	\$614.57		219	\$614.57	
176	\$614.57		220	\$614.57	
177	\$614.57		221	\$614.57	
178	\$614.57				
179	\$614.57				
180	\$614.57				
181	\$614.57				
182	\$614.57				
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204	\$614.57				
206	\$614.57				
207	\$614.57				
208	\$614.57				
209	\$614.57				
210	\$614.57				
211	\$614.57				
212	\$614.57				
213	\$614.57				
214	\$614.57				
215	\$614.57				

**TOTAL NUMBER OF ASSESSED PARCELS: 219  
TOTAL TO BE ASSESSED IS \$134,590.83**

## **RESOLUTION NO. 2015-49**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO ORDERING THE CONTINUATION OF A LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, The City Council has initiated proceedings for the continuation of a Landscaping Maintenance District and the annual levy of assessments for said District pursuant to the terms and provision of the "Landscaping and Street Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC, TRACT 25779)**

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intention to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time, this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. That the above-recitals are all true and correct.

SECTION 2. That upon the conclusion of the Public Hearing, protests submitted in opposition to continuation of the District filed, and not withdrawn, did not represent property owners owning more than fifty percent (50%) of the area of assessable land within the District, and all protests are overruled and denied.

SECTION 3. That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intention as previously adopted relating to said annual assessment levy.

SECTION 4. That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5. That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6. That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in Engineer's "Report," pursuant to said "Landscaping and Street Lighting Act of 1972," as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7. That the maintenance works and/or improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner as the County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8. That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2, (WESTERN PACIFIC, TRACT 25779) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.

SECTION 9. That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10. That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

PASSED and ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 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 July 15, 2015.

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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: Dominic C. Milano, City Engineer

DATE: July 15, 2015

SUBJECT: A Public Hearing Ordering the Continuation of Landscape Maintenance Districts and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy for Districts No. 1 - Beazer, Tract 28765; No. 3 – Centex, Tract 28626; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230

**Resolution No. 2015-50**, (Beazer); **Resolution No. 2015-51**, (Centex); **Resolution No. 2015-52**, (Norco Ridge Ranch); **Resolution No. 2015-53**, (Hawk’s Crest), Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy.

RECOMMENDATION: That the City Council opens the Public Hearing and if no more than 50 percent of the property owners within the District protest, it would be appropriate to adopt **Resolution No. 2015-50**, (Beazer); **Resolution No. 2015-51**, (Centex); **Resolution No. 2015-52**, (Norco Ridge Ranch); **Resolution No. 2015-53**, (Hawk’s Crest), ordering the continuation of a Landscaping Maintenance District and confirming a diagram and assessment and providing for annual assessment levy.

SUMMARY: The “Landscaping and Lighting Act of 1972 requires that an Engineer’s Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the four districts allow for an annual increase not to exceed the Consumer Price Index (CPI). The CPI ending March 31, 2015 adjustment per parcel assessment in all districts is 0.5%.

**AGENDA ITEM: 6.C.**

Ordering the Continuation of Landscape Maintenance District No. 1  
- Beazer, Tract 28765; No. 3 – Centex, Tract 28626; No. 4 – Norco Ridge Ranch, Tracts  
29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230  
Page 2  
July 15, 2015

This year’s Engineer’s Report includes the estimated fund balance for Fiscal Year ending June 30, 2015 and the cash flow funding needs. Each district requires a 6 month cash flow reserve to sustain the District from the beginning of the fiscal year (July 1) until the City receives from the County of Riverside, its first assessment payment, 6 months later. If the City does not have this reserve, the general fund reserves must “carry” the District. In addition the “needs” includes those Districts that have trail fencing (Districts 3 thru 5) a line item establishing a dollar amount to reconstruct the majority of the trail fencing in each District. The “estimated unfunded needs” is the difference between the “fund balance” and the “needs”.

**BACKGROUND/ANALYSIS:** The following information applies to each Landscape Maintenance District as designated:

**LMD No. 1** - On February 3, 1999, City Council adopted Landscape Maintenance District No. 1 for Tract 28765 (Beazer Homes) comprised of 67 lots. The District was formed to maintain landscaping along the River Road frontage of the tract. The estimated cost to maintain the District is proposed to be increased from \$11,342.00 the 2014/15 level to \$11,670.00. With the application of previous year’s surpluses and a CPI increase (\$0.67 per parcel), the net assessment will be \$8,974.65. The per parcel assessment for Fiscal Year 2015/16 is proposed to increase from \$133.28 to \$133.95.

**LMD No. 2** - Tract No. 25779 (Western Pacific) is not included in this Staff Report because of the Proposition 218 proceeding.

**LMD No. 3** - On June 6, 2001, City Council adopted Landscape Maintenance District No. 3 for Tract 28626 (Centex) comprised of 82 lots. The District was formed to maintain landscaping along Norco Hills Road and certain designated slopes within the District as well as all equestrian trails in the development. The proposed estimate of costs to maintain the District will increase from \$83,537.00 to \$86,306.00. With the application of previous year’s surpluses and the CPI increase (\$4.62 per parcel), the total net assessment will be \$76,107.48. The per parcel assessment for Fiscal Year 2015/16 is proposed to increase from \$923.52 to \$928.14.

**LMD No. 4** – On October 2, 2002, City Council adopted Landscape Maintenance District No. 4 for Tracts 29588 and 29589 (Norco Ridge Ranch) comprised of 557 single-family developed lots, of which 25 lots are receiving only trail maintenance benefits and five other undeveloped lots, for a total of 562 assessable lots. The District was formed to maintain landscaping within certain slopes, irrigated and non-irrigated, fuel modification areas, parkway landscaping, equestrian trails, natural open space and wetlands area. The proposed budget for Fiscal Year 2015-16 is \$492,422.00 of which \$75,000.00 is for year three of the annual trail fence replacement program. Fiscal Year 2014/15 budget was \$529,952.00. The decrease in the budget was due to the reduction

of the trail maintenance reserve and contingency to zero dollars. The existing balance for this reserve is \$44,000.00. Staff and the public who attended the May 20, 2015 informal assessment districts informational meeting agreed that the reserve balance is adequate at this time. The reserve has not been used in the last two years since the rain events have been minor with the previously constructed drainage improvement projects been sufficient to handle the storm flows. The elimination of funding of this reserve in the 2015/16 budget results in a per parcel reduction of \$74.84 from the 2014/15 assessment to \$903.76 per parcel. The twenty five lots in the Mt. Shasta area will not be reduced since all the trails in that area are “flat”, not subject to severe erosion and did not pay into the reserve fund previously. The City Council does have the option to fund the reserve at any dollar level up to \$39,310.00. At the \$39,310.00 level, the assessment per parcel would be at its maximum Fiscal Year 2015/16 amount of \$978.60. With the application of a 0.5% CPI, the per parcel maximum assessment for Fiscal Year 2015/16 will increase from \$973.73 to \$978.60 per year. At the end of this Fiscal Year (2014/15), it is estimated that the Fund Balance will be approximately \$482,729.00 which includes trail maintenance reserve (\$44,000.00), the two years of trail fence capital projects (\$150,000.00) and (\$20,000.00) for additional drainage improvement.

**LMD No. 5** – On January 7, 2004 City Council adopted Landscape District No. 5 for Tract 30230 (Hawks Crest) comprised of 50 lots. The District was formed to maintain certain exterior slopes, parkway landscaping, equestrian trails and the two park lots. The estimate of cost to maintain the District will increase from \$47,927.00 to \$51,381.00. The maximum allowable assessment from the previous year’s level of \$1,022.50 year is proposed to increase by the March 2015 CPI of 0.5% (\$5.11 per parcel) to \$1,027.61. The increase in the budget is due to an increase in the landscape maintenance budget. All of the areas to be maintained within the District were previously not accounted for in the contractual service. The contract is being adjusted to reflect what is required to be maintained. Thus the per parcel charge is being proposed to be levied at the maximum of \$1,027.61, an increase from last year’s reduced rate of \$958.54.

As stipulated in the “Landscaping and Lighting Act of 1972,” the continuation of an existing maintenance district assessment has to be reviewed and approved each fiscal year. The attached resolutions provide for the proper continuation of the Districts as well as the assessments. The proposed CPI increases in Landscape Maintenance Districts will not require a majority protest vote of the property owners since the increase in assessments was allowed for in the formation of the Districts.

Included for your information are the Preliminary Engineer’s Reports including the District boundaries, the items of work included in each maintenance district, as well as costs and the per parcel assessments for each District.

Ordering the Continuation of Landscape Maintenance District No. 1  
- Beazer, Tract 28765; No. 3 – Centex, Tract 28626; No. 4 – Norco Ridge Ranch, Tracts  
29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230  
Page 4  
July 15, 2015

Staff recommends that the members of the City Council approve the Engineer’s Reports for the continuation of the Landscape Maintenance Districts to guarantee that landscaping within each district will remain attractive and well maintained. To do so, Council will need to adopt the attached Resolutions.

FINANCIAL IMPACT: None.

Attachments:           Engineer’s Reports (4)  
                                  Resolutions (4)

**ENGINEER'S REPORT**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO**

**RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.**

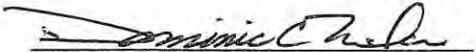
**CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: 6/3, 2015

By:   
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on June 3, 2015.

By:   
Cheryl L. Link, City Clerk  
City of Norco,  
Riverside County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

By: \_\_\_\_\_  
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

**PART A**

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

**PART B**

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

**PART C**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART D**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

**PART A**

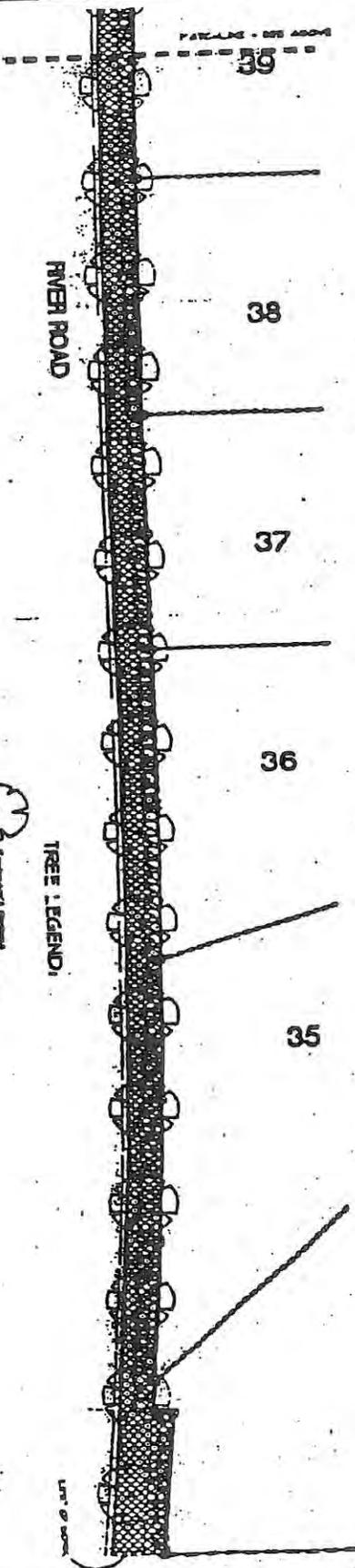
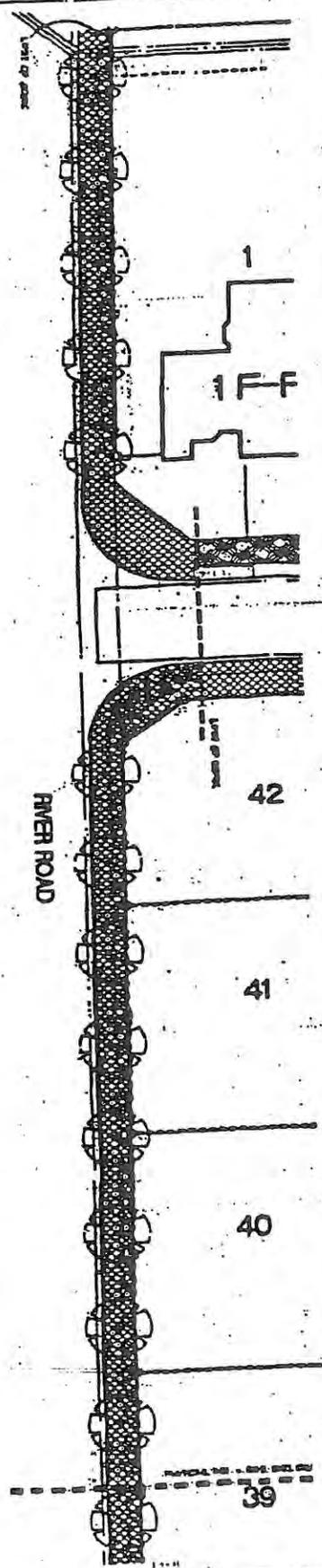
**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)  
FISCAL YEAR 2015-2016**

The improvements are the operation, maintenance, and servicing of landscaping, wetlands, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

**LANDSCAPING**

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fixtures, and appurtenant facilities in the River Road public right-of-way (parkway area), along the frontage and adjacent to the proposed boundary of said Assessment District. A reduced scale plan depicting the improvements is attached hereto.



**GENERAL LANDSCAPE NOTES:**

- 1. All trees to be planted shall be of the species and size specified on the drawings.
- 2. All trees to be planted shall be of the species and size specified on the drawings.
- 3. All trees to be planted shall be of the species and size specified on the drawings.
- 4. All trees to be planted shall be of the species and size specified on the drawings.
- 5. All trees to be planted shall be of the species and size specified on the drawings.

**GROUND COVER LEGEND:**

- 1. Ground cover to be planted in the areas indicated on the drawings.
- 2. Ground cover to be planted in the areas indicated on the drawings.
- 3. Ground cover to be planted in the areas indicated on the drawings.
- 4. Ground cover to be planted in the areas indicated on the drawings.
- 5. Ground cover to be planted in the areas indicated on the drawings.



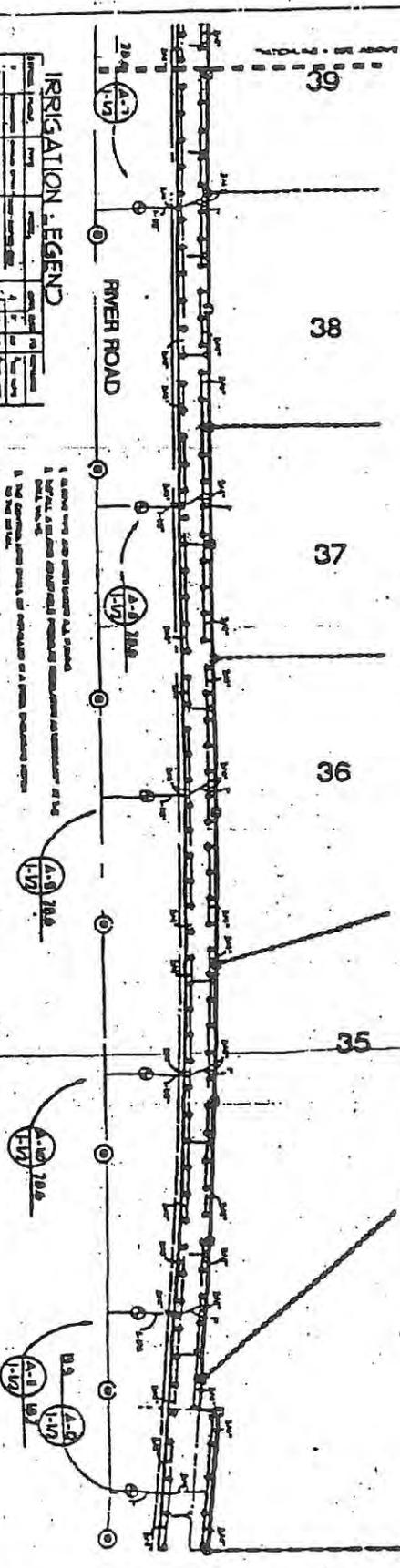
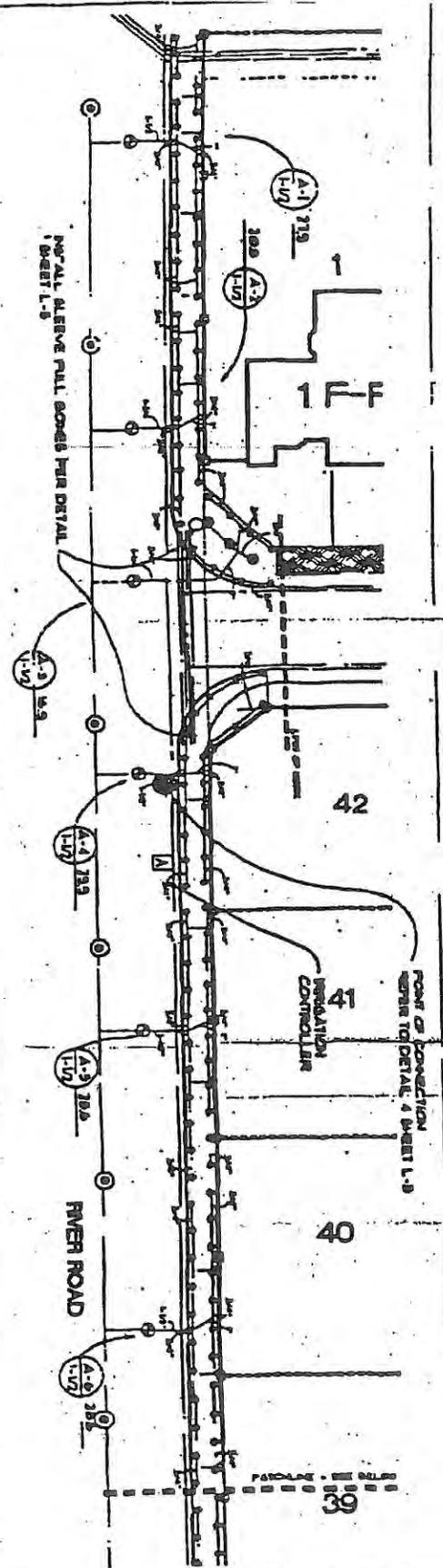
**TREE LEGEND:**

- 1. Tree to be planted in the areas indicated on the drawings.
- 2. Tree to be planted in the areas indicated on the drawings.
- 3. Tree to be planted in the areas indicated on the drawings.
- 4. Tree to be planted in the areas indicated on the drawings.
- 5. Tree to be planted in the areas indicated on the drawings.

**SHRUB LEGEND:**

- 1. Shrub to be planted in the areas indicated on the drawings.
- 2. Shrub to be planted in the areas indicated on the drawings.
- 3. Shrub to be planted in the areas indicated on the drawings.
- 4. Shrub to be planted in the areas indicated on the drawings.
- 5. Shrub to be planted in the areas indicated on the drawings.

**DIG ALERT**



### IRRIGATION LEGEND

Symbol	Description
(Circle with cross)	Valve
(Circle with dot)	Well
(Circle with 'A')	Automatic Valve
(Circle with 'M')	Manual Valve
(Circle with 'S')	Shut-off Valve
(Circle with 'C')	Control Valve
(Circle with 'F')	Fertilizer Valve
(Circle with 'P')	Pesticide Valve
(Circle with 'H')	Hydrant
(Circle with 'L')	Lock
(Circle with 'R')	Refrigerant
(Circle with 'G')	Gas
(Circle with 'O')	Oil
(Circle with 'E')	Electric
(Circle with 'W')	Water
(Circle with 'A')	Air
(Circle with 'S')	Steam
(Circle with 'V')	Vacuum
(Circle with 'P')	Pressure
(Circle with 'T')	Temperature
(Circle with 'H')	Humidity
(Circle with 'W')	Wind
(Circle with 'S')	Sun
(Circle with 'M')	Moisture
(Circle with 'P')	Phosphorus
(Circle with 'N')	Nitrogen
(Circle with 'K')	Potassium
(Circle with 'C')	Calcium
(Circle with 'Mg')	Magnesium
(Circle with 'S')	Sulfur
(Circle with 'Zn')	Zinc
(Circle with 'Cu')	Copper
(Circle with 'B')	Boron
(Circle with 'Mn')	Manganese
(Circle with 'Cl')	Chlorine
(Circle with 'I')	Iodine
(Circle with 'Fe')	Iron
(Circle with 'Ni')	Nickel
(Circle with 'Co')	Cobalt
(Circle with 'Zn')	Zinc
(Circle with 'Cu')	Copper
(Circle with 'B')	Boron
(Circle with 'Mn')	Manganese
(Circle with 'Cl')	Chlorine
(Circle with 'I')	Iodine
(Circle with 'Fe')	Iron
(Circle with 'Ni')	Nickel
(Circle with 'Co')	Cobalt

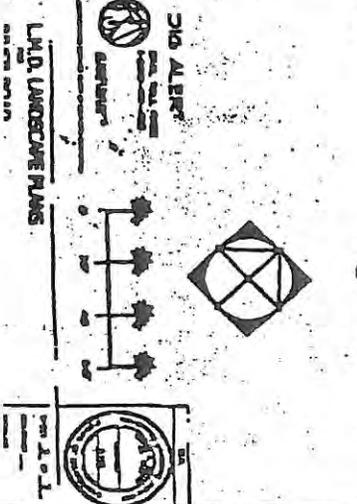
CITY OF NORCO

**NOTE:**

1. All valves and fittings shall be of the same material and size as the pipe.
2. All valves shall be of the same size as the pipe.
3. All valves shall be of the same size as the pipe.
4. All valves shall be of the same size as the pipe.
5. All valves shall be of the same size as the pipe.
6. All valves shall be of the same size as the pipe.
7. All valves shall be of the same size as the pipe.
8. All valves shall be of the same size as the pipe.
9. All valves shall be of the same size as the pipe.
10. All valves shall be of the same size as the pipe.

WAVE / A-11 FLOW = 11.0

Valve	Flow	Pressure	Head
A-1	11.0	100	100
A-2	11.0	100	100
A-3	11.0	100	100
A-4	11.0	100	100
A-5	11.0	100	100
A-6	11.0	100	100
A-7	11.0	100	100
A-8	11.0	100	100
A-9	11.0	100	100
A-10	11.0	100	100



**PART B**

**ESTIMATE OF COST**

**LANDSCAPE MAINTENANCE DISTRICT NO. 1  
(BEAZER)  
NORCO, CALIFORNIA  
(FUND NO. 53100)**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

1 Landscape Maintenance: includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacements.	\$ 2,640.00	
2 Hardscape Masonry: including graffiti removal, repair cracks, heaving and breakage.	\$ -	
3 Equestrian Trails: No Trails		N.A.
Utilities (33100)		
Water	\$ 3,570.00	
Electrical	\$ 180.00	
Phone	\$ 189.00	
Annual Tree Replacement (32405)	\$ -	
Subtotal Direct Cost	\$ 6,579.00	\$ 6,579.00
Operating Contingency (10 percent)		\$ 658.00
Replacement Reserve (2.9 percent)		\$ 191.00
Administrative Costs		
Observation: City Staff to Manage District (30105)	\$ 2,086.00	
Engineer's Report (34110)	\$ 1,400.00	
City Overhead/Administration (34135)	\$ 589.00	
Riverside County Admin. Fees (35210)	\$ 170.00	
Incidentals (30405)	\$ -	
Subtotal Administrative Costs	\$ 4,242.00	\$ 4,242.00
Operating Reserve		\$ -
Annual Capital Project		\$ -
<b>TOTAL ANNUAL BUDGET</b>		<b>\$ 11,670.00</b>

The 1972 Act requires that a special fund to set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 and cash flow funding needs are as follows:

Fund Balance

Estimated Beginning Fund Balance July 1, 2015	\$ 18,166.00
Add Back Assessment for Future Trail Fence Replacement (N.A.)	\$ 0.00
Estimated Current Year Revenue Surplus (Deficit)	<u>\$ ( 2,695.00)</u>
Estimated Fund Balance June 30, 2016	\$ 15,471 .00

Estimated Fund Balance Needs:

Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$ 0.00
2015-2016 Budgeted Trail Fence Replacement Capital Project (N.A.)	\$ 0.00
6 Months Operating Cash Flow	<u>\$ 5,849.00</u>
Estimated Needs	<u>\$ 5,849.00</u>

Estimated Surplus or (Unfunded Needs): \$ 9,622.00

Total Replacement Cost for Trail Fence (0 Lineal Ft @ \$13.00/LF)	\$ 0.00
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Cycle)	\$ 0.00

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

***PART C***

***ASSESSMENT DIAGRAM***

An Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

**EXHIBIT A**

**LEGAL DESCRIPTION  
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 12 inclusive, and Lots 14 through 68, inclusive, of Tract No. 28765 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 274, Pages 95 through 98, inclusive, of Maps in the Office of the County Recorder of Said County.



**BEAZER TR 28785**

**LEGEND**

-  LOCATION OF IMPROVEMENTS
-  COMMON AREA

**RKA**  
**CONSULTING GROUP**  
368 S. LIMON CREEK DRIVE - SUITE E - WALNUT - CA - 91789  
 (909) 594-9702 - (626) 331-0023 - FAX (909) 594-2658  
 WWW.RKAGROUP.COM

LANDSCAPE MAINTENANCE DISTRICT  
**ZONE 1**  
**CITY OF NORCO**

DATE: 6/6/13	SCALE: 1" = 300'	DRAWN BY: FAOUN	SHEET: 1 OF 1
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**PART D**

**ASSESSMENT**

WHEREAS, on February 3, 1999, the City Council of the City of Norco, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 1 (Beazer) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 6,579.00	\$ 6,579.00	\$
Incidental Expenses	\$ 5,091.00	\$ 5,091.00	\$
Total Cost	\$ 11,670.00	\$ 11,670.00	\$
Surplus or (Deficit) from Previous Fiscal Year	\$ 2,695.35	\$ 2,695.35	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2015-2016	\$ 8,974.65	\$ 8,974.65	\$

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. The Annual CPI ending March 31, 2015 was 0.5%. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The application of this CPI will increase the per parcel assessment from \$133.28 to \$133.95 for a total District levy of \$8,974.65.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the

next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 is \$15,471.00.

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2014-2015 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: JUNE 3, 2015



Dominic C. Milano, P.E.  
City Engineer

## **EXHIBIT B**

### **METHOD AND FORMULA OF ASSESSMENT SPREAD**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

#### **IDENTIFYING THE BENEFIT**

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

#### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)  
FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
1	\$133.95		45	\$133.95	
2	\$133.95		46	\$133.95	
3	\$133.95		47	\$133.95	
4	\$133.95		48	\$133.95	
5	\$133.95		49	\$133.95	
6	\$133.95		50	\$133.95	
7	\$133.95		51	\$133.95	
8	\$133.95		52	\$133.95	
9	\$133.95		53	\$133.95	
10	\$133.95		54	\$133.95	
11	\$133.95		55	\$133.95	
12	\$133.95		56	\$133.95	
13	Open Space		57	\$133.95	
14	\$133.95		58	\$133.95	
15	\$133.95		59	\$133.95	
16	\$133.95		60	\$133.95	
17	\$133.95		61	\$133.95	
18	\$133.95		62	\$133.95	
19	\$133.95		63	\$133.95	
20	\$133.95		64	\$133.95	
21	\$133.95		65	\$133.95	
22	\$133.95		66	\$133.95	
23	\$133.95		67	\$133.95	
24	\$133.95		68	\$133.95	
25	\$133.95				
26	\$133.95				
27	\$133.95				
28	\$133.95				
29	\$133.95				
30	\$133.95				
31	\$133.95				
32	\$133.95				
33	\$133.95				
34	\$133.95				
35	\$133.95				
36	\$133.95				
37	\$133.95				
38	\$133.95				
39	\$133.95				
40	\$133.95				
41	\$133.95				
42	\$133.95				
43	\$133.95				
44	\$133.95				

**TOTAL NUMBER OF ASSESSED PARCELS: 67.  
TOTAL TO BE ASSESSED: \$8,974.65**

**ENGINEER'S REPORT**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 3  
(CENTEX- TRACT 28626)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO**

**RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.**

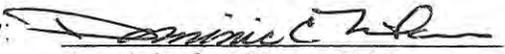
**CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

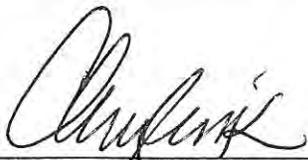
**LANDSCAPE MAINTENANCE DISTRICT NO. 3  
(CENTEX – TRACT 28626)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: 6/3, 2015

By:   
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on June 3, 2015.

By:   
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

By: \_\_\_\_\_  
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 3  
(CENTEX – TRACT 28626)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

**PART A**

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

**PART B**

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

**PART C**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART D**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

**PART A**

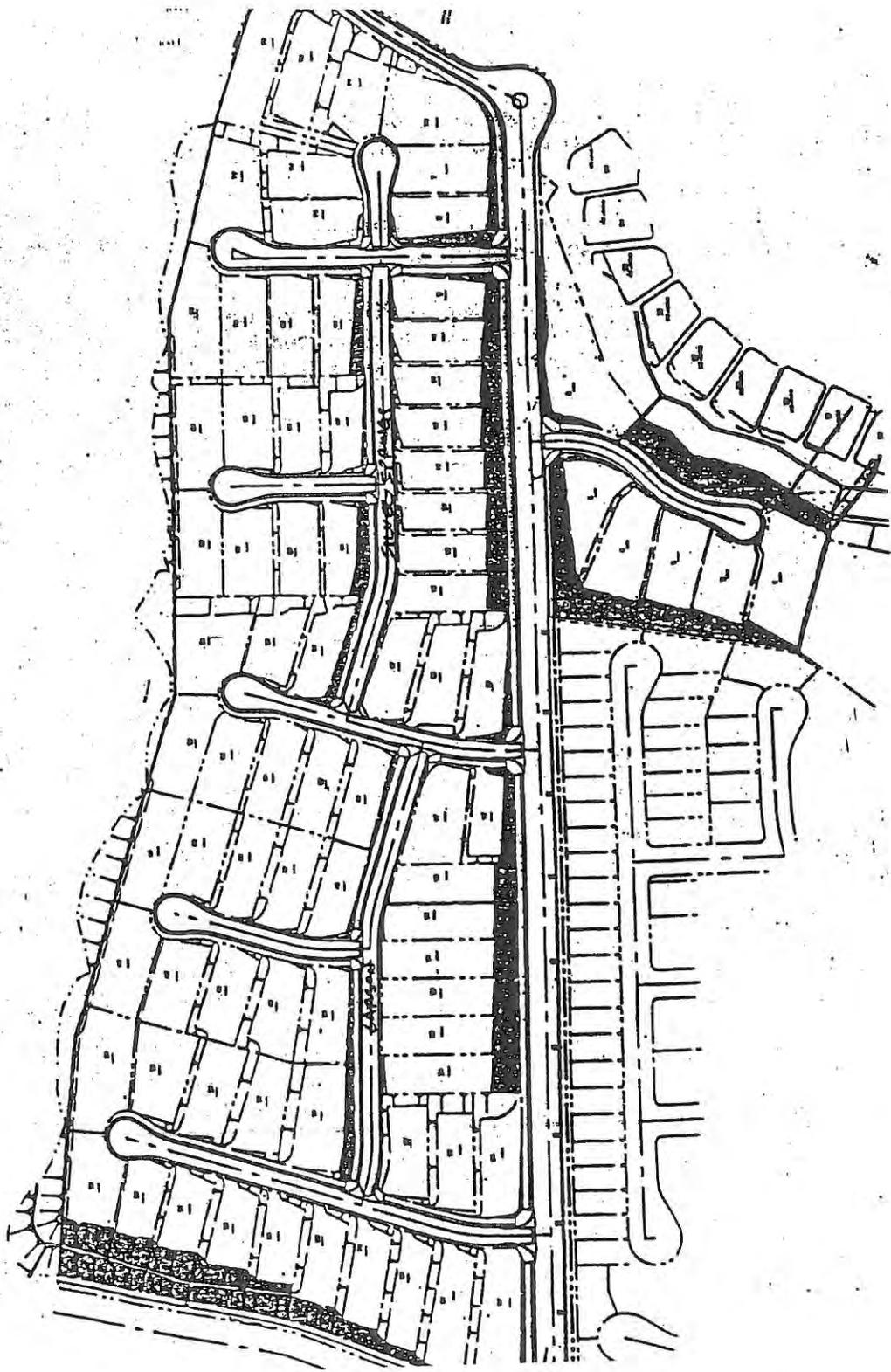
**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 3  
(CENTEX – TRACT 28626)  
FISCAL YEAR 2015-2016**

The improvements are the operation, maintenance, and servicing of landscaping, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

**LANDSCAPING**

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fencing, fixtures, and appurtenant facilities located within public rights-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.



**PART B**

**ESTIMATE OF COST  
LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)  
NORCO, CALIFORNIA (FUND NO. 53110)**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

Contractual Maintenance (34100)		
1 Landscape Maintenance: includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.	\$ 28,174.00	
2 Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surfaces.	\$ 5,802.00	
3 Slope Maintenance: includes same activities as Item 1 for exterior slopes along Parkview Drive and Norco Hills Road as well as private slopes at Lots 1, 2, 3, and 4.	\$ -	
Utilities (33100)		
Water	\$ 31,500.00	
Electrical	\$ 1,890.00	
Phone	\$ 63.00	
Annual Tree Replacement (32405)	\$ -	
Subtotal Direct Cost	\$ 67,429.00	\$ 67,429.00
Operating Contingency (2.0 percent)		\$ 1,349.00
Replacement Reserve (2.0 percent)		\$ 1,349.00
Administrative Costs		
Observation: City Staff to Manage District (30105)	\$ 8,345.00	
Engineer's Report (34110)	\$ 2,500.00	
City Overhead/Administration (34135)	\$ 5,068.00	
Riverside County Admin. Fee (35210)	\$ 266.00	
Incidentals (30405)	\$ -	
Subtotal Administrative Costs	\$ 16,179.00	\$ 16,179.00
Operating Reserve		\$ -
Annual Capital Project		\$ -
<b>TOTAL ANNUAL BUDGET</b>		<b>\$ 86,306.00</b>

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 and cash flow funding needs are as follows:

Fund Balance

Estimated Beginning Fund Balance July 1, 2014	\$ 63,330.00
Add Back Assessment for Future Trail Fence Replacement	\$ 0.00
Estimated Current Year Revenue Surplus (Deficit)	<u>\$ (10,199.00)</u>
Estimated Fund Balance June 30, 2015	\$53,131.00

Estimated Fund Balance Needs:

Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$ 58,010.00
2013-2014 Budgeted Trail Fence Replacement Capital Project	\$ 0.00
6 Months Operating Cash Flow	<u>\$ 42,990.00</u>
Estimated Needs	<u>\$ 101,000.00</u>

Estimated Surplus or (Unfunded Needs): \$ (47,869 .00)

Total Replacement Cost for Trail Fence (6,694 Lineal Ft @ \$13.00/LF)	\$ 87,022.00
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR Replacement cycle for existing wood fencing)*	\$ 5,801.00

\* Replacement cycle for vinyl fencing will be 25 years (\$3,481/yr) as wood fencing is replaced.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

***PART C***

***ASSESSMENT DIAGRAM***

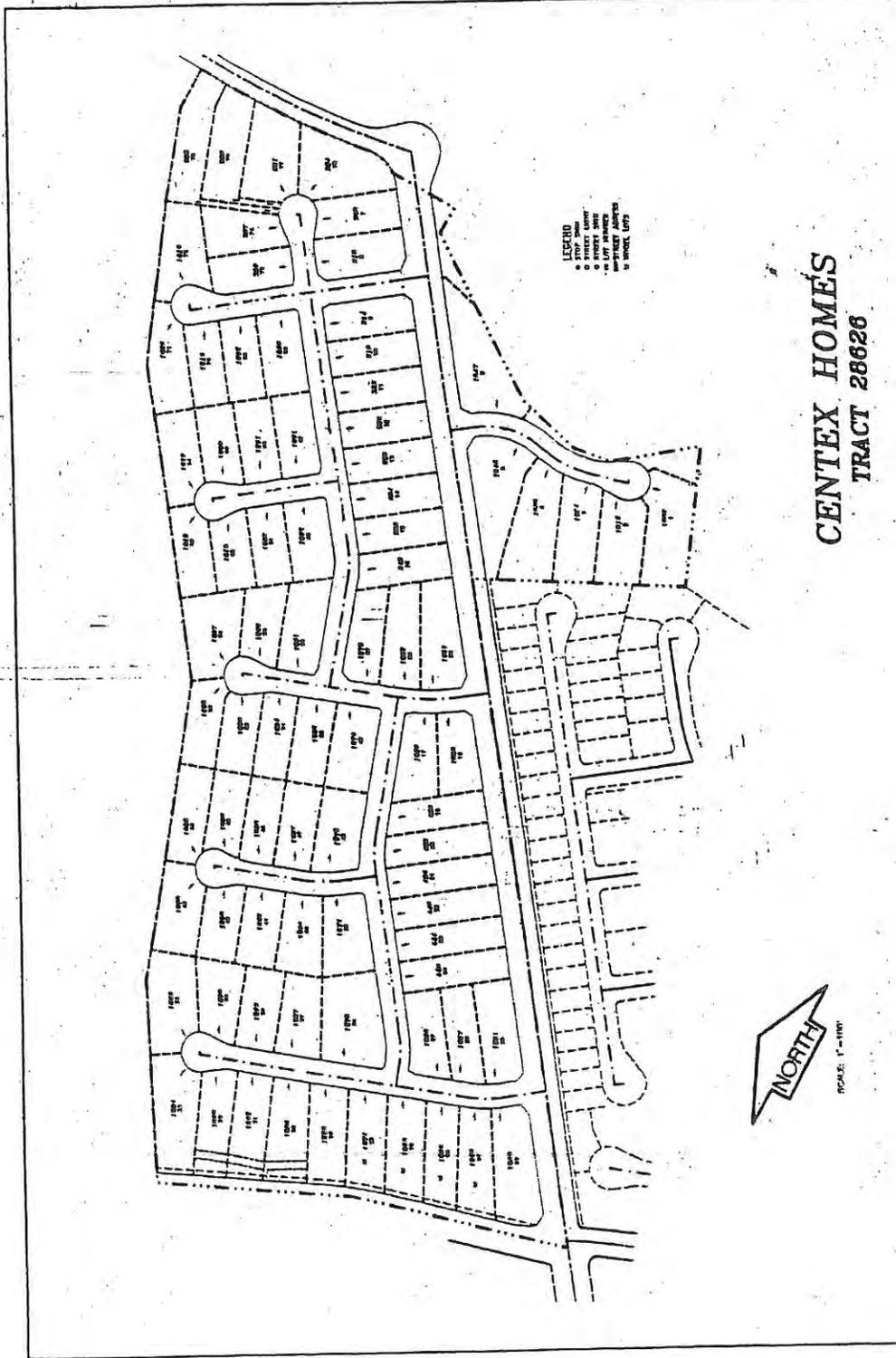
An Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

**EXHIBIT A**

**LEGAL DESCRIPTION  
LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 82 inclusive, of Tract No. 28626 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 295, Pages 46 through 53, inclusive, of Maps in the Office of the County Recorder of Said County.



**CENTEX HOMES  
TRACT 28626**



**PART D**

**ASSESSMENT**

WHEREAS, on April 18, 2001, the City Council of the City of Norco, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 3 (Centex – Tract 28626) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 67,429.00	\$ 67,429.00	\$
Incidental Expenses	\$ 18,877.00	\$ 18,877.00	\$
Total Cost	\$ 86,306.00	\$ 86,306.00	\$
Surplus or (Deficit) from Previous Fiscal Year	\$ 10,198.52	\$ 10,198.52	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2015-2016	\$ 76,107.48	\$ 76,107.48	\$

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The annual CPI ending March 31, 2015 was 0.05%. The application of this CPI will increase the per parcel assessment from \$923.52 to \$928.14 for a District wide levy of \$76,107.48.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over

to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 is \$53,131.00.

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2014-2015 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: 6/3, 2015



Dominic C. Milano, P.E.  
City Engineer

## **EXHIBIT B**

### **METHOD AND FORMULA OF ASSESSMENT SPREAD**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

#### **IDENTIFYING THE BENEFIT**

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

#### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS  
 LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)  
 FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminary Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminary Approved</u>	<u>As Finally Confirmed and Recorded</u>
1	\$928.14		45	\$928.14	
2	\$928.14		46	\$928.14	
3	\$928.14		47	\$928.14	
4	\$928.14		48	\$928.14	
5	\$928.14		49	\$928.14	
6	\$928.14		50	\$928.14	
7	\$928.14		51	\$928.14	
8	\$928.14		52	\$928.14	
9	\$928.14		53	\$928.14	
10	\$928.14		54	\$928.14	
11	\$928.14		55	\$928.14	
12	\$928.14		56	\$928.14	
13	\$928.14		57	\$928.14	
14	\$928.14		58	\$928.14	
15	\$928.14		59	\$928.14	
16	\$928.14		60	\$928.14	
17	\$928.14		61	\$928.14	
18	\$928.14		62	\$928.14	
19	\$928.14		63	\$928.14	
20	\$928.14		64	\$928.14	
21	\$928.14		65	\$928.14	
22	\$928.14		66	\$928.14	
23	\$928.14		67	\$928.14	
24	\$928.14		68	\$928.14	
25	\$928.14		69	\$928.14	
26	\$928.14		70	\$928.14	
27	\$928.14		71	\$928.14	
28	\$928.14		72	\$928.14	
29	\$928.14		73	\$928.14	
30	\$928.14		74	\$928.14	
31	\$928.14		75	\$928.14	
32	\$928.14		76	\$928.14	
33	\$928.14		77	\$928.14	
34	\$928.14		78	\$928.14	
35	\$928.14		79	\$928.14	
36	\$928.14		80	\$928.14	
37	\$928.14		81	\$928.14	
38	\$928.14		82	\$928.14	
39	\$928.14				
40	\$928.14				
41	\$928.14				
42	\$928.14				
43	\$928.14				
44	\$928.14				

**TOTAL PARCELS TO BE ASSESSED: 82  
 TOTAL TO BE ASSESSED: \$ 76,107.48**

**ENGINEER'S REPORT**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO**

**RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.**

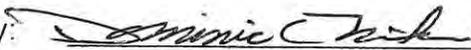
**CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

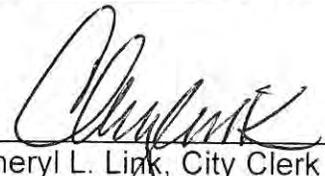
**LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: 6/3, 2015

By:   
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on June 3, 2015.

By:   
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

By: \_\_\_\_\_  
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. No. 98-97 adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five parts as follows:

**PART A – PLANS AND SPECIFICATIONS**

Contains a description of the improvements that are to be maintained or serviced by the District.

**PART B – ESTIMATE OF COST**

Identifies the estimated cost of the services or maintenance to be provided by the District, including incidental costs and expenses in connection herewith.

**PART C – METHOD OF APPORTIONMENT**

Describes the basis on which the costs have been apportioned to each parcel of land within the Assessment District, in proportion to the estimated benefits to be received by such lots and parcels.

**PART D – ASSESSMENT ROLL**

Identifies the maximum assessment to be levied on each benefited lot or parcel of land within the Assessment District.

**PART E – ASSESSMENT DIAGRAM**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART A**

**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH TRACTS 29588 AND 29589)  
FISCAL YEAR 2015-2016**

The improvements to be maintained and serviced include landscaping as described herein.

**Landscaping and Appurtenant Improvements:**

Improvements include but are not limited to: landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, and appurtenant facilities, in public rights-of-way, parkways, slopes, trails, open space and dedicated easements within the boundaries of said Assessment District. The following are the facilities to be maintained within the District:

**Slopes, Parkway and Trails**

1. Slope landscaping-non-irrigated (3.78 acres)
2. Slope landscaping-irrigated (13.17 acres)
3. Fuel modification areas (17.66 acres)
4. Parkway landscaping (1.11 acres)
5. Equestrian trails (26.54 acres)

**Open Space and Wetlands Areas**

1. Natural open space – non-irrigated (384.34 acres)
2. Wetlands area – non-irrigated (13.04 acres)

The District will fund costs in connection with the District maintenance and servicing including, but not limited to, labor, electrical energy, water, materials, contracting services, administration, and other expenses necessary for the satisfactory maintenance and operation of these improvements.

Maintenance means the furnishing of services and materials for the ordinary and usual operation, maintenance and servicing of the landscaping and appurtenant improvements, including repair, removal or replacement of all or part of any of the landscaping or appurtenant improvements; providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

Operating and servicing means the furnishing of water for the irrigation of the landscaping, the maintenance of irrigation controllers and appurtenant facilities and the furnishing of telephone services and electric energy, and administration of all aspects of the operation, maintenance and servicing of the improvements.

The plans and specifications for the improvements, showing the general nature, location and the extent of the improvements, are on file in the office of the City Engineer and are by reference herein made a part of this report.

**PART B**

**ESTIMATE OF COST  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH-TRACTS 29588 & 29589)  
NORCO, CALIFORNIA**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

Contractual Maintenance (34105)		
1	Landscape Maintenance	\$119,800.00
	Non-Irrigated Slope Landscaping	
	Fuel Modification	
	Zone B "Irrigated Zone"	
	Zone C "Thinning Zone"	
	Zone D "Thinning Zone"	
	Parkway Landscaping - Park	
2	Natural Open Space	\$ 11,000.00
3	Wetlands Area	\$ 5,000.00
4	Equestrian Trails	\$ 72,828.00
5	Drain Management	\$ 20,000.00
Utilities (33100)		
	Water	\$ 78,750.00
	Electrical	\$ 55,000.00
	Phone	\$ 717.00
	Annual Tree Replacement (32405)	\$ 5,000.00
	Subtotal Direct Cost	<u>\$368,095.00</u>
	Operating Contingency (5 percent)	\$ 368,095.00
	Operating Reserve For Trail Maintenance*	\$ 0.00
	Capital Project: Trail Fence Replacement	\$ 75,000.00
	Capital Project: Drainage Enhancement	0.00
Administrative Costs		
	Observation: City Staff to Manage District (30105)	\$ 14,602.00
	Engineer's Report (34110)	\$ 3,600.00
	City Overhead/Administration (34135)	\$ 30,724.00
	Riverside County Admin. Fees (35210)	\$ 401.00
	Incidentals (30405)	0.00
	Subtotal Administrative Costs	\$ 49,327.00
	Operating Reserve	\$ 49,327.00
	Annual Capital Project	0.00
	<b>TOTAL ANNUAL BUDGET</b>	<b>\$ 492,422.00</b>

\*The "Operating Reserve for Trail Maintenance" is a yearly line item in the budget (Estimate Of Cost) set-up to build a fund balance for capital improvements projects within the equestrian trail. The trail improvements include but are not limited to the construction of drainage improvements, to protect the trail from erosion, replacements of trail fencing and catastrophic trail failure.

The 1972 Act requires that a special fund to set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. For fiscal year ending June 30, 2015 the fund balance and cash flow funding needs are as follows:

Fund Balance		
Estimated Ending Fund Balance July 1, 2015		\$482,729.00
Unencumbered	\$268,729.00	
Trail Maintenance Reserve	<u>\$44,000.00</u>	
Subtotal Non Capital Project	\$312,729.00	
Capital Projects- Not Completed		
2013/14 & 2014/15 Capital Project Trail & Fence Replacement	\$150,000.00	
2014/15 Capital Project Drainage	<u>\$20,000.00</u>	
Subtotal Capital Projects	\$170,000.00	(\$170,000.00)
Estimated Surplus 2015/16	\$0.00	\$0.00
Estimated Fund Balance June 30, 2016		\$312,729.00
Estimated Fund Balance Needs:		
6 Months Operating Cash Flow	\$246,211.00	\$246,211.00
Capital Projects		
Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$ 556,610.00	
Unspent Budgeted Trail Fence Replacement Capital Project	(\$150,000.00)	
Unspent Budgeted Drainage Capital Project	<u>\$20,000.00</u>	
Subtotal Capital Projects	\$426,610.00	<u>\$426,610.00</u>
Total Estimated Needs		\$672,821.00
Estimated Surplus or (Unfunded Needs): July 1, 2015		\$(190,092.00)

Total Replacement Cost for Trail Fence (64,224 Lineal Feet @ \$13.00/LF)	\$ 834,912.00
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR replacement cycle for existing wood fencing)*	\$ 55,661.00

\*Replacement cycle for vinyl fencing will be 25 years (\$33,397/yr) as wood fencing is replaced.

The City Council at a previous assessment public hearing authorized the construction of drainage improvements generally along driveways to intercept water runoff at locations causing moderate to severe erosion. In Fiscal Year 2011-12, Phase I of the project, was completed at those areas where runoff caused severe erosion. For Fiscal Year 2012-13, Phase II of the project, runoff where moderate erosion was occurring, was undertaken. This project affected 84 locations (83 homes) at a cost of \$214,750 (contract amount \$218,680). For Fiscal Year 2014-15 a Phase III Project is proposed affecting approximately 10 locations with an estimated cost of \$20,000.00. The life expectancy of the now ten year old fencing is

twelve to fifteen years. This capital project, which may be broken up into phases, will consist of the replacement of approximately 64,224 lineal feet of trail fencing at a 2015 cost of \$13.00 per lineal foot for vinyl fencing for a total cost of \$834,912.00 with a 25 year life expectancy.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

## PART C

### **METHOD OF APPORTIONMENT**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

### **REASON FOR THE ASSESSMENT**

The assessment is proposed to be levied to defray the costs of the operation, servicing and maintenance of landscaping and appurtenant improvements within the public rights-of-way, as previously defined herein in Part A of this Report.

### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

The amount to be paid for the maintenance of said improvements, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 368,095.00	\$368,095.00	\$
Capital Project	\$ 75,000.00	\$ 75,000.00	\$
Incidental Expenses	\$ 49,327.00	\$ 49,327.00	\$
Total Cost	\$ 492,422.00	\$492,422.00	\$
Operating Reserve Fund	\$ 0.00	\$ 0.00	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2015-2016	\$ 492,422.00	\$492,422.00	\$

The table below provides the assessment apportionment for the various development areas within the Norco Ridge Ranch Specific Plan and shows the maximum annual assessment rate per planned SFR lot. The golf course lots are undeveloped.

<u>Tract Nos.</u>	<u>Planned SFR Lots</u>	<u>Total Assessment Estimate</u>	<u>Maximum** Asmt. Rate per Planned SFR Lot</u>
TR 29588,-2,-3,-4,-5	293	\$264,335.92	\$ 903.76/lot
TR 29589-1,-2,-3	239	\$216,357.14	\$ 903.76/lot
TR 29588-1*	25	\$ 7,202.56	\$ 288.10/lot
Other Assessable Lots	5	\$ 4,526.30	\$ 903.76/lot
	562	\$492,421.92	

\*Lots in TR 29588-1 receive only the benefit of trail maintenance. The Subdivision is not contiguous with Norco Ridge Ranch.

\*\*The maximum annual maintenance assessment rates may be increased each year by the annual change in the Consumer Price Index (CPI), during the preceding year ending in March, for All Urban Consumers, for the Los Angeles, Riverside and Orange County areas. The annual CPI ending March 31, 2015 was 0.5.%, for a maximum assessment of \$978.60 /lot for those receiving full benefit. The maximum assessment is not being proposed to be levied.

The actual assessments levied in any fiscal year will be as approved by the City Council and may not exceed the maximum assessment rate without receiving property owner approval for the increase.

***PART D***

***ASSESSMENT ROLL***

The Assessment Roll is a listing of the proposed assessment for Fiscal Year 2015-2016 apportioned to each lot or parcel, as shown on the last equalized roll of the Assessor of the County of Riverside. The Assessment Roll is provided below and is incorporated herein.

The description of each lot or parcel is part of the records of the Assessor of the County of Riverside and these records are, by reference, made part of this Report.

The following list of parcels will be assessed for landscape maintenance:

***PART E***

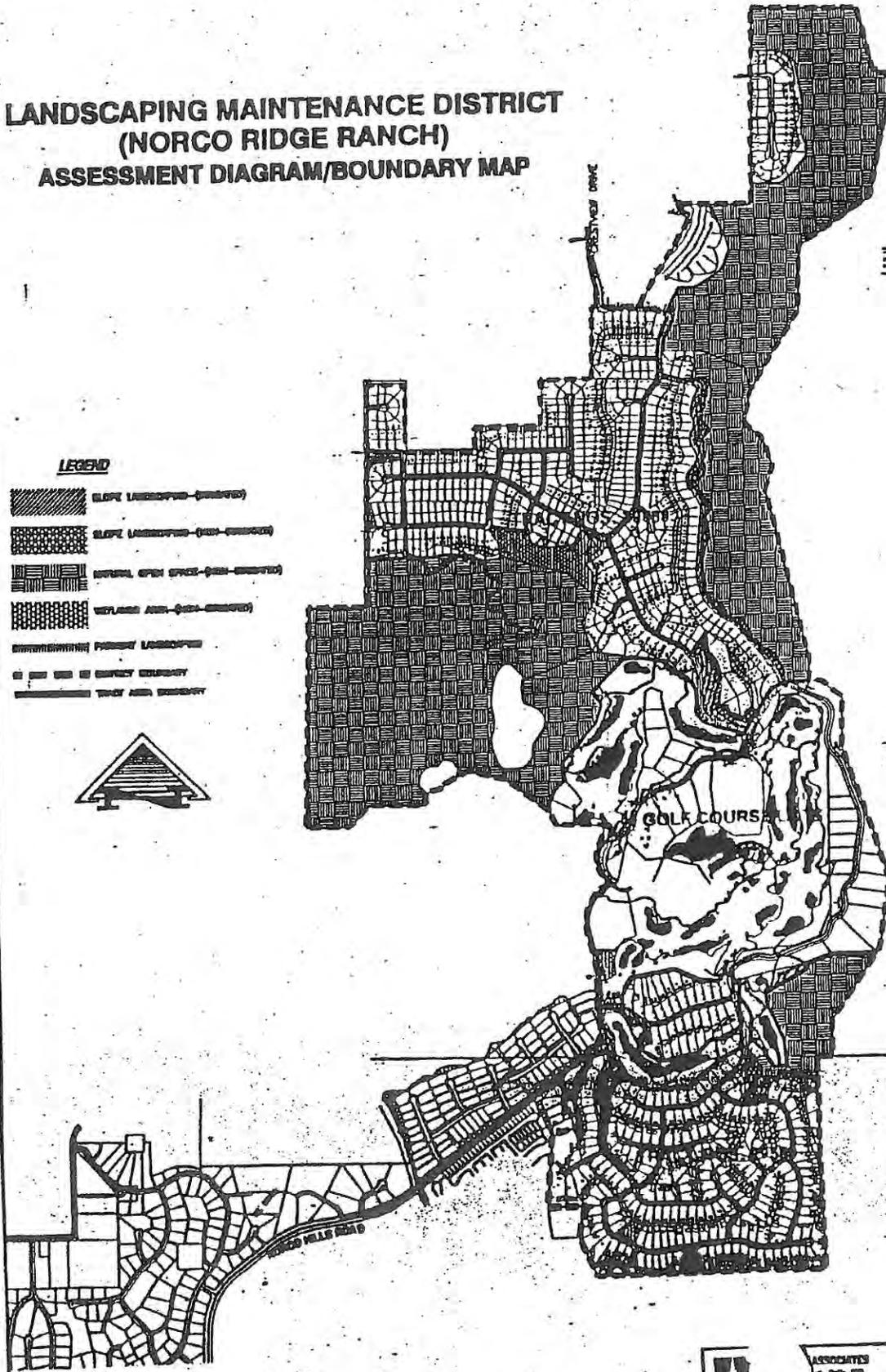
***ASSESSMENT DIAGRAM***

An Assessment Diagram for the Assessment District is on file in the office of the City Engineer. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made part of this Report. A reduced scale map depicting the assessment diagram is attached hereto.

# LANDSCAPING MAINTENANCE DISTRICT (NORCO RIDGE RANCH) ASSESSMENT DIAGRAM/BOUNDARY MAP

**LEGEND**

-  SLOPE LANDSCAPED (SHADED)
-  SLOPE LANDSCAPED (NOT SHADED)
-  GENERAL OPEN SPACE (NOT SHADED)
-  WETLAND AREA (NOT SHADED)
-  ENVIRONMENTAL SENSITIVE LANDSCAPED
-  10 FOOT WIDE BUFFER BOUNDARY
-  TRAIL AREA BOUNDARY



**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1230800150	\$903.76		1235100048	\$903.76	
1230800194	\$0.00		1235100059	\$903.76	
1230800226	\$0.00	undeveloped	1235100060	\$903.76	
1230800248	\$0.00	undeveloped	1235100071	\$903.76	
1230800282	\$903.76		1235100082	\$903.76	
1230800303	\$0.00	undeveloped	1235100093	\$903.76	
1230800325	\$0.00	directly bill	1235100103	\$903.76	
1230800347	\$0.00	Vacant-directly bill	1235100114	\$0.00	
1230800358	\$0.00	Vacant-directly bill	1235110018	\$903.76	
1230800369	\$0.00	undeveloped	1235110029	\$903.76	
1230800370	\$0.00	Golf Course Lot	1235110030	\$903.76	
1230800381	\$0.00	undeveloped	1235110041	\$903.76	
1230800523	\$0.00	Golf Course Lot	1235110052	\$903.76	
1230800534	\$0.00	Golf Course Lot	1235110063	\$903.76	
1230800545	\$0.00	Vacant-directly bill	1235110074	\$903.76	
1230800633	\$903.76		1235110085	\$903.76	
1230800644	\$0.00	Golf Course Lot	1235110096	\$903.76	
1230800655	\$0.00	Golf Course Lot	1235110106	\$903.76	Wetlands
1230800666	\$0.00	Golf Course Lot	1235200016	\$903.76	
1230800709	\$0.00	undeveloped	1235200027	\$903.76	
1230800710	\$0.00	undeveloped	1235200038	\$903.76	
1234500153	\$903.76		1235200049	\$903.76	
1234500164	\$903.76		1235200050	\$903.76	
1234500175	\$903.76		1235200061	\$903.76	
1234500186	\$903.76		1235200072	\$903.76	
1234500197	\$903.76		1235200083	\$903.76	
1234500207	\$903.76		1235200094	\$903.76	
1234500218	\$903.76		1235200104	\$903.76	
1234500229	\$903.76		1235200115	\$903.76	
1234500230	\$903.76		1235200126	\$903.76	
1234500263	\$903.76		1235200137	\$903.76	
1234500274	\$903.76		1235200148	\$903.76	
1234500285	\$903.76		1235210019	\$903.76	
1235000069	\$903.76		1235400018	\$903.76	
1235000070	\$903.76		1235400029	\$903.76	
1235000081	\$903.76		1235400030	\$903.76	
1235000092	\$903.76		1235400041	\$903.76	
1235000102	\$903.76		1235400052	\$903.76	
1235000113	\$903.76		1235400063	\$903.76	
1235000124	\$903.76		1235400074	\$903.76	
1235000146	\$903.76		1235400085	\$903.76	
1235000157	\$903.76		1235400096	\$903.76	
1235000168	\$903.76		1235400106	\$903.76	
1235000179	\$903.76		1235400117	\$903.76	
1235000180	\$903.76		1235400128	\$903.76	
1235100015	\$903.76		1235400139	\$903.76	
1235100026	\$903.76		1235400140	\$903.76	
1235100037	\$903.76		1235400151	\$903.76	

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1235400162	\$903.76		1235700055	\$903.76	
1235400173	\$903.76		1235700066	\$903.76	
1235400184	\$903.76		1235700077	\$903.76	
1235400195	\$903.76		1235700088	\$903.76	
1235400205	\$903.76		1235700099	\$903.76	
1235400216	\$903.76		1235700109	\$903.76	
1235400227	\$903.76		1235700110	\$903.76	
1235500019	\$903.76		1235700121	\$903.76	
1235500020	\$903.76		1235700132	\$903.76	
1235500031	\$903.76		1235700143	\$903.76	
1235500064	\$903.76		1235700154	\$903.76	
1235500075	\$903.76		1235700165	\$903.76	
1235500086	\$903.76		1235700176	\$903.76	
1235500097	\$903.76		1235800012	\$903.76	
1235500107	\$903.76		1235800023	\$903.76	
1235500118	\$903.76		1235800034	\$903.76	
1235500129	\$903.76		1235800090	\$903.76	
1235500196	\$903.76		1235800188	\$903.76	
1235500206	\$903.76		1235900013	\$903.76	
1235510012	\$903.76		1235900024	\$903.76	
1235510023	\$903.76		1235900035	\$903.76	
1235510034	\$903.76		1235900046	\$903.76	
1235510045	\$903.76		1235900057	\$903.76	
1235510056	\$903.76		1235900068	\$903.76	
1235600010	\$903.76		1235900079	\$903.76	
1235600021	\$903.76		1235900080	\$903.76	
1235600032	\$903.76		1235900091	\$903.76	
1235600043	\$903.76		1235900101	\$903.76	
1235600054	\$903.76		1235900112	\$903.76	
1235600065	\$903.76		1235900123	\$903.76	
1235600076	\$903.76		1235900134	\$903.76	
1235600087	\$903.76		1235900145	\$903.76	
1235600098	\$903.76		1235900156	\$903.76	
1235600108	\$903.76		1235910016	\$903.76	
1235600119	\$903.76		1235910027	\$903.76	
1235600120	\$903.76		1235910038	\$903.76	
1235610013	\$903.76		1235910049	\$903.76	
1235610024	\$903.76		1235910050	\$903.76	
1235610035	\$903.76		1235910061	\$903.76	
1235610046	\$903.76		1235910072	\$903.76	
1235610057	\$903.76		1235910083	\$903.76	
1235610068	\$903.76		1235920019	\$903.76	
1235610079	\$903.76		1235920020	\$903.76	
1235700011	\$903.76		1235920031	\$903.76	
1235700022	\$903.76		1236000013	\$903.76	
1235700033	\$903.76		1236000024	\$903.76	
1235700044	\$903.76		1236000035	\$903.76	

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1236000046	\$903.76		1236130035	\$903.76	
1236000057	\$903.76		1236130046	\$903.76	
1236000068	\$903.76		1236130057	\$903.76	
1236000079	\$903.76		1236130068	\$903.76	
1236000080	\$903.76		1236130079	\$903.76	
1236000091	\$903.76		1236130080	\$903.76	
1236000101	\$903.76		1236200015	\$903.76	
1236000112	\$903.76		1236200026	\$903.76	
1236000123	\$903.76		1236200037	\$903.76	
1236000134	\$903.76		1236200048	\$903.76	
1236000178	\$903.76		1236200059	\$903.76	
1236000189	\$903.76		1236200060	\$903.76	
1236000190	\$903.76		1236200071	\$903.76	
1236000200	\$903.76		1236210018	\$903.76	
1236000211	\$903.76		1236210029	\$903.76	
1236000222	\$903.76		1236210030	\$903.76	
1236000233	\$903.76		1236210041	\$903.76	
1236020019	\$903.76		1236210052	\$903.76	
1236020020	\$903.76		1236210063	\$903.76	
1236020031	\$903.76		1236210074	\$903.76	
1236020042	\$903.76		1236210085	\$903.76	
1236020053	\$903.76		1236210096	\$903.76	
1236020064	\$903.76		1236210106	\$903.76	
1236020075	\$903.76		1236210117	\$903.76	
1236020086	\$903.76		1236210128	\$903.76	
1236020097	\$903.76		1236210139	\$903.76	
1236020107	\$903.76		1236210140	\$903.76	
1236020118	\$903.76		1236210151	\$903.76	
1236100014	\$903.76		1236210162	\$903.76	
1236100025	\$903.76		1236210173	\$903.76	
1236110017	\$903.76		1236300016	\$903.76	
1236110028	\$903.76		1236300027	\$903.76	
1236110039	\$903.76		1236300038	\$903.76	
1236120010	\$903.76		1236300049	\$903.76	
1236120021	\$903.76		1236300050	\$903.76	
1236120032	\$903.76		1236300061	\$903.76	
1236120043	\$903.76		1236300072	\$903.76	
1236120054	\$903.76		1236300083	\$903.76	
1236120065	\$903.76		1236300094	\$903.76	
1236120076	\$903.76		1236300104	\$903.76	
1236120087	\$903.76		1236300115	\$903.76	
1236120098	\$903.76		1236300126	\$903.76	
1236120108	\$903.76		1236300137	\$903.76	
1236120119	\$903.76		1236300148	\$903.76	
1236120120	\$903.76		1236300159	\$903.76	
1236130013	\$903.76		1236300160	\$903.76	
1236130024	\$903.76		1236300171	\$903.76	

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1236300182	\$903.76		1236600086	\$903.76	
1236300193	\$903.76		1236600097	\$903.76	
1236300203	\$903.76		1236600107	\$903.76	
1236300214	\$903.76		1236600118	\$903.76	
1236300225	\$903.76		1236600129	\$903.76	
1236300236	\$903.76		1236600130	\$903.76	
1236400017	\$903.76		1236600141	\$903.76	
1236400028	\$903.76		1236610012	\$903.76	
1236400039	\$903.76		1236610023	\$903.76	
1236400040	\$903.76		1236610034	\$903.76	
1236400051	\$903.76		1236610045	\$903.76	
1236400105	\$903.76		1236610056	\$903.76	
1236400116	\$903.76		1236610067	\$903.76	
1236400127	\$903.76		1236610078	\$903.76	
1236400138	\$903.76		1236610089	\$903.76	
1236400149	\$903.76		1236610090	\$903.76	
1236400150	\$903.76		1236610100	\$903.76	
1236400161	\$903.76		1236610111	\$903.76	
1236400172	\$903.76		1236700010	\$903.76	
1236400183	\$903.76		1236700021	\$903.76	
1236400194	\$903.76		1236700032	\$903.76	
1236400204	\$903.76		1236700043	\$903.76	
1236400215	\$903.76		1236700054	\$903.76	
1236500018	\$903.76		1236700065	\$903.76	
1236500029	\$903.76		1236700076	\$903.76	
1236500030	\$903.76		1236700087	\$903.76	
1236500041	\$903.76		1236700098	\$903.76	
1236500052	\$903.76		1236710013	\$903.76	
1236500063	\$903.76		1236710024	\$903.76	
1236500074	\$903.76		1236710035	\$903.76	
1236500085	\$903.76		1236710046	\$903.76	
1236500096	\$903.76		1236710057	\$903.76	
1236500106	\$903.76		1236710068	\$903.76	
1236500117	\$903.76		1236710079	\$903.76	
1236500128	\$903.76		1236710080	\$903.76	
1236500139	\$903.76		1236710091	\$903.76	
1236500140	\$903.76		1236710101	\$903.76	
1236510011	\$903.76		1236710112	\$903.76	
1236510022	\$903.76		1236710123	\$903.76	
1236510033	\$903.76		1236710134	\$903.76	
1236600019	\$903.76		1236710145	\$903.76	
1236600020	\$903.76		1236710156	\$903.76	
1236600031	\$903.76		1236710167	\$903.76	
1236600042	\$903.76		1235800209	\$0.00	Vacant-directly bill
1236600053	\$903.76		1235800210	\$0.00	Vacant-directly bill
1236600064	\$903.76		1682500031	\$0.00	undeveloped
1236600075	\$903.76		1682500042	\$0.00	undeveloped

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1682500053	\$0.00	undeveloped	1682700011	\$903.76	
1682500064	\$0.00	undeveloped	1682700022	\$903.76	
1682500075	\$0.00	undeveloped	1682700033	\$903.76	
1682500086	\$0.00	undeveloped	1682700044	\$903.76	
1682500097	\$0.00	undeveloped	1682700055	\$903.76	
1682500107	\$0.00	undeveloped	1682700066	\$903.76	
1682500118	\$0.00	undeveloped	1682700077	\$903.76	
1682500129	\$0.00	undeveloped	1682700088	\$903.76	
1682500130	\$0.00	Golf Course Lot	1682700099	\$903.76	
1682500141	\$0.00	undeveloped	1682700109	\$903.76	
1682500152	\$0.00	undeveloped	1682700110	\$903.76	
1682500163	\$0.00	undeveloped	1682700121	\$903.76	
1682500174	\$0.00	undeveloped	1682700132	\$903.76	
1682500185	\$0.00	Vacant-directly bill	1682700143	\$903.76	
1682500196	\$0.00	undeveloped	1682700154	\$903.76	
1682500206	\$0.00	undeveloped	1682700165	\$903.76	
1682500217	\$0.00	Golf Course Lot	1682710014	\$903.76	
1682500228	\$0.00	undeveloped	1682710025	\$903.76	
1682500239	\$0.00	undeveloped	1682710036	\$903.76	
1682500240	\$0.00	undeveloped	1682710047	\$903.76	
1682500251	\$0.00	Vacant-directly bill	1682710058	\$903.76	
1682500262	\$0.00	undeveloped	1682800012	\$903.76	
1682500273	\$0.00		1682800023	\$903.76	
1682500284	\$0.00		1682800034	\$903.76	
1682500295	\$0.00	undeveloped	1682800045	\$903.76	
1682600010	\$903.76		1682800056	\$903.76	
1682600021	\$903.76		1682800067	\$903.76	
1682600032	\$903.76		1682810015	\$903.76	
1682600043	\$903.76		1682810026	\$903.76	
1682600054	\$903.76		1682810037	\$903.76	
1682600065	\$903.76		1682810048	\$903.76	
1682600076	\$903.76		1682810059	\$903.76	
1682600087	\$903.76		1682810060	\$903.76	
1682600098	\$903.76		1682810071	\$903.76	
1682600108	\$903.76		1682810082	\$903.76	
1682600119	\$903.76		1682820018	\$903.76	
1682600120	\$903.76		1682820029	\$903.76	
1682600131	\$903.76		1682820030	\$903.76	
1682600142	\$903.76		1682820041	\$903.76	
1682600153	\$903.76		1682900013	\$903.76	
1682600164	\$903.76		1682900024	\$903.76	
1682600175	\$903.76		1682900035	\$903.76	
1682600186	\$903.76		1682900046	\$903.76	
1682600197	\$903.76		1682900057	\$903.76	
1682600207	\$903.76		1682900068	\$903.76	
1682600218	\$903.76		1682900079	\$903.76	
1682600229	\$903.76		1682900080	\$903.76	

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1682900091	\$903.76		1683000321	\$903.76	
1682900101	\$903.76		1683000332	\$903.76	
1682900112	\$903.76		1683000343	\$903.76	
1682910016	\$903.76		1683000354	\$903.76	
1682910027	\$903.76		1683000365	\$903.76	
1682910038	\$903.76		1683000376	\$903.76	
1682910049	\$903.76		1683000387	\$903.76	
1682910050	\$903.76		1683000398	\$903.76	
1682910061	\$903.76		1683100014	\$903.76	
1682920019	\$903.76		1683110017	\$903.76	
1682920020	\$903.76		1683110028	\$903.76	
1682920031	\$903.76		1683110039	\$903.76	
1682920042	\$903.76		1683110040	\$903.76	
1682920053	\$903.76		1683110051	\$903.76	
1682920064	\$903.76		1683110062	\$903.76	
1682920075	\$903.76		1683110073	\$903.76	
1683000013	\$903.76		1683110084	\$903.76	
1683000024	\$903.76		1683110095	\$903.76	
1683000035	\$903.76		1683110105	\$903.76	
1683000046	\$903.76		1683110116	\$903.76	
1683000057	\$903.76		1683110127	\$903.76	
1683000068	\$903.76		1683110138	\$903.76	
1683000079	\$903.76		1683110149	\$903.76	
1683000080	\$903.76		1683110150	\$903.76	
1683000091	\$903.76		1683110161	\$903.76	
1683000101	\$903.76		1683110172	\$903.76	
1683000112	\$903.76		1683110183	\$903.76	
1683000123	\$903.76		1683120010	\$903.76	
1683000134	\$903.76		1683120021	\$903.76	
1683000145	\$903.76		1683120032	\$903.76	
1683000156	\$903.76		1683120043	\$903.76	
1683000167	\$903.76		1683120054	\$903.76	
1683000178	\$903.76		1683120065	\$903.76	
1683000189	\$903.76		1683120076	\$903.76	
1683000190	\$903.76		1683120087	\$903.76	
1683000200	\$903.76		1683120098	\$0.00	
1683000211	\$903.76		1683200015	\$903.76	
1683000222	\$903.76		1683200026	\$903.76	
1683000233	\$903.76		1683200037	\$903.76	
1683000244	\$903.76		1683200048	\$903.76	
1683000255	\$903.76		1683200059	\$903.76	
1683000266	\$903.76		1683200060	\$903.76	
1683000277	\$903.76		1683200071	\$903.76	
1683000288	\$903.76		1683200082	\$903.76	
1683000299	\$903.76		1683200093	\$903.76	
1683000309	\$903.76		1683200103	\$903.76	
1683000310	\$903.76		1683200114	\$903.76	

**LIST OF ASSESSMENTS  
LANDSCAPE MAINTENANCE DISTRICT NO. 4  
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)  
FISCAL YEAR 2015-2016**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1683200125	\$903.76				
1683200136	\$903.76				
1683200147	\$903.76				
1683200158	\$903.76				
1683200169	\$903.76				
1683200170	\$903.76				
1683210018	\$903.76				
1683210029	\$903.76				
1683210030	\$903.76				
1683210041	\$903.76				
1683210052	\$903.76				
1683210063	\$903.76				
1683210074	\$903.76				
1683210085	\$903.76				
1683210096	\$903.76				
1683210106	\$903.76				
1683210117	\$903.76				
1683210128	\$903.76				
1683210139	\$903.76				
1683500011	\$288.10				
1683500021	\$288.10				
1683500031	\$288.10				
1683500041	\$288.10				
1683500051	\$288.10				
1683500061	\$288.10				
1683500071	\$288.10				
1683500081	\$288.10				
1683500091	\$288.10				
1683500101	\$288.10				
1683500111	\$288.10				
1683500121	\$288.10				
1683500131	\$288.10				
1683500141	\$288.10				
1683500151	\$288.10				
1683500161	\$288.10				
1683500171	\$288.10				
1683500181	\$288.10				
1683500191	\$288.10				
1683500201	\$288.10				
1683500211	\$288.10				
1683500221	\$288.10				
1683500231	\$288.10				
1683500241	\$288.10				
1683500511	\$288.10				
<b>TOTAL TO BE ASSESSED</b>		<b>492,421.92</b>			

**ENGINEER'S REPORT**

**FOR**

**LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)**

**FISCAL YEAR 2015-2016**

**PREPARED FOR THE**

**CITY OF NORCO**

**RIVERSIDE COUNTY, CALIFORNIA**

**PREPARED BY:**

**DOMINIC C. MILANO, P.E.**

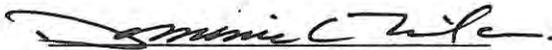
**CITY ENGINEER**

**ENGINEER'S REPORT  
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 5  
(HAWK'S CREST – TRACT 30230)  
FISCAL YEAR 2015-2016**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: 6/3, 2015

By:   
Dominic C. Milano, P.E.  
R.C.E. No. 27172  
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on June 3, 2015.

By:   
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on \_\_\_\_\_, 2015.

City Clerk, City of Norco  
Riverside County, California

By: \_\_\_\_\_  
Cheryl L. Link, City Clerk  
City of Norco  
Riverside County, California

**FISCAL YEAR 2015-2016  
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE  
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH  
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 99-76, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO  
LANDSCAPING MAINTENANCE DISTRICT NO. 5  
(HAWK'S CREST- TRACT 30230)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

**PART A**

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

**PART B**

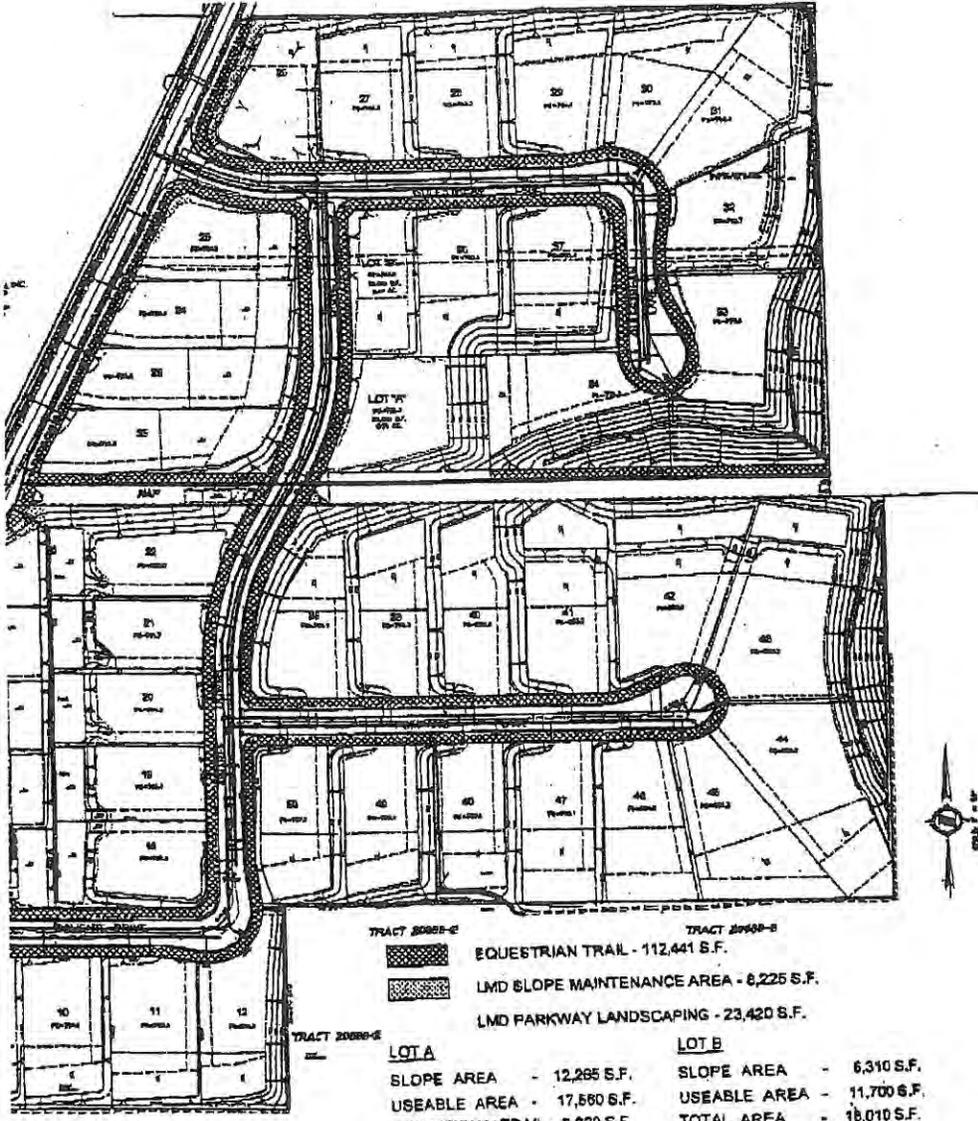
An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

**PART C**

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

**PART D**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.



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**PART A**

**PLANS AND SPECIFICATIONS**

**DESCRIPTION OF IMPROVEMENTS  
FOR THE CITY OF NORCO  
LANDSCAPE MAINTENANCE DISTRICT NO. 5  
(HAWK'S CREST – TRACT 30230)  
FISCAL YEAR 2015-2016**

The improvements are the operation, maintenance, and servicing of landscaping, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

**LANDSCAPING**

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fencing, fixtures, and appurtenant facilities located within public rights-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.

**PART B**

**ESTIMATE OF COST  
LANDSCAPE MAINTENANCE DISTRICT NO. 5 (KB HOME TRACT 30230)  
NORCO, CALIFORNIA (FUND NO. 53120)**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2015-2016. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

*Direct Cost*

<b>Contractual Maintenance (34100)</b>		
1 Landscape Maintenance (Park-Flat): includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.	\$ 10,988.00	
2 Arena Maintenance: includes grading & replenishment of DG and maintenance of rail. (Cost included in Item No. 1)		
3 Equestrian Trails: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	\$ 7,368.00	
4 Landscape Maintenance (Slope - Park & Arena): includes plant maintenance, weed, and pest control, and debris cleanup.	\$ 18,180.00	
5 Slope Maintenance: includes same activities as Item 1 but for exterior slopes along Fifth Street and California Ave. (Cost included in Item No. 4)		
6 Landscape Maintenance (Parkways): includes weeding, feeding of ground cover and maintenance & trimming of street trees. (Cost included in Item No. 4)		
<b>Utilities (33100)</b>		
Water	\$ 8,000.00	
Electrical	\$ 390.00	
Phone	\$ 66.00	
Annual Tree Replacement (32405)	\$ -	
<b>Subtotal Direct Cost</b>	<b>\$ 44,992.00</b>	<b>\$ 44,992.00</b>
Operating Contingency (7.7 percent max)		\$ 2,362.00
Replacement Reserve (2.0 percent max)		\$ 621.00
<b>Administrative Costs</b>		
Observation: City Staff to Manage District (30105)	\$ 6,257.00	
Engineer's Report (34110)	\$ 2,500.00	
City Overhead/Administration (34135)	\$ 2,956.00	
Riverside County Admin. Fee (35210)	\$ 243.00	
Incidentals (30405)	\$ -	
<b>Subtotal Administrative Costs</b>	<b>\$11,956</b>	<b>\$ 11,956.00</b>
Operating Reserve		
Annual Capital Project		<b>\$0.00</b>
<b>TOTAL ANNUAL BUDGET</b>		<b>\$59,931.00</b>

The 1972 Act requires that a special fund to set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 and cash flow needs are as follows:

Fund Balance

Estimated Beginning Fund Balance July 1, 2015	\$ 82,893.00
Estimated Current Year Revenue Surplus	<u>\$ .00</u>
Estimated Fund Balance June 30, 2016	\$ 82,893.00

Estimated Fund Balance Needs:

Needed for Future Trail Fence Replacement - 10 Years of 15 Year Useful Life	\$ 59,200.00
2013-2014 Budgeted Trail Fence Replacement Capital Project	\$ 0.00
6 Months Operating Cash Flow	<u>\$ 29,966.00</u>
Estimated Needs	<u>\$ 89,166.00</u>

Estimated Surplus or (Unfunded Needs): \$ (6,273.00)

Total Replacement Cost for Trail Fence (6,840 Lineal Ft @ \$13.00/LF)	\$ 88,920.00
Annual Set-Aside for Budgeted Trail Fence Replacement (15 YR replacement cycle for wood fencing)*	\$ 5,928.00

\* Replacement cycle for vinyl fencing will be 25 years (\$3357.00/yr) as wood fencing is replaced.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

***PART C***

***ASSESSMENT DIAGRAM***

An Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

***EXHIBIT A***

***LEGAL DESCRIPTION  
LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)***

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 50 inclusive, of Tract No. 30230 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 344, Pages 40 through 45, inclusive, of Maps in the Office of the County Recorder of Said County.



**PART D**  
**ASSESSMENT**

WHEREAS, on November 5, 2003, the City Council of the City of Norco, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 5 (Hawk's Crest) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 44,962.00	\$ 44,962.00	\$
Incidental Expenses	\$ 14,969.00	\$ 14,969.00	\$
Total Cost	<u>\$ 59,931.00</u>	<u>\$ 59,931.00</u>	<u>\$</u>
Surplus or (Deficit) from			
Previous Fiscal Year	\$ (8,550.00)	\$ (8,550.00)	\$
<b>NET TO BE ASSESSED</b>	<b>\$ 51,381.00</b>	<b>\$ 51,381.00</b>	<b>\$</b>
<b>FOR FISCAL YEAR</b>			
<b>2015-2016</b>			

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The annual CPI ending March 31, 2015 was 0.5%. The application of this CPI will increase the maximum per parcel assessment from \$1,022.50 to \$1,027.61 for a District wide maximum levy of \$51,380.50.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City

Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year. The estimated fund balance for fiscal year ending June 30, 2015 is \$82,893.00.

As required by said Act, a diagram is attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2014-2015 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: 6/3, 2015



Dominic C. Milano, P.E.  
City Engineer

## **EXHIBIT B**

### **METHOD AND FORMULA OF ASSESSMENT SPREAD**

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

#### **IDENTIFYING THE BENEFIT**

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

#### **APPORTIONMENT OF COSTS**

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS  
 LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST – TRACT 30230)  
 FISCAL YEAR 2015-2016**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
1	\$1,027.61		45	\$1,027.61	
2	\$1,027.61		46	\$1,027.61	
3	\$1,027.61		47	\$1,027.61	
4	\$1,027.61		48	\$1,027.61	
5	\$1,027.61		49	\$1,027.61	
6	\$1,027.61		50	\$1,027.61	
7	\$1,027.61				
8	\$1,027.61				
10	\$1,027.61				
11	\$1,027.61				
12	\$1,027.61				
13	\$1,027.61				
14	\$1,027.61				
15	\$1,027.61				
16	\$1,027.61				
17	\$1,027.61				
18	\$1,027.61				
19	\$1,027.61				
20	\$1,027.61				
21	\$1,027.61				
22	\$1,027.61				
23	\$1,027.61				
24	\$1,027.61				
25	\$1,027.61				
26	\$1,027.61				
27	\$1,027.61				
28	\$1,027.61				
29	\$1,027.61				
30	\$1,027.61				
31	\$1,027.61				
32	\$1,027.61				
33	\$1,027.61				
34	\$1,027.61				
35	\$1,027.61				
36	\$1,027.61				
37	\$1,027.61				
38	\$1,027.61				
39	\$1,027.61				
40	\$1,027.61				
41	\$1,027.61				
42	\$1,027.61				
43	\$1,027.61				
44	\$1,027.61				

**TOTAL NUMBER OF PARCELS TO BE ASSESSED: 50  
 TOTAL TO BE ASSESSED: \$ 51,380.50**

## **RESOLUTION NO. 2015-50**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ORDERING THE CONTINUATION OF A LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, the City Council of the City of Norco, California, has initiated proceedings for the continuation of a Landscape Maintenance District and the annual levy of said assessments for said District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER, TRACT 28765)**

(hereinafter referred to as the "District"); and

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intent to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That upon conclusion of the Public Hearing, protests submitted in opposition to continuation of the District filed, and not withdrawn, did not represent property owners more than 50 percent of the area of assessable land within the District, and all protests are overruled and denied.

SECTION 3: That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intent as previously adopted relating to said annual assessment levy.

SECTION 4: That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5: That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6: That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in the Engineer's Report, pursuant to said "Landscaping and Street Lighting Act of 1972", as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7: That the maintenance works and/or improvements are contemplated by the Resolution of Intent shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner that County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8: That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 1, (BEAZER, TRACT NO. 28765) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished soon as said monies have been made available to said City Treasurer.

SECTION 9: That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10: That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

Resolution No. 2015-50, Beazer  
Page 3  
July 15, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 2015, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on July 15, 2015.

---

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

## **RESOLUTION NO. 2015-51**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ORDERING THE CONTINUATION OF A LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, the City Council of the City of Norco, California, has initiated proceedings for the continuation of a Landscape Maintenance District and the annual levy of said assessments for said District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 3 (CENTEX, TRACT 28626)**

(hereinafter referred to as the "District"); and

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intent to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That upon conclusion of the Public Hearing, protests submitted in opposition to continuation of the District filed, and not withdrawn, did not represent property owners more than 50 percent of the area of assessable land within the District, and all protests are overruled and denied.

SECTION 3: That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intent as previously adopted relating to said annual assessment levy.

SECTION 4: That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5: That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6: That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in the Engineer's Report, pursuant to said "Landscaping and Street Lighting Act of 1972", as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7: That the maintenance works and/or improvements are contemplated by the Resolution of Intent shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner that County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8: That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 3, (CENTEX, TRACT NO. 28626) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished soon as said monies have been made available to said City Treasurer.

SECTION 9: That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10: That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

Resolution No. 2015-51, Centex  
Page 3  
July 15, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 2015, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on July 15, 2015.

---

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

## **RESOLUTION NO. 2015-52**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO ORDERING THE CONTINUATION OF A LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, The City Council has initiated proceedings for the continuation of a Landscaping Maintenance District and the annual levy of assessments for said District pursuant to the terms and provision of the "Landscaping and Street Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 4 (NORCO RIDGE RANCH, TRACT 29588 AND 29589)**

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intention to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time, this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. That the above-recitals are all true and correct.

SECTION 2. That upon the conclusion of the Public Hearing, protests submitted in opposition to continuation of the District filed, and not withdrawn, did not represent property owners owning more than fifty percent (50%) of the area of assessable land within the District, and all protests are overruled and denied.

SECTION 3. That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intention as previously adopted relating to said annual assessment levy.

SECTION 4. That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5. That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6. That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in Engineer's "Report," pursuant to said "Landscaping and Street Lighting Act of 1972," as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7. That the maintenance works and/or improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner as the County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8. That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 4, (NORCO RIDGE RANCH, TRACT 29588 AND 29589) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.

SECTION 9. That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10. That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

PASSED and ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 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 July 15, 2015.

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

## **RESOLUTION NO. 2015-53**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ORDERING THE CONTINUATION OF A LANDSCAPING MAINTENANCE DISTRICT AND CONFIRMING A DIAGRAM AND ASSESSMENT AND PROVIDING FOR ANNUAL ASSESSMENT LEVY**

WHEREAS, the City Council of the City of Norco, California, has initiated proceedings for the continuation of a Landscape Maintenance District and the annual levy of said assessments for said District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, in a district known and designated as:

#### **CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 5 (HAWKS CREST – KB HOME)**

(hereinafter referred to as the "District"); and

WHEREAS, the City Council has ordered the preparation of a report and the City Engineer has prepared and filed with this City Council a report pursuant to law for its consideration and subsequently thereto this City Council did adopt its Resolution of Intent to levy and collect assessments for the next ensuing fiscal year relating to the above-referenced District, and further did proceed to give notice of the time and place for a Public Hearing on all matters relating thereto; and,

WHEREAS, at this time this City Council has heard all testimony and evidence, has tabulated all protests received, and desires to proceed with the annual levy of assessments.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That upon conclusion of the Public Hearing, protests submitted in opposition to continuation of the District filed, and not withdrawn, did not represent property owners more than 50 percent of the area of assessable land within the District, and all protests are overruled and denied.

SECTION 3: That this City Council hereby confirms the diagram and assessment as submitted and orders the annual levy of the assessment for the fiscal year and in the amounts as set forth in the Engineer's Report and as referred to in the Resolution of Intent as previously adopted relating to said annual assessment levy.

SECTION 4: That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

SECTION 5: That the adoption of this Resolution constitutes the levy of the assessment for the fiscal year.

SECTION 6: That the estimates of costs, the assessment diagram, the assessments and all other matters, as set forth in the Engineer's Report, pursuant to said "Landscaping and Street Lighting Act of 1972", as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 7: That the maintenance works and/or improvements are contemplated by the Resolution of Intent shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the assessment and said assessment shall then be collected at the same time and in the same manner that County taxes are collected. After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of said City.

SECTION 8: That the City Treasurer has previously established a special fund known as the CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 5, (HAWKS CREST – KB HOME) into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law and including any surplus amounts in those funds established for the existing Districts and said transfer shall be made and accomplished soon as said monies have been made available to said City Treasurer.

SECTION 9: That the City Engineer is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

SECTION 10: That a certified copy of the assessment and diagram shall be filed in the office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

Resolution No. 2015-53, Hawks Crest – KB Home  
Page 3  
July 15, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 2015, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on July 15, 2015.

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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: Scott Lane, Battalion Chief

DATE: July 15, 2015

SUBJECT: Public Hearing Confirming Costs for Spring Weed Abatement

RECOMMENDATION: Adopt **Resolution No. 2015-54**, confirming the report of costs for abatement of weeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City.

**SUMMARY:** The 2015 Spring Weed Abatement Report of Costs lists property owners whose vacant parcels were abated by the Fire Department's weed abatement contractor for the 2015 Spring Weed Abatement Program. After Council adopts the Resolution, property owners will be invoiced for payment of the abatement.

**BACKGROUND/ANALYSIS:** At the May 6, 2015 Council meeting, the City Council authorized the Fire Department's weed abatement contractor, Warren Brothers Tractor Work, to remove weeds and hazardous vegetation from vacant parcels for owners who failed to do so by the April 12, 2015 deadline date.

The 2015 Spring Weed Abatement Report of Costs is a list of property owners whose parcels were abated by Warren Brothers following Council's authorization ordering the abatement. This list includes the contractor's charge and the Fire Department's administrative fee. Property owners will be invoiced for these costs; and if not paid, property liens will be placed against the parcel through the Riverside County Auditor-Controller's Office.

**FINANCIAL IMPACT:** Costs to abate weeds on vacant property are paid either by the property owner or by property tax liens.

Attachments: Resolution No. 2015-54  
2015 Spring Weed Abatement Report of Costs, Exhibit "A"

**AGENDA ITEM: 6.D.**

## **RESOLUTION NO. 2015-54**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, CONFIRMING THE REPORT OF COSTS FOR ABATEMENT OF WEEDS AND HAZARDOUS VEGETATION AS A PUBLIC NUISANCE AND IMPOSING SPECIAL ASSESSMENT LIENS ON VACANT PARCELS WITHIN THE CITY**

WHEREAS, the City Council declared that seasonal and recurring weeds and hazardous vegetation, growing upon and in front of vacant property in the City of Norco, constitute a public nuisance and also declared its intent to provide for abatement by adopting Resolution No. 2015-07 on March 4, 2015; and

WHEREAS, the Notice to Destroy Weeds and Hazardous Vegetation was given to property owners of vacant property in accordance with Chapter 13, Article 2, Section 39567.1 of the State of California Government Code and Resolution No. 2015-07; and

WHEREAS, the City Council held a Public Hearing on May 6, 2015, and all objections to the proposed abatement of weeds and hazardous vegetation on vacant parcels were heard and considered in accordance with the State of California Government Code and Resolution No. 2015-07; and

WHEREAS, the City Council ordered the Fire Chief to have such nuisances abated by adopting Resolution No. 2015-12 on May 6, 2015; and

WHEREAS, an itemized report showing the cost to abate the nuisances that were on or in front of vacant parcels has been prepared and submitted to the City Council for confirmation; and

WHEREAS, a copy of the report of costs was posted near the door of the Council Chamber at least three days prior to the Public Hearing; and

WHEREAS, the Public Hearing being held by City Council is for the purpose of receiving and considering the report of costs showing abatement costs and hearing objections from property owners liable to be assessed for such costs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, does hereby find and declare that the 2015 Spring Weed Abatement Report of Costs, Exhibit "A" on nuisance abatement for vacant parcels is confirmed, and that the costs are also confirmed as special assessment property liens against the vacant parcels whose property owners do not pay the invoiced amount.

Resolution No. 2015-54

Page 2

July 15, 2015

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on July 15, 2015.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on July 15, 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 July 15, 2015.

---

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

**2015 Spring Weed Abatement  
Exhibit A**

PARCEL NO.	OWNER OF RECORD	PARCEL ACREAGE	CONTRACTOR'S FEE	ADMIN FEE	TOTAL CHARGE
119-020-023	RBE Norco JFH 1 21800 Burbank Blvd # 330 Woodland Hills, CA, 91367	5.16	410.20	410.20	820.40
121-074-014-6	Amir & Fadia Ibrahim 3070 Shadow Canyon Cir Norco, CA, 92860	0.50	95.00	95.00	190.00
121-092-016-4	Lot 65 Trust 2337 Norco Dr Norco, CA, 92860	0.46	95.00	95.00	190.00
122-030-011-4	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	1.81	308.60	308.60	617.20
126-050-017-0	DW August 1331 Tiffany Ranch Rd Arroyo Grande, CA, 93420	0.43	70.00	70.00	140.00
126-180-003-9	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	1.50	90.00	90.00	180.00
126-200-018-4	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	1.25	125.00	125.00	250.00
126-240-001-2	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	2.00	195.00	195.00	390.00
126-200-021-6	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	5.08	564.80	564.80	1,129.60
126-200-013-9	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	2.56	328.60	328.60	657.20
127-040-036-3	Inc Xiang Kun Inv Usa 7280 Sycamore Cyn Blvd Riverside, CA, 92508	2.18	170.80	170.80	341.60

PARCEL NO.	OWNER OF RECORD	PARCEL ACREAGE	CONTRACTOR'S FEE	ADMIN FEE	TOTAL CHARGE
127-210-020-3	Gur Satgur Teri Oat Inc 280 Oldebvurg Ln Norco, CA, 92860	0.62	120.00	120.00	240.00
129-230-033-1	Cooperfield Inv & Dev Co 600 St Paul Ave #250 Los Angeles, CA, 90017	5.38	397.80	397.80	795.60
129-230-034-2	Cooperfield Inv & Dev Co 600 St Paul Ave #250 Los Angeles, CA, 90017	4.43	475.80	475.80	951.60
129-230-036-4	Cooperfield Inv & Dev Co 600 St Paul Ave #250 Los Angeles, CA, 90017	6.38	382.80	382.80	765.60
130-240-031-0	L USA Swaminarayan Guruk 3984 Hollow Ridge Ct Yorba Linda, CA, 92887	4.10	246.00	246.00	492.00
130-250-006-9	Robbin Koziel PO BOX 148 Norco, CA, 92860	1.94	141.40	141.40	282.80
133-141-018-4	Equine Veterinary Specialist Inc 20022 Daniel Ln Orange, CA, 92869	1.51	95.00	95.00	190.00
153-222-009-4	Frances Vaughan 3806 Highway 90 West Del Rio, TX, 78840	2.19	120.00	120.00	240.00
168-060-003-4	Arlington Cemetery Assn Inc C/O Pierce Bros Crestlawn Memorial Park General Manager 11500 Arlington Ave Riverside, CA, 92505	38.19	120.00	120.00	240.00
131-118-035-6	Tami & Anthony Lamagna Todd & Paula Taylor 311 Via Giovanni Cir Corona, CA, 92881	0.41	95.00	95.00	190.00
126-240-002-3	H & H Property 4740 Green River Rd #118 Corona, CA, 92880	1.00	85.00	85.00	170.00
<b>Total:</b>			<b>4,731.80</b>	<b>4,731.80</b>	<b>9,463.60</b>

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: Julie Houser, Administrative Analyst

DATE: July 15, 2014

SUBJECT: Amendments to the City's General Fee Schedule for FY 2015-2016

RECOMMENDATION: Adopt **Resolution No. 2015-55**, updating and adjusting the City's General Fee Schedule.

**SUMMARY:** Staff is recommending that the City Council approve adjustments to the City's General Fee Schedule for Fiscal Year 2015-2016 based on the change in Consumer Price Index (CPI) of 0.50% from April, 2014 to April, 2015. The General Fee schedule also includes certain new fees which have been added to reflect new user fee services.

**BACKGROUND:** In 2008, Revenue & Cost Specialists (RCS) prepared a User Fee Study to update the City's General Fee Schedule. The recommendations from the study resulted in the City Council adopting a resolution updating fees for general City services. Since the 2008 Study, the City Council has approved, as necessary, adjustments to the General Fee Schedule based on changes in CPI and supplemental studies by RCS or staff's in-house estimates of cost.

### **Recommended Adjustment by CPI:**

Most of the existing fees are being recommended for adjustment by changes in the CPI of 0.5% between April 2014 and April 2015 for Los Angeles, Riverside and Orange County Area. This adjustment is necessary to reflect changes in the cost of providing the services. However, some fees are not recommended to be adjusted to ensure that the fees are competitive with other jurisdictions. Other fees are recommended to be adjusted by amounts exceeding the CPI to adequately reflect the true cost of providing services.

### **New Fees:**

These fees are being recommended to be added to the General Fee Schedule based on new services being performed as a result of changes in City Ordinances and/or for services not previously charged. The new fees which are being recommended to be added to the general Fee Schedule are identified as new on the attached Proposed General Fee Schedule and consist of the following:

**Parks, Recreation & Community Services:**

To maintain levels of service and cover the increased event usage/cost the following new charges are proposed:

- Fees for usage and cleaning of the Rose M. Eldridge Activity Room - \$50/hour additionally, cleaning deposit of \$100-900 will be required;
- Vendor Booth Fee for City Special Events - \$1.00 - \$150.00 per event;
- Electrical Usage Fee while camping at George Ingalls Equestrian Event Center - \$18/day;
- Animal Control currently charge for dog \$60.00 and cat alteration \$50.00 are currently being charged, however are not listed on the current General Fee Schedule. Said fees have been added for clarity.

**Public Works:**

An Outdoor Landscape Irrigation Review fee is proposed to recoup the City's direct cost. The charge for this service will be based on fully burdened hourly rate for the employee(s) that perform this service.

**Planning:**

Planning application fees to review residential accessory structures are being modified so as to be collected up front along with the application. The proposed 0.5% increase is proposed to help defer some of the cost to review, process and prepare staff reports. The charge for this service will be based on the valuation of the proposed improvement.

FINANCIAL IMPACT: Staff estimates that the recommended fee adjustments will result in minimal additional revenues to the General Fund. The amount of the additional revenue will depend on activity levels.

Attachment: Resolution 2015-55

## **RESOLUTION NO. 2015-55**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, TO UPDATE AND ADJUST THE CITY'S GENERAL FEE SCHEDULE FOR FISCAL YEAR 2015-2016**

WHEREAS, in 2008 the City of Norco, California, conducted an extensive analysis of its services, the cost reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, pursuant to Government code section 54994.1 the specific fees to be charged for services must be adopted by the City Council by Resolution after providing notice and holding a public hearing; and

WHEREAS, a notice of public hearing has been provided in accordance with Government Code Section 6062a, oral and written presentations were made and received, and the required public notice was given; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services needs to be adopted so that the City might carry into effect its policies; and

WHEREAS, it is the intention of the City Council to adopt an amendment to the General Fee Schedule and charges based on changes to the Consumer Price Index from April 2014 to April 2015; and

WHEREAS, all requirements of California Government Code Section 54994.1 are hereby found to have been complied with.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Resolution No. 2014-42 is hereby repealed.

SECTION 2. The General City Services fees are hereby amended as listed in the attachment of this Resolution.

SECTION 3. The fees set forth in this Amended Resolution Shall become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Norco as a regular meeting held on July 15, 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 meeting held on July 15, 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 July 15, 2015.

---

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

Attachment: Proposed General Fee/Fine Schedule



Proposed  
General Fee/Fine Schedule  
CITY OF NORCO

Effective:  
July 1, 2015



Parks, Recreation & Community Services

General Facilities and Services

George Ingalls Equestrian Event Center

Sports and Programs

Animal Control

City Clerk

Fiscal & Support Services

Planning

Fire Department

**Sheriff's Department**

Public Works

Building Division

Building Valuation

Building Permit

Building Misc. Fees

Electrical

Mechanical

Plumbing

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 0.5% CPI</b>
<b>General Facilities and Services</b>			
Application Processing Fee	\$38.00	\$0.00	\$39.00
Banner Installation	Fully Burdened	\$0.00	Fully Burdened
Booking Change	\$20.00	\$0.00	\$21.00
Booking Fee - Per Date (Max. \$250)	\$5.00	\$0.00	\$6.00
Community Large Room - Hourly (Occ. Banq. 80-100 / Occ. Aud. 150-175)	\$50.00	\$250.00	\$51.00
Community Small Room - Hourly (Occ. Banq. 50 / Occ. Aud. 80)	\$38.00	\$250.00	\$39.00
Community XSmall Rooms (Hourly) (Occ. Under 50)	\$36.00	\$0.00	\$37.00
Community Room Cleaning	Fully Burdened	\$0.00	Fully Burdened
Community Room - FHQ	\$38.00	\$250.00	\$39.00
Conference Room (Hourly)	\$37.00	\$150.00	\$38.00
Chairs (Each)	\$1.00 - \$4.00	\$0.00	\$1.00 - \$4.00
Exterior Restrooms	\$49.00	\$0-\$275	\$50.00
Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Field Lights (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Field Prep	\$32.00	\$0.00	\$33.00
Horseshoes Rental (Per Set)	\$10.00	\$30.00	\$10.00
Rose M. Eldridge Activity Room (per hour) <b>NEW</b>	\$50.00	\$250.00	\$50.00
Rose M. Eldridge Cleaning <b>NEW</b>	\$100.00-900.00	\$0.00	\$100.00-900.00
Asset Replacement Fund Per Date/Transaction	\$1.00	\$0.00	\$2.00

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

**All other organizations and events will be charged full fees based on the fee policy and fee schedule.**

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 0.5% CPI</b>
<b>General Facilities and Services</b>			
Open Space / Moon Bounce	\$39.00	\$0.00	\$40.00
Outdoor Courts (Hourly Night Use)	\$22.00	\$0.00	\$23.00
Outdoor Courts(Hourly Day Use)	\$7.00	\$0.00	\$8.00
Parking Lots	\$40.00	\$50.00	\$40.20
Picnic Shelter Rental	\$72.00	\$75.00	\$73.00
Program Maintenance Fee	\$4.00	\$0.00	\$4.00
Riley Gym (Hourly)	\$79.00	\$500.00	\$79.00
Riley Gym Cleaning	Fully Burdened	\$0.00	Fully Burdened
Special Event Fire Dept Inspection Fee - Vendor/Retail per booth	Fully Burdened	\$0.00	Fully Burdened
Sports Fields - (Hourly)	\$48.00	\$100.00	\$49.00
Supplemental Staff Costs Plus Burden	Fully Burdened	\$0.00	Fully Burdened
Support, Operations, Administrative and Maintenance	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$10.00	\$100.00	\$11.00
Tables, Rectangle	\$7.00	\$100.00	\$8.00
Vendor Booth for City Event <b>NEW</b>	<b>\$1.00-\$150.00</b>	<b>\$0.00</b>	<b>\$1.00-\$150.00</b>

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**All other organizations and events will be charged full fees based on the fee policy and fee schedule.**

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 0.5% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
4-H Area (10 Hour Rental Period)	\$101-300	\$50-\$350	101.00-305.00
4-H Area (Add'l Hours in Excess of 10)	\$43.00	\$0.00	\$43.00
4-H Small Livestock Pens	\$5.00	\$200.00	\$6.00
Amphitheater (Plus Per Seat Fee if Gate is Charged)	\$303.00	\$350-\$550	\$303.00
Amphitheater Cleaning	Fully Burdened	\$0.00	Fully Burdened
Electrical Hook-Up Per Service/Day plus \$10 Camping fee	Fully Burdened	\$200.00	Fully Burdened
Fair Grounds	\$397.00	\$500.00	\$400.00
Holiday/ Sunday Staff	Fully Burdened	\$0.00	Fully Burdened
Moreno Arena (9 Hours Max, Per Day, Weekends/Holidays)	\$711.00	\$100-\$5000	\$715.00
Arenas (Hourly, Per Day, 2 Hours Min., Mon - Thurs)	\$150 + Costs	\$500-\$5000	151.00 + Cost
Arena (s) Bundle Program (Multi-Day Use Allows 25% Discount in Fees)	25% Discount	\$500-\$5000	25% Discount
Arena-Hourly (In Excess of Max.of 9)	Fully Burdened	\$0.00	Fully Burdened
Barrel Racing Pattern Grooming per run request	\$5.00	\$0.00	\$6.00
Arena Grooming	\$25.00	\$0.00	\$25.00
Arena Watering	\$31.00	\$0.00	\$31.00
Warm-up & Exercise Arenas	\$61.00	\$100.00	\$62.00
Holding Pens-Moreno Arena	\$185.00	\$400.00	\$185.00
Clark Arena (9 hours Max, Per Day, Weekends/Holidays)	\$470.00	\$500-\$5000	\$475.00
Clark Arena Special Consideration Groups* (9 Hours Max., Per Day, Weekends/Holidays)	\$365.00	\$500-\$5000	\$370.00
Clark Arena Equipment Surcharge (Permit Holder Bringing in Extra Equipment not Already on Premises)	\$250.00	\$0.00	\$255.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 0.5% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
Arena Lights	Fully Burdened	\$0.00	Fully Burdened
Arena Trainers Hours (By Reservation-Per Horse) 3 Hr. Max.	\$10.00	\$50.00	\$10.00
GIEEC Arenas Alcohol Concessions	10% of Sales	\$0.00	10 % of Sales
GIEEC Bleachers (Per Seat When There is a Gate Fee)	\$1.50	\$0.00	\$1.50
GIEEC Camping (Dry) Per Day	\$10.00	\$0.00	\$10.00
<b>GIEEC Camping with Electrical (1) 20 amp service Per Day <i>NEW</i></b>	<b>\$18.00</b>	<b>\$0.00</b>	<b>\$18.00</b>
GIEEC Parking Lots/Staging Area	\$68.00	\$0.00	\$69.00
GIEEC Restrooms (200 plus attendance)	\$36.00	\$0.00	\$40.00
GIEEC Amenities (light tower, spider boxes, etc)	Fully Burdened	\$0.00	Fully Burdened
Portable Restrooms	Fully Burdened	\$0.00	Fully Burdened
Portable Stalls/Concessions	Fully Burdened	\$200.00	Fully Burdened
Stall Cleaning <b>\$25 per stall after event</b>	\$25.00	\$0.00	Fully Burdened
Security Guards	Fully Burdened	\$0.00	Fully Burdened
Vendor Booth Fee (Food or Retail w/o Electrical 10 x 10) (Charge after 2 vendors)	\$10.00	\$0.00	\$11.00
Vendor Booth Fee (Food or Retail w Electrical 10 x 10) (Charge after 2 vendors)	\$18.00	\$0.00	\$20.00
Weaver Hall - Alcohol Surcharge Concessions	\$250.00	\$0.00	\$275.00
Weaver Hall Food Allowance	\$250.00	\$0.00	\$275.00
Weaver Hall - Requested Catering	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Banquet Amenities (linens, china, flatware, etc.)	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Bundle Program (Multi Day Use Allows 25% Discount in Fees)	25% Discount	\$300-\$2500	25% Discount
Weaver Hall (Hourly, 8 hour min. Saturdays & holidays) Exceeds 200 guests @ \$150 hr.	\$132-\$150	\$300-\$2500	\$132.00-\$150.00
Weaver Hall - (Hourly, 2 Hour. Min., Per Day, Sunday - Friday)	\$52.00	\$300-\$2500	\$53.00
Insurance Sale Administrative Fee	\$76.00-\$127.00	\$0.00	\$76.00-\$128.00
Weaver Hall Cleaning	\$309.00-\$854.00	\$0.00	\$310.-\$858
Weaver Hall Kitchen	\$155.00	\$200.00	\$160.00
Weaver Hall Kitchen Cleaning	\$131.00-505.00	\$0.00	\$131.00-\$518.00
Weaver Hall Exterior Restrooms	\$48.00	\$0-\$500	\$50.00
Weaver Hall Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$7-\$14	\$100.00	\$7-\$14
Tables, Rectangle	\$9-14	\$100.00	\$9-14
Chairs (each)	\$1.75-\$6.00	\$100.00	\$1.75-\$6.00

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## PARKS, RECREATION & COMMUNITY SERVICES

Sports and Programs	Fee	Deposit	Proposed 0.5% CPI
Ballfield Bases (per use)	\$10.00	\$0.00	\$10.00
City- Sponsored Adult Sports Programs	\$75-\$500	\$0.00	\$75.00-\$502.00
City- Sponsored Special Events	\$1.00-\$76.00	\$0.00	\$1.00-\$76.38
City- Sponsored Youth Sports	\$25-\$150	\$0.00	\$25.00-\$150.00
Excursions	Fully Burdened	\$0.00	Fully Burdened
Insurance Policies	Fully Burdened	\$0.00	Fully Burdened
PA System (portable)	\$30.00 + Staff	\$200.00	\$30.00+Staff
Recreation & Leisure Programs & Services	\$1.00-325.00	\$0.00	\$1.00-\$326.00
Scoreboards (each)	\$25+Staff	\$500.00	\$25+Staff
Senior Programs	\$1.00-86.00	\$0.00	\$1.00-\$86.00
Senior Services Membership Fee (Yearly)	\$0-25.00	\$0.00	\$0-\$25
Youth Programs (Wee People, Etc.)	\$1.00-513.00	\$0.00	\$1.00-\$515.00
BBQ	\$57.00	\$100.00	\$57.00
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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 0.5% CPI</b>
<b>Animal Control</b>			
Cat Adoption	\$10.00	\$0.00	\$10.00
Cat Alteration <b>NEW</b>	\$50.00	\$0.00	\$50.00
Cat Quarantine Daily Board	\$15.00	\$0.00	\$15.00
Citation Processing Fee	\$5.00	\$0.00	\$5.00
Daily Boarding - Cats / Dogs	\$6.00	\$0.00	\$6.00
Daily Boarding - Large Livestock	\$10.00	\$0.00	\$10.00
Daily Boarding - Small Livestock	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Cat	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Dog	\$20.00	\$0.00	\$30.00
Dead Animal Disposal - Brought in - Livestock	\$30.00	\$0.00	\$30.00
Dog Quarantine Daily Board	\$20.00	\$0.00	\$20.00
Dog Adoption	\$16.00	\$0.00	\$16.00
Dog Alteration <b>NEW</b>	\$60.00	\$0.00	\$60.00
Dog License - Senior (Alt) 1-4 Dogs/Each	\$2/\$4/\$8 *	\$0.00	\$2/\$4/\$8 *
Dog License (Alt) 1-4 Dogs/Each	\$18/\$35/\$53 *	\$0.00	\$18/\$35/\$53 *
Dog License (Unalt)	\$50.00/\$88.00/\$120.00	\$0.00	\$55/\$93/\$125 *
<b>*1-3 Year License</b>			
Replacement Fee for Lost or Unreadable Tags	\$2.00	\$0.00	\$2.00
Emergency After-hours Fees (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Euthanasia - Dog or Cat	\$54.00	\$0.00	\$54.00
Impound - Cats - 1st Time	\$23.00	\$0.00	\$23.00
Impound - Cats - 2nd Time in 1 Year	\$33.00	\$0.00	\$33.00
Impound - Cats - 3rd Time in 1 Year	\$44.00	\$0.00	\$44.00
Impound - Dogs - 1st Time	\$33.00	\$0.00	\$33.00
Impound - Dogs - 2nd Time in 1 Year	\$46.00	\$0.00	\$46.00
Impound - Dogs - 3rd Time in 1 Year	\$58.00	\$0.00	\$58.00
Impound - Large Livestock - 1st Time	\$71.00	\$0.00	\$71.00
Impound - Large Livestock - 2nd Time in 1 Year	\$81.00	\$0.00	\$81.00
Impound - Large Livestock - 3rd Time in 1 Year	\$107.00	\$0.00	\$107.00
Impound - Small Livestock - 1st Time	\$33.00	\$0.00	\$33.00
Impound - Small Livestock - 2nd Time in 1 Year	\$43.00	\$0.00	\$43.00
Impound - Small Livestock - 3rd Time in 1 Year	\$58.00	\$0.00	\$58.00
Livestock Transport: Non- Resident Impound Returns	\$92-\$1000	\$0.00	\$92-\$1005
Late License Fee	\$25.00	\$0.00	\$25.00
Maintenance Fee	\$2.00	\$0.00	\$2.00
Owner Dead Dog Pick-Up	\$85.00	\$0.00	\$85.00
Owner Dead Livestock Pick-Up	\$123.00	\$0.00	\$123.00
Owner Pick Up Dead Cat	\$53.00	\$0.00	\$53.00
Owner Pick Up Small Live Stock	\$166.00	\$0.00	\$1,166.00
Owner Turn- ins - Dog or Cat	\$54.00	\$0.00	\$54.00
Owner Turn- ins/pick up by AC - Cat	\$97.00	\$0.00	\$97.00
Owner Turn- ins/pick up by AC- Dog	\$136.00	\$0.00	\$136.00
Inspections	\$58.00	\$0.00	\$58.00
Ranch License	\$29.00	\$0.00	\$29.00
Ranch License Renewal	\$18.00	\$0.00	\$18.00
Vaccination Fee - Cat	\$5.00	\$0.00	\$5.00
Vaccination Fee - Dog	\$10.00	\$0.00	\$10.00
Vicious / Wild Animal Permit (New)	\$126.00	\$0.00	\$126.00
Vicious / Wild Animal Permit (Renew)	\$126.00	\$0.00	\$126.00
<b>Any and all fines mandated by County, State and Federal regulations/laws</b>			

CITY CLERK	Fee	No Proposed Changes
Notary Fees for Non-City Related Documents -- Fees Set Per California Government Code Section 8211		
Subscription Fee – Council Agendas – plus postage	\$56.00	\$56.00
Subscription Fee – Council Minutes – plus postage	\$148.00	\$148.00
Subscription Fee – Council Agendas and Minutes – plus postage	\$178.00	\$178.00
Subscription Fee – Planning Agendas – plus postage	\$56.00	\$56.00
Subscription Fee – Planning Minutes – plus postage	\$148.00	\$148.00
Subscription Fee – Planning Agendas and Minutes – plus postage	\$178.00	\$178.00
Reproduction (Up to 11" x 17") - Black/White	\$0.25	\$0.00
Reproduction (Up to 11" x 17") - Color	\$0.50	\$0.00
Reproduction (Larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
Reproduction Service – CD	\$5.00**	\$5.00**
Tape Duplication	\$20.00	\$20.00
Document Certification – \$10 minimum plus reproduction costs	\$10.00	\$10.00
** Fee based on direct cost of duplication		

<b>FISCAL &amp; SUPPORT SERVICE</b>	<b>Fee</b>	<b>No Proposed Changes</b>
Background check	\$109.00	\$109.00
Broken Lock Fee	\$25.00	\$25.00
<b>Business Fire Inspection Fee</b>		
Small Businesses – 1 Sq. Ft. – 4,999 Sq. Ft.	\$72.00	\$72.00
Medium Businesses – 5,000 Sq. Ft. – 9,999 Sq. Ft.	\$144.00	\$144.00
Large Businesses – 10,000 Sq. Ft. or greater	\$367.00	\$367.00
Public Assembly (50 to 99 occupancy load)	\$168.00	\$168.00
Public Assembly (100 and greater occupancy load)	\$168.00	\$168.00
Business License Application – Commercial, Changed Use	\$34.00	\$34.00
Business License Application – Commercial, No Change	\$116.00	\$116.00
Business License Out of Town Fee	\$28.00	\$28.00
Business License Renewal	\$16.00	\$16.00
Home Occupation Processing fee	\$34.00	\$34.00
Install Meter Fee	\$72.00	\$72.00
LiveScan – Fee plus Applicable DOJ and FBI Charges	\$35.00	\$35.00
Massage Technician New Application*	\$116.00	\$116.00
*Plus Sheriff's Cost	\$150.00	\$150.00
Massage Business New Application	\$150.00	\$150.00
Massage Technician Renewal	\$88.00	\$88.00
Massage Business Renewal	\$114.00	\$114.00
Moved/Changed License Processing	\$28.00	\$28.00
Pulled Meter Fee	\$60.00	\$60.00
New Service Fee	\$25.00	\$25.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
Returned Check Fee	\$30.00	\$30.00
Taxicab Business Permit	\$144.00	\$144.00
Taxicab Permit	\$144.00	\$144.00
Taxi Driver Permit	\$112.00	\$112.00
Truck Parking Permit – Initial	\$92.00	\$92.00
Truck Parking Permit – Renewal	\$33.00	\$33.00
Utility Tagging Fee (Non-payment of bill)	\$16.00	\$16.00
Meter Lock Off Fee (Non-payment of bill)	\$61.00	\$61.00
Meter Turn On Fee (Prior to 3:30pm of work day)	\$31.00	\$31.00
Meter Turn On Fee (After 3:30pm and before 7:00am)	\$186.00	\$186.00
Yard Sale Permit -- for three days only, once every three months	\$9.00	\$9.00
Fine for Unauthorized Yard Sale	\$102-\$508	\$102-\$508

PLANNING DIVISION	Fee	Proposed 0.5% CPI
ABC Letter of Necessity	\$150.00	\$151.00
Additional Animal Units per Section 18.35.06 or 18.13.08 ( Fee + Public Noticing Fee + Animal Control Costs)	\$73.00	\$73.00
Architectural & Photometric Review	\$332.00	\$334.00
Developer or Major Permit/Appeal to Planning Commission	\$1,023.00	\$1,028.00
Resident or Minor Appeal to Planning Commission*	\$96.00	\$96.00
Developer or Major Appeal to City Council	\$823.00	\$827.00
Resident or Minor Appeal to City Council*	\$320.00	\$322.00
* Appeal fee will be refunded if the decision is reversed on appeal		
Categorical Exemption	\$81.00	\$81.00
Commercial Vehicle Exemption Permit	\$66.00	\$66.00
Continuance (Fee plus postage and publishing costs)	\$889.00	\$893.00
Conditional Use Permit - Residential Accessory Building	<b>1% building valuation* + Public Noticing Fee</b>	<b>1.5% building valuation* + Public Noticing Fee</b>
Application Fee is 1.5% of the total valuation per the current Building Code valuation rate and based on the anticipated occupancy, rounded up to the next whole dollar amount (e.g. 1,200 square feet @ \$37.72* = \$678.96, rounded to \$679).		
* Whatever the current Building Code valuation rate is for the proposed occupancy. <b>NEW</b>		
<b>--Planning Division fees paid at time of building permit fee based on current valuation rates (i.e. if building valuation for an accessory building is \$37.72* per square foot) the Planning Division fee would calculate as shown below. Public Noticing Fee paid at time of Planning application.</b>		
	<b>Size of Building</b>	<b>Valuation</b>
	600 sq. ft.	\$22,632.00
	1,000 sq. ft.	\$37,720.00
	2,000 sq. ft.	\$75,440.00
	<b>=FEE</b>	<b>=FEE</b>
		\$247.00
		\$412.00
		\$823.00
		\$248.24
		\$414.06
		\$827.12
Conditional Use Permit – Self Audit – Sale of Alcohol	\$134.00	\$135.00
Conditional Use Permit – Self Audit – All Others	\$66.00	\$66.00
Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone	\$372.00	\$374.00
Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone (Renewal)	\$65.00	\$65.00
<b>Conditional Use Permit – Minor, plus animal-control costs (Resident) (except Additional Animal Units, refer to that fee)</b>	\$1,292.00	\$1,298.00
Conditional Use Permit – Minor, plus animal-control costs (Developer)	\$2,910.00	\$2,925.00
Conditional Use Permit – Major *	\$6,158.00	\$6,189.00
Conditional Use Permit Modification - Minor	\$2,563.00	\$2,576.00
Conditional Use Permit Modification – Major	\$2,621.00	\$2,634.00
Conditional Use Permit – Annual Inspection	\$50.00	\$50.00
C.C. & R. Review	\$2,397.00	\$2,409.00
Development Phasing Plan	\$951.00	\$956.00
Entertainment Permit	\$1,920.00	\$1,930.00
Fence/Wall Review (Subdivision)	\$389.00	\$391.00
Filming 1-4 Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate)	\$356.00	\$358.00
Filming 4 plus Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate)	\$547.00	\$550.00
General Plan Amendment: Zone Change *	\$5,050.00	\$5,075.00
General Plan Maintenance/Update Fee	\$400.00	\$402.00
Initial Environmental Assessment	\$924.00	\$929.00
Informal Review by Planning Commission (with pre-application)	\$797.00	\$801.00
Informal Review by Planning Commission (no pre-application)	\$797.00	\$801.00
Landscape Plan Checks Review - Three Reviews & one field review	\$453.00	\$455.00
Additional Landscape Plan Check Review	\$112.00	\$113.00
Large Family Day Care	\$1,264.00	\$1,270.00
Major Environmental Assessment (up to 110 hours)	\$14,388.00	\$14,460.00
Major Environmental Assessment (beyond 110 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Mitigated Negative Declaration (up to 5 hours)	\$507.00	\$510.00
Mitigated Negative Declaration (beyond 5 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Mitigation Plan One Time Monitoring (up to 5 hours)	\$507.00	\$510.00
Mitigation Plan One Time Monitoring (beyond 5 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Model Home Complex Review	\$1,726.00	\$1,735.00
Planning Information Letter	\$122.00	\$123.00
Pre-Application Review, First Review		
Pre-Application Subsequent Reviews	\$1,508.00	\$1,516.00
Public Notice Fee	\$460.00	\$462.00
Relocation Permit	\$1,474.00	\$1,481.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
Sign Review - Monument & Pole Signs	\$394.00	\$396.00
Sign Review - Wall Signs	\$186.00	\$187.00
Sign Review - Temporary Special Event Signs	\$26.00	\$26.00
Sign Review, Freeway-Oriented	\$1,841.00	\$1,850.00
Sign Program Review	\$868.00	\$872.00
Similar Use Finding - Planning Commission	\$890.00	\$894.00
Site Plan Review - Minor	\$2,454.00	\$2,466.00
Site Plan Review - Major	\$5,674.00	\$5,702.00
Site Plan Review Modification	\$2,784.00	\$2,798.00

PLANNING DIVISION	Fee	Proposed 0.5% CPI
Site Plan Review - Residential Accessory Building	1% building valuation	1.5% building valuation
Application Fee is 1.5% of the total valuation per the current Building Code valuation rate and based on the anticipated occupancy, rounded up to the next whole dollar amount (e.g. 600 square feet @ \$37.72* = \$339.48, rounded to \$340).		
* Whatever the current Building Code valuation rate is for the proposed occupancy. <b>NEW</b>		
<b><del>2-Planning Division fees paid at time of building permit fee based on current valuation rates ( i.e. if building valuation for-</del></b>		
	<b>=FEE</b>	<b>=FEE</b>
<b>Size of Building</b>	<b>Valuation</b>	
600 sq. ft.	\$22,632.00	\$243.21
1,000 sq. ft.	\$37,720.00	\$406.02
2,000 sq. ft.	\$75,440.00	\$811.04
Special Events - All Others	\$93.00	\$93.00
Special Events - Sidewalk Sales	\$31.00	\$31.00
Special Events - Non Profit Organizations	\$0.00	\$0.00
Event on Private Property	\$0.00	\$0.00
Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets	\$74.00	\$74.00
Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours	\$289.00	\$290.00
Event on Private Property	\$90.00	\$90.00
Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets	\$166.00	\$167.00
Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours	\$379.00	\$381.00
<b>Note:</b> All Special Event applications would also include the cost of any street closure, traffic control, On-site patrol, additional fire protection standby, etc.		
Specific Plan Preparation (up to 136 hours) *	\$19,401.00	\$19,498.00
Specific Plan Preparation (beyond 136 hours) *	Cost of Service	Cost of Service
Charge fully burdened staff rate and consultant costs against deposit		
Specific Plan Amendment (up to 136 hours) *	\$12,824.00	\$12,888.00
Specific Plan Amendment (beyond 136 hours) *	Cost of Service	Cost of Service
Charge fully burdened staff rate and consultant costs against deposit		
Swap Meet/Open Air Market-Temporary Permit	\$41.00/per day	\$41.00/per day
Swap Meet/Open Air Market-Permanent Permit	\$2,670.00	\$2,683.00
Swap Meet Processing Fee/State Fee	\$27.00/\$1.00	\$27.00/\$1.00
Tentative Parcel Map - Single Family Residential (three plan checks included)	\$6,036.00	\$6,066.00
Tentative Parcel Map - Commercial (three plan checks included)	\$5,797.00	\$5,826.00
*(fee plus \$200.00/lot)		
Tentative Parcel Map (additional plan checks per sheet)	\$339.00	\$341.00
Tentative Parcel Map Modification	\$2,860.00	\$2,874.00
Tentative Parcel Map Extension of Time (Planning Commission and City Council)	\$773.00	\$777.00
Tentative Tract Map (first three plan checks are included) *	\$11,700.00	\$11,759.00
*(fee plus \$170/lot over 5)		
Tentative Tract Map (additional plan check fees per sheet)	\$339.00	\$341.00
Tentative Tract Map Modification *	\$2,860.00	\$2,874.00
Variance - Minor and Minor Modifications	\$2,364.00	\$2,376.00
Variance - Major and Major Modifications		
Variance - Residential and Modification to Variance Residential	\$770.00	\$774.00
Zone Change **See General Plan Amendment		
Zone Code Amendment/Code Change	\$3,291.00	\$3,307.00
Zoning and General Plan Map Copies (11" X 17" folded)	\$5.00	\$5.00
Zoning and General Plan Map Copies (wall map)	\$10.00	\$10.00
* Add General Plan Maintenance/Update Fee		

<b>FIRE DEPARTMENT</b>	<b>FEE</b>	<b>No Proposed Changes</b>
<b>Fire Administration, General</b>		
Vacant Lot Weed Abatement - Contractor's Charge, plus 100% Admin	Cost of Service	Cost of Service
Lien Release Request - First Lien	\$278.00	\$278.00
Lien Release Request - Additional Lien	\$278.00	\$278.00
Incident Report Request Fee (Prior to 01/01/12)	\$0.25	\$0.25
Reproduction (Up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (Up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction (Larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
<b>Engine Company, General</b>		
Engine Company Standby (Personnel Plus Equipment Time)	Cost of Service	Cost of Service
First or Second False Alarm	Set by Ordinance	Set by Ordinance
Third Response to False Alarm within 365 Consecutive Day Period	Set by Ordinance	Set by Ordinance
Fourth Response to False Alarm within 365 Consecutive Day Period	Set by Ordinance	Set by Ordinance
Fifth Response to False Alarm within 365 Consecutive Day Period	Set by Ordinance	Set by Ordinance
Prevention Standby	Cost of Service	Cost of Service
<b>Care Facilities/Educational Institutions</b>		
Other State Mandated Inspections	\$180.00	\$180.00
State Mandate Pre-Inspection for Residential Care or Child Care (25 or Fewer)	\$55.00	\$55.00
State Mandate Pre-Inspection for Residential Care or Child Care (26 or More)	\$108.00	\$108.00
<b>Special Event Inspections (Temporary Events/Permits)</b>		
Vendor Booth Inspection	\$11.00	\$11.00
Cooking Booth Inspection	\$22.00	\$22.00
Events that combined (Above fee's) are in excess of \$500.00 this single flat fee will apply.	\$500.00	\$500.00
<b>Business Fire Safety Inspections</b>		
Small Businesses (1 sq. ft. - 4,999 sq. ft.)	Set by Ordinance	Set by Ordinance
Medium Businesses (5,000 sq. ft. - 9,999 sq. ft.)	Set by Ordinance	Set by Ordinance
Large Businesses (10,000 sq. ft. and greater)	Set by Ordinance	Set by Ordinance
Places of Assembly (Occupancy of 50 or more persons)	Set by Ordinance	Set by Ordinance
Sub-Leased Businesses in any Portion of Another Existing Business	Set by Ordinance	Set by Ordinance
<b>Operational Permits</b>		
Aerosol Products	\$85.00	\$85.00
Battery Systems Stationary Storage	\$85.00	\$85.00
Candles and Open Flames	\$64.00	\$64.00
Carnivals & Fairs	\$177.00	\$177.00
Cellulosic Nitrate	\$177.00	\$177.00
Christmas Tree Lot/ Pumpkin Patches	\$106.00	\$106.00
Combustible Fiber Storage/Handling	\$135.00	\$135.00
Compressed Gases Storage/Handling	\$92.00	\$92.00
Cryogenic Fluids	\$99.00	\$99.00
Dry Cleaning Plants	\$99.00	\$99.00
Dust Producing Operations	\$85.00	\$85.00
Family Daycare- Large	\$128.00	\$128.00
Firework Display	\$255.00	\$255.00
Flammable Combustible Liquids Storage /Handling	\$170.00	\$170.00
Hazardous Materials Storage or Production	\$128.00	\$128.00
High Piled Combustible Storage 0-10k sq. ft.	\$170.00	\$170.00
High Piled Combustible Storage 10k to 50k sq. ft.	\$234.00	\$234.00
High Piled Combustible Storage 51k to 100k sq. ft.	\$298.00	\$298.00
High Piled Combustible Storage 100k + sq. ft.	\$361.00	\$361.00
Hot Works	\$85.00	\$85.00
Liquefied Petroleum Gases	\$92.00	\$92.00
Lumber Yards	\$92.00	\$92.00
Miscellaneous Combustible Storage	\$99.00	\$99.00
Motor Vehicle/Marine Fuel Dispensing Stations	\$99.00	\$99.00
Ovens: Industrial Baking or Drying	\$220.00	\$220.00
Place of Assembly	\$255.00	\$255.00
Private Schools	\$106.00	\$106.00

<b>FIRE DEPARTMENT</b>	<b>FEE</b>	<b>No Proposed Changes</b>
Refrigeration Equipment	\$92.00	\$92.00
Residential Care Facility: Pre-Inspection	\$283.00	\$283.00
Residential Care Facility: 7+ People	\$106.00	\$106.00
Spraying or Dipping Finishes	\$170.00	\$170.00
Tires: Storage including Scrap & Byproducts	\$170.00	\$170.00
Underground Tank Removal	\$170.00	\$170.00
<b>New Construction Plan Review (Inspections Included in Fee)</b>		
<b>Fire Alarm System (New System)</b>		
1-25 Devices	\$298.00	\$298.00
26+ Devices	\$468.00	\$468.00
<b>Fire Alarm System Modification/Tenant Improvement</b>		
1-50 Devices	\$264.00	\$264.00
51+ Devices	\$383.00	\$383.00
<b>NFPA 13 Fire Sprinkler System</b>		
1-100 sprinklers	\$340.00	\$340.00
101+ sprinklers	\$638.00	\$638.00
<b>NFPA 13D/13R Fire Sprinkler System</b>		
1-100 sprinklers	\$298.00	\$298.00
101+ sprinklers	\$595.00	\$595.00
<b>Fire Sprinkler System Modification/Tenant Improvement</b>		
1-20 sprinklers	\$213.00	\$213.00
21+ sprinklers	\$553.00	\$553.00
<b>Standpipe System</b>		
Base Fee	\$425.00	\$425.00
Per Floor	\$53.00	\$53.00
<b>Other Suppression Systems</b>		
Hood & Duct/Clean Extinguishing System	\$361.00	\$361.00
Research/Technical Report Review/Misc.	\$213.00	\$213.00
Fire Pumps-NFPA 20	\$616.00	\$616.00
Underground Fire Service Mains (Per Building)	\$425.00	\$425.00
<b>Building Permit Plan Review</b>		
Building Plan Review	\$331.00	\$331.00
TI Plan Review	\$232.00	\$232.00
<b>Misc. New Construction</b>		
Spray Booth	\$213.00	\$213.00
Rack/High Pile	\$255.00	\$255.00
Hazardous Materials	\$255.00	\$255.00
<b>Misc. Plan Review Fees</b>		
Revision Submittals/Over the Counter Approval	\$61.00	\$61.00
Expedited Plan Review within 48 Hours (Monday-Friday excluding Holidays).	Double the Standard Fee	Double the Standard Fee

**Notes:** "Please note that some new construction fees have been combined and additional specific operational permits have been added." Additionally all fees are based on a fully burdened rate (cost for plan review, inspections, vehicle cost, and administrative support). Repeated failed inspections or extensive plan revisions may require the applicable fee(s) to be resubmitted to cover the additional costs of the re-inspections and/or revised plan review.

<b>SHERIFF'S DEPARTMENT</b>		<b>Fee</b>	<b>No Proposed Changes</b>
Citation Correction Certification		\$26.00	\$26.00
DUI Emergency Response Recovery		*Cost of Service	*Cost of service
*Charge up to statutory limit at the County and City approved rate for staff and equipment			
Jail Access Booking Fee (set by County Study & Resolution)		\$450.22	\$450.22
*County's cost charged to City to provide this service; not to exceed \$450.22			
Reproduction (up to 11" x 17") - Black/White		\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color		\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color		\$10.00	\$10.00
Vehicle Impound Cost Recovery		\$156.00	\$156.00
Vehicle (VIN) Verificaton Service		\$83.00	\$83.00
<b>Fines Related to Parking Violations</b>			
<b>Municipal Code Section</b>	<b>Violation</b>		
10.08 et al	All violations not enumerated	\$26.00	\$26.00
10.08.030A	Parking in equestrian trail	\$130.00	\$130.00
10.08.030B	Obstruct traffic or hazard	\$26.00	\$26.00
10.08.030C	Obstruct private driveway	\$26.00	\$26.00
10.08.030D	Obstruct fire equipment to hydrant	\$130.00	\$130.00
10.08.030E	Posted no parking or permit only	\$26.00	\$26.00
10.16.060	Commercial vehicle prohibition	\$130.00	\$130.00
10.16.070	Unattached trailer prohibition	\$26.00	\$26.00
Any other M.C. section	Any parking violation not otherwise listed	\$26.00	\$26.00
<b>Vehicle Code Section</b>	<b>Violation</b>		
4000(a)(1)	Unregistered vehicle	\$78.00	\$78.00
21113(a)	Permit required – public grounds	\$26.00	\$26.00
22500(a)	Improper parking - intersection	\$26.00	\$26.00
22500(b)	Improper parking - crosswalk	\$26.00	\$26.00
22500(c)	Improper parking – safety zone	\$26.00	\$26.00
22500(d)	Improper parking – fire station	\$26.00	\$26.00
22500(e)	Improper parking - driveway	\$26.00	\$26.00
22500(f)	Improper parking - sidewalk	\$26.00	\$26.00
22500(g)	Improper parking – obstruct traffic	\$26.00	\$26.00
22500(h)	Improper parking – double park	\$26.00	\$26.00
22500(i)	Improper parking – bus zones	\$26.00	\$26.00
22500(j)	Improper parking - tunnel	\$26.00	\$26.00
22500(k)	Improper parking - bridge	\$26.00	\$26.00
22500(l)	Parking in wheelchair access	\$207.00	\$207.00
\$22,500.10	Parking in fire lane	\$130.00	\$130.00
22507.8(a)	Designated parking - disabled	\$312.00	\$312.00
\$22,514.00	Parking - fire hydrant	\$130.00	\$130.00
Any other V.C. Section	Any parking violation not otherwise listed	\$26.00	\$26.00
22502(a)	Improper parking – 18" from curb	\$26.00	\$26.00
5200(a)	Improper/Fail to display license plate	\$78.00	\$78.00
5204(a)	Registration tabs properly affixed	\$78.00	\$78.00

<b>PUBLIC WORKS DEPARTMENT</b>	<b>Fee</b>	<b>Proposed 0.5% CPI</b>
Blasting Permit - Initial Fee	\$384.00	\$386.00
Blasting Permit - Each Additional Blast	\$234.00	\$235.00
Encroachment - Single Domestic Water Service (line only) 1" & 2"	\$183.00	\$184.00
Encroachment - Commercial Utility Lateral (sewer & water 3" & above)	\$234.00	\$235.00
Encroachment - SFR Driveway Approach	\$234.00	\$235.00
Encroachment - SFR Driveway Pavers (non-trail side)	\$255.00	\$256.00
Encroachment - SFR Trail Pavers	\$327.00	\$329.00
Encroachment - SFR Curb Core	\$139.00	\$140.00
Encroachment - Commercial Driveway	\$351.00	\$353.00
Encroachment - Commercial Trail Pavers	\$378.00	\$380.00
Encroachment - Sign in Right of Way	\$234.00	\$235.00
Encroachment - Utility Street Cut - 4.5% of cost estimate, Minimum of:	\$234.00	\$235.00
Final Map Check (fee plus \$414/lot) - Includes first three plan checks	\$2,235.00	\$2,246.00
Final Map Check (after three checks) -	\$472.00	\$474.00
Charge Fully Burdened Staff Rate against an initial deposit		
Grading and Posting Plan Review - Residential	\$465.00	\$467.00
Grading and Posting Plan Review - Commercial - Charge UBC, Minimum of: \$1,614 for the first 3 plan checks and \$138 for addtl. plan checks or fully burdened hourly rate with a \$1,614 minimum.	\$1,713.00	\$1,722.00
Grading Permit/Inspection - Residential	\$407.00	\$409.00
Grading Permit/Inspection - Other - Charge UBC, Minimum of:	\$1,229.00	\$1,235.00
Lot Line Adjustment (Includes 3 plan checks, additional checks at fully burdened staff rate)	\$1,096.00	\$1,101.00
Lot Merger - Deposit for Fully Burdened Staff Rate, Minimum:	\$786.00	\$790.00
Overload Moving Permit - One Day	\$16.00	\$16.00
Overload Moving Permit - Annual Permit	\$101.00	\$102.00
PAKA Creation	\$273.00	\$274.00
PAKA Relocation	\$273.00	\$274.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.00
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.00
Reproduction - (Larger than 11" x 17" sheet) Black/White or Color	\$10.00	\$10.00
Technical Report Review - Charge full cost against a deposit with a Minimum of:	\$479.00	\$481.00
Water Meter Change Out	\$35.00	\$35.00
*Fee plus cost of meter and meter box		
WQMP/Hydrology Review (Deposit)	\$489.00	\$500.00
*Actual cost plus 21% of admin. charge or \$500 whichever is greater.		
5/8" and 3/4" Water Meter Only	\$202.00	\$203.00
1" Water Meter Only	\$679.00	\$682.00
Public Improvement/Plan Check Inspection Fees - Charge according to valuation table shown in Exhibit "B"	See Exhibit "B"	See Exhibit "B"
Reinspection Fee	\$55.00	\$55.00

Exhibit "B"

<b>PUBLIC WORKS DEPARTMENT</b>	
Valuation	
<b>PUBLIC IMPROVEMENT PLAN CHECK</b>	
\$0 - \$10,000	<b>FEE</b> \$541.00
\$10,001 - \$100,000	\$541 + 2.5% OF VALUATION OVER \$10,000
\$100,001 - \$1,000,000	\$2,791 + 1.5% OF VALUATION OVER \$100,000
>\$1,000,000	\$16,291 + 1% OF VALUATION OVER \$1,000,000
<b>PUBLIC IMPROVEMENT INSPECTION</b>	
\$0-\$10,000	<b>FEE</b> \$304.00
\$10,001 - \$100,000	\$304 + 2% OF VALUATION OVER \$10,000
\$100,001 - \$1,000,000	\$2,104 + 1% OF VALUATION OVER \$100,000
>\$1,000,000	\$11,104 + 0.5% OF VALUATION OVER \$1,000,000

**CITY OF NORCO  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION**

**Table A**

**BUILDING VALUATION GUIDE SHEET (Average Square Foot Construction Cost) a,b,c,d**

OCCUPANCY GROUP-2007 CA BLDG CODE		TYPE OF CONSTRUCTION								
		IA	IB	IIB	IIIA	IIIB	IV	VA	VB	
A-1	Assembly, Theaters, with Stage	\$198.09	\$191.69	\$179.39	\$168.88	\$163.90	\$173.66	\$154.09	\$148.42	
	Assembly, Theaters, without Stage	\$179.41	\$173.01	\$160.71	\$150.24	\$145.26	\$154.97	\$135.45	\$129.78	
A-2	Assembly, Nightclubs	\$151.36	\$147.12	\$137.79	\$129.27	\$126.09	\$132.96	\$117.61	\$113.65	
A-2	Assembly, Restaurants, Bars, Banquet Halls	\$150.36	\$146.12	\$136.79	\$127.74	\$125.09	\$131.96	\$115.61	\$112.65	
A-3	Assembly, Churches	\$182.56	\$176.16	\$163.86	\$153.36	\$148.38	\$158.12	\$138.57	\$132.90	
A-3	Assembly, General, Community Halls,									
	Libraries, Museums	\$154.36	\$147.97	\$135.66	\$123.58	\$120.18	\$129.93	\$109.37	\$104.69	
A-4	Assembly, Arenas	\$178.41	\$172.01	\$159.71	\$148.24	\$144.26	\$153.97	\$133.45	\$128.78	
B	Business	\$153.33	\$147.81	\$136.34	\$124.01	\$119.35	\$131.00	\$108.67	\$104.20	
E	Educational	\$168.14	\$162.47	\$150.98	\$141.50	\$134.27	\$145.99	\$124.54	\$119.84	
F-1	Factory and Industrial, Moderate Hazard	\$92.98	\$88.72	\$80.88	\$72.40	\$69.23	\$77.63	\$59.62	\$56.41	
F-2	Factory and Industrial, Low Hazard	\$91.98	\$87.72	\$79.88	\$72.40	\$68.23	\$76.63	\$59.62	\$55.41	
H-1	High Hazard, Explosives	\$87.15	\$82.89	\$75.05	\$67.75	\$63.57	\$71.80	\$54.97	N.P.	
H234	High Hazard	\$87.15	\$82.89	\$75.05	\$67.75	\$63.57	\$71.80	\$54.97	\$50.76	
H-5	HPM	\$153.33	\$147.81	\$136.34	\$124.01	\$119.35	\$131.00	\$108.67	\$104.20	
I-1	Institutional, Supervised Environment	\$153.80	\$148.53	\$136.69	\$129.50	\$125.96	\$136.98	\$117.23	\$112.64	
I-2	Institutional, Hospitals	\$258.06	\$252.55	\$241.07	\$228.10	N.P.	\$235.73	\$212.76	N.P.	
I-2	Institutional, Nursing Homes	\$180.45	\$174.93	\$163.46	\$151.54	N.P.	\$158.11	\$136.20	N.P.	
I-3	Institutional, Restrained	\$176.22	\$170.71	\$159.23	\$148.16	\$142.50	\$153.89	\$132.82	\$126.35	
I-4	Institutional, Day Care Facilities	\$153.80	\$148.53	\$138.69	\$129.50	\$125.96	\$139.98	\$117.23	\$112.64	
M		\$103.52	\$112.50	\$108.26	\$98.92	\$90.48	\$87.82	\$94.09	\$78.34	\$75.38
PO		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
PE		\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
R-1		\$146.52	\$155.77	\$150.50	\$140.66	\$131.24	\$127.69	\$141.71	\$118.97	\$114.37
R-2		\$121.35	\$130.60	\$125.33	\$115.49	\$106.19	\$102.65	\$116.67	\$93.92	\$89.32
R-3		\$116.97	\$123.28	\$119.90	\$113.77	\$109.66	\$106.79	\$111.84	\$102.72	\$96.83
R-4		\$144.55	\$153.80	\$148.53	\$138.69	\$129.50	\$125.96	\$139.98	\$117.23	\$112.64
S-1		\$76.78	\$86.15	\$81.89	\$74.05	\$65.75	\$62.57	\$70.80	\$52.97	\$49.76
S-2		\$76.78	\$85.15	\$80.89	\$73.05	\$65.75	\$61.57	\$69.80	\$52.97	\$48.76
U		\$58.51	\$65.81	\$62.22	\$55.59	\$50.20	\$46.80	\$52.46	\$39.63	\$37.72

**CITY OF NORCO  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
TABLE 1 - A**

**BUILDING PERMIT FEES (BASED ON VALUATION)**

TOTAL VALUATION	FEE CALCULATION	TOTAL FEE
\$1.00 to \$500.00	\$23.50	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or a fraction thereof, to and including \$2,000.00	*
\$2,000.00 to \$25,000.00	\$69.25 for the first \$2000.00 plus \$14.00 for each additional \$1,000.00, or a fraction thereof, to and including \$25,000.00	*
\$25,000.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or a fraction thereof, to and including \$50,000.00	*
\$50,000.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or a fraction thereof, to and including \$100,000.00	*
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or a fraction thereof, to and including \$500,000.00	*
\$500,000.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or a fraction thereof, to and including	*
\$1,000,000.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or a fraction thereof	*
<b>Other Inspections and Fees:</b>		*
1. Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$49.50*	*
2. Reinspection fees assessed under provisions of Section 116.6 per inspection	\$49.50*	*
3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$49.50*	*
4. Additional plan review required by changes, additions or revisions to plans. (minimum charge - one-half hour)	\$49.50*	*
5. For the use of outside consultants for plan check and inspections, or both	Actual costs**	*
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.		
**Actual costs include administrative and overhead costs.		

**\* TOTAL FEE IS EQUAL TO TABLE 1-A FEE CALCULATION X 1.23**

**CITY OF NORCO  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION**

**TABLE C**

<b>MISCELLANEOUS FIXED FEES</b>	<b>FEE</b>	<b>Proposed 0.5% CPI</b>
<b>PERMIT TYPES</b>		
Assignment of Property Addresses	1 hour of staff time	
Carport	Based on the Building Permit Fee Table 1-A	
Commercial Deck - Engineered	Based on the Building Permit Fee Table 1-A	
Commercial Lattice patio Cover	Based on the Building Permit Fee Table 1-A	
Commercial Re-Roofing Replacements	Based on the Building Permit Fee Table 1-A	
Commercial Structural Roofing Alteration	Based on the Building Permit Fee Table 1-A	
Commercial Swimming Pool	Based on the Building Permit Fee Table 1-A	
Duplicate Job Card	\$25.00	\$25.00
Electric Meter Reset Release	\$103.00	\$104.00
Flatwork		
Garden Walls, City Standard, Single Lot	Based on the Building Permit Fee Table 1-A	
Garden Walls, Engineered, Single Lot	Based on the Building Permit Fee Table 1-A	
Microfilming Plans - 8 1/2" x 11" sheet	\$0.50	\$0.00
Microfilming Plans - for each larger sheet	\$2.00	\$2.00
<b>Outdoor Landscape Irrigation Review NEW</b>		<b>Fully Burdened - hourly rate</b>
Photovoltaic Systems	Based on the Building Permit Fee Table 1-A	Per AB 1801 & SB 1222
Records Archiving - (8 1/2 x 11)	\$0.25	\$0.00
Records Archiving - (Larger than 8 1/2 x 11)	\$2.00	\$2.00
Residential Deck/Balcony	Based on the Building Permit Fee Table 1-A	
Residential Lattice Patio Cover	Based on the Building Permit Fee Table 1-A	
Residential Re-Roofing Replacements	Based on the Building Permit Fee Table 1-A	
Residential Solid Patio Cover	Based on the Building Permit Fee Table 1-A	
Residential Structural Roofing Alteration	Based on the Building Permit Fee Table 1-A	
Residential Swimming Pools	Based on the Building Permit Fee Table 1-A	
Retaining Walls - Engineered	Based on the Building Permit Fee Table 1-A	
Retaining Walls, City Standard, Single Lot	Based on the Building Permit Fee Table 1-A	
Retaining Walls, Engineered, Single Lot	Based on the Building Permit Fee Table 1-A	
S-50 Special Inspections	\$174.00	\$175.00
S-60 Plan Check (Non-Repetitive)	Charge 65% of the Building Permit fee, \$102 for each plan check thereafter	
S-70 Plan Check (Repetitive)	Charge 46% of the Building Permit fee, \$102 for each plan check thereafter	
S-80 Demolition Permit	\$225.00	\$226.00
S-90 Water and Sewer Connection	\$194.00	\$195.00
S-100 Relocation Permit - plus Planning Department Application	\$831.00	\$835.00
S-110 Fire Permit Processing	\$60.00	\$60.00
S-120 Temporary Certificate of Occupancy	\$494.00	\$496.00
S-130 Temporary Power/Utilities	\$331.00	\$333.00
S-150 Certificate of Occupancy New Building	\$583.00	\$586.00
S-160 Tenant Certificate of Occupancy	\$325.00	\$327.00
Signage	Based on the Building Permit Fee Table 1-A	
Special Inspector - Annual Registration	\$0.00	\$0.00
<b>Manufactured Homes Permit Fees - Reference Title 25</b>		

**Electrical Permit Fees  
Table 3 - A**

Electrical Permit Description	Fee	No Proposed Changes
<b>Permit Issuance:</b>		
1. For the issuance of each electrical permit	\$30.00	\$30.00
2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled or finalized	\$8.00	\$8.00
<b>System Fee Schedule:</b>		
<b>1. New Residential Buildings</b>		
The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.		
<b>Multifamily.</b> For new multi-family-residential buildings (apartments and condominiums) having three or more living units constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot:	\$0.05	\$0.05
<b>Single- and two-family.</b> For new single- and two-family-residential buildings constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot: Note: For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE.	\$0.06	\$0.06
<b>2. New Commercial Buildings</b>		
For new non-residential buildings per square foot:	N/A	N/A
<b>3. Private Swimming Pools</b>		
For new private, in-ground swimming pools for single-family and multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool: Note: For other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools, use the UNIT FEE SCHEDULE	\$52.00	\$52.00
<b>4. Carnivals and Circuses</b>		
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions:		
For electric generators and electrically-driven rides, each:	\$26.00	\$26.00
For mechanically-driven rides and walk-through attractions or displays having electric lighting, each:	\$8.00	\$8.00
For a system of area and booth lighting, each: Note: For permanently-installed rides, booths, displays, and attractions, use the UNIT FEE SCHEDULE	\$8.00	\$8.00
<b>5. Temporary Power Services</b>		
For a temporary service power pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances, each:	\$26.00	\$26.00
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each:	\$13.00	\$13.00
<b>Unit Fee Schedule</b>		
<b>NOTE:</b> The following do not include permit-issuing fee		
<b>1. Receptacle, Switch, and Lighting Outlets</b>		
For receptacle, switch, lighting, or other outlets at which current is used or controlled, except services, feeders, and meters:		
First 20, each:	\$1.25	\$1.25
Additional outlets, each:	\$1.00	\$1.00
NOTE: For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.		
<b>2. Lighting Fixtures</b>		
For lighting fixtures, sockets, or other lamp-holding devices:		
First 20, each:	\$1.25	\$1.25
Additional fixtures, each:	\$1.00	\$1.00
For pole or platform-mounted lighting fixtures, each:	\$1.25	\$1.25
For theatrical-type lighting fixtures or assemblies, each:	\$1.25	\$1.25

Electrical Permit Description	Fee	No Proposed Changes
<b>3. Residential Appliances</b>		
For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each:	\$5.00	\$5.00
NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.		
<b>4. Non-Residential Appliances</b>		
For residential appliances and self-contained, factory-wired, non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovoltampere (KVA) in rating, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each:	\$5.00	\$5.00
NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.		
<b>5. Power Apparatus</b>		
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows:		
Rating in horsepower (HP), kilowatts (KW), kilovoltamperes (KVA), or kilovoltamperesreactive (KVAR):		
Up to and including 1, each:	\$50.00	\$50.00
Over 1 and not over 10, each:	\$13.00	\$13.00
Over 10 and not over 50, each:	\$28.00	\$28.00
Over 50 and not over 100, each:	\$57.00	\$57.00
Over 100, each:	\$86.00	\$86.00
<b>NOTES:</b>		
1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.		
2) These fees include all switches, circuit breakers, contactors, thermostats, relays, and other directly-related control equipment.		
<b>6. Signs, Outline Lighting, and Marquees</b>		
For signs, outline lighting systems, or marquees supplies from one branch circuit, each:	\$28.00	\$28.00
For additional branch circuits within the same sign, outline lighting system or marquee, each:	\$6.00	\$6.00
<b>7. Services</b>		
For services of 600 volts or less, and not over 200 amperes in rating, each:	\$103.00	\$103.00
For services of 600 volts or less, and over 200 amperes to 1,000 amperes in rating, each:	\$103.00	\$103.00
For services over 600 volts or over 1,000 amperes in rating, each:	\$143.00	\$143.00
<b>8. Miscellaneous Apparatus, Conduits, and Conductors</b>		
For electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set	\$21.00	\$21.00
NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, bus ways, signs, or other equipment.		
<b>Other Inspections and Fees:</b>		
Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$52.00	\$52.00
Reinspection fees assessed under provisions of Section 89.108.4.4 of the 2010 California Electrical Code, per	\$52.00	\$52.00
Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$52.00	\$52.00
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour)	\$52.00	\$52.00
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

**Mechanical Permit Fees  
Table I - A**

Mechanical Fee Description	Fee	No Proposed Changes
<b>Permit Issuance and Heaters:</b>		
1. For the issuance of mechanical permits	\$30.00	\$30.00
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled	\$9.00	\$9.00
<b>Unit Fee Schedule:</b> Note: The following do not include permit issuing fee.		
<b>1. Furnaces:</b>		
For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h	\$19.00	\$19.00
For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances over 100,000 Btu/h	\$23.00	\$23.00
For the installation or relocation of each floor furnaces, including vents	\$19.00	\$19.00
For the installation or relocation of each suspended heaters, Recessed wall heaters or floor-mounted unit heaters	\$19.00	\$19.00
<b>2. Appliance Vents</b>		
For the installation, relocation or replacement of appliance vents installed and not included in an appliance permit	\$90.00	\$90.00
<b>3. Repairs or Additions</b>		
For the repair of, alteration of, or addition to heating appliances, refrigeration units, cooling units, absorption units, or heating, cooling, absorption or evaporative cooling systems, including installation of controls regulated by the Mechanical Code	\$17.00	\$17.00
<b>4. Boilers, Compressors and Absorption Systems:</b>		
For the installation or relocation of each boiler or compressor up to and including three (3) HP, or each absorption systems up to and including 100,000 Btu/h	\$18.00	\$18.00
For the installation or relocation of each boiler or compressor over three (3) HP up to and including 500,000 Btu/h	\$35.00	\$35.00
For the installation or relocation of each boiler or compressor over 15 HP up to and including thirty (30) HP, or each absorption systems over 500,000 Btu/h up to and including 1,000,000 Btu/h	\$48.00	\$48.00
For the installation or relocation of each boiler or compressor over thirty (30) HP, up to and including fifty (50) HP, or for each absorption system over 1,000,000 Btu/h up to and including 1,750,000 Btu/h	\$70.00	\$70.00
<b>5. Air Handlers:</b>		
For each air-handling unit up to and including 10,000 cfm, including ducts attached thereto. )	\$13.00	\$13.00
For air-handling unit over 10,000 cfm	\$23.00	\$23.00
<b>NOTE:</b> This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		
<b>6. Evaporative Coolers</b>		
For each evaporative cooler other than portable type	\$13.00	\$13.00
<b>7. Ventilation and Exhaust:</b>		
For each ventilation fan connected to a single duct	\$9.00	\$9.00
For each ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit	\$13.00	\$13.00
For the installation of each hood that is served by mechanical exhaust, including the ducts for such hood	\$13.00	\$13.00
<b>8. Incinerators:</b>		
For the installation or relocation of each domestic-type incinerator	\$23.00	\$23.00
For the installation or relocation of each commercial or industrial-type Incinerator	\$18.00	\$18.00
<b>9. Miscellaneous</b>		

Mechanical Fee Description	Fee	No Proposed Changes
For each appliances or piece of equipment regulated by the Mechanical Code, but not classed in other appliance categories, or for which no other fee is listed in this table	\$13.00	\$13.00
<b>10. Fuel-Gas</b>		
When Chapter 12 is applicable, permit fees for fuel-gas piping shall be as follows:		
For each gas piping system of one to five outlets	\$6.00	\$6.00
For each additional gas piping system, per outlet	\$1.40	\$1.40
<b>11. Process Piping</b>		
For each hazardous process piping system (HPP) of one to four outlets	\$6.25	\$6.25
For each HPP piping system of five or more outlets, per outlet	\$1.25	\$1.25
For each non-hazardous process piping system (NPP) of one to four outlets	\$2.50	\$2.50
For each NPP piping system of five or more outlets, per outlet	\$66.00	\$66.00
<b>Other Inspections and Fees:</b>		
1. Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$53.00	\$53.00
2. Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Mechanical Code per inspection	\$53.00	\$53.00
3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$53.00	\$53.00
4. Additional plan review required by changes, additions or revisions to plans or to to plans for which an initial review has been completed (minimum charge - one-half hour)	\$53.00	\$53.00
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

**Plumbing Permit Fees**  
**Table I - I**

Plumbing Permit Description	Fee	No Proposed Changes
<b>Permit Issuance:</b>		
1. For the issuance of each plumbing permits	\$30.00	\$30.00
2. For issuing each supplemental permits for which the original permit has not expired, been canceled or finalized	\$15.00	\$15.00
<b>Unit Fee Schedule</b>		
NOTE: The following do not include permit-issuing fee		
<b>1. Fixtures and Vents:</b>		
For each plumbing fixture, trap or set of fixtures on one trap, including water, drainage piping and backflow protection thereof	\$11.00	\$11.00
For repair or alteration of drainage or vent piping, each fixture	\$11.00	\$11.00
<b>2. Sewers, Disposal Systems and Interceptors:</b>		
For each building sewer and each trailer park sewer	\$22.00	\$22.00
For each cesspool	\$38.00	\$38.00
For each private sewage disposal systems	\$63.00	\$63.00
For each industrial waste pretreatment interceptors, including its traps and vents, excepting kitchen-type grease interceptors functioning as fixture traps	\$10.00	\$10.00
Rainwater systems-per drain (inside building)	\$10.00	\$10.00
<b>3. Water Piping and Water Heaters</b>		
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	\$10.00	\$10.00
For each water heaters, including vent	\$10.00	\$10.00
<b>4. Gas Piping Systems</b>		
For each gas piping systems of one to five outlets	\$7.50	\$7.50
For each additional outlet over five, each	\$1.50	\$1.50
<b>5. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices</b>		
For each lawn sprinkler systems on any one meter, including backflow protection devices therefore	\$10.00	\$10.00
For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:		
▪ 1 to 5 devices	\$7.50	\$7.50
▪ More than 5 devices	\$1.50	\$1.50
For each backflow-protection devices other than atmospheric-type vacuum breakers		
▪ 2 inches and smaller	\$10.50	\$10.50
▪ Over 2 inches	\$22.00	\$22.00
<b>6. Swimming Pools</b>		
For each swimming pool or spa:		
Public Pool	N/A	N/A
Public Spa	N/A	N/A
Private Pool	N/A	N/A
Private Spa	N/A	N/A
<b>7. Miscellaneous</b>		
For each appliances or pieces of equipment regulated by the Plumbing Code Code but not classed in other appliance categories, or for which no other fee is listed in this code		
For each gray water system	\$63.00	\$63.00
For initial installation and testing for a reclaimed water system	\$45.00	\$45.00
For annual cross-connection testing of a reclaimed water system (excluding initial test)	\$45.00	\$45.00
For each medical gas piping system serving one to five inlets or outlets for a specific gas	\$75.00	\$75.00
For each additional medical gas inlet or outlet	\$7.50	\$7.50
<b>Other Inspections and Fees:</b>		
Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$53.00	\$53.00
Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Plumbing Code	\$53.00	\$53.00

Plumbing Permit Description	Fee	No Proposed Changes
Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$53.00	\$53.00
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour)	\$53.00	\$53.00
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

# 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: July 15, 2015

SUBJECT: **Ordinance No. 992, First Reading.** Code Change 2015-03. Administrative Policy Statement (#105) Change. Amendment to Chapters 1.05 and 3.28 of the Norco Municipal Code Regarding Administrative Citation Procedures.

RECOMMENDATION: Adopt **Ordinance No. 992** for first reading and approve the change to the Administrative Policy Manual (#105).

**SUMMARY:** The City Council gave direction that Code Enforcement procedures be revised to make the process move quicker to compliance. To implement the changes the City Council needs to approve a change to the Administrative Policy Manual and to adopt Ordinance No. 992 changing the Citation process and fee schedule. Since this did not involve any changes to Chapter 18 of the Norco Municipal Code (Zoning) there was no recommendation needed from the Planning Commission.

**BACKGROUND:** The City Council gave direction that existing code enforcement procedures be modified to streamline the process, make it easier for residents to file complaints, and to bring about the resolution of cases on a faster timeline. Some of the policy changes have already been implemented including allowing the filing of complaints by any method that gets the needed information to the Code Enforcement Officer rather than requiring a signed written complaint form as was done previously.

The attached flow chart shows the new procedure (ref. Exhibit "A"). Exhibit "B" is a draft of proposed changes to the Administrative Policy Manual for Code Enforcement from a decentralized approach where each department/division managed its own code cases to a centralized approach where cases are processed and managed by Code Enforcement with assistance from the affected departments/divisions as needed.

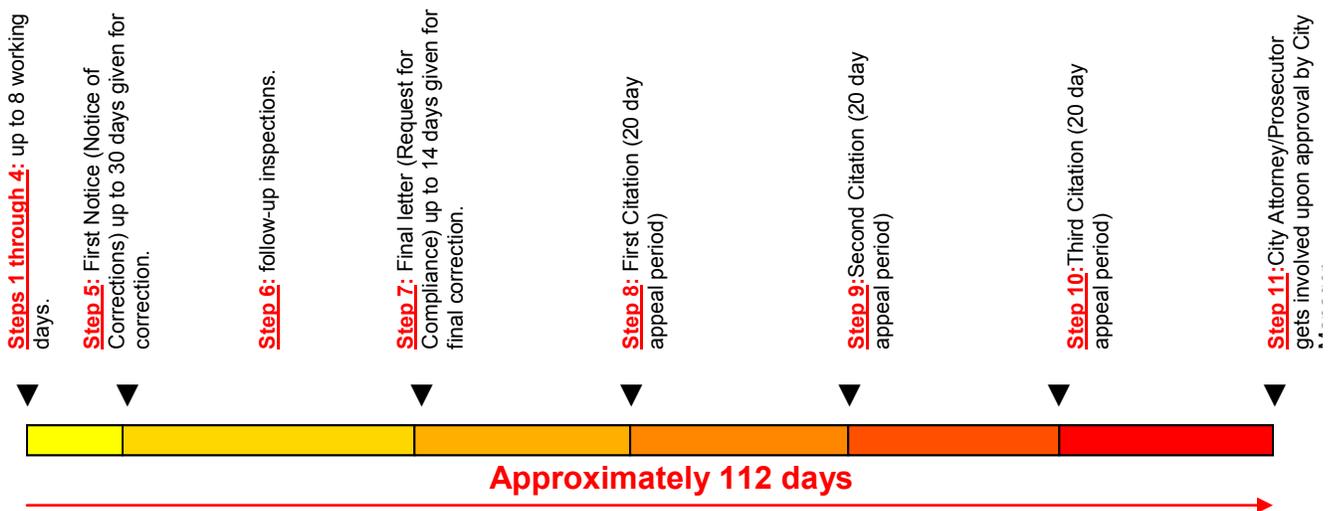
Another primary change is the number of potential citations has been reduced from three to two and the first citation is issued once the violation has been verified and the Second Citation carries an increased fine (from \$200 to \$250). Prior to the proposed new procedure the first step after a violation had been verified was the issuance of a Notice of Correction (NOC). The NOC explained what needed to be corrected and the

date it had to be done by. The timeline for compliance was based on the violation but was generally from 15 to 30 days.

Property owners were given generous extensions to correct the violation if progress was being made. If no progress was made from the NOC then a Request for Compliance (RFC) letter was issued with a date specific for compliance. If the RFC still did not obtain compliance then a First Citation (and fine) was issued, and then likewise a Second and Third Citation. If the matter was still unresolved after three citations then it was transferred to the City Attorney for prosecution upon approval by the City Manager.

The primary concern with this process was the amount of time it was taking property owners to come into compliance while only showing minimal progress in order to get the time extensions. The process without any extensions could take well over 100 days before the matter would even get to the City Attorney as shown below. With extensions the process was even longer.

#### PRIOR CODE ENFORCEMENT PROCESS TIMELINE



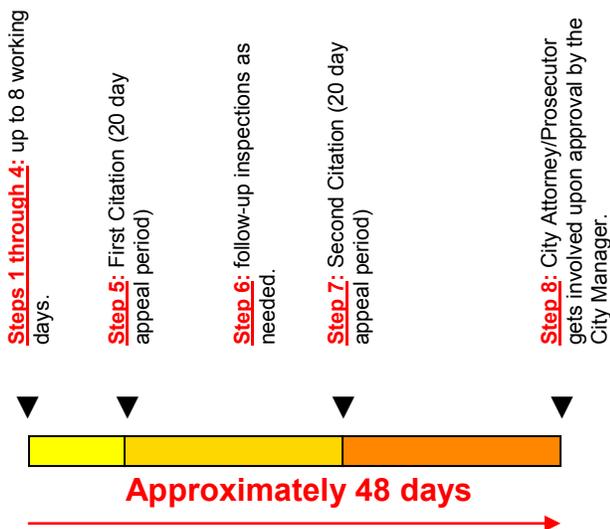
- (Step 1) Complaint received by the City.
- (Step 2) Coordination with the appropriate City Department/Division.
- (Step 3) Investigation by the Code Enforcement Office to verify the violation.
- (Step 4) Initial contact by the Code Enforcement Office to see if a problem can be resolved quickly without the formal compliance process.
- (Step 5) A "Notice of Corrections" or "First Notice" letter is mailed by first class mail to the violator with a stipulated time-frame ranging from 1 day to a maximum of 30 days to correct the violation depending on the type of violation.
- (Step 6) Follow-up inspections by the Code Enforcement Officer to ensure progress toward correction. Time extensions can be granted if progress is being made.
- (Step 7) If the violation is not fully resolved within the timeframe, a "Request for Compliance" or "Final Notice" letter is sent by first class mail allowing an additional 5 to 14 days maximum to resolve the violation. (This step is not required for repeat offenders)
- (Step 8) If after Step 7 a violation remains fully uncorrected, the Code Enforcement Officer issues a First Citation with a fine of \$100 per violation. If a property has three separate violations there

is a fine of \$300. There is an automatic 20-day appeal period for each citation but the City is not obligated to wait 20 days to send the following citation provided the previous citation has not already been appealed. Once a citation is appealed there are no follow-up citations until that appeal process is finished.

- (Step 9) If compliance is not obtained from Step 8 a Second Citation is issued with a fine of \$200.
- (Step 10) If compliance is not obtained from Step 9 a Third Citation (final) is issued with a fine of \$500.
- (Step 11) If compliance is still not obtained, the Code Enforcement Officer then turns the matter over to the City Manager to determine if it is to be given to the City Prosecutor for resolution.

With the new revised Code Enforcement procedures that has been reviewed by a City Council Business Advisory Committee the process would be as follows (without extensions):

### PROPOSED CODE ENFORCEMENT PROCESS TIMELINE



- (Step 1) Complaint received by the City.
- (Step 2) Coordination with the appropriate City Department/Division.
- (Step 3) Investigation by the Code Enforcement Office to verify the violation.
- (Step 4) Initial contact by the Code Enforcement Office to see if a problem can be resolved quickly without the formal compliance process.
- (Step 5) the Code Enforcement Officer issues a First Citation with a fine of \$100 per violation. If a property has three separate violations there is a fine of \$300. There is an automatic 20-day appeal period for each citation but the City is not obligated to wait 20 days to send the following citation provided the previous citation has not already been appealed. Once a citation is appealed there are no follow-up citations until that appeal process is finished..
- (Step 6) Follow-up inspections by the Code Enforcement Officer to ensure progress toward correction. Time extensions can be granted if progress is being made.
- (Step 7) If compliance is not obtained from Step 6 a Second and Final Citation is issued with a fine of \$250.
- (Step 8) If compliance is still not obtained, the Code Enforcement Officer then turns the matter over to the City Manager to determine if it is to be given to the City Attorney/Prosecutor for resolution.

Additional measures that have already been taken to improve the code enforcement process are:

1. Have monthly closed-session updates with the City Council to keep Councilmembers informed on cases it is familiar with which cannot be shared in public meetings and to get direction on cases that are not proceeding forward.
2. Introduce a standard procedure where once a building permit is expired the applicant is automatically notified of the expiration and the need to file a new permit application. Likewise for any entitlement expirations as applicable. Sending out notices on expired permits has not been done historically because of limited resources to be able to monitor permit timelines and then issue termination notices.

In order to fully implement the changes to procedures outlined above the current Administrative Policy Statement needs to be approved (Exhibit B). Ordinance No.992 needs to be approved to eliminate the third citation notice and to increase the fine of the Second Citation to \$250.00

Attachments: Ordinance No. 992  
Exhibit A – Revised Code Enforcement Procedure Flow Chart  
Exhibit B – Draft Changes to Administrative Policy Statement No. 105

## **ORDINANCE NO. 992**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO AMENDING THE TEXT OF THE NORCO MUNICIPAL CODE CHAPTERS 1.05 AND 3.28, WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED TO AMEND THE CODE ENFORCEMENT PROCEDURES, CITATIONS, AND FINES. CODE CHANGE 2015-03**

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORCO, initiated an application for a code change to amend the code enforcement procedures, citations, and fines; and

WHEREAS, said application for code change 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 July 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, 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 make the following findings:

- A. The proposed code change is not inconsistent with the Norco Municipal Code or General Plan. The code change will amend the administrative citation process and fine schedule. The proposed revisions will not be detrimental and should promote public health, convenience, and welfare of the community.
- 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 ordain as follows:

SECTION 1:

Norco Municipal Code Chapter 3.28 "Citation Collection by City" is hereby established to read as follows:

**Chapter 3.28  
CITATION COLLECTION BY CITY**

3.28.10 Intent and Purpose.

It is the intent of the City Council that various fines issued for, but not limited to:

Norco Municipal Code Chapter 1.04 "General Penalties" is hereby established to read as follows:

**Chapter 1.04  
GENERAL PENALTIES**

1.04.010 General Penalties.

The City Council of the City of Norco intends to secure compliance with the provisions of this Code. To the extent that such compliance may be achieved by less drastic methods of enforcement the following alternate, separate and distinct methods may be utilized. Each method set forth herein is intended to be mutually exclusive and does not prevent concurrent or consecutive methods being used to achieve compliance against continuing violations. Each and every day any such violations exist constitutes a separate offense. Notwithstanding any other provision of this Code, each violation of the provisions of this Code may be enforced alternatively as follows:

A. Infraction—General. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code may be prosecuted for an infraction. Written citations for infractions may be issued by police officers or nonsafety employees designated by Norco Municipal Code Section 1.05.020. Except for violations pertaining to construction on multiple-unit residential or commercial or industrial projects, an infraction under the provisions of this Code shall be punishable either by fines as is specified in the currently adopted Uniform Infraction Bail Schedule used by the Riverside County Consolidated Courts, or where no fine is specified therein by:

1. A fine not exceeding \$100.00 for a first violation;
2. A fine not exceeding \$250.00 for a second violation of the same ordinance within three years;

Infraction—Construction. For violations of this Code pertaining to construction on residential development projects that consist of more than one housing unit, or construction of commercial or industrial projects, including, but not limited to,

hours of construction activity, storm water runoff and discharge controls, grading, etc., shall be assessed in the amounts specified in this chapter, as adopted by the City Council, as:

1. A fine not exceeding \$5,000 for a first violation;
2. A fine not exceeding \$10,000 for a second violation within three years from the date of the first violation;
3. A fine not exceeding \$25,000 for each additional violation within three years from the date of the first violation.

All work shall be stopped on the subject of the violation, and the building(s) red-tagged, until the amount of the applicable fine has been deposited with the City as a bail amount. The prosecution of alleged violations of this section shall be processed utilizing the administrative citation procedure as set forth in Chapter 1.05 of the Code.

SECTION 2: The Planning Director shall transmit the Environmental Notice of Determination to the Clerk of Riverside County Board of Supervisors.

SECTION 3: EFFECTIVE DATE. This Ordinance shall become effective 30 days after final passage thereof.

SECTION 4: 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 5: 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 on August 5, 2015.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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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 Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on July 15, 2015 and thereafter at a regular meeting of said City Council duly held on August 5, 2015, it was duly passed and adopted by the following vote of the City Council:

AYES:

NOES:

ABSENT:

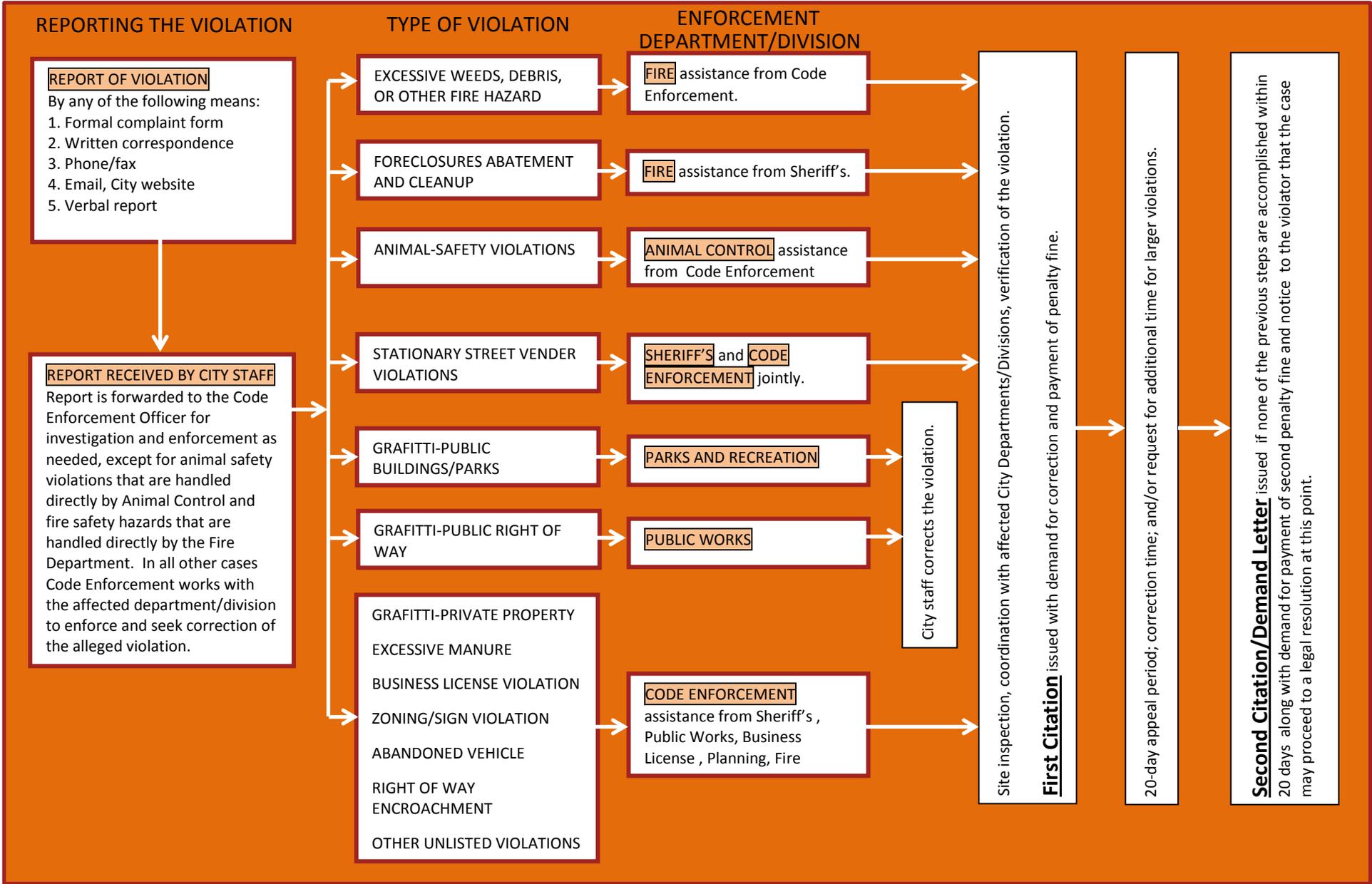
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on August 5, 2015.

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

# CODE COMPLIANCE PROCESS (ADMINISTRATIVE POLICY)



## REPORTING THE VIOLATION

**REPORT OF VIOLATION**  
 By any of the following means:  
 1. Formal complaint form  
 2. Written correspondence  
 3. Phone/fax  
 4. Email, City website  
 5. Verbal report

**REPORT RECEIVED BY CITY STAFF**  
 Report is forwarded to the Code Enforcement Officer for investigation and enforcement as needed, except for animal safety violations that are handled directly by Animal Control and fire safety hazards that are handled directly by the Fire Department. In all other cases Code Enforcement works with the affected department/division to enforce and seek correction of the alleged violation.

## TYPE OF VIOLATION

- EXCESSIVE WEEDS, DEBRIS, OR OTHER FIRE HAZARD
- FORECLOSURES ABATEMENT AND CLEANUP
- ANIMAL- SAFETY VIOLATIONS
- STATIONARY STREET VENDER VIOLATIONS
- GRAFITTI-PUBLIC BUILDINGS/PARKS
- GRAFITTI-PUBLIC RIGHT OF WAY
- GRAFITTI-PRIVATE PROPERTY  
EXCESSIVE MANURE  
BUSINESS LICENSE VIOLATION  
ZONING/SIGN VIOLATION  
ABANDONED VEHICLE  
RIGHT OF WAY ENCROACHMENT  
OTHER UNLISTED VIOLATIONS

## ENFORCEMENT DEPARTMENT/DIVISION

- FIRE assistance from Code Enforcement.
- FIRE assistance from Sheriff's.
- ANIMAL CONTROL assistance from Code Enforcement
- SHERIFF'S and CODE ENFORCEMENT jointly.
- PARKS AND RECREATION
- PUBLIC WORKS
- CODE ENFORCEMENT assistance from Sheriff's, Public Works, Business License, Planning, Fire

City staff corrects the violation.

Site inspection, coordination with affected City Departments/Divisions, verification of the violation.  
**First Citation** issued with demand for correction and payment of penalty fine.

20-day appeal period; correction time; and/or request for additional time for larger violations.

**Second Citation/Demand Letter** issued if none of the previous steps are accomplished within 20 days along with demand for payment of second penalty fine and notice to the violator that the case may proceed to a legal resolution at this point.



# CITY OF NORCO ADMINISTRATIVE POLICY STATEMENT

**SUBJECT:** CODE COMPLIANCE POLICIES AND PROCEDURES  
**POLICY NUMBER:** 105  
**DATE ISSUED:** February 22, 2006  
**DATE REVISED:**

**PURPOSE:** To establish and standardize policies and procedures by which municipal code violations are investigated and corrected by the Code Enforcement Officer with processing assistance from the various applicable City departments and divisions.

**GENERAL POLICY:** As a general rule, the following principles and procedures will govern the City's actions toward gaining code compliance. City personnel, representatives and agents are authorized to follow different procedures in order to protect or preserve public health, safety or welfare, when, in the judgment of the City, the circumstances in a particular instance merit or require such procedures.

A. "Centralized" approach.

The City will seek to correct code violations using a centralized approach through the Code Enforcement Division. This means that various City departments and divisions are responsible for assisting the City's Code Enforcement Officer in the enforcement of codes in their respective areas of jurisdiction with the exception of animal safety violations which will be handled separately by the Animal Control Division and fire safety violation which will be handled separately by the Fire Department. Examples of common code violations and the respective department or division responsible for ~~gaining compliance~~ assisting the Code Enforcement Officer include:

1. Parking issues
  - a. Commercial vehicle parked on private property  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Planning Division
  - b. Vehicles parked in horse trails or public streets  
PRIMARY ENFORCEMENT: Sheriff's Department;  
ENFORCEMENT ASSISTANCE: Code Enforcement Division, Animal Control Division, Citizens on Patrol
2. Abandoned vehicles on private property  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Fire Department
3. Encroachments into the public right-of-way  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Public Works Department
4. Zoning violations
  - a. Non-permitted structures  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Building Division, Planning Division
  - b. Illegal modifications, garage conversions, etc.

- PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Planning Division
- c. Illegal temporary vendors on private property  
PRIMARY ENFORCEMENT: Sheriff's Department, Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Planning Division
- d. Illegal land uses  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Planning Division
5. Public street violations, stationary street vendors  
PRIMARY ENFORCEMENT: Sheriff's Department;  
ENFORCEMENT ASSISTANCE: Code Enforcement Division
6. Illegal signs  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Planning Division, Public Works Department
7. Graffiti
- a. Public right-of-way  
PRIMARY ENFORCEMENT: Public Works Department;
- b. Private Property (~~Public Works Department~~)  
PRIMARY ENFORCEMENT: Code Enforcement;  
ENFORCEMENT ASSISTANCE: Sheriff's Department
- c. Parks and public buildings (~~Parks & Recreation Department~~)  
PRIMARY ENFORCEMENT: Parks and Recreation Department
8. Excessive weeds, debris, fire hazards  
PRIMARY ENFORCEMENT: Fire Department;  
ENFORCEMENT ASSISTANCE: Public Works Department
9. Animal-keeping violations or non-permitted animal uses  
PRIMARY ENFORCEMENT: Animal Control Division;  
ENFORCEMENT ASSISTANCE: Code Enforcement Division
10. Manure violations  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Engineering Division
11. Foreclosures abatement and cleanup  
PRIMARY ENFORCEMENT: Fire Department;  
ENFORCEMENT ASSISTANCE: Sheriff's Department
12. Business License violations  
PRIMARY ENFORCEMENT: Code Enforcement Division;  
ENFORCEMENT ASSISTANCE: Business License Division

The Code Enforcement Officer, or each department or division that is responsible for primary enforcement, will keep records of its respective code compliance actions, including data entry into the City's centralized computer system.

- B. Action on reported or observed code violations in commercial and industrial areas.  
The Code Enforcement Officer will verify that a reported violation exists. Once the violation is established the Code Enforcement Officer will issue a First Citation on reported or observed code violations of any kind in commercial or industrial areas of the City as well as in the public rights-of-way in all areas of the City. In these cases it is not necessary to obtain a filed complaint from any member of the public before initiating compliance efforts.
- C. Action on reported violations in residential areas.  
Generally, City staff will not be proactive in looking for, or seeking to identify code violations on residential properties except where the violations are clearly visible from the street or in known matters of public health and safety. In cases not clearly visible or otherwise known, staff will be reactive to complaints that are filed concerning residential code violations. (The identity of a complainant will not be revealed by City staff; however, the identity of a complainant may be discovered if a code compliance case proceeds to legal action.) Complaints will be accepted by formal written complaint form or letter, or through phone, email, fax, the City website, etc., and through verbal reports; however follow-up reports can only be requested with a formal written complaint form that contains contact information. Staff will be proactive regarding residential violations that concern public health and safety including but not limited to: 1) a code violation (in the form of a prohibited condition or activity) that could constitute a health and safety hazard or that might otherwise be detrimental to public welfare; 2) a structure (including, but not limited to, buildings, roofs, fences and walls) constructed, altered, repaired or demolished without building permits and City inspections; 3) mechanical, electrical or plumbing work or installations that were done, or that are reportedly being done, without the required technical code permits, approvals and City inspections; 4) grading work that was done, or is reportedly being done, without a grading permit; 5) a code violation reportedly being committed or maintained by a responsible person who had previously committed a code violation as determined or confirmed by City staff, 6) a code violation in the public right-of-way or that is viewable by City staff from a public right-of-way, or 7) deemed a fire or life safety hazard..
- D. "Centralized" tracking and coordination.  
The tracking of code compliance cases will be centralized in the Code Compliance Division except the cases where other City divisions or departments are the primary enforcement body.

**PROVISIONS:** The following procedures will generally be followed by City departments and divisions in correcting code violations. (Exceptions to these procedures specified in other code or policy documents, or unique circumstances, may result in alternative actions.)

## PROCEDURES

1. An employee either receives a complaint or observes a violation of the Municipal Code and reports said violation to the Code Enforcement Officer. If the complaint is made by a resident or other interested or concerned person about an alleged code violation and the complainant wants follow-up or updates, the complainant should be instructed to file a standard written complaint form. (Written complaints with requests for follow-up are to be submitted on Attachment "A" – Code Violation Complaint Form.)

2. Once it has been established that a violation exists, the Code Enforcement Officer, or other division or department that is the primary enforcing body, will issue a Citation with a demand for compliance. A violator has the option of appealing a Citation within 20 days at which point the enforcement process is suspended until a Hearing Officer determines the validity of the case.
3. For severe code violation cases that require on-going attention and monitoring the Code Enforcement Officer or the department or division with responsibility for enforcing the particular code will enter pertinent tracking information into the City's computer system and Inspection/Investigation Log Sheet (Attachment "B") Those enforcing a severe violation case will generate periodic reports on progress for review by the City Manager to ensure that correction of the violation is being completed.
4. If a violation is not fully resolved within the initial 20-day appeal period, and/or arrangements are not made that are acceptable to City staff for a violator to fully resolve the violation in a timely manner with all required City permits, approvals and inspections, a second and Final Citation and Demand Letter are issued with notice that the matter is going to be presented for possible prosecution by the City Attorney. City staff need not take the action stated in this section if the violator or responsible person is a repeat violator or if the violation constitutes, or may constitute, a hazard or detriment to public health, safety or welfare. Only the City Manager will make the determination about whether a case is be turned over to the City Prosecutor or the City Attorney.
5. If the correction for a violation first requires approval by the Planning Commission or the City Council for illegal work that has already been started, the request for approval of that related project will not be taken and/or advertised for the appropriate hearing body until after the first Citation has been issued and the violator has paid the fines.

Attachments: "A" – Code Compliance Process Flow Chart  
"B" – Code Violation Complaint Form  
"C" – Inspection/Investigation Log Sheet  
"D" – Standardized "Citation" Form

City Manager \_\_\_\_\_

Date \_\_\_\_\_