



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

**Wednesday, November 4, 2015
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 6:00 p.m.

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

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

CLOSED SESSION:

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation
One Case

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 Bash

INVOCATION: Pastor Rene Parish, Beacon Hill Assembly of God

PRESENTATIONS: Jim Burdett, California High School Rodeo Association

Annalynn Neve-Wiltjer, American Cancer Society

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:
2. CITY COUNCIL CONSENT ITEMS: *All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No.3 of the Agenda.*

- A. City Council Regular Meeting Minutes of October 21, 2015. **Recommended Action: Approve the City Council regular meeting minutes.** (City Clerk)
 - B. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)
 - C. Recap of Actions Taken by the Planning Commission at its Meeting Held on October 28, 2015. **Recommended Action: Receive and file.** (Planning Director)
 - D. Approval of Reclassification of Computer Information Systems Technician from Part-Time to Full-Time. **Recommended Action: Approve reclassification of Computer Information Systems (CIS) Technician from part-time to full-time.** (City Manager)
 - E. Resolution Accepting a Grant in the Amount of \$4,512 from the Fiscal Year 2015 State Homeland Security Program (SHSP) to Continue the Citizen Emergency Response Team (CERT) Program. **Recommended Action: Adopt Resolution No. 2015-66, accepting the SHSP funds in the amount of \$4,512** (Fire Chief)
3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR
4. PUBLIC COMMENTS - *This is the time when persons in the audience wishing to address the City Council regarding matters not on the agenda may speak. Please complete the speaker card in the back of the room and present it to the City Clerk so that you may be recognized.*
5. DISCUSSION / ACTION ITEMS:
- A. Approval of Renaming Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival. **Recommended Action: Approve renaming Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival.** (Deputy City Manager)
6. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

ADJOURNMENT

In compliance with the Americans with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in this meeting, please contact the City Clerk's office, (951) 270-5623, at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility. Staff reports are on file in the City Clerk's Office. Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue during normal business hours.



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

DRAFT

**Wednesday, October 21, 2015
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

- CALL TO ORDER:** 7:03 p.m.
- ROLL CALL:** Herb Higgins, Mayor, **Present**
Kevin Bash, Mayor Pro Tem, **Present**
Kathy Azevedo, Council Member, **Present**
Berwin Hanna, Council Member, **Present**
Greg Newton, Council Member, **Present**
- PLEDGE OF ALLEGIANCE:** Mayor Herb Higgins
- INVOCATION:** Pastor Vernie Fletcher, Grace Fellowship Church
- PROCLAMATION:** Red Ribbon Week - *"Respect Yourself. Be Drug Free."* October 23-31, 2015

Council Member Kathy Azevedo presented the Red Ribbon Week proclamation to the Corona-Norco Unified School District. A Norco Intermediate student commented on the Fall Festival taking place at Promenade Park on Sunday, October 25, 2015 from 12:00 – 4:00 p.m.

- PRESENTATION:** Assembly Member Eric Linder – Overview of Assembly Bill 794, Criminal Acts Against Law Enforcement Animals

Assembly Member Eric Linder gave a brief summary of Assembly Bill 794 regarding law enforcement volunteer horse protections. Assembly Member Linder thanked Mr. Rick Wagner for his assistance with AB 794 and presented the California Mounted Officers Association with a certificate of appreciation for their sponsorship of AB 794.

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

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

Mayor Pro Tem Bash:

- Met with the Chief of Staff of Congressman Takano's office along with the City's Historic Resources Consultant Bill Wilkman regarding historic resources issues on the Navy base.
- Participated in Principal for a Day at Riverview Elementary and asked the Council to consider supporting an FFA program at the school.

Council Member Hanna:

- Riverside County Transportation Commission has resumed construction on the 91 freeway after the partial bridge collapse. Friday, October 23 through the morning of Monday, October 26, Main Street between Grand Avenue and Fourth Street will be closed.
- Consulted with Vector Control regarding West Nile Virus. Riverside County is second in the state for the number of West Nile Virus cases. Measures are being taken at Wayne Makin to help prevent mosquitoes. City staff has turned off the irrigation at Wayne Makin and Vector Control has set out traps and treated the area.

Council Member Newton:

- Attended the Chino Basin Desalter Authority Board of Directors meeting last week and reviewed total projects, completed and pending.

Council Member Azevedo:

- As Chairperson of the Parade of Lights and Winter Festival, commented that there are openings for entertainment and encouraged interested persons to apply.
- Commented on the FFA Department, which has been nominated for one of the top 10 programs in the country.

Mayor Higgins:

- No report given

2. CITY COUNCIL CONSENT ITEMS:

Mayor Pro Tem Bash pulled item 2.E. and Council Member Newton pulled 2.F.

M/S AZEVEDO/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 Regular Meeting Minutes of October 7, 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. Acceptance of Proposals and Award of Contract for Sanitary Sewer and Storm Drain Maintenance Services. **Action: Accepted proposals and awarded the Sanitary Sewer and Storm Drain Maintenance Services Contract to Innerline Engineering located in Murrieta, California in an amount not to exceed \$100,000, and authorized the City Manager the option to extend the agreement for one year.** (Deputy City Manager)

- D. Acceptance of Proposal and Award of Contract for Street Sweeping Services. **Action: Accepted the proposal submitted for Street Sweeping Services, awarded the contract to Clean Street located in Gardena, California, authorized the City Manager to execute the contract in the amount not to exceed \$25,000, and authorized the City Manager the option to extend the agreement for one year.** (Deputy City Manager)
- E. Quarterly Investment Report for Quarter Ended September 30, 2015. **Pulled for Discussion.** (Finance Officer)
- F. Acceptance of Proposals and Award of Contract for Building and Safety Division Plan Check Services. **Pulled for Discussion.** (Planning Director)

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

- 2.E. Quarterly Investment Report for Quarter Ended September 30, 2015.

Mayor Pro Tem Bash Bash pulled the item to ask that the Finance Officer provide more detail. Finance Officer Schuchard indicated that she would detail the report during the budget to actual report later on the agenda.

M/S BASH/HANNA to receive and file the Quarterly Investment Report for the Quarter Ended September 30, 2015. The motion was carried by the following roll call vote:

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

- 2.F. Acceptance of Proposals and Award of Contract for Building and Safety Division Plan Check Services.

Council Member Newton commented that with the recent changes that have been made to make the Building and Safety Division more efficient, he asked if the proposal contains the changes. In response, Director King stated that the proposal included the changes that would eliminate steps upon submittal and would make for a more efficient process.

M/S BASH/NEWTON to accept proposals and award the contract for Plan Check Services to Willdan located in San Bernardino, California, and Bureau Veritas located in Costa Mesa and San Diego, California. 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:

Pat Hedges expressed concerns she has had with Animal Control and Code Enforcement over the past eight months. Ms. Hedges commented on a complaint she filed regarding her neighbor having an excessive number of horses and that she did not hear back from Code Enforcement in a timely manner. The complaint process did not work well. Ms. Hedges also commented that two weeks later, Animal Control came to her home regarding excessive dogs and an unlicensed dog. Animal Control visited her a second time regarding the dogs and a dispute regarding paperwork. Ms. Hedges said she feels this was retaliation and asked the City Council to look into the issue.

Pat Overstreet invited all to attend the RURAL meeting on Thursday, October 22 at Sixth Street Deli at 7:00 p.m. RJ Brandes will be the principal speaker regarding Silverlakes. Ms. Overstreet also commented on the Norco Community Town Hall meeting scheduled on October 26 at 6:30 p.m. at Nellie Weaver Hall and hosted by Lake Norconian Club Foundation.

Ted Hoffman invited the Council and community to the Norco Horsemen's Association Kids and Family Obstacle Course and Equestrian Playdate event Saturday, October 24 at Ingalls Park.

Glenn Hedges commented that he met with City Manager Okoro to discuss a \$2,500 donation to the City for horse trail maintenance. Mr. Hedges also commented that he attended the Streets, Trails and Utilities Commission in October and complimented the Deputy City Manager for the changes he is implementing with the Commission and the work being done around the City. Mr. Hedges also stated that Norco Horsemen's Association is now helping with trail maintenance and to-date has replaced 60-70 feet of fencing over the past two weekends. He said he looks forward to a continued partnership with the City.

Lisa Campbell commented that she has been meeting with business owners regarding the permitting process and commented on an issue with Ms. Adriana Santamaria. In 2012, Ms. Santamaria bought two properties – Dick's Radiator Shop and the property at the northwest corner of Seventh Street and California Avenue. Ms. Santamaria has been trying to get permits for a deli for the property at Seventh and California. There has been three years of corrections. Ms. Campbell also commented on concerns with Dick's Radiator Shop and referenced Conditional Use Permit 77-13 regarding non-conforming status. Ms. Campbell requested assistance for Ms. Santamaria.

Adriana Santamaria expressed that she does not understand why the City does not allow such businesses and asked for assistance.

Ray Trosper commented on the 21 Seconds Now Program and presented the Council with a plaque in appreciation of their support and for the City of Norco being the first City in the United States to adopt a resolution supporting and implementing the program.

Richard Hallam commented on studies that predict an 85% chance of an 5.8 earthquake or stronger in the next few years. Mr. Hallam indicated that CalFire has reinstated the CERT

program and that there are approximately 60 members that are being trained to assist with emergency incidents.

Harvey Sullivan commented that he attended a candidates meet and greet in which residents asked about a project coming before the Planning Commission and the City Council. Mr. Sullivan said that the project was discussed thoroughly by two City Council incumbents. Mr. Sullivan expressed concern about a third Council Member almost being brought into the conversation, which would have posed a problem. Mr. Sullivan also commented that he contacted the property owner of the project and that remarks were posted on social media about his conversation with the property owner.

5. LEGISLATIVE MATTERS:

- A. **Ordinance No. 995, Second Reading. Code Change 2015-05.** A Request to Amend Title 1 of the Norco Municipal Code Adding Chapter 1.07 "Public Notice Posting" Establishing Public Places for Posting of City Notices. (City Clerk)

M/S BASH/HANNA to adopt Ordinance No. 995 for second reading. The motion was carried by the following roll call vote:

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

- B. **Ordinance No. 996, Second Reading. Zone Code Amendment 2015-06** (City): A request to Amend Norco Municipal Code Chapter 18.23 "C-4" (Commercial) Zone, Permitted and Conditionally-Permitted Uses. (Planning Director)

M/S HANNA/BASH to adopt Ordinance No. 996 for second reading. The motion was carried by the following roll call vote:

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

6. DISCUSSION / ACTION ITEMS:

- A. Approval of Service Agreement for Preliminary Engineering and Environmental Documentation by and Between the County of Riverside, City of Eastvale, and City of Norco for Hamner Avenue Bridge Improvements. (City Manager)

City Manager Andy Okoro reported that this agreement recognizes that the City of Norco is the lead sponsoring agency, the City of Eastvale as a cooperating local funding partner, and County of Riverside as the responsible party for implementing the project. Through this agreement, the Cities of Norco and Eastvale are committing \$249,000 each for

preliminary engineering and environmental documentation of the Hamner Avenue Bridge Improvements (Project).

Riverside County Transportation Department Engineering Project Manager Tayfun Saglam presented the City Council with a brief presentation about the project. Mr. Saglam reported some history and planning facts. The Hamner Avenue Bridge was built in 1939 and is considered structurally deficient. The existing bridge retrofit completed in 1978 is outdated and the concrete deck is severely deteriorated with cracks and rebar corrosion. The project proposes to extend the length of the bridge to 1,200 feet, expand the width, and include state of the art engineering in the structural design, seismic design, hydraulic design, and a multi-purpose trail. Mr. Saglam also discussed the tentative schedule, which if started within the first quarter of 2016, would be completed by the second or third quarter of 2023.

Council Member Newton commented on the environmental documentation and asked when the County was considering expanding the bridge to four or six lanes, if traffic studies were done further south on Hamner Avenue. Mr. Saglam indicated that adjacent intersections were studied as well as the Interstate 15 in order to justify the number of lanes.

Council Member Azevedo and Mr. Saglam discussed the possibility of member agencies drafting letters that would assist with funding for the project. Mr. Saglam indicated that cities should be proactive in programming the project into TUMF and pursuing those funds. City Manager Okoro added that he and staff have met with WRCOG to solicit assistance. Staff also recently met with RCTC regarding local matching funds.

Mayor Higgins commented that based on previous meetings, it was stated that once the project is started, that the City is locked in and cannot back out. Mr. Saglam clarified that it depends on what stage the project is in. Once the project is in the final plan preparation, then the City is locked in.

Ted Hoffman commented that he would like the Council to endorse the Service Agreement as it is a start and good investment to an economic lifeline.

Mayor Higgins commented that the City has approximately three years before commitment is required. The City needs to move forward to get bridge funding before an absolute commitment deadline approaches.

M/S BASH/HANNA to approve the Service Agreement for preliminary engineering and environmental documentation by and between the County of Riverside, City of Eastvale, and City of Norco for Hamner Avenue Bridge Improvements. The motion was carried by the following roll call vote:

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

B. Fiscal Year 2014-2015 Year-End Budget to Actual Report. (Finance Officer)

Finance Officer Gina Schuchard reported that the Fiscal Year 2014-2015 actual revenues and expenditures performed better than final year-end budget projections for the City's main Operating Funds - General Fund, Water Fund and Sewer Fund. This means that actual revenues exceeded budget amounts while actual expenditures came in below budgets. The combination of improving revenues and better expenditure control resulted in better than expected increase in fund balance for the General Fund and improved working capital for the Water and Sewer Enterprise Funds. Ms. Schuchard also requested approval of the reappropriation of funds in the amount of \$129,846 to fund improvements to the Norco Auto Mall sign.

Council Member Newton commented on the problematic NPDES Fund. City Manager Okoro stated that when the FY 2015-2016 budget was adopted, the fund had a big gap between the total estimated expenditures compared to the total revenue. \$75,000 is being transferred from the General Fund to the NPDES Fund to help with the shortfall. Mr. Okoro stated that there have been discussions on the state level about generating additional revenue in the form of fees, which would help close the gap.

Mayor Pro Tem Bash thanked City Manager Okoro for his excellent handling of City finances. He also thanked Ms. Schuchard for her report and the motto "Path to a Healthy Fund Balance."

Karen Leonard commented that she is glad to hear the good news about the City's finances. Ms. Leonard also commented on the recommendation for the Norco Auto Mall sign. She said that the sign is functional as is and that the funds could be used elsewhere.

Council Member Newton commented that when the Council originally approved funding for the Norco Auto Mall sign, he voted no because his recommendation was that the funding should be tied to sales tax revenue increase in lieu of using general funds.

M/S BASH/NEWTON to receive and file the Fiscal Year 2014-2015 Year-End Budget to Actual Report. The motion was carried by the following roll call vote:

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

Mayor Pro Tem Bash commented that the number one revenue generator for the City is the Norco Auto Mall.

M/S BASH/HANNA to adopt Resolution No. 2015-64, approving the reappropriation of \$129,846 to fund improvements to the Norco Auto Mall Sign. The motion was carried by the following roll call vote:

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

C. Approval of Additional Appropriation of Funds for Crestview Drive Flooding Temporary Remediation Measures. (Deputy City Manager)

Deputy City Manager Brian Petree reported that at the September 16, 2015 City Council meeting staff presented a report outlining temporary measures for the protection of homes on Crestview Drive and Mt. Rushmore Drive. Preliminary funding was provided to begin implementation of remedial work required by the City Engineer. In order to complete the City Engineer recommendations, staff is requesting an additional appropriation of \$52,001 to implement measures beyond those presented at the meeting.

The City Council thanked the Deputy City Manager, City Engineer, and staff on their great work and efforts on the improvements done in such a short period of time.

M/S BASH/NEWTON to adopt Resolution No. 2015-65, approving an additional appropriation in the amount not to exceed \$52,001 to implement Crestview Drive flooding temporary remediation measures. The motion was carried by the following roll call vote:

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

7. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

Mayor Pro Tem Bash requested to agenda discussion of supporting an FFA program at Riverview Elementary School.

M/S BASH/HIGGINS to agenda discussion of supporting an FFA program at Riverview Elementary. 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 a status update on the building at Seventh Street and California Avenue. He also requested an update on the area of Pedley Avenue between Sixth Street and Eighth Street as the street condition is poor.

Council Member Newton requested a status update on the street striping that was never completed on Temescal Avenue between First Street and Norco Elementary after it was paved. Deputy City Manager Petree said he would follow up.

Council Member Azevedo requested to agendaize discussion by the Street, Trails and Utilities Commission about a possible staging area on the east side of the City.

M/S AZEVEDO/NEWTON to direct the Streets, Trails and Utilities Commission to discuss the possibility of a staging area on the east side of the City. The motion was carried by the following roll call vote:

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

Council Member Hanna requested an update on the status of two left turn lanes on southbound Hamner Avenue at Sixth Street, Second Street, and Hidden Valley Parkway. Deputy City Manager Petree said he would follow up with City Engineer Milano on the status.

Mayor Higgins indicated that at a recent meeting, a resident requested, and Council directed staff, to send a letter to DTSC regarding possible soil contamination near the resident's home. City Manager Okoro indicated he would follow up.

ADJOURNMENT

Mayor Higgins adjourned the meeting at 9:18pm

Cheryl L. Link, CMC, City Clerk



RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
October 28, 2015

CALLED TO ORDER: 7:00 p.m.

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

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

PLEDGE OF ALLEGIANCE: Commission Member Hoffman

1. APPEAL NOTICE: Read by Planning Director King
2. PUBLIC COMMENTS: None
3. APPROVAL OF MINUTES:
 - ❖ Minutes of Regular Meeting of September 30, 2015
Recommended Action: Approval (Deputy City Clerk); **Approved 5-0**
4. CONTINUED PUBLIC HEARING:
 - A. **Conditional Use Permit 2015-20** (Moyer): A request for approval to allow a detached accessory building consisting of a 1,632 square-foot storage and hobby shop building at 2301 Western Avenue located within the A-1-20 (Agricultural Low Density) Zone. Continued from September 30, 2015 regular meeting. Continued from September 30, 2015
Recommended Action: Approval (Senior Planner)
Action: Approved 5-0, this action is final unless appealed to City Council.
 - B. **Conditional Use Permit 2015-21** (Hall): A request for approval to allow a detached accessory building consisting of a 1,040 square-foot workshop at 3113 Half Circle Road located within the A-1-20 (Agricultural Low Density) Zone. Continued from September 30, 2015
Recommended Action: Continue to December 9, 2015 (Senior Planner)
Action: Continued to December 9, 2015
5. PUBLIC HEARING:
 - A. **Conditional Use Permit 2015-11** (Verizon Wireless/Core): A request for approval to allow the installation of an unmanned wireless telecommunication facility at 240 Hidden Valley Parkway located within the Commercial District of the Gateway Specific Plan (GWSP). **Recommended Action: Approval** (Senior Planner)
Action: Approved 5-0, this action is final unless appealed to City Council.

Agenda Item: 2.C.

- B. **Conditional Use Permit 2015-23** (Cozart): A request for approval to allow a detached accessory building consisting of a 2,025 square-foot garage at 2863 Broken Arrow Street located within the A-1-20 (Agricultural Low Density) Zone.
Recommended Action: Approval (Senior Planner)
Action: Approved 5-0, this action is final unless appealed to City Council.
- C. **Site Plan 2015-23; Tentative Parcel Map 36999; Conditional Use Permits 2015-26, -27, -28; Variance 2015-05; Norco Village Sign Program** (Lewis Retail Centers): A proposal to construct a 113,331 square-foot commercial center with seven buildings, and to subdivide approximately 13.7 net acres into 9 parcels with conditional use permits for the sale of distilled spirits, four drive-through, and a service station; and a variance request to reduce the required 50-foot rear building setback to 38 feet; located on the southwest side of River Road and the northwest side of Corydon Street in the C-G (Commercial General) Zone (APN 121-310-086, -087; 121-180-014)
Recommended Action: Approval (Planning Director)
Actions:
Approved: Site Plan 2015-23, 5-0, this action is final unless appealed to City Council.
Recommended Approval: Tentative Parcel Map 36999, 5-0, this item requires City Council approval and is anticipated to be advertised for the November 18, 2015 City Council agenda.
Approved: Conditional Use Permit 2015-26, 5-0, this action is final unless appealed to the City Council.
Approved: Conditional Use Permit 2015-27, 5-0, this action is final unless appealed to the City Council.
Approved: Conditional Use Permit 2015-28, 5-0, this action is final unless appealed to the City Council.
Approved: Variance 2015-05, 5-0, this action is final unless appealed to the City Council.
Approved: Norco Village Sign Program, 5-0, this action is final unless appealed to the City Council.
- D. **General Plan Amendment 2015-01; Zone Change 2015-01; Specific Plan 91-02, Amendment 13; Site Plan 2015-22; Conditional Use Permit 2015-25** (Olsen): A proposal to construct a 6,205 square-foot commercial center with two restaurant buildings and a conditional use permit for one of the buildings to have a drive-through; located on the norco side of Hidden Valley Parkway, east of Yasment Drive (APN 122-570-001)
Recommended Action: Approval (Planning Director)
Actions:
Recommended Approval: General Plan Amendment 2015-01; Zone Change 2015-01, 5-0, this item requires City Council approval and is anticipated to be advertised for the November 18, 2015 City Council agenda.
Recommended Approval: Specific Plan 91-02 Amendment 13, 5-0, this item requires City Council approval and is anticipated to be advertised for the November 18, 2015 City Council agenda.
Approved: Site Plan 2015-22, 5-0, this action is final unless appealed to City Council.
Approved: Conditional Use Permit 2015-25, 5-0, this action is final unless appealed to City Council.

Planning Commission Recap of Actions Taken

Page 3

October 28, 2015

6. BUSINESS ITEMS:

A. **Site Plan 2015-18** (Cadena): A request for approval to allow a detached accessory building consisting of a 600 square-foot barn at 3201 Cavaletti Lane located within the Norco Ridge Ranch Specific Plan (NRRSP). **Recommended Action: Approval** (Senior Planner)

Action: Denied 5-0, this action is final unless appealed to the City Council.

B. **Site Plan 2015-21** (Parraga): A request for approval to allow a detached accessory building consisting of an 862 square-foot garage/workshop/storage building at 45710 Temescal Avenue located within the A-1-20 (Agricultural Low-Density) Zone.

Recommended Action: Approval (Senior Planner)

Action: Approved 5-0, this action is final unless appealed to City Council.

C. **Site Plan 2015-23** (This item was reviewed and reported with Item 5.C.)

D. **Site Plan 2015-22** (This item was reviewed and reported with Item 5.D.)

7. CITY COUNCIL MINUTES:

➤ City Council Regular Meeting of September 16, 2015

➤ City Council Regular Meeting of October 7, 2015

Received and Filed

8. PLANNING COMMISSION:

A. Oral Reports from Various Committees: **None**

B. Request for Items on Future Agenda (within the purview of the Commission):

None

9. ADJOURNMENT: 10:45 p.m. adjourned meeting to December 9, 2015 (dark in November due to holiday)

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Myrna Paakkonen, Human Resource Analyst 

DATE: November 4, 2015

SUBJECT: Approval of Reclassification of Computer Information Systems Technician from Part Time to Full Time

RECOMMENDATION: Approve reclassification of Computer Information Systems (CIS) Technician from part time to full time

SUMMARY: In December 2014, the City's Information Technology Manager retired from City service. In lieu of replacing the position, an IT Consultant was hired to serve as the IT Manager and a part-time Computer Information System Technician was also hired. As technology evolves and becomes more efficient for the end user, it also becomes more complex to maintain and support. As a result, a reclassification of the CIS Technician from part-time to full time is requested to ensure the City's IT Division can continue to implement systems and offer services that reflect current trends and expectations. Current staffing level is stretched to provide satisfactory IT support and does not allow for growth or to keep up with newer technology. Reclassifying the part-time position to full-time will enable the IT Division to satisfactorily meet current demands and provide room for growth and move forward on citywide and departmental strategic initiatives.

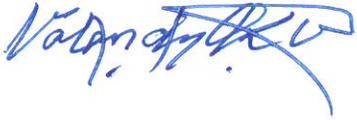
BACKGROUND/ANALYSIS: The City's Information Technology Division is currently staffed with one full-time and one part-time CIS Technician and a part-time IT Manager consultant. With reclassifying the part-time CIS Technician to full-time, the City will be able to move forward on citywide and departmental strategic initiatives. Greater assistance with upgrades, new software implementation and more software knowledge base will be possible. With this added resource, short-term projects such as the EOC Information Technology Guide, an instructional guide on setting up the EOC in the event the EOC is activated and monthly imaging and computer updates of current city workstations can be completed in a timely manner, which would improve the efficiency of all City staff. The team will also be able to provide 24/7 IT operations and EOC assistance.

Additionally, long-term projects and goals which will enhance the efficiency of all City departments will have the resources to begin implementation.

FINANCIAL IMPACT: The additional costs related to the proposed reclassification will be covered by savings achieved by contracting out the IT Manager position to part time.

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: November 4, 2015

SUBJECT: Resolution Accepting a Grant in the Amount of \$4,512 from the FY15 State Homeland Security Program (SHSP) to Continue the Citizen Emergency Response Team (CERT) Program

RECOMMENDATION: Adopt **Resolution No. 2015-66**, accepting SHSP funds in the amount of \$4,512.

SUMMARY: Upon approval from the Council, the City of Norco will accept the California Office of Emergency Services (CalOES) \$4,512 grant to continue the Citizen Emergency Response Team (CERT) program. This grant does not require a local match.

BACKGROUND/ANALYSIS: Staff submitted an application to receive grant funds from CalOES for participation in the FY15 State Homeland Security Program (SHSP). In October 2015, the City of Norco was awarded \$4,512 for continuation of the city's CERT program. The overall performance period of this grant is October 21, 2015 through March 31, 2017.

CalOES FY15 SHSP grant will fund the equipment purchases and training to continue the volunteer CERT program in the City of Norco, which was established in 2013. This program will provide continued training and emergency response equipment to citizen volunteers who will respond in the event of a City-wide declared emergency disaster.

Staff recommends that the Council accept the \$4,512 grant, increase revenue \$4,512 to fund equipment purchases and training for CERT. Staff has already received confirmation of authorization to begin spending grant funds, pending approval and signing the FY15 Grant Assurances.

FINANCIAL IMPACT: None

Attachments: Resolution No. 2015-66
Grant Approval Letter
FY15 Grant Assurances

Agenda Item: 2.E.

RESOLUTION NO. 2015-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ACCEPTING A GRANT OF \$4,512 FROM THE CALIFORNIA OFFICE OF EMERGENCY SERVICES (CaIOES) AND INCREASING REVENUE, APPROPRIATION AND EXPENDITURE

WHEREAS, the City of Norco desires to work with the California Office of Emergency Services (CaIOES) to continue the volunteer Citizen Emergency Response Team (CERT) program in the City of Norco; and

WHEREAS, the City has received a FY2015 State Homeland Security Program (SHSP) from CaIOES in the sum of \$4,512 for training and equipment purchases for a volunteer CERT program; and

WHEREAS, CaIOES has granted \$4,512 for equipment and training costs in FY2015; and

WHEREAS, Chief Scott Lane has been designated the authorized agent for the City of Norco for this grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco does hereby increase revenue \$4,512, and increase appropriation and expenditure \$4,512 to fund CERT equipment and training purchases.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on November 4, 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 November 4, 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 November 4, 2015.

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



Kim Saruwatari, MPH
Emergency Management Department Director

October 21, 2015

Scott Lane, Richard Owens
Norco, CA

RE: FY15 State Homeland Security Program (SHSP) Award– CERT- \$4,512
Grant #: 2015-SS-00078 CFDA#: 97.067

The California Office of Emergency Services (CalOES) has approved Riverside County's FY15 State Homeland Security Program (SHSP) grant application and has authorized the commencement of expenditures and reimbursement requests. The overall performance period of this grant is October 21, 2015 – May 31, 2017. The following milestones have been set by the state for your projects:

<u>Project</u>	<u>Amount</u>	<u>Milestone Completion Date</u>
CERT	\$2,256	8/01/2016

Subject to pending paperwork this letter serves as authorization to begin spending and requesting reimbursement of your Anti-Terrorism Approval Authority (ATAA) approved projects. Riverside County OES does require you to provide a signed FY15 Grant Assurance and completed and signed Workbook Face-Sheet within 15 days of date of this letter. Please remember that changes to your grant will require the approval of the OA prior to incurring any costs. All modifications, EHP's, sole source procurement, EOC and construction requests require additional approvals from CalOES through the OA prior to incurring any costs. Your Agency's Financial Workbook outlining your approved spending is included on the CD provided to you.

By accepting this award it will be understood that you are agreeing to comply with all applicable federal, state and local requirements of the grant as put forth in the FY15 Grant Assurances, federal and state guidances, and all provisions of 2 CFR 200 including part F-"Audit Requirements". Performance Bonds are required for any equipment item over \$250,000 or any vehicle, aviation, or watercraft regardless of cost that is being paid for with any portion of grant funds. Federal funds cannot be awarded to any entity that has been debarred. You will be expected to provide quarter reports by January 5, April 5, July 5 and October 5 of each year for all open grants. Any funds found owed as a result of a final review or audit must be refunded to the County within 15 days upon receipt of an invoice from Riverside County EMD.

As always, please feel free to contact us with any questions you may have. I look forward to working with you and appreciate your cooperation and support.

Regards,

Kim Dana and Laronte Groom
Administrative Services Analyst II
Riverside County EMD
951-955-0419, 951-955-8517

4210 RIVERWALK PARKWAY, SUITE 300
RIVERSIDE, CALIFORNIA 92505

T: 951.358.7100 ♦ F: 951.358.7105 ♦ WEB: WWW.RIVCOPHEPR.ORG ♦ TDD: 951.358.5124



**Standard Assurances
For Riverside County EMD FY15 State
Homeland Security Program (SHSP)
Grant**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements and audit requirements for federal grant programs are housed in Title 2, Part 200 of the Code of Federal Regulations (CFR) and in updates issued by the Office of Management and Budget (OMB) on <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are called out below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board or authorized body agree:

- (a) To provide all matching funds required for said project and that any cash match will be appropriated as required.
- (b) That any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board or authorized body.
- (c) That grant funds shall not be used to supplant expenditures controlled by the city council, governing board or authorized body.
- (d) That the official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon demand.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the U.S. Code (U.S.C.), for persons entering into a contract, grant, loan or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and §§7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Finally, the Applicant agrees that Federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) via Riverside County Emergency Management Department (EMD) or the Federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders (EO) 12549 and 12689, and 2 CFR §200.212 and codified in 2 CFR Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government. The Applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all Federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. §2000d et. seq.) which prohibits discrimination on the basis of race, color or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA (42 U.S.C. 12101, et seq.);
- (e) Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
- (f) Drug Abuse Office and Treatment Act of 1972) (P.L. 92-255), as amended (P.L. 96-181), relating to nondiscrimination on the basis of Treatment or recovery from drug abuse;
- (g) Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (h) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (j) EO 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or

- national origin;
- (k) EO 11375, which bans discrimination on the basis of sex in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (l) California Public Contract Code §10295.3, which addresses discrimination based on domestic partnerships;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (n), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code sections 12940, 12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. §701 et seq.), the Applicant certifies that it will or will continue to provide a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with State and Federal environmental standards which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§15000-15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. §1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters.
- (d) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Orders (EO) on the Environmental Justice Act (EO 12898) and Environmental Quality (EO 11514);
- (e) Notification of Environmental Protection Agency (EPA) violating facilities pursuant to EO 11738;
- (f) Protection of wetlands pursuant to EO 11990;
- (g) Evaluation of flood hazards in floodplains in accordance with EO 11988;
- (h) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §1451 et seq.);
- (i) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.);

- (j) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523);
- (k) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205);
- (l) Wild and Scenic Rivers Act of 1968 (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Finally, the Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to §13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) finally determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in Federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 CFR §200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment

The Applicant will comply with 31 U.S.C §3729 which sets forth that no subgrantee, recipient or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (2 CFR Chapter 1, Part 170), specifically (a) the reporting of

subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. §2409, 41 U.S.C. §4712, and 10 U.S.C. §2324, 41 U.S.C. §4304 and §4310 and 31 U.S.C. §6101 et seq.

13. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. §7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

14. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) Comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. §3145 and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction contracts or subcontracts.
- (b) Comply with the Federal Fair Labor Standards Act (29 U.S.C. §201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

15. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured against liability for Worker's Compensation before commencing performance of the work of this Agreement, as per California Labor Code §3700.

16. Property-Related

If applicable to the type of project funded by this Federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchase.
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard

area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

18. Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program or provided in the course of an entity's grant management activities which is under Federal control is subject to the Freedom of Information Act (FOIA), 5 U.S.C. §552. The Applicant should also consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process.

19. California Public Records Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program or provided in the course of an entity's grant management activities may be subject to the California Public Records Act (California Government Code §§6250-6276.48), which requires inspection and/or disclosure of governmental records to the public upon request, unless exempted by law.

HOMELAND SECURITY GRANT PROGRAM - PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

20. Personally Identifiable Information

Subrecipients collecting Personally Identifiable Information (PII) must have a publically-available policy that describes what PII they collect, how they plan to use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

21. Disposition of Equipment

When original or replacement equipment acquired under this award is no longer needed for the original project or program or for other activities currently or previously supported by the Department of Homeland Security/Federal Emergency Management Agency, subrecipients must request instructions from Riverside County EMD on proper disposition of equipment.

22. Reporting Accusations and Findings of Discrimination

If, during the past three years, the subrecipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the subrecipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to Riverside County EMD for reporting to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.

If any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion or familial status against the subrecipient, or the subrecipient settles a case or matter alleging such discrimination, subrecipients must forward a copy of the complaint and findings to Riverside County EMD for forwarding to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

23. Acknowledgement of Federal Funding from DHS and Use of DHS Seal, Logo and Flags

All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

All subrecipients must obtain DHS's approval prior to using DHS seal(s), Logos, crests or reproductions of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

24. Copyright

All subrecipients must affix the applicable copyright notices of 17 U.S.C. §§401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

25. Energy Policy and Conservation Act

All subrecipients must comply with the requirements of 42 U.S.C. §6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

26. Hotel and Motel Fire Safety Act of 1990

All subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with Section 6 of the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. §2225a.

27. Terrorist Financing E.O. 13224

All subrecipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of subrecipients to ensure compliance with the E.O. and laws.

28. USA Patriot Act of 2001

All subrecipients must comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA Patriot Act), which amends 18 U.S.C. §§175-175c.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Riverside County EMD or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Riverside County EMD determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers, including contracts under grants and cooperative agreements and subcontracts.

The undersigned represents that he/she is authorized by the above named Applicant to enter into this agreement for and on behalf of the said Applicant.

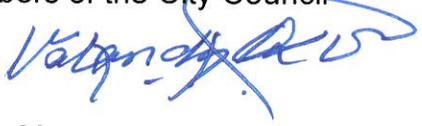
Signature of Authorized Agent: _____

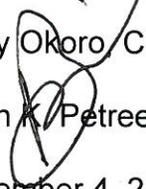
Printed Name of Authorized Agent: _____

Title: _____ Date: _____

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 

DATE: November 4, 2015

SUBJECT: Approval of Renaming Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival

RECOMMENDATION: Approve renaming Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival

SUMMARY: This year marks the 11th year of the Horsetown Parade of Lights and Winter Festival as a City sponsored community event. At the October 27, 2015 Horsetown Parade of Lights and Winter Festival planning meeting, Chairman Kahan brought forward the discussion of changing the name of Horsetown Parade of Lights and Winter Festival to include the word "Christmas". After discussion, a motion was made by Committee Member Kramer and seconded by Committee Member Overstreet, to change the name of the event to Horsetown Parade of Lights and Christmas Festival. The motion passed with 6 Committee Members in favor, 0 opposed, and 2 abstaining to recommend to City Council the renaming of the Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival.

BACKGROUND/ANALYSIS: The Horsetown Parade of Lights and Winter Festival is organized by a committee of resident volunteers with direction from staff and is supported by generous donations. Although this holiday event is not of religious nature or connotation, it clearly celebrates the joyous time of year that Christmas is, including Breakfast with Santa, Santa riding in the parade in his sleigh and pictures with Santa.

The Committee continued planning for this event and met on October 27, 2015. As part of the agenda, discussion took place to change the name of the event from Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival. Through the years, the committee has found that many people inquired why the word "Christmas" was not included in the event name. Furthermore, potential donors have declined supporting this event because it does not include the word "Christmas".

Through discussion, the Committee noted that the portion of the event name "Horsetown Parade of Lights" was unique to this community and identified regionally thus should not be changed. However, the "Winter Festival" portion could easily be

Approval of Renaming Horsetown Parade of Lights and Winter Festival to Horsetown
Parade of Lights and Christmas Festival

Page 2

November 4, 2015

changed to "Christmas Festival", clearly sending the message that indeed we are a proud community who celebrates Christmas as a holiday event. Furthermore, information was gathered on Southern California cities holiday event names. Of the 104 cities identified, 50 use the word "Christmas", 33 use "Holiday", 14 use a variation of "Parade of Lights" or "Light Parade" etc. Of the remaining 7, a few use "Santa", the others are miscellaneous. If the City of Norco were to use "Parade of Lights and Christmas Festival", it would be similar to 64 out of 104 of the cities on this list. The majority of the committee was supportive in changing the event name.

At this time, the Horsetown Parade of Lights and Winter Festival Committee is seeking approval from City Council to support and approve changing the name of the Horsetown Parade of Lights and Winter Festival to Horsetown Parade of Lights and Christmas Festival. Staff supports this recommendation.

FINANCIAL IMPACT: No impact.