



# City Hall Weekly Highlights

## December 10, 2015

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*To: Honorable Mayor and City Council Members*

*From: City Departments*

### **CITY MANAGER:**

**Emergency Operations Plan:** Executive Management Staff has begun reviewing draft Emergency Operations Plan (EOP) and the related Municipal Code section. The EOP provides detail guidelines and procedures to be followed in preparing, responding, recovering and mitigating emergencies due to natural and other disasters. The review of the draft document prepared by Cal-Fire and the related Municipal Code section is expected to be completed in January. Following completion, staff will be presenting the documents to the City Council for approval.

### **CITY CLERK:**

**Economic Development Advisory Council Vacancy:** The City of Norco is accepting applications to fill one unscheduled vacancy for the Economic Development Advisory Council (EDAC). As this is an unscheduled vacancy, the term of this appointment will end June 30, 2017.

The purpose of the EDAC is to propose, prepare, and adopt recommendations to the City Council for the improvement of the economy within the City, which will result in the creation of new jobs, and other benefits, to all the residents of the City so as to help make the City a better place to live and work, while retaining the City's rural lifestyle. Specifically, the EDAC will help coordinate an ongoing development strategy aimed at increasing sales tax revenues received by the City and generally improving the economic viability of the City, encouraging relationships between commerce and the consumer and enhancing the business fabric of the City. The duties of the EDAC members are of a high civic nature and all members shall serve without compensation.

New members appointed to the EDAC are selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community.

Persons wishing to serve on the EDAC are encouraged to contact the City Clerk's Office at (951) 270-5623, pick up an application at City Hall located at 2870 Cark Avenue, Norco, or download the application on the City's website at [www.norco.ca.us](http://www.norco.ca.us).

The **deadline to submit applications is 5:00 p.m. on Wednesday, December 30, 2015**. Applications will not be received or considered after the deadline. The Norco City Council will consider and make the appointment to EDAC at their regular meeting on January 20, 2016.

### **ECONOMIC DEVELOPMENT:**

**Historic Preservation:** Representatives from the Historic Preservation Commission met with the Deputy City Manager and Parks & Recreation staff to coordinate final improvements to the Bob and Karlene Allen Historical Community Room at the Community Center. The Commission has ambitious plans for the organization of the City's historic collection, which includes the debut of some public exhibitions in 2016.

**Marketing:** On December 8, the Economic Development Advisory Council (EDAC) voted to move forward with the updating of the City's video tour, currently posted on the City of Norco website (<http://norco.ca.us/depts/ed/tour.asp>). Staff, with assistance from EDAC's Film Subcommittee, will begin preparing scripts for seven (7) videos and develop a shooting schedule for early 2016. The video program, sponsored by the National League of Cities and produced by CGI Communications, will assist in economic development marketing efforts.

**EDAC:** At its meeting of December 8, the Economic Development Advisory Council (EDAC) expressed interest in pursuing a variety of new initiatives in 2016. Its members requested that staff provide research on the viability of a farmers' market, possibly complementing an existing program such as Concerts in the Park. Greater sophistication in digital media was also expressed as a priority, with staff directed to conduct additional research on a Norco app for mobile devices, particularly one geared to the needs of visitors.

### **FISCAL AND SUPPORT SERVICES:**

**Bill Processing:** Staff mailed out 1,544 utility bills to Group 1 customers. Staff also mailed out 279 delinquent notices to Group 4 utility customers that had not paid their bill on time. On Tuesday, a courtesy door tag was hung at the door of customers that were delinquent in Group 2 by Public Works notifying 101 customers that if they did not pay on Tuesday, their water services would be shut off on Wednesday. By Wednesday, 5 customer's water was shut off for nonpayment; 3 customer's water services were restored and 2 remained shut off.

**Business License and Cash Receipts:** There were 4 new business license applications and 8 renewal business license applications during the week. Staff processed a combined total of 1,808 cash receipts from the building counter, Parks and Recreation, utility customers and other miscellaneous accounts receivables totaling \$1,769,434. The City received an installment payment from City of Corona of \$600,000 for the loan for the sale of the City of Norco's Brine Line system discharge right; \$55,233 gas tax apportionment; \$672,549 from Riverside County Flood Control for reimbursement of storm drains including MDP line N-7, NB-2 and S-5A.

**Miscellaneous Accounts Receivable:** A total of 16 miscellaneous accounts receivable invoices were sent to individuals/agencies totaling \$3,878. Miscellaneous accounts receivable invoices are sent to bill for EMS services, hydrant meter billing, damage to City

property, encroachment permits, loan payments, trash billing to California Rehabilitation Center and any other services provided by the City other than utility billing and business licenses.

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

### **Horsetown Parade of Lights, Christmas Festival and Breakfast with Santa!**



Please join us this Saturday, December 12, 2015 for the 11<sup>th</sup> Annual Horsetown Parade of Lights and Christmas Festival and Breakfast with Santa.

A delicious holiday breakfast will be served from 9 a.m. to 11 a.m. and includes pancakes, eggs, sausage, coffee, juice and milk. Admission is \$5.00 per person. To complement this celebration, there will be arts and crafts for the children to enjoy and a special visit from the jolly fellow himself, Santa Claus! Parents and grandparents don't forget your cameras for family portraits with Santa!

The Christmas Festival will take place from 9 a.m. to 9 p.m. and the parade will begin at 5 p.m. Festival Activity wristbands are \$5 per person, but parking and admission are free! Activities will include a climbing wall, jumper, petting zoo, snow tot lot, holiday train, pictures with Santa, Santa's workshop, food vendors, craft vendors, live entertainment and pet adoptions.

#### *Entertainment Lineup*

1:00-1:30pm	Noelani's Polynesian Dancers
1:30-2:00pm	Turning Point Christian School's "Santa's Little Helpers"
2:00-2:30pm	Ukulele Mele
2:30-3:00pm	NHS JROTC Rifle Team
3:00-3:30pm	Moo Yea Doo Exhibition
5:30-7:30pm	Rock Stars of Tomorrow
7:30-8:00pm	Rainbow Express
8:00-8:30pm	CAT of Corona
8:30-8:45pm	NHS Cheer & NHS Dance Team
8:45-9:00pm	Parade Award Winners

Come join us in the daylong celebration! For more information regarding this event please visit [www.norco.ca.us](http://www.norco.ca.us)

**Subsidized Employment Program:** Staff met with representatives from the County of Riverside Department of Social Services as well as the Riverside County Workforce Development Center and the WEX Program to discuss a reimbursement program for wages through a Subsidized Employment Agreement for individuals who are hired on to the City either through EDA or the WEX Program. Staff is looking at entering into an agreement which will subsidize 50% of that employee's salary for 6 months.

**Youth and Adult Sports:** Staff is recruiting teams for a new Winter Adult Basketball League. Games will be held on Sunday evenings at Riley Gymnasium. Registration begins December 10, 2015 through January 28, 2016. There are three divisions available: Open League, D League and 30+ League. Season will begin January 31, 2016. For more information, please contact the parks and recreation office at 951-270-5632.

**Senior Services:** Seniors on the Move took a trip to Knott's Berry Farm on Wednesday, December 9, 2015.

**Secret Santa:** Help make a senior citizen's Christmas memorable! Visit the Rose M. Eldridge Senior Center located at 2690 Clark Avenue and pick a gift idea ornament from the "Secret Santa Tree". Then purchase the item listed on the ornament and return it (wrapped or unwrapped) to the Rose M. Eldridge Senior Center by Wednesday, December 16, 2015 so that Santa can make his special deliveries to very special seniors!



**Youth Programs:** Get a head start on planning your child's winter activities and sign up for **WINTER Kidz Camp** created especially for kids 5-12 years of age. This 2 week program is filled with fun projects, games and field trips to enjoy during Fall break. Camp dates are December 28, 2015 – December 31, 2015 Ice Age Week and January 4, 2016 – January 8, 2016 Country Critters Week. Camp is located at 3939 Cedar Avenue, Norco CA 92860. For more information, please call (951) 272-1619.

Registrations are still being accepted for the new session of **Wee People Playschool** that begins the week of December 14, 2015. Choose from either a M/W/F or T/TH session. This program allows children ages 3-5 years of age to learn through play in a safe and wholesome environment. For more details, please contact Recreation Coordinator Chrystal Foster at 951-272-1619.

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

- Staff and volunteers prepared grounds and installed spider boxes for power access and installed temporary delineators for three-day dog show and local show with both arenas in operation and monitored.
- The three day NADAC, Agility Dog Show was held Friday, December 4<sup>th</sup> thru 6<sup>th</sup> at Moreno arena. There were approximately 200 entries at the show and client has secured dates in 2016.
- In preparation for the Parade of Lights and Christmas Festival, staff moved chevrons, created tot snow lot area, placed light towers in position, installed spider boxes for vendor power.
- Staff conducted maintenance of multi-passenger shuttles.
- George A. Ingalls Veteran's Memorial Plaza is OPEN daily from 10 a.m. - dusk.



- Open Recreational Riding is scheduled December 7<sup>th</sup> -9<sup>th</sup> at Clark Arena 10 a.m. – 3 p.m.
- Community barrel racing is scheduled Thursday, December 10<sup>th</sup> at Clark Arena.

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

- Staff closed the openings between Shearer Soccer Complex and Wayne Makin in order to prevent people from walking and playing on the baseball fields to allow the grass seed to germinate and become established in time for the new season.
- Replaced damage horse trail fencing at Corydon Staging Area.
- Repaired chain-link fence at River Drive as it was cut and used as a short cut to the river bottom.
- Staff replaced missing electrical cover plates at Wayne Makin Park.
- Staff conducted park and L.M.D. inspections as well as created a punch list for Valley Crest.
- Staff replaced the belt for the compressor that makes the exhaust removal system work at Fire Station 57.
- Staff met with Valley Crest to discuss options for the median on Hamner Avenue and Detroit.

### **Animal Control Services**

- The Animal Shelter will be closing at 2PM on Saturday to participate in the Christmas Festival. Shelter employees will be holding a pet adoption event at the Festival.
- Animal Control Employees donated toys to the annual Spark of Love toy drive. Frankie delivered them to Ontario and also signed the board of remembrance honoring the victims of the San Bernardino terrorist attack on behalf of the shelter.



## **PUBLIC WORKS:**

### **Potable Service Line Repairs:**

- 955 Winner's Circle – removed aged poly and galvanized water service and replaced with new 1" copper tubing with new brass fittings

### **Potable Mainline Repairs:**

- 3383 Bluff – repaired leaking 16" transmission mainline. \*NOTE\* - this mainline is currently in process of being replaced as part of an awarded CIP project.

### **Potable Pump Station and Reservoir Maintenance:**

- Reservoir 4 inter-tie –Cleaned and rebuilt the regulator, ejector and hi/low valves on the chlorine feed system
- Arsenic/Iron/Manganese removal plant – cleaned reclaim tank and associated floats and skimmers. Removed 3000 gallons of waste material for disposal at an appropriate facility.

### **Backflow Inspections:**

- 1161 Hidden Valley Parkway – 18 devices inspected
- 620 – 650 Parkridge – 16 devices inspected
- 2345 Fifth – 2 devices inspected
- 1751 Hamner – 3 devices inspected
- 3852 hillside – 3 devices inspected
- 4261 Hillside – verified 2 devices
- 3551 Temescal – verified 3 devices

### **Collection System Maintenance:**

- 3131 Sunset Court – sag repaired in sewer lateral

### **Graffiti/Debris Sites:**

- 2140 Del Mar – cleared tree from the roadway knocked over in TC
- 2251 Valley View – removed automotive bumper from road edge
- 3488 Chestnut – removed couch dumped on road edge
- Hillside at Second – removed mattress and box spring dumped at road edge
- 3598 Chestnut – removed vacuum cleaner, dishwasher and recliner dumped in the right of way
- 3949 Bluff – removed refrigerator dumped in the right of way
- 2660 Vine – removed broken stroller dumped in the right of way
- 2625 Vine – removed 3 mattresses, rolls of carpet, plywood, old hoses and tires dumped in the right of way
- 3857 Corona – removed recliner dumped in the right of way
- 1080 Curtis – removed wall heater dumped in the right of way

### **DG/Misc Aggregate:**

- 3565 Chestnut – dumped and spread 5 tons DG
- 3161 Broken Arrow – dumped and spread 2 tons DG
- 3050 Norco Drive – dumped and spread ½ ton DG

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- 2481 Valley View – dumped and spread 1 ton DG
- 4199 Temescal – dumped and spread ½ ton DG
- 3969 Temescal – dumped and spread 2 tons DG

**Potholes:**

- Used 9 tons of temporary asphalt to patch asphalt failures at various locations throughout town

**Signs:**

- 3659 and 3867 Corona Avenue -- Installed new “No Parking in the Horse Trail” signs
- Intersection of Center and Fifth Street – installed new street name signs, pole and bracket

**Tree Trimming :**

- 3464 California – trimmed pepper trees encroaching into the roadway

**Tree Removal:**

- N/E corner Corona at Second removed voluntary palm tree
- 4696 Center – removed downed Athol tree

**Drain Clearing :**

- Fresian and Valley Drive – cleared 450 feet of drain line using hydro-vac
- Western Avenue at Pacer Drive – removed 2 voluntary palm trees growing in the catch basin

**Special Notes:**

- An additional automatic pressure blow off has been installed on the irrigation water mainline. In the case of over pressurization water can be vented from the irrigation mainline into a local catch basin. Prior to this installation the only available option was to vent water to Lake Norconian.

**PLANNING DEPARTMENT AND BUILDING DIVISION:**

**Approved Special Events:**

- 10-14-15 to 12-13-15: Promotional ad sign, 110 Hidden Valley Parkway
- 9-1-15 to 6-1-16: Temporary food preparation and service modulars (SilverLakes)
- 11-2-15 to 1-20-16: Coming soon banner (Scratch Pizza) 3699 Hamner Ave.
- 12-1-15 to 12-25-15: Christmas tree sales, 818 Sixth St.
- 12-12-15: Radio station remote broadcast (KKGO & KFRG), 960 Sixth St.
- 12-13-15: Swap meet, St. Mels, 4140 Corona Avenue

**Approved Permanent Signs:**

- New wall sign for Howard Johnsons Motel
- New wall sign for Pieology Pizzeria

**New Applications:**

- Conditional Use Permits: 3 (1 barn; 2 telecommunication facilities; 3 additional dogs)

**La Sierra Tour:** Staff, the Mayor and City Manager took a walking/driving tour of the La Sierra hills area near Hidden Valley Preserve in order to better understand the property for potential future recommendation to the city Council.



**New Part-Time Planning Department Employee:** Deanna has been with the City since Thanksgiving and works assisting Planning Department staff. Welcome Dianna!

**Building Division:**

Permit Applications:	19	(3 commercial, 16 residential)
Building Permits Issued:	19	(4 commercial, 15 residential)
Valuation of Construction:		\$ 249,520.38
Building Fees Collected:		\$ 9,215.48
Field Inspections:	52	
Stop Work Notices:	0	
Occupancy Permits Issued:	0	
Sewer Permits:		
Capacity Fees Collected:		\$2,120.00
Connection Fees Collected:		\$307.50

**New Part-Time Building Division Employee:** Lacey has been with the City since Thanksgiving and works at the Building Division permit counter. Welcome Lacey!



**Code Enforcement:**

2015 Total Cases:	308
Open Cases:	86
New Cases:	4
Cites Issued:	6
Closed Cases:	10
Yard Sale Sign Removal:	19

**FIRE DEPARTMENT / CAL FIRE:**

**Pearl Harbor Remembrance:** Fire staff attended the Pearl Harbor Remembrance ceremony at the Norconian Club on December 7<sup>th</sup>.



**Spark of Love:** Fire Staff would like to say a big THANK YOU to all generous residents who have donated to the Spark of Love Toy drive. Stations 47 and 57 will continue to accept new, unopened toys at the fire station on Hillside or Corydon. All toys collected will benefit children in the local community.

**EMS:** EMS billing was completed and 1 person was billed for EMS fees in November.

EMS Monthly Billings	
Month	# of persons billed
July	3
August	5
September	4
October	0
November	1

**Response Activity - Norco  
12/3/15 to 12/9/15**



False Alarm	7	19.4%
Medical	26	72.2%
Public Service Assist	1	2.8%
Standby	1	2.8%
Traffic Collision	1	2.8%
<b>Total:</b>	<b>36</b>	<b>100.0%</b>

False Alarm	7
Medical	26
Public Service Assist	1
Standby	1
Traffic Collision	1
<b>Incident Total:</b>	<b>36</b>

# Riverside County Fire - Norco

## Weekly Activity Report

12/3/15 to 12/9/15

	CITY
<b>Activity Totals</b>	Norco
<b>Plan Reviews</b>	<b>TOTAL NORCO</b>
All Plan Reviews	6
<b>INSPECTIONS</b>	Norco
Annuals	7
New Construction	3
Re-inspections	5
Title 19 Inspections	2
Business License Review	
C of O's	
Weed Abatement	3
<b>TOTAL</b>	
<b>MEETINGS &amp; OTHER</b>	Norco
Meeting	1
Training	
Special Inspections/Events	