



City Hall Weekly Highlights

March 3, 2016

To: Honorable Mayor and City Council Members

From: City Departments

HUMAN RESOURCES:

New Hires and Promotions: A warm welcome and congratulations to the following staff:

Fiscal & Support Services



Rebekah Butorac – Account Clerk I

Rebekah has several years of experience in accounting including accounts payable, accounts receivable, payroll and budgets as well as overall office management experience. Rebekah has a Bachelor of Arts from California State University, Fullerton



Rene Rodriguez – Account Clerk I

Rene has been promoted to Account Clerk in the Fiscal and Support Services Division. He was first hired as a Kennel Aide in 2013 and was quickly promoted to Animal Care Technician in 2014 and to Senior Administrative Clerk in 2015. Rene has a Bachelor of Arts from California State University, Fullerton.

Planning



Lacey David – Permit Technician

Lacey was hired as a part time permit technician in November 2015 and recently promoted to full time. She has many years of experience as a permit expediter. Lacey has recently completed training in Urban and Regional Planning and Permit Technician from the California Building Officials Training Institute. Lacey is also a certified Permit Technician from the International Code Council.

Public Works



Bob Rash – Maintenance Worker Trainee

Bob was hired as a part time Irrigation Technician in 2012 working in the Parks Maintenance Division and gaining considerable knowledge in the City's landscape maintenance requirements. Prior to working for the City, he retired as a Journeyman Iron Worker. Bob continues to fabricate and weld.



Tim Rushing – Maintenance Worker Trainee

Tim has returned to Norco and has been hired as a Trainee in the Public Works Department. In 2009 he was hired as a Field Maintenance Worker/Driver and was promoted to a part time Maintenance Worker Trainee. In 2014 he left the City to seek full time employment but now has returned to the City.



Jeremy Deakins – Maintenance Worker Trainee

Jeremy has past experience in metal fabrication and as an AutoCAD designer and laser operator. Always in the construction industry, Jeremy brings with him a varied knowledge base that enhances the City's Public Works work crew.



Luke Matson – Maintenance Worker Trainee

Luke has returned to the City of Norco, previously having worked here back in 2001-2005 as a Maintenance Worker and Water Quality Control Officer. He pursued and gained more experience at Jurupa Community Services District where he worked for ten years.



Nicholas Byler – Maintenance Worker Trainee

Nick has many years of experience in the construction industry. He has worked as a union laborer and his most recent experience was working for the Town of Erie, Colorado as a Public Works Worker.

ECONOMIC DEVELOPMENT:

Grant Funds: The City has executed a funding agreement with the Western Riverside Council of Governments (WRCOG) for its previously approved grant for \$38,650. The funds are designated for aggressive marketing initiatives and the development of an Economic Development Strategy Plan. Staff is currently exploring other grant opportunities from government agencies and corporate foundations, particularly in the areas of Housing and Historic Preservation.

Film Norco: Staff, working with the Film Subcommittee of the Economic Development Advisory Council (EDAC), is finalizing scripts for videos being produced through a program sponsored by the National League of Cities. The shooting of these seven short videos, which can serve as valuable marketing tools, is scheduled during Horseweek in April. The Committee is also exploring ways to attract more motion picture, television and commercial producers to shoot in Norco, which has a positive economic impact on the community.

FISCAL AND SUPPORT SERVICES:

Bill Processing: Staff mailed out 21 final utility bills to customers; also mailed out 244 delinquent notices to Group 3 utility customers. On Tuesday, 97 courtesy door tag was hung at the door of customers that were delinquent in Group 1 notifying that if not paid their water services would be shut off on Wednesday, February 24. By Wednesday, 10 customer's water was shut off for nonpayment; 8 were restored and 2 remained shut off.

Business License and Cash Receipts: There were 13 new business license applications and no renewal business license applications during the week. Staff processed a combined total of 1,897 cash receipts from the Building Department, Parks and Recreation, utility customers and other miscellaneous accounts receivables totaling \$485,529.

PARKS, RECREATION, AND COMMUNITY SERVICES:

Youth T-Ball: Spring Youth T-Ball registration is open now through March 10, 2016. Cost is \$85 per player which includes team jersey, hat and award. Games are slated to begin Saturday, April 9, 2016. Games will be played at Parmenter Park. Volunteer Coaches are being recruited. For more information, please contact the Parks and Recreation office at 951-270-5632.

Adult Basketball: Spring League (Thursday nights) registration is now being accepted through March 22, 2016. Registration fee is \$350 per team. Available divisions:

- *Competitive (C Division) *Open 6-9pm*
- *Recreation (D Division) *6'3 & under 6-9pm *One Exception*
- *Recreation (35+) *35 & Older 6-9pm *One Exception*

For more information, please contact Jamie Carper (jcarper@ci.norco.ca.us) or Matt Porras (mporras@ci.norco.ca.us) or call 951 270-5632.



Summer Concerts in the Park: Staff and sub-committee members are seeking sponsors for the upcoming Summer Concerts in the Park. Concerts will be held on selected Friday nights from 6-8p.m. at Pikes Peak Park. These valuable donations offset the costs associated with this community special event which is free to the public to attend!

Help us give a **BIG THANK** you to our first sponsors:

- Norco Lions Club
- RURAL
- Air Temp, Inc.

We appreciate your support in creating community! If you would like to donate, please contact Recreation Specialist Katrina Enriquez at 951-270-5635.

The summer schedule is complete and as follows:

June 10, 2016	Yard Sale
June 24, 2016	Krazy Kirk and the Hillbillies
July 8, 2016	Cougrzz Rock
July 22, 2016	Sterling Sylver
August 5, 2016	Woodie and the Longboards
August 19, 2016	Rock Stars of Tomorrow

Opening Day Ceremonies: It's that time of year! It's time to play ball! Opening Day Ceremonies for Norco Little League this Saturday, March 5, 2016 on Field 2 at Wayne Makin Sports Complex, 3364 Western Avenue. Opening Ceremonies begin at 9:00 a.m. There will be a team parade to kick off the season and vendors to visit throughout the day!

On Saturday, March 12, Norco Girls Softball League will host Opening Day Ceremonies on Field 5 at Wayne Makin Sports Complex, 3364 Western Avenue. The day starts off with a pancake breakfast at 7:00 a.m.; Opening Ceremonies at 10 a.m. The banner and team parade is the highlight of the day!

Good luck to all the teams for a fun and exciting 2016 season!

George Ingalls Equestrian Event Center

- Norco Horsecweek Pageant started their practice times at Moreno Arena and is scheduled every Monday from February 1st – April 11th
- Open Recreational Riding is scheduled February 29th – March 3rd at Clark arena
- ROTC Promotion was held Friday, February 26th at Nellie Weaver Hall
- Colt Starting Challenge USA evening event was held at Moreno Arena on February 26th & 27th with approximately 150 in attendance and will return in 2017.
- Hooff'in for a Cure, an American Cancer Society fundraiser horse ride staged at Nellie Weaver Hall and Parking Lot 2. There were over 100 riders in attendance with 7 vendors. They raised \$10,000 for the cause. Next event is the Relay BARK in the PARK on May 7th at Pikes Peak Park.
- R4R Team Roping is scheduled at Moreno Arena Sunday, March 6th



Animal Control Services

In February 2016:

- Licensed 302 dogs
- Adopted 16 dogs, 14 cats and 2 pigs
- Returned 11 dogs to their owners
- Received \$583.00 in donations to help care for the animals

PUBLIC WORKS:

Potable Water Meter Repairs:

- 1825 Hamner – reprogrammed wireless connection
- 1695 Third Street – reprogrammed wireless connection
- 4469 Pedley – located buried meter box and pinned location

Potable Water Service Repairs:

- 1377 Third – vacuum excavated leaking water service, replaced copper tube compression 45 degree ell and copper ball gasket

Potable Mainline Repairs:

- On Friday, February 26 on-call Field Operations staff was notified of a large water leak on Valley View Avenue near Rite-Aid. Using a combination of traditional mechanized excavation techniques as well as vacuum excavation staff members did uncover the leaking 8" steel water mainline. The volume of water escaping the aged and degrading mainline required staff members to execute an emergency mainline pressure reduction to allow the repair parts to be installed.

Potable Pump Stations:

- Pedley Booster – Installed rebuilt 50 horse power electric motor on Pump 2 assembly
- Reservoir 6 – Removed large bird nest being constructed on the ladder safety cage, installed additional bird spikes.

Non Potable Water System:

- Adjusted speed controls of automatic release valve

Pressure checks

- 1359 Fifth – responded to complaint of low pressure, all conditions were normal
- 113 Sixth – responded to complaint of high pressure – advised the distribution system is gravity fed and cannot be adjusted for individual homes, advised resident to install a pressure regulator

Collection System Maintenance:

- 2074 Corona – chemically treated customers sewer lateral for tree root intrusion
- West sewage pump station (Lift 10) – removed leaking and failed 8” flanged check valve assembly, installed new epoxy coated check valve. Cleared all pump seal filters

Trail Fence:

- 5378 Trail – repaired irrigation lines damaged during trail fence installation CIP project
- 913 Fourth – Replaced 2 inline posts and 3 rails
- 3628 Hillside – Replaced 2 in-line posts and 2 rails

Graffiti/Debris Sites:

- 1827 Temescal – removed 3 tires dumped on road edge
- Willow west of Corona – removed trash and debris from abandoned homeless encampment discovered when clearing tree overgrowth
- Parkridge at Riding Ring – removed mud, weeds and debris accumulated in right of way

Tree Trimming:

- Willow west of Corona – responded to complaint of excessive tree overgrowth, removed all sucker growth.

Weed Abatement:

- Sprayed herbicide along Sixth Street from Sierra to Crestview for weed control

Drains:

- 631 Seventh - Removed excessive 2” rock from around the mountain box drain inlet.

Signs/Striping:

- 631 Seventh – installed 2 type “L” signs

Trails:

- On February 20th, nine members of NHA repaired trail fencing on Fourth Street between Hamner and Valley View by replacing broken posts and trail rails. On February 27th, three members of NHA worked with FAA students to clean and repair the trail by Norco High School. A trail post was replaced on California, south of Sixth Street, and several rails on Valley View, south of Fourth Street.
- NHA is reviewing their 2015 Ten Most Needed Trail Improvements list to be presented to the City at an upcoming Council meeting.

PLANNING DEPARTMENT AND BUILDING DIVISION:

Approved Special Events:

- 09/01/15 to 06/01/16: Temporary food preparation and service modulars (SilverLakes)
- 01/25/16 to 03/25/16: Grand opening, Black Belt Academy, 1161 Hidden Valley Parkway
- 02/28/16 to 03/13/16: Signs advertising "Casino Night", various locations
- 04/01/16 to 05/05/16: Horse Week advertising signs, various locations

Planning:

Applications Submitted:	
CONDITIONAL USE PERMIT:	(1 commercial, 1 residential)
SIMILAR USE FINDING:	1
INFORMATION LETTER REQUESTS:	2

Additional Highlights/Activities:

- Met onsite with an existing restaurant owner interested in expanding the restaurant to discuss the various options available and what City requirements will be for the expansion.

Building Division (2-week data):

PERMIT APPLICATIONS:	25	(0 commercial, 25 residential)
BUILDING PERMITS ISSUED:	33	(1 commercial, 32 residential)
VALUATION OF CONSTRUCTION:		\$ 652,487.97
BUILDING FEES COLLECTED:		\$ 62,746.50
FIELD INSPECTIONS	78	

Code Enforcement (2-week data):

	2015	2016
TOTAL CASES:	313	62
OPEN CASES:	42	74 (32+42 carry-over from 2015)
NEW CASES:		11
CITES ISSUED:		7
CLOSED CASES:		5
YARD SALE SIGN REMOVAL:		42

Surrounding Jurisdictions Updates/Notices:

- The City of Jurupa Valley issued a Notice of Preparation (NOP) for a Draft Program Environmental Impact Report on the proposed Interim General Plan. Responses to the NOP are due by March 7, 2016. A public scoping meeting is scheduled on March 1, 2016 at 7 pm at the Jurupa Valley City Hall, 8930 Limonite Avenue.
- The City of Chino issued a Public Hearing Notice for a general plan amendment/specific plan amendment for the "Preserve Specific Plan" located at the southeast corner of Chino-Corona Road and Cucamonga Avenue (west of River Road). The meeting will be held at Chino City Hall on March 17, 2016 at 7 pm. The proposed amendment changes land uses within the specific plan and reduces the overall number of housing units from 1,074 to 823.

- The City of Chino issued a Notice of Availability of a Draft EIR for a proposed development of approximately 1,203,050 square feet of warehouse and light industrial/business park uses on 70 acres located on the northeast corner of Hellman Avenue and Kimball Avenue. The public review of the DEIR ends on April 7, 2016. The DEIR can be reviewed online at: <http://www.cityofchino.org/government-services/community-development/environmental-documents>
The project site is approximately 2.5 miles from the city limits of Norco and will take access via Bellgrave Avenue and Hellman Avenue along the northern and western city boundaries of Eastvale and potentially through Limonite Avenue if that street is ultimately extended across the Cucamonga Creek flood channel.

NORCO SHERIFF'S DEPARTMENT:

Norco Quality of Life Group (NQLG): During 2014, the Norco Quality of Life Group (NQLG) was formed as a think tank to tackle a variety of issues impacting our Norco residents. NQLG included members from the Norco Sheriff's Office, Fire, Public Works, Parks and Recreation, Animal Control, and Code Enforcement. NQLG met on a monthly basis to collaborate and strategize on issues such as graffiti, homelessness, parking enforcement, noise complaints, and other ordinance violations. Since its formation, NQLG successfully implemented a noise ordinance and graffiti abatement ordinance. In 2016, NQLG will continue with its collaboration and mission toward finding solutions that will help improve the quality of life for our residents.



Don't Be A Victim! - Crime Prevention Tips to Keep you and your Property Safe:

Understand the importance of 'target hardening', a mindset of looking for potential weaknesses and denying suspects access. Simple steps can be taken to ensure the safety of our homes while maintaining the aesthetic beauty of our homes. Steps such as strong deadbolt locks and sliding window locks, lawn and porch lighting particularly in shaded areas, ensure shrubs are neatly manicured and allow unobstructed views of vulnerable doors and windows from the street and sidewalks, and consider using thorny plants that are naturally appealing but create a deterrent to unwanted entry, are a few ways to maintain a secure, but attractive home.

When you Are Away

- Leave drapes and shades open. Closed drapes and shades indicate an unoccupied house.
- Have your lawn taken care of. Dry uncut grass says that you're away.
- Never leave a note on your door saying that you are not home.
- Take care with your keys... Don't leave a key under a doormat, flower pot or on a ledge. Burglars look in these locations first.
- Get to know your neighbors. Consider enjoying your front yard for picnics, potlucks and sharing friendly conversation with neighbors. An active neighborhood with engaged residents serves as a deterrent to crooks.
- Ask your local police to check your home periodically when you will be gone for an extended period. Also, talk to them about Neighborhood Watch Programs.
- Leave a radio on. Turn it to a talk radio station, if possible, and turn the volume loud enough to be heard outside. This indicates that someone is home. Turn you phone ringer or bell down so that a prowler can't hear the phone ringing.
- Don't keep expensive jewelry at home unless you have a secure safe. All valuables and important documents should be kept in a safe or a safe deposit box.
- Ask a neighbor to use your garbage cans. Empty cans can be a tip off that you are away.
- Ask someone to park in your driveway. This gives the illusion that someone is home.

When you Are Home

- Put peepholes in front doors. Those with magnifying glass lens are best. You can see who is outside without opening the door. Consider door chains too.
- Light the outside of your home. Exterior lights should illuminate doors, dark spots and yards. Put interior lights on timers to simulate that someone is home.
- Never leave an ignition key in your car and never put a house key on your ignition key ring.
- If you have a dog or an alarm system, display "BEWARE" signs. These deter thieves.
- Look into an alarm system. There are hundreds of different systems on the market in all price ranges.
- Consult a reputable locksmith. He can give you advice on the best type of locks for your home.
- Keep shrubbery trimmed. Thick or tall shrubbery can hide windows/doors. This gives a thief a place to work unseen.
- Remain alert to strangers in the neighborhood. Do not hesitate to call your police department to report suspicious persons or activities.

Your Vehicle

- Don't leave your car running unattended.
- Don't leave keys in the car or ignition.
- Never leave children unattended in a vehicle, even for a minute. It is not only unsafe, it is against the law.
- While shopping, please leave pets at home, not in the car. Roll up your windows and lock the car.

- Don't leave valuables or purchases in plain sight.
- Park in high-traffic and well-lighted areas when possible.
- Don't leave mail, personal identification or other important documents in your vehicle.
- If your vehicle is stolen, report it to the police immediately.
- Be alert to your surroundings at all times. Check for suspicious activity or people loitering before you park and exit your car.

While Shopping

- At night, park in a well-lit area and as close to the stores as possible. Hold your keys in your hand, ready to use, when you return to your car
- When returning to your car, look around to see if anyone is following you or standing near your car. If you see anything suspicious, return to the store and notify the manager or call the police.
- Avoid ATM machines at night unless they are inside a store, and avoid carrying a lot of cash.
- If you become separated from your children while shopping, notify the store security officer, the store manager, and call the police as soon as possible. Be prepared to give police a complete description of what your child was wearing. Teach your children to never leave the store with anyone but you, and to contact a store employee at a cash register if they get lost or separated from you while shopping.

FIRE DEPARTMENT / CAL FIRE:

Announcement: It is with great pride the Cal Fire/Riverside County Fire Department would like to announce that, our very own Fire Safety Specialist, Sandie Hastings, will be the new President of the Southern California Fire Prevention Officers for the 2016 year. This is a distinct position that no one has ever held while representing our organization. Sandie will be in charge of presenting, organizing, and hosting all monthly training/meetings for the Southern section of the Fire Prevention Officers. These Meetings are held on every second Wednesday of the each month and involve news and changes in the industry along with a specific training topic for all Fire Prevention Officers in attendance. She will also be collaborating with the California State Fire Marshal's Office on matters involving state code adoptions and legislative bills affecting the Fire Service. Most importantly, she will be attending several code hearings with other Fire Service Professionals from different states to represent not only the Riverside County Fire Department, but the California Fire Chief's Association at a national level. We congratulate and support Sandie in this outstanding professional achievement.

Public Education: On February 26th Engine 47 took part in Norco Intermediate Annual School Career Day. The crew had the opportunity to speak with 280 students about what it is like to be a firefighter, how to be a firefighter, and the career paths that each of the crew members took to reach their goals to become a firefighter. The crew members also had the opportunity to display the fire engine the Special Education class. The entire program was approximately 3 hours in length.

Riverside County Fire - Norco

Weekly Activity Report

2/25/16 - 3/2/16

Activity Totals

Norco

Plan Reviews

TOTAL NORCO

All Plan Reviews

4

INSPECTIONS

Norco

Annuals

10

New Construction

Re-inspections

12

Title 19 Inspections

Business License Review

C of O's

Weed Abatement

TOTAL

MEETINGS & OTHER

Norco

Meeting

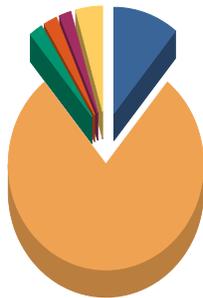
1

Training

2

Special Inspections/Events

Response Activity – Norco



False Alarm	5	10.9%
Medical	36	78.3%
Other Fire	1	2.2%
Public Service Assist	1	2.2%
Standby	1	2.2%
Traffic Collision	2	4.3%
Total:	46	100.0%

False Alarm

5

Medical

36

Other Fire

1

Public Service Assist

1

Standby

1

Traffic Collision

2

Incident Total:

46