AGENDA
CITY OF NORCO

CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
JANUARY 21, 2009

CALL TO ORDER:	6:00 p.m.
ROLL CALL:	Mayor Kathy Azevedo Mayor Pro Tem Malcolm Miller Council Member Frank Hall Council Member Berwin Hanna Council Member Richard L. MacGregor

THE CITY COUNCIL/CRA WILL RECESS TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

Section 54956.8 – Conference with Real Property Negotiator

Street Addresses or Parcel Number:	3394 and 3370 Hamner Avenue and APN 129-220-013
Negotiating Parties:	City Engineer Dominic Milano and Property Owner Dorothy DiFederico
Point Under Negotiation:	Price and Terms of Payment
Street Address or Parcel Number:	2100 Hamner Avenue
Negotiating Parties:	City Manager Jeff Allred, Director of Fiscal & Support Services Andy Okoro, and Director of Economic Development Brian Oulman; and Norco Mitsubishi Business Operator Eric Cichocki
Points Under Negotiation:	Price and Terms of Payment
RECONVENE PUBLIC SESSION:	7:00 p.m.
PLEDGE OF ALLEGIANCE:	Council Member Hall
INVOCATION:	Pastor Vernie Fletcher Grace Fellowship Church
PROCLAMATION:	Riverside Community College Norco Campus *Riverside Community College* *Board President Virginia Blumenthal*

PRESENTATIONS: NART Horse Rescue

Miss Norco Court

ACHIEVEMENT CERTIFICATES: Norco High School Football Team
Coach Todd Gerhart

Norco High School Band
Director Brian Gallagher

RECOGNITION PLAQUES: Kevin Bash
Parks and Recreation Commission

Matthew Potter
Streets, Trails and Utilities Commission

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

Next CRA Resolution No. 2009-01

1. CRA CONSENT CALENDAR 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 Agency, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Agency request removal of specific items from the Consent Calendar)*

   A. CRA Minutes, Regular Meeting of December 17, 2008. **Recommended Action: Approve the CRA Minutes** (City Clerk)

   B. Approval of First-Time Homebuyer Case 2009-01 Loan in the Amount of $38,100. **Recommended Action: Approval** (Housing Manager)

2. CRA CONTINUED CRA PUBLIC HEARING:

   A. Amendment No. One to the 2006 Owner Participation Agreement with Mitchel L. Frahm, DBA Frahm Dodge

   Recommended Action: Continue the Public Hearing to February 4, 2009. (Director of Economic Development)

3. JOINT CRA/CITY COUNCIL CONSENT CALENDAR ITEM:

   A. Fiscal Year 2009 Second Quarter Budget Performance Report. **Recommended Action: Receive and File** (Director, Fiscal & Support Services)

4. JOINT CRA/CITY COUNCIL PUBLIC HEARINGS:

A. Mid-Year Budget Amendments to Fiscal Year 2008-09 Annual Operating Budget

The recommended amendments will result in a net decrease of $250,000 to General Fund revenues and a $512,630 net decrease to General Fund expenditures. The significant expenditure decreases are due to aggressive staffing and compensation reductions implemented throughout the organization. With these recommended net favorable adjustments of $263,000 and the $363,000 savings realized at the end of FY 2007-08, the City's General Fund balance is now projected to be $6.2 million at the end of the current fiscal year instead of $5.5 million that was estimated when the budget was adopted. This will help cushion the now revised $1,251,535 deficit in the current year General Fund Budget. Norco Redevelopment Agency operating expenditures will increase by $1,519,363 due to adverse actions taken by the State, while revenues are estimated to remain unchanged.

Recommended Action:
1) That the Agency Board Adopt CRA Resolution No. 2009-____, approving various mid-year amendments to the Fiscal Year 2008-09 annual Operating Budget and authorizing changes in appropriations and revenues thereto; and

2) That the Council Adopt Resolution No. 2009-____, approving various mid-year amendments to the Fiscal Year 2008-09 annual Operating Budget and authorizing changes in appropriations and revenues thereto.
(Director of Fiscal & Support Services)

B. Mid-Year Adjustments to the Capital Improvement Program Budget

The five year CIP Budget for FY 2009-2013 was approved by the City Council on June 18, 2008. As a result of additional information that has become available since the budget was adopted, an additional $60,000 is needed from Redevelopment Agency bond proceeds to complete work at Pike Peaks Park.

Recommended Action: That the Agency Board Adopt CRA Resolution No. 2009-____, amending the Capital Improvement Program for the Fiscal years 2009-2013 and authorizing the appropriation therefrom. (Director of Fiscal & Support Services)

5. OTHER CRA MATTERS:

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

Next Ordinance No. 904
Next Resolution No. 2009-01

6. CITY COUNCIL CONSENT CALENDAR 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. 10 of the Agenda)*

   A. City Council Minutes, Regular Meeting of December 17, 2008.
   City Council Minutes, Special Meeting of January 7, 2009.
   Recommended Action: Approve the City Council Minutes. (City Clerk)

   B. Project Status Update for Wyle Laboratories Norco Facilities Site. **Recommended Action: Receive and File** (City Manager)

   C. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)

   D. Action Minutes for Planning Commission Meeting of January 14, 2008. **Recommended Action: Receive and File** (Planning Manager)

   E. Quarterly Investment Report for Quarter Ended December 31, 2008. **Recommended Action: Receive and File** (Director of Fiscal & Support Services)

   F. Report on Fiscal Year 2008 Audited Financial Report. **Recommended Action: Receive and File** (Director of Fiscal & Support Services)

   G. Rivertrails Riding Stables Request for Qualifications and Proposals (RFQ/P). **Recommended Action: Approval** (Director of Parks, Recreation & Community Services)

   H. City Assets Declared as Surplus Property. **Recommended Action: Declare the City assets as surplus property.** (Director of Parks, Recreation & Community Services)

   I. Authorization to Purchase Mobile Data Computers for Engines and Command Staff Vehicles. **Recommended Action: Authorize the purchase of Mobile Data Computers and associated equipment in the amount of $41,439.16.** (Fire Chief)

J. Amendment to Agreement with the Riverside County Sheriff's Department for Law Enforcement Services. **Recommended Action: Authorize the Mayor to sign the Third Amendment to the Agreement for Law Enforcement Services.** (Lt. Cooper)

K. Authorization to submit a grant request to the California Office of Traffic Safety. **Recommended Action: Adopt Resolution No. 2009-____.** (Lt. Cooper)

7. CONTINUED CITY COUNCIL PUBLIC HEARING:

A. City-Initiated Proposal to Amend the Norco Zoning Code by Amending Chapters 18.12 and 18.13, and Any Related Cross-References in Other Chapters as needed Regarding the Size of Accessory Buildings Allowed in the Agricultural Zones (Zone Code Amendment 2008-09)

On November 19, 2008 the City Council adopted an Ordinance to change the method of calculating building coverage on A-1 zone properties from the size of the "lot" to the size of the "flat pad" area. An objective of that Ordinance was to ensure that animal-keeping is maintained as a primary function of A-1 properties. This proposed zone code amendment is a follow-up measure to provide further protections for the animal-keeping nature of Norco's residential neighborhoods. The proposed zone code amendment provides that the maximum size of an accessory structure will be controlled by the size of the primary residence on a property so that the residential structure and neighborhood do not become overwhelmed by excessively large accessory buildings.

Recommended Action: Adopt Ordinance No. ___ for first reading. (Planning Manager)

8. CITY COUNCIL PUBLIC HEARINGS:

A. Amendments to Comprehensive Fee Resolution

On October 1, 2008, the City Council adopted Resolution No. 2008-84 updating the fees for general City services. In that Resolution, the Planning Division included one fee for "Sign Review", which was the fee for a sign that requires its own structure (i.e., a monument sign or pole sign). This amendment includes proposed "Sign Review" fees in three categories: Sign Review (monument and pole signs), Sign Review (wall signs) and Sign Review (temporary special event signs). The proposed Resolution also adjusts fees collected for the Parks, Recreation & Community Services Department to reflect a Consumer Price Index adjustment of 3.1%.

Recommended Action: Adopt Resolution No. 2009-____, amending Resolution No. 2008-84 to update and adjust fees for general City services. (Planning Manager and Director of Parks, Recreation & Community Services)

B. Approval of Community Development Block Grant Funding Priorities for the Riverside County 2009-2014 Consolidated Plan

The County of Riverside is in the process of preparing its 2009-2014 Consolidated Plan (Plan). The U.S. Department of Housing and Urban Development (HUD) requires the plan be prepared as a condition of receiving Community Development Block Grant and other federal funding. The Riverside County Economic Development Agency (EDA) is preparing the Plan and is seeking assistance from participating cities. The EDA has requested participating communities to hold public meetings and hearings, and through a comprehensive survey.

Recommended Action: Receive Council approval to submit surveys and findings to Riverside County Economic Development Agency. (Housing Manager)

9. CITY COUNCIL ITEMS FOR ACTION:

A. Restructuring of the Economic Development Advisory Council

Staff is recommending that the Council restructure the Economic Development Advisory Council (EDAC) to include a reduction of the number of its members from a minimum of fifteen to a seven-member EDAC, including two Council Members, and elect a Chairperson and Vice Chairperson to serve a one-year term and preside over the meetings.

Recommended Action: Adopt Resolution No. 2009-____, approving the restructure of the Economic Development Advisory Council. (Economic Development Director)

B. Appointment to the Economic Development Advisory Council

The Economic Development Advisory Council (EDAC) serves in a solely advisory capacity at the pleasure of the City Council for purposes of advising the City Council on economic development matters. Two applications have been received from Jeff Compton and Pamela Smith to serve on the EDAC. There is currently one seat available on the EDAC and the Council is recommended to appoint one applicant to serve on the EDAC.

Recommended Action: That the Council make one appointment to the Economic Development Advisory Council. (City Clerk)

10. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

11. PUBLIC COMMENTS OR QUESTIONS - THIS IS THE TIME WHEN PERSONS IN THE AUDIENCE WISHING TO ADDRESS THE CITY COUNCIL REGARDING MATTERS NOT ON THE AGENDA MAY SPEAK. PLEASE BE SURE TO COMPLETE THE CARD IN THE BACK OF THE ROOM AND PRESENT IT TO THE CITY CLERK SO YOU MAY BE RECOGNIZED.

12. OTHER MATTERS – CITY COUNCIL OR STAFF:

    A. Western Art Show

13. ADJOURNMENT:

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office, (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

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Staff reports are on file in the Office of the City Clerk. 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.

/bj-70995

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk

DATE: January 21, 2009

SUBJECT: Proclamation

SUMMARY: Attached for your review and consideration is the following proclamation:

Riverside Community College Norco Campus

/di – 71368
Attachment: Proclamation

WHEREAS, the RCC – Norco Campus was established in 1991 as a Riverside Community College center and was envisioned by the President and its Board of Trustees that one day it would become an independent college; and

WHEREAS, the Norco Campus of the Riverside Community College District became a candidate for accreditation as an independent college by the Accrediting Commission for Community and Junior Colleges in January of 2008; and

WHEREAS, during the accreditation process, which has included development of long-range strategic educational and facilities master plans, preparation of a self-study and a visit from the Accreditation Commission in fall 2007, "Norco College" emerged as the name of choice for this institution; and

WHEREAS, the RCC – Norco Campus Strategic Planning Committee met on November 11, 2008 and affirmed its support for the institution to be named Norco College upon its official accreditation by ACCJC; and

WHEREAS, action on RCC – Norco's application for accreditation will be taken in January of 2010, following an October 2009 site visit; and

WHEREAS, the Norco City Council hereby supports RCC – Norco's effort during this process and affirms the new name of Norco College.

NOW, THEREFORE, I, KATHY AZEVEDO, MAYOR OF THE CITY OF NORCO, ON BEHALF OF THE CITY COUNCIL, do hereby acknowledge and commend the efforts being made to enhance and edify the future of

Norco College

as an integral part of the Norco community. Presented on January 21, 2009

_____

MAYOR OF THE CITY OF NORCO

MINUTES
CITY OF NORCO

COMMUNITY REDEVELOPMENT AGENCY/CITY COUNCIL
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
DECEMBER 17, 2008

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1. CALL TO ORDER: Mayor Azevedo called the meeting to order at 6:02 p.m.

2. ROLL CALL:

Mayor Kathy Azevedo **Present**
Mayor Pro Tem Malcolm Miller **Present**
Council Member Frank Hall **Present**
Council Member Berwin Hanna **Present for Closed Session and Absent for Public Session**
Council Member Richard L. MacGregor **Absent**

Staff present -- Allred, Cooper, Frye, Jacobs, King, Okoro, Oulman, Petree and Thompson

City Attorney Harper present

3. THE CITY COUNCIL/CRA RECESSED TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

Section 54956.8 – Conference with Real Property Negotiator

Street Addresses or Parcel Number:	APNs 129-220-004, 006 and 013
Negotiating Parties:	Public Works Director Bill Thompson and City Engineer Dominic Milano; Property Owner Dorothy DiFederico
Point Under Negotiation:	Price and Terms of Payment

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties:	City Manager Jeff Allred, Director of Fiscal & Support Services Andy Okoro, and Fire Chief Jack Frye
Employee Organization:	Norco Firefighters Association Norco Battalion Chiefs Association Norco General Employees Association Norco Public Works & Parks Maintenance Workers Association
RECONVENE PUBLIC SESSION:	With no Closed Session items to report, Mayor Azevedo reconvened the meeting at 7:17 p.m.

4. PLEDGE OF ALLEGIANCE: Mayor Kathy Azevedo

Agenda Item 1.A. & 6.A.

5. INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PRESENTATION FROM RURAL: A gift certificate in the amount of $500 was presented by Pat Overstreet, representing RURAL, for the cats at the Norco Animal Shelter.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

M/S Hall/Miller to approve the items listed on the CRA Consent Calendar as recommended. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

6. CRA CONSENT CALENDAR ITEM:

A. CRA Minutes, Regular Meeting of December 3, 2008. **Recommended Action: Approve the CRA Minutes**. (City Clerk)

7. CRA PUBLIC HEARING:

A. Purchase and Sale Agreement by and Between Frank An and Caroline Lee and the Norco Redevelopment Agency for Agency Purchase of Land located on Valley View Avenue

On June 6, 2007, the Agency sold the parcel to Mr. Frank An and Ms. Carolyn Lee for the purpose of relocating the Palmer-Moreno House for possible restoration. The parcel was subsequently determined to be inadequate in size to accommodate the house due to set-back requirements. Mr. An and Ms. Lee now desire to sell the parcel back to the Redevelopment Agency in the amount of $90,000.

Recommended Action: Adopt CRA Resolution No. 2008-____, approving the Purchase and Sale Agreement by and Between Frank An and Caroline Lee and the Norco Redevelopment Agency. (Director of Economic Development)

Chairman Azevedo OPENED the public hearing, indicating that proper notification had been made and asking for the appearance of those wishing to speak.

Public Comments: No Public Comments

Mr. Frank An, Property Owner: Stated he purchased the lot a long time ago for the purpose of moving the Palmer-Moreno home. Unfortunately, now he cannot use the lot for that purpose. Mr. An asked the City to please help him by buying the lot so the case can be closed.

Chairman Azevedo CLOSED the public hearing.

M/S Miller/Hall to Adopt CRA Resolution No. 2008-24, approving the Purchase and Sale Agreement. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

8. OTHER CRA MATTERS: **No Other Matters**

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

M/S Hall/Miller to approve the items listed on the City Council Consent Calendar as recommended. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

9. CITY COUNCIL CONSENT CALENDAR ITEMS:

A. City Council Minutes, Regular Meeting of December 3, 2008. **Recommended Action: Approve the City Council Minutes.** (City Clerk)

B. Project Status Update for Wyle Laboratories Norco Facilities Site. **Recommended Action: Receive and File** (City Manager)

C. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approve Ordinance after Reading of Title Only.** (City Clerk)

D. Cancellation of City Council Meeting of January 7, 2009. **Recommended Action: Cancel the January 7, 2009 City Council meeting. (**City Clerk)

E. Authorization for the Destruction of Certain City Records. **Recommended Action: Adopt Resolution No. 2008-95** (City Clerk)

F. Revisions to City Council Norms and Procedures. **Recommended Action: Adopt Resolution No. 2008-96, approving revisions to the City Council Norms and Procedures.** (City Manager)

G. Acceptance of Bids and Award of Contract for the Broken Arrow and Western Avenue Storm Drain Improvement Project. **Recommended Action: Accept the bids submitted and award a contract to S.P. Pazargad Engineering Construction Inc. in the amount of $1,245,808 and authorize the City Manager to approve contract change orders up to 10 percent of the contract amount.** (City Engineer)

H. Acceptance of Street Dedication at 3220-3250 Hamner Avenue for the TUMF-Funded Hamner Avenue Widening Project. **Recommended Action: Accept the street dedication of additional street right-of-way on the west side of Hamner Avenue between Town & Country Drive and Fifth Street, and authorize the City Clerk to record the grant deed.** (City Engineer)

I. City Assets Declared as Surplus Property. **Recommended Action: Declare the Hurst Rescue Tool as surplus property and authorize the Fire Department to donate the equipment to the Pauma Indian Reservation in San Diego County.** (Fire Chief)

J. Approval of a One Year Extension of the Traffic Signal Maintenance Services Contract with Republic ITS through June 30, 2009. **Recommended Action: Approve a Consumer Price Index increase and a one year extension of the Traffic Signal Maintenance Services Agreement with Republic ITS** (Director of Public Works)

K. Approval of Final Parcel Map 36015 (Dixon). **Recommended Action: Approve Parcel Map 36015 and authorize the City Clerk to sign the map on behalf of the City.** (Senior Engineer)

L. Action Minutes for Joint-Commission Meeting of December 1, 2008. **Recommended Action: Receive and File** (Planning Manager)

M. Action Minutes for Planning Commission Meeting of December 10, 2008. **Recommended Action: Receive and File** (Planning Manager)

10. CITY COUNCIL PUBLIC HEARINGS:

A. City-Initiated Proposal to Amend the Norco Zoning Code by Amending Chapter 18.23, Section 18.23.04 by Adding Hotels, Motels and Bed and Breakfasts as Permitted Uses in the C-4 (Commercial) Zone (Zone Code Amendment 2008-06)

Recommended Action: That the City Council refer the item back to the Planning Commission for consideration with significant modifications. (Planning Manager)

M/S Hall/Miller to refer the item back to the Planning Commission for consideration with significant modifications. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

B. City-Initiated Proposal to Amend the Norco Zoning Code by Amending Chapters 18.12 and 18.13, and Any Related Cross-References in Other Chapters as needed Regarding the Size of Accessory Buildings Allowed in the Agricultural Zones (Zone Code Amendment 2008-09)

On November 19, 2008 the City Council adopted an Ordinance to change the method of calculating building coverage on A-1 zone properties from the size of the "lot" to the size of the "flat pad" area. An objective of that Ordinance was to ensure that animal-keeping is maintained as a primary function of A-1 properties. This proposed zone code amendment is a follow-up measure to provide further protections for the animal-keeping nature of Norco's residential neighborhoods. The proposed zone code amendment provides that the maximum size of an accessory structure will be controlled by the size of the primary residence on a property so that the residential structure and neighborhood do not become overwhelmed by excessively large accessory buildings.

Recommended Action: Adopt Ordinance No. ___ for first reading. (Planning Manager)

The City Manager stated that this is a Section 18 item that requires a 4/5 (super majority) vote and requested it be continued to the January 21, 2009 Council meeting.

M/S Miller/Hall to continue the public hearing to January 21, 2009. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

C. Confirmation of Costs for Tumbleweed Abatement

The Fire Department's weed abatement contractor has completed the removal of tumbleweeds from vacant properties whose owners failed to abate. The Notices to Abate Tumbleweeds were mailed on August 7, 2008 pursuant to Council's declaration on March 5, 2008. The deadline to comply with the abatement notice was September 21, 2008. The 2008 Tumbleweed Abatement Report of Costs lists the property owners whose vacant parcels were abated by the weed abatement contractor. Following Council adoption of the Resolution, property owners will be invoiced for payment of the abatement services.

Recommended Action: Adopt Resolution No. 2008-____, confirming the report of costs for the abatement of tumbleweeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City of Norco. (Fire Chief)

Mayor Azevedo OPENED the public hearing, indicating that proper notification had been made and asking for the appearance of those wishing to speak.

Public Comments: No Public Comments

Mayor Azevedo CLOSED the public hearing.

M/S Hall/Miller to Adopt Resolution No. 2008-97, confirming the report of costs for the abatement of tumbleweeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City of Norco. The motion was carried by the following roll call vote:

AY AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

11. CITY COUNCIL ITEMS FOR ACTION:

A. Award of Professional Services Contract

The City desires to replace its existing water meters with an automated water meter reading solution. This solution will improve the timeliness and accuracy of water billing; enhance revenue collection; improve customer service; reduce staff time on routine functions; and improve water management/conservation efforts. Triton Water Technologies has experience assisting municipalities with Automated Metering Infrastructure (AMI) system development and Implementation. The City Council will consider award of a processional services contract in the amount not exceeding $50,300 to Triton Water Technologies for assistance with AMI System Development.

Recommended Action: Award a professional services contract to Triton Water Technologies. (Director of Fiscal & Support Services)

Jon Sweeten, P.E., Operations Manager, and Susan McMullan, Regional Manager, representing Triton Water Technologies, gave an informational PowerPoint presentation. The Council is asked to vote on Phase I of the project tonight.

Mayor Pro Tem Miller inquired regarding the maintenance and tier structure. The answer was minimal. Also inquired about a rebate program offered by Metropolitan Water District and thought the program covered smart readers. Triton will look into this. Public Works Director Thompson confirmed that any increase seen by the customer, if any, would be because of the accuracy of the meters.

Council Member Hall confirmed that tonight we are approving only Phase I at the cost of $50,300.

Mayor Azevedo inquired about the life of the meters. Public Works Director Thompson stated that a 15-year cycle is reasonable. Mayor Azevedo also inquired about the cost of replacement of the meters. Public Works Director Thompson stated that currently the City replaces 50 meters a month and that amount would be decreased. Staff time will be eliminated as well, which will be cost savings as well.

Randy Stolp, 5083 Bluff. Inquired about the way these services are provided and process of the RFP. Mr. Stolp thought it was upside down to spend money to evaluate this. Consideration should be warranted regarding spending the money on this project.

M/S Miller/Hall to award a professional services contract to Triton Water Technologies. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

B. Appointments to Standing Committees and Other Governmental Agencies

The Mayor and Members of the City Council serve on various standing committees and other governmental agencies. Each December, the Mayor appoints Council Members to serve in these positions for the next calendar year. There are currently 29 positions to be filled for the 2009 calendar year.

Recommended Action: That the Mayor appoint Members of the City Council to the various standing committees and other governmental agencies for the 2009 calendar year. (City Clerk)

The following appointments were made by Mayor Azevedo:

Audit Committee
Mayor Pro Tem Miller
Council Member MacGregor

Beautification Committee
Mayor Azevedo

Chamber of Commerce Committee
Mayor Azevedo
Council Member Hanna

Chino Basin Desalter Authority Board
Mayor Pro Tem Miller
Public Works Director Bill Thompson (Alternate)

City Historian Liaison
Mayor Azevedo

Corona-Norco Schools Committee
Mayor Azevedo
Council Member Hanna

Economic Development Advisory Council
Council Member Hall
Council Member Hanna

Four Corners Transportation Coalition and Policy Committee
Mayor Pro Tem Miller
Council Member MacGregor (Alternate)

Northwest Mosquito Abatement District
Council Member Hanna

Riverside Conservation Authority
Council Member Hall
Mayor Pro Tem Miller (Alternate)

Riverside County Library Committee (At the County Administrative Office)
Mayor Azevedo

Riverside County Transportation Commission and Plans and Programs Committee
Council Member Hall
Mayor Pro Tem Miller (Alternate)

Riverside Transit Agency
Council Member Hall
Mayor Pro Tem Miller (Alternate)

U.N.L.O.A.D.:
Mayor Azevedo
Mayor Pro Tem Miller

Western Riverside Council of Governments (WRCOG)
Council Member Hall
Mayor Azevedo (Alternate)

Transportation Uniform Mitigation Fee (TUMF) Northwest Zone Committee (WRCOG)
Council Member Hall
Mayor Azevedo (Alternate)

Western Riverside County
Regional Wastewater Authority:
Mayor Pro Tem Miller
Council Member Hanna (Alternate)
Public Works Director Bill Thompson

C. Appointments to the Historic Preservation Commission

The City Council approved the formation of the Historic Preservation Commission in November of 2008. Five appointments to the Commission by the Council are required with two members to serve a 2-year term and three members to serve a 4-year term. It is recommended that the Council appoint the five qualified applicants to serve on the Commission.

Recommended Action: Appoint five persons to serve on the Historic Preservation Commission. It is further recommended that applicants Gini Austerman-Burke, Kevin Bash and Su Bacon be appointed to 4-year terms due to superior qualifications in the field of historic preservation. (City Clerk)

Mayor Pro Tem Miller stated he was impressed with the qualifications of the candidates. He also inquired if any person could serve on more than one commission at the same time. The City Manager stated that based on the Norms and Procedures approved tonight, there would be a limit of one commission appointment per individual.

Mayor Azevedo stated that the applications are amazing. She stated how excited she is to have this Commission. "We have some true treasures in Horsetown USA."

M/S Hall/Miller to appoint Gini Austerman-Burke, Su Bacon, Kevin Bash, Linda Dixon, and Matthew Potter to the Historic Preservation Commission with applicants Gini Austerman-Burke, Kevin Bash and Su Bacon appointed to 4-year terms due to superior qualifications in the field of historic preservation. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, MILLER
NOES: NONE
ABSENT: HANNA, MACGREGOR
ABSTAIN: NONE

12. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR: **No Items Pulled**

13. PUBLIC COMMENTS OR QUESTIONS:

Richard Rosa, 159 Wild Horse. Stated he has been attending Planning Commission meetings and City Council meetings and the City should place on the ballot major zone change ordinances. He also stated that most of these ordinance changes only affect persons living in the Norco hills. He further stated that this should be put to the voters and not to the members of the City Council.

Kevin Bash, 3678 Pedley. Thanked City for supporting December 7th event.

14. OTHER MATTERS - COUNCIL OR STAFF:

Council Member Hall. Referenced the December 18th edition of the *California Horsetrader Magazine* – Norco Horsetown USA articles. Economic Develoment Director Oulman stated that an advertisement was also placed in that issue of the *California Horsetrader* promoting Horsetown USA.

Parks, Recreation & Community Services Director Petree. The Department of Parks, Recreation & Community Services is proud to announce that Pikes Peak Park has received The California Park & Recreation Society (CPRS) 2008 Award of Excellence. This Awards Program is the highest recognition an agency can receive for its programs, services and facilities. The Pikes Peak Park entry was among 231 award nominations throughout California and will be recognized and honored at the CPRS Awards and Installation Banquet on Friday, March 6, 2009, at the Santa Clara Convention Center. The awarded park is eligible to receive the "Creating Community Award of Distinction."

Council Member Hall. Reported that the RCTC project on the 91 Freeway Green River Overpass was dedicated.

Mayor Azevedo.

- Thanked the Parks and Recreation Department, and especially Michelle Anglin, for their help with the Parade of Lights and Winter Festival.
- Reported that the City meets quarterly with the Corona Norco Unified School District and wants to let everyone know that they are on track for completion of the Norco High School athletic field by graduation in June and football season in the fall.
- Asked Director of Parks and Recreation Petree if the Western Art Show was going to be held. Director Petree stated that it is recommended to the Council not to hold this event this year because of the economic times.

15. ADJOURNMENT: The Mayor adjourned the meeting at 8:36 p.m.

BRENDA K. JACOBS
CITY CLERK

/bj-71101

CITY OF NORCO
STAFF REPORT

TO:	Chairman and Members of the Redevelopment Agency
FROM:	Jeff Allred, Executive Director
PREPARED BY:	Deborah L. DeGrado, Housing Manager
DATE:	January 21, 2009
SUBJECT:	Approval of First-Time Homebuyer Case 2009-01 in the Amount of $38,100.
RECOMMENDATION:	Approval of Loan for First Time Homebuyer Case 2009-01

SUMMARY: Staff has received an application for assistance through the First-Time Homebuyer Program. The applicant has been determined eligible and is within the income guidelines. The down payment assistance is $38,100 and the mortgage payment will fall within affordability guidelines.

BACKGROUND/ANALYSIS: The Redevelopment Agency Housing Programs include the First-Time Homebuyer Program. Due to the rise in housing prices in recent years, the Agency has not had any participants in the Program for some time. The assistance is in the form of a 3% deferred loan secured by a deed of trust on the property. Affordability covenants are also recorded against the property. The loan is due and payable in 30 years or upon sale, transfer or refinance of the property.

The subject applicant has met all requirements to participate in the Program, and to receive down-payment assistance to purchase an affordable home in Norco. Program Guidelines require that funding for each qualified applicant must be approved by the Redevelopment Agency Board.

The applicant has opened escrow, and primary financing has been approved, as attached. This transaction is a short sale and, if approved, staff will expedite funding to close as soon as possible.

Approval of this loan meets the Agency goal to provide affordable housing in Norco.

FINANCIAL IMPACT: Funds are budgeted in account 15-5500-47910.

/dg – 71300
c: Mortgage Approval

Agenda Item 1.B.

K — PACIFIC REALTY & MORTGAGE
924 Fann St. Anaheim CA 92804

January 07, 2009

To Whom it May Concern

RE:

The First Time Home Buyer Program participants FTH # 01-09 have been approved for a loan amount of $203,200.00. This is contingent upon approval of the down payment assistance from the City of Norco Redevelopment Agency in the amount of $38,100.00

If should be any questions, please don't hesitate to contact me at any time.

Respectfully

Jaime Tena
Processor

Office : 714-995-7900 **Fax** : 714-995-7902

CITY OF NORCO
STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Jeff Allred, Executive Director

PREPARED BY: Brian Oulman, Economic Development Director

DATE: January 21, 2009

SUBJECT: Amendment Number One to the Owner Participation Agreement By and Between the Norco Redevelopment Agency and Mitchel Frahm, dba Frahm Dodge

RECOMMENDATION: Continue Public Hearing to February 4, 2009.

SUMMARY: Frahm Dodge is requesting an amendment to an Owner Participation Agreement ("OPA") to reduce the original loan amount of $600,000 to $400,000, extend the term of the OPA by one year and receive credit for sales taxes generated from 2007 Suzuki sales. In addition, Frahm is requesting credit for all sales tax generated by the sale of Dodge heavy-duty trucks. Frahm is also requesting credit from any sales tax generated from the addition of the Chrysler Jeep franchise toward satisfaction of the sales tax guarantee.

FINANCIAL IMPACT: N/A

/mb-71345

Agenda Item 2.A.

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
PREPARED BY:	Andy Okoro, Director Fiscal and Support Services
DATE:	January 21, 2009
SUBJECT:	Fiscal Year 2009 Second Quarter Budget Performance Report
RECOMMENDATION:	Staff recommends that the City Council receive and file the Fiscal Year 2009 second quarter budget performance report.

SUMMARY: One of the department's annual goals is to inform City Council timely on actual operating budget results relative to the annual adopted budget. This report provides information on how actual results through December 31, 2008 compared to the adopted budget. Significant variances identified as a result of analyzing the budget performance through December 31, 2008 are being recommended as mid-year budget amendments.

BACKGROUND/ANALYSIS: As part of revenue and expenditure reporting and monitoring program, staff has provided Council with quarterly budget performance reports since Fiscal Year 2004. This report provides a status update on the City's Fiscal Year 2009 (FY09) second quarter budget performance for Operating Funds. As a result of timing differences, the first six months of data may not be reflective of what the ultimate year-end numbers will be at June 30, 2009. However, these numbers are analyzed in conjunction with other historic and currently available data to determine changes that may be made to the adopted budget and to identify any corrective actions that should be taken to control expenditures.

Attachment 1 provides a summary of revenues and expenditures through December 31, 2008. Where necessary, footnotes have been used to provide information on why actual revenues and expenditures vary from the budget.

General Fund Revenues

Including the effects of timing differences, few significant differences have been identified between adopted budget and actual results through December 31, 2008. Significant variances are being incorporated as part of the mid-year budget amendment.

Agenda Item No. 3A

- **Property Tax:** The low percentage of property tax revenue received as of December 31, 2008 is due to the uneven nature of property tax receipts. The bulk of property tax revenue is received in the months of January and May of each year. Using the most recent assessed value and receipt information from the county, it is anticipated that actual property tax receipts by year-end will be within the amount in the adopted budget.

- **Sales Tax:** There is usually a time lag between when sales transactions occur and the time the City receives payment from the state. However, based on actual receipts through December 31, 2008 and known future receipts under the "triple flip" arrangement, staff projects that sales tax revenue for the year will be within the amount included in the adopted budget.

- **Franchise Fees:** Most of the revenues in this category are from electric and gas franchises which are received once a year. The City is yet to receive payment for electric and gas franchise fees. Refuse franchise revenues are received monthly while cable TV franchises are received quarterly. Both refuse and cable TV franchise revenues are tracking within budget.

- **Motor Vehicle In-Lieu Fees:** The low percentage of the budget received as of December 31, 2008 is due to the elimination of the "backfill" which was replaced with property tax. The first installment of the replacement property tax amount has not been received. Consequently, at this point staff has limited information to make any projection regarding potential variance from the adopted budget. As more information becomes available on this critical revenue item, staff will report back to City Council and recommend any necessary adjustment to the budget.

- **Community Development/Recreation:** Building permits and engineering revenues appear to be tracking significantly below budget. Necessary adjustments have been recommended in the mid-year budget amendment report. Parks, recreation and community services revenues appear to be tracking slightly within budget.

General Fund Expenditures

General Fund expenditures are tracking to the adopted budget. As shown on the attached report, expenditures in the Sheriff's department are below budget because of the time lag in county billing. Non-departmental expenditures are above budget because of one-time expenditures that are paid at the beginning of the fiscal year. The variances in the City Clerk and Planning divisions are due to accrued leave payouts.

Other Funds

This second quarter report reflects minimal tax increment receipt for both the Redevelopment Agency and Low-Mod Funds. This is because the first installment from the County will be received in late January and will be reflected in next quarter' update. Other RDA revenues such as reimbursement from the school district are tied to tax increment receipts. Redevelopment Agency operating and debt service expenditures are tracking within budget. Pass through expenditures are recognized when tax increment revenues are received. Low-Mod Housing Fund grant program expenditures are tracking above budget. Staff will be requesting additional appropriations in the mid-year budget amendments to cover the anticipated overage.

Expenditures in the Water Fund are tracking higher than budget due to purchased water costs. However, it is anticipated that any overage in the purchased water budget will be covered by additional water revenues. Sewer Fund revenues are tracking in line to the approved budget while expenditures are tracking slightly below budget.

FISCAL IMPACT: None.

/jk-71095
Attachment: Budget and Actual Comparative Analysis

City of Norco
Budget and Actual Comparative Analysis
For the Quarter Ended December 31, 2008

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved	
GENERAL FUND						
REVENUES						
Property taxes	1,594,965	1,594,965	504,419	1,090,546	32%	(1)
Sales taxes	5,356,000	5,356,000	1,124,361	4,231,639	21%	(2)
Other taxes	807,603	807,603	417,040	390,563	52%	(3)
Total taxes	7,758,568	7,758,568	2,045,820	5,712,748	26%	
Franchise Fees	1,097,827	1,097,827	266,990	830,837	24%	(3)
Motor vehicle in-lieu fees	2,350,000	2,350,000	34,356	2,315,644	1%	(4)
Intergovernmental	113,585	113,585	24,431	89,154	22%	(3)
Fines and Penalties	504,065	504,065	190,295	313,770	38%	
Interest income/Lease	292,513	292,513	98,062	194,451	34%	(5)
Community Development fees	688,140	688,140	246,365	441,775	36%	(6)
Community Services/Recreation	957,779	957,779	428,537	529,242	45%	
Other revenues	1,152,350	1,152,350	794,668	357,682	69%	
Operating transfers	1,125,096	1,125,096	534,559	590,537	48%	
Total revenues	16,039,923	16,039,923	4,664,083	11,375,840	29%	
EXPENDITURES						
Legislative						
City Council	51,642	51,642	22,766	28,876	44%	
City Attorney	75,527	75,527	31,902	43,625	42%	
City Clerk	134,491	134,491	98,897	35,594	74%	(7)
City Manager	156,442	156,442	75,706	80,736	48%	
Parks, Recreation & Community Services						
Recreation	1,051,911	1,051,911	420,045	631,866	40%	
Wee People	430,403	430,403	144,263	286,140	34%	
Park Maintenance	792,185	792,185	352,020	440,165	44%	
Senior Citizens	214,048	214,048	89,634	124,414	42%	
Public Buildings	390,184	390,184	137,451	252,733	35%	
Animal Control	639,896	639,896	339,741	300,155	53%	
Planning						
Community Development	240,683	240,683	132,082	108,601	55%	(7)
Code Enforcement	51,055	51,055	11,387	39,668	22%	
Building & Safety	473,943	473,943	219,719	254,224	46%	
Public Works/Engineering						
Engineering	243,220	243,220	115,512	127,708	47%	
Inspection	126,254	126,254	64,735	61,519	51%	
Parkway Maintenance	69,611	69,611	19,372	50,239	28%	
Fire Department						
Fire Suppression	3,315,369	3,315,369	1,723,604	1,591,765	52%	(12)
Paramedic	1,628,367	1,628,367	889,937	738,430	55%	
Emergency Services	960	960	137	823	14%	
Police Protection						
Sheriff	5,758,495	5,758,495	1,895,691	3,862,804	33%	(8)
Citizens on Patrol	31,862	31,862	52,387	(20,525)	164%	(9)
Crossing Guards	80,954	80,954	31,052	49,902	38%	
Fiscal and Support Services						
Administrative	411,511	411,511	193,004	218,507	47%	
Non-Departmental	1,185,445	1,185,445	605,508	579,937	51%	(10)
Total Expenditures	17,554,458	17,554,458	7,666,552	9,887,906	44%	

City of Norco
Budget and Actual Comparative Analysis
For the Quarter Ended December 31, 2008

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved	
REDEVELOPMENT AGENCY						
REVENUES						
Tax Increment	13,466,805	13,466,805	74,056	13,392,749	1%	(11)
Interest and Lease Income	362,000	362,000	249,638	112,362	69%	
Contributions	161,683	161,683	91,763	69,920	57%	(3)
School Bond	1,078,570	1,078,570	-	1,078,570	0%	(3)
Total Revenues	15,069,058	15,069,058	415,457	14,653,601	3%	
EXPENDITURES						
Redevelopment Administration	1,860,193	1,860,193	853,483	1,006,710	46%	
Redevelopment Agency Debt Service	5,199,174	5,199,174	1,695,587	3,503,587	33%	
Pass Thru Agreement	6,960,000	6,960,000	60,461	6,899,539	1%	(3)
Total Expenditures	14,019,367	14,019,367	2,609,531	11,409,836	19%	
LOW-MOD INCOME HOUSING						
REVENUES						
Tax Increment	3,234,556	3,234,556	18,514	3,216,042	1%	(11)
Interest and Lease Income	90,000	90,000	69,870	20,130	78%	
Other Revenue	45,000	45,000	115,322	(70,322)	256%	(3)
Total Revenues	3,369,556	3,369,556	203,706	3,165,850	6%	
EXPENDITURES						
Low-Mod Income Housing Program	508,446	508,446	241,205	267,241	47%	
Grant Programs	488,000	554,077	665,952	(111,875)	120%	(12)
Redevelopment Agency Debt Service	1,030,152	1,030,152	329,575	700,577	32%	
Total Expenditures	2,026,598	2,092,675	1,236,732	855,943	59%	
COMMUNITY DEVELOPMENT BLOCK GRANT						
Revenues	537,277	537,277	101,384	435,893	19%	
Expenditures	907,246	907,246	160,354	746,892	18%	
WATER FUND						
Revenues	7,130,710	7,130,710	3,513,898	3,616,812	49%	
Expenditures	6,406,510	6,406,510	3,201,387	3,205,123	50%	
SEWER FUND						
Revenues	3,840,762	3,840,762	1,666,837	2,173,925	43%	
Expenditures	3,840,762	3,840,762	1,339,679	2,501,083	35%	
GAS TAX						
Revenues	584,000	584,000	254,689	329,311	44%	
Expenditures	491,122	491,122	258,605	232,517	53%	

City of Norco
Budget and Actual Comparative Analysis
For the Quarter Ended December 31, 2008

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
NPDES FUND					
Revenues	110,000	110,000	25,004	84,996	23%
Expenditures	96,438	96,438	60,000	36,438	62%
MISCELLANEOUS GRANTS					
Revenues	261,992	447,867	76,924	370,943	17%
Expenditures	242,707	428,582	72,096	356,486	17%

FOOTNOTES :

1. The secured property tax amount received to date represents a portion of the payment by property owners of the first installment. The remainder of the first installment is usually received in late January.
2. Reflects receipts for the first four months and excludes the triple flip allocations received in January and May. .
3. Variance from budget is due to uneven collection of revenues throughout the year.
4. Budget variance is due to the elimination of Vehicle License Fee (VLF) backfill and the permanent reduction of VLF from 2% to .65%; County auditors will allocate the settle-up amounts in January and May.
5. Most of investment earnings are recognized on a quarterly basis in the month following the end of the quarter.
6. Both engineering and building safety revenues are tracking significantly below budget due to construction industry slow-down
7. The City Clerk and Community Development budget are currently overspent due to the former City Clerk and the Community Development Director received an accrued leave pay out.
8. Reflects payment of Sheriff contract expenditures up to November 15.
9. Expenditures include $40,406 of unbudgeted workers compensation costs for citizens on patrol.
10. Most of the expenditures are one-time and are paid at the beginning of the fiscal year.
11. The first installementment payment of tax increment will be received in late January
12. Fire Department has spent 137% of its regular overtime budget as of December.
13. Additional budget appropriation will be requested to cover the current budget overage

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council and Chairman and Members of the Redevelopment Agency

FROM: Jeff Allred, Executive Director/City Manager
Andy Okoro, Director Fiscal and Support Services

DATE: January 21, 2009

SUBJECT: Mid-Year Amendments to Fiscal Year 2008-09 Annual Operating Budget

RECOMMENDATION: Staff Recommends:

1) That the Norco Redevelopment Agency Adopt **CRA Resolution No. 2009-___,** approving various Mid-Year Amendments to the Fiscal Year 2008-09 Annual Budget and authorizing changes in appropriations and revenues thereto.

2) That the City Council Adopt **Resolution No. 2009-___,** approving various Mid-Year Amendments to the Fiscal Year 2008-09 Annual Budget and authorizing changes in appropriations and revenues thereto; including changes to civilian staffing levels in the Sheriff's Department.

SUMMARY: The recommended amendments will result in a net decrease of $250,000 to General Fund revenues and a $512,630 net decrease to General Fund expenditures. The significant expenditure decreases are due to aggressive staff and compensation reductions implemented throughout the organization. With these recommended net favorable adjustments of $263,000 and the $363,000 savings realized at the end of FY 2007-08, the City's General Fund balance is now projected to be $6.2 million instead of $5.5 million estimated when the budget was adopted. This will help cushion the now revised $1,251,535 deficit in the current year General Fund Budget.

Norco Redevelopment Agency operating expenditures will increase by $1,519,363 due to adverse actions taken by the State, while revenues are estimated to remain unchanged.

BACKGROUND/ANALYSIS: The City and Agency FY09 Operating Budgets were approved by Council and Agency Board Members on June 18, 2008. Since the budgets were approved, more information has become available to warrant changes to the adopted revenue and expenditure budgets for various funds.

The recommended changes are summarized below:

City Revenues:

1. **Prop 42 Local Streets and Road Funding:** The state is providing funding in 2008-09 fiscal year under proposition 42 for street and road improvements. The amount estimated to be paid to the City this fiscal year is $251,530. This amount is to be used strictly for eligible local streets and roads projects. This amount was not included in the adopted budget. Staff is recommending that this amount be recognized as budgeted revenue in 2008-09 fiscal year.

2. **Property Taxes:** The City's assessed value information was received from the county in August 2008. The assessed value for 2008-2009 tax year reflects an immaterial increase of 0.7%. Actual property tax receipts from the county as of today are very sketchy and do not suggest a budget adjustment in either direction.

3. **Sales Tax:** Sales tax is a major component of general fund revenues. The amount of sales tax revenue estimated in the adopted budget anticipated continued weakness in the national and local economy. Based on actual sales tax receipts for the first four months of the fiscal year, staff does not see the need at this time to revise the adopted budget.

4. **Other Taxes:** General fund revenues included in this category consists of public safety sales tax, business licenses, transient occupancy tax and property transfer tax. Based on actual receipts through December 2008 and the continuing weakness in the economy, staff estimates that business license budgeted revenues should be reduced by $30,000 while transient occupancy tax should be reduced by $50,000.

5. **Building Safety and Engineering Revenues:** Due to significant weakness in the construction industry and the likelihood that the Silverlakes project will not commence this fiscal year, the budget for this revenue category needs to be significantly reduced. Based on actual receipts through the first half of the fiscal year, it is recommended that building fees be reduced by $60,000; plan check fees be reduced by $50,000; and engineering revenues (encroachment permit and improvement plan check) be reduced by $60,000.

City Expenditures:

Non-Departmental

Deposit Premium Liability Insurance: The City is a member of Public Entity Risk Management Authority (PERMA) a joint exercise of powers agreement between several local governments and special districts formed for the purpose of jointly funding programs of insurance including general liability. Due to strong performance of the pool's assets and favorable loss experience, the City of Norco has received $76,659 as premium return for the general liability program. This amount has been credited to the liability insurance expenditure line item.

Consequently, staff is recommending that the appropriation for liability insurance be reduced by $76,659.

Sheriff's Department

Law Enforcement Services: As part of the ongoing efforts to reduce the general fund budget, the Sheriff's Department has determined that it can eliminate three Community Service Officers (civilian positions) without negatively impacting the department's ability to respond to Priority 1 incidents. As a result of this proposed action, staff is recommending that the appropriation for law enforcement services be reduced by $143,753 for the remainder of the fiscal year.

Fire Department

As a result of recently completed "meet and confer" process between the City and Norco Fire Fighters and Battalion Chiefs Associations, the following agreements have been reached:

1. Elimination of Constant Staffing Overtime for Battalion Chiefs. The Norco Battalion Chiefs Association has agreed with a staffing plan that eliminates the need to fill vacancies with overtime due to employee vacations, sick leave, disability, etc. This arrangement will eliminate Battalion Chief constant staffing and result in potential savings of up to $57,000 for the remainder of this fiscal year.
2. The Norco Fire Fighters Association has agreed to the following as part of the effort to reduce general fund expenditures by $77,025 for the remainder of the fiscal year:
    a. Freeze the accrual and use of compensatory time - $15,000
    b. Employee payment of membership dues for fitness program - $8,400
    c. Forgo uniform allowance for the remainder of the fiscal year - $3,000
    d. Reduce holiday in-lieu pay from 6.46 hours per pay period to 2.0 hours each pay period - $49,471
    e. Reduce Fire Prevention Specialist pay by 3.5% - $1,154

Staff is recommending that the adopted budget for salaries and benefits for the Fire department be reduced by $134,025 for the remainder of the fiscal year.

Public Works – Building Safety Division

Staff Reduction: As a result of the significant slow down in the construction industry and the housing market, building and construction activities in the City has been significantly reduced. Consequently, it has become necessary to align staffing requirements to work volume by eliminating the positions of Building Official and a Permit Technician. Staff recommends that the City Council approve the elimination of these two positions from the 2008-09 fiscal year budget. With the proposed elimination of the Building Official position, it will be

necessary for the City to retain the services of a contractor on a limited as-needed basis. A net savings of $79,143 will be realized for the remainder of the fiscal year through these actions. (As indicated on the attached chart, a total of 24 full-time positions will have been eliminated from the City's workforce since 2004.)

Parks, Recreation and Community Services

Staff Reductions: Since the adoption of the budget in June 2008, two Recreation Supervisor positions have become vacant due to a retirement and a resignation. Staff is recommending that these two positions be deleted from the 2008-09 adopted budget. However, a part-time Recreation Specialist has been hired to minimize the workload impact. This proposed action will result in net savings of $63,118 to the general fund for the remainder of the fiscal year.

Fiscal and Support Services

Staff Reduction: An Account Clerk position became vacant due to retirement after the beginning of the fiscal year. Staff is recommending that this position be deleted from the 2008-09 budget for net savings of $28,968 to various Funds for the remainder of the fiscal year.

Administration

Staff Reduction: The former City Clerk resigned after the beginning of the fiscal year to accept a similar position in a neighboring city. The Secretary to the City Manager was appointed to the position of the City Clerk. It is recommended that the position of Secretary to the City Manager be deleted from the 2008-09 budget. However, due to a large lump sum payment of accumulated leave to the former City Clerk, this action does not provide any salary savings for this current fiscal year. Significant salary savings will be realized in subsequent fiscal years.

<u>Redevelopment Agency Expenditures:</u>

1. The following changes are being proposed to the RDA operating budget:
    a. **AB 1389 Pass-Through Payment to Other Taxing Authorities:** AB 1389 was enacted into law as part of the state's FY 2008-09 budget bill mandating recalculation of statutory pass through payments required to be paid to other taxing entities by redevelopment agencies in the state. AB 1389 was enacted based on a report by the State Controller's Office issued in 2007 which determined that pass through payments required to be paid to taxing entities pursuant to the California Redevelopment Law were incorrectly calculated by the county auditors between July 1, 2003 through June 30, 2008. Based on the provisions of AB 1389, a preliminary estimate of the underpayment amount by the Norco RDA is nearly $500,000. Staff is recommending additional appropriation of $500,000 from RDA fund balance to make the required payment once the amount due is confirmed by the county auditor and state.

b. **RDA Transfer to Education Revenue Augmentation Fund (ERAF):** Chapter 751, Statutes of 2008, requires redevelopment agencies to shift $350 million in property tax revenues to K-12 schools and community colleges during the 2008-09 fiscal year. The state Director of Finance is required to determine the amount to be transferred to ERAF by each redevelopment agency. The director has notified staff that the Norco RDA's share is $1,008,863. Staff is requesting additional appropriation from RDA fund balance to make this required ERAF payment.

c. **Low-to-Moderate Income Housing Fund Programs:** Due to high demand for services the deferred loan, home improvement and emergency grant program expenditures have exceeded the amount in the adopted budget. Additional appropriation is necessary to meet demands for the remainder of the fiscal. The funding for the additional appropriation will come from proceeds of loan receipts during the fiscal year. Staff is requesting additional appropriation of $270,000 for the deferred loan program; $27,000 for home improvement grant; and $41,000 for the emergency grant program.

d. **Redevelopment Implementation Plan Review:** California Community Redevelopment Law Section 334909(C) requires each redevelopment agency to conduct a review of its adopted 5-year Implementation Plan through a public hearing process. The Agency's 5-year Implementation Plan is now due for the required update. Staff is requesting $10,500 to engage a consultant to assist with the required review.

FISCAL IMPACT: Schedules 1 and 2 provide a summary of the fiscal impact by Fund if the City Council were to approve the recommended actions.

/jk-71098
Attachments: CRA Resolution No. 2009-___
CC Resolution No. 2009-___
Full-time Positions Eliminated 2004 to Present

Full Time Positions Eliminated 2004 to Present
Through "Attrition Management"

1. April 2004	Assistant Planner resigned – position eliminated
2. May 2004	Account Clerk resigned – position eliminated
3. Aug. 2004	Custodian transferred to Public Works Dept.– work outsourced
4. Sept. 2004	Account Clerk position in Fire Dept. eliminated following transfer/promotion
5. July 2005	City Engineer retired – work outsourced
6. July 2005	Assistant City Engineer resigned – work outsourced
7. July 2005	Administrative Clerk in Parks & Rec. Dept. resigned – duties filled part-time
8. Dec. 2005	Administrative Assistant in City Manager's office promoted to Housing Manager – position eliminated
9. Dec. 2005	Community Services Coordinator – position eliminated in reorganization due to retirement of Parks & Community Services Superintendent
10. March 2006	Custodian resigned – work outsourced
11. July 2007	Sr. Permit Tech./Building Operations Support Coordinator laid off
12. Nov. 2007	Building Inspector retired – position eliminated
13. Feb. 2008	Administrative Clerk in Park & Recreation Dept. position eliminated due to transfer to Animal Control following retirement of Secretary II
14. March 2008	Building Inspector laid off
15. May 2008	Parks Maintenance Worker retired – position eliminated
16. July 2008	Executive Secretary in Fire Dept. transferred to Economic Development funded by the Redevelopment Agency
17. July 2008	Code Enforcement Officer retired - position elimination
18. July 2008	Community Development Director retired – position eliminated
19. Aug. 2008	Recreation & Community Services Supervisor resigned – position eliminated
20. Oct. 2008	Account Clerk retired – position eliminated
21. Nov. 2008	Secretary to the City Manager – position eliminated as duties combined with City Clerk position
22. Dec. 2008	Recreation & Community Services Supervisor – transferred to Wee People and former position was eliminated
23. Jan. 2009	Building Official laid off – position eliminated
24. Jan. 2009	Permit Technician laid off – position eliminated

CRA RESOLUTION NO. 2009-___

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING VARIOUS MID-YEAR AMENDMENTS TO FISCAL YEAR 2008-09 ANNUAL BUDGET AND AUTHORIZING CHANGES IN APPROPRIATIONS THERETO

WHEREAS, the Fiscal Year 2008-09 annual budget for the Norco Redevelopment Agency ("Agency") was adopted by the Agency on June 18, 2008; and

WHEREAS, certain expenditure items listed and attached hereto were not included in the adopted budget; and

WHEREAS, these expenditure changes are necessary to accurately reflect the Agency's expenditure budget for Fiscal Year 2008-09.

NOW, THEREFORE, BE IT RESOLVED that the Norco Redevelopment Agency at a regular meeting held on January 21, 2009 approved the budget changes listed on Schedule 1, subject to budgetary controls.

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on January 21, 2009.

_____
Chairman
Norco Redevelopment Agency

ATTEST:

_____
Secretary, Norco Redevelopment Agency

I, BRENDA K. JACOBS, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was adopted by the Norco Redevelopment Agency at a regular meeting thereof held on January 21, 2009, by the following vote of the Redevelopment Agency members:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Norco Redevelopment Agency on January 21, 2009.

_____
Secretary, Norco Redevelopment Agency

/jk-71369
Attachment: Schedule 1

Norco Redevelopment Agency
FY 2009 Mid-Year Budget Adjustments

Description	Department	Fund	Expenditures	Revenues
AB 1389 Pass-Through Payments	RDA	RDA Operating	$ 500,000	
Transfer to ERAF	RDA	RDA Operating	1,008,863	
RDA Implementation Plan Review	RDA	RDA Operating	10,500	
Staff Reductions	F&SS	RDA Operating	(2,897)	
Housing Programs	RDA	Low-Mod	338,000	
Total RDA Operating Fnd. Exp. Adjustments			**$ 1,519,363**	

Schedule 1

RESOLUTION NO. 2009-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING VARIOUS MID YEAR AMENDMENTS TO FISCAL YEAR 2008-09 ANNUAL BUDGET AND AUTHORIZING CHANGES IN APPROPRIATIONS AND REVENUES THERETO

WHEREAS, the Fiscal Year 2008-09 annual budget for the City of Norco, California was adopted by the City Council on June 18, 2008; and

WHEREAS, certain expenditure items listed and attached hereto were not included in the adopted budget; and

WHEREAS, these expenditure changes are necessary to accurately reflect the City's expenditure and revenue budget for Fiscal Year 2008-09; and

WHEREAS, the recommended budget amendments include the layoff of the Building Official and a Permit Technician as well as side letter agreements to the Memorandum of Understanding (MOU) between the Norco Firefighters Association and Norco Battalion Chiefs Association.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco at a regular meeting held on January 21, 2009 approved the budget changes listed on Schedule 2, subject to budgetary controls; side letter agreements to the said MOU; and staff layoffs.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on January 21, 2009

_____
Mayor of the City of Norco, California

ATTEST:

_____

Brenda K. Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, 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 January 21, 2009, 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 January 21, 2009

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

/jk-71369
Attachment: Schedule 2
Side letter agreements

City of Norco
FY 2009 Mid-Year Budget Adjustments

Description	Department	Fund	Expenditures	Revenues
Business License	Fiscal & Support Services	General		$ (30,000)
Transient Occupancy Tax	Not Department Specific	General		(50,000)
Building Safety & Engineering	Public Works	General		(170,000)
Total Gen. Fnd. Revenue Adjustments				**$ (250,000)**
Prop 42 Local Street & Road	Public Works	Street		251,530
Liability Insurance	Non-Departmental	General	$ (76,659)	
Law Enforcement Service	Sheriff	General	(143,753)	
Fire Department Labor Agreements	Fire	General	(134,025)	
Position Reductions	Public Works	General	(79,143)	
Posittion Reductions	Parks, Rec., & Comm. Svcs.	General	(63,118)	
Position Reductions	Fiscal & Support Services	General	(15,932)	
Total Gen. Fnd. Exp. Adjustments			**$ (512,630)**	
Staff Reductions	Fiscal & Support Services	Sewer	(5,069)	
Staff Reductions	Fiscal & Support Services	Water	(5,069)	

Schedule 2

CITY of NORCO

CITY HALL • 2870 CLARK AVENUE • NORCO CA 92860 • (951) 735-3900 • FAX (951) 270-5622

LETTER OF AGREEMENT
BETWEEN
THE CITY OF NORCO
AND
THE NORCO BATTALION CHIEFS ASSOCIATION
1/7/09 THROUGH 6/30/09

WHEREAS, a Memorandum of Understanding (MOU) exists between the parties for the period of January 17, 2007 through December 31, 2009; and

WHEREAS, the parties have met and conferred in good faith to implement cost reductions in the face of declining revenues affecting the City resulting from the existing economic downturn;

NOW, THEREFORE, the parties agree to the following during the period of January 7, 2009 through June 30, 2009:

1. Battalion Chiefs will not be scheduled for, or required to provide, overtime shift coverage. Overtime can be authorized by the Fire Chief at his discretion.

2. The City will pursue the development of a mutual / automatic aid agreement to provide for shift supervision duty coverage for future implementation.

CITY OF NORCO

Jeff Allred, City Manager

Date: 1/7/09

NORCO BATTALION CHIEFS ASSOCATION

Ron Knueven, President

Date: 1/7/09

ATTEST:

Brenda K. Jacobs, City Clerk
City of Norco, California

CITY COUNCIL

KATHY AZEVEDO, Mayor
MALCOLM MILLER, Mayor Pro Tem
FRANK HALL, Council Member
BERWIN HANNA, Council Member
RICHARD L. MacGREGOR, Council Member

January 13, 2009

Jeff, Allred, City Manager
2870 Clark Ave
Norco CA 92860

Mr. Allred,

It is recognized that the City of Norco is facing a significant economic situation that must immediately be addressed. In an effort to assist the City, the Norco Firefighters have agreed to voluntarily concede economic benefits as outlined below. It is further agreed that in consideration of these temporary concessions, staffing and current operational configurations represented by the NFFA will not be modified or altered in any way during this time period.

The terms of these concessions will be for the period of January 1, 2009 through June 30, 2009. In the absence of a subsequent agreement, all items identified below will be restored:

1. The accrual and utilization of Compensatory Time Off will be frozen

2. The contractual requirement for the City to provide the LA Fitness memberships will not occur this calendar year. Memberships for this calendar year shall be paid by the employee.

3. The "Uniform Maintenance Allowance" will not be provided in June 2009.

4. Holiday Hours paid bi-weekly will be reduced from 6.46 hours to 2 hours

5. The Fire Prevention Specialist base salary will be reduced by 3.5% as an equity adjustment.

Ron Laursen, President
Norco Firefighters Association

Ron Laursen, President

Date: 1/13/09

Jeff Allred, City Manager

Date: 1/14/09

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council
Chairman and Members of the Norco Redevelopment Agency

FROM: Jeff Allred, City Manager/Executive Director

PREPARED BY: Andy Okoro, Director of Fiscal and Support Services

DATE: January 21, 2009

SUBJECT: Mid-Year Adjustments to the Capital Improvement Program

RECOMMENDATION: Adopt **CRA Resolution No. 2009-___**, Amending the Capital Improvement Program for the Fiscal Years 2009 - 2013.

SUMMARY: Staff is recommending that the City Council/Agency Board conduct a public hearing and that at the conclusion of the public hearing, approve one additional project to the 2009 – 2013 Capital Improvement Program.

BACKGROUND/ ANALYSIS: The Fiscal Years 2009 – 2013 Capital Improvement Project (CIP) budget was approved by the Agency Board and City Council on June 18, 2008. There is a need to amend the CIP budget to incorporate new projects that are anticipated to begin in FY09. The only change to the CIP is funded by Agency bond proceeds. The requested amendment is listed below.

Park Improvement Projects

Installation of French Drain at Pikes Peak Park: The City Engineer in consultation with Kleinfelder West, Inc., has recommended that a French Drain be installed on the westerly side of Pikes Peak Park to mitigate any potential saturated soil conditions arising from the property. The neighborhood including the park location has a history of water seepage especially during winter seasons. As part of the efforts to mitigate any possible soil moisture contents and seepage that would extend beyond the westerly side of the property, the City Engineer and Kleinfelder West, Inc. have recommended the installation of a French Drain to pick up any unwanted saturated soil conditions.

The French Drain has been designed by the City Engineer and Kleinfelder West, Inc., to be installed under the existing landscape maintenance contract with Valley Crest Landscaping. The estimated cost for the installation and construction supervision by the City Engineer and Kleinfelder will not exceed $60,000. Staff is requesting adjustment to the CIP appropriating $60,000 from Agency bond proceeds for the French Drain Installation.

/jk-71326
Attachments: CRA Resolution No. 2009-___

CRA RESOLUTION NO. 2009-___

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING AN AMENDMENT TO THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2009-2013, AND AUTHORIZING THE APPROPRIATION THEREFROM

WHEREAS, the Fiscal Years 2009-2013 Capital Improvement Program (CIP) Budget was approved by City Council in June 2008; and

WHEREAS, there is a need to amend the said CIP Budget to include a new project that is expected to be commenced in FY09; and

WHEREAS, the appropriate public hearing has been conducted to review the proposed change.

NOW, THEREFORE, BE IT RESOLVED that the Norco Redevelopment Agency does hereby approve the Amendment to the CIP Budget and authorizes the appropriation of $60,000 Agency bond proceeds for the installation of the French Drain at Pikes Peak Park, subject to budgetary controls.

PASSED AND ADOPTED by the Norco Redevelopment Agency, at a regular meeting held on January 21, 2009.

_____
Chairman, Norco Redevelopment Agency

ATTEST:

_____
Secretary, Norco Redevelopment Agency

I, BRENDA K. JACOBS, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco Redevelopment Agency at a regular meeting thereof held on January 21, 2009, by the following vote of the Norco Redevelopment Agency Members:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Secretary, Norco Redevelopment Agency

/jk-71367

MINUTES
CITY OF NORCO
CITY COUNCIL
SPECIAL MEETING
CONFERENCE ROOM "A"
NORCO CITY HALL – 2870 CLARK AVENUE
JANUARY 7, 2009

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1. CALL TO ORDER: Mayor Azevedo called the meeting to order at 6 p.m.

2. ROLL CALL:
Mayor Kathy Azevedo **Present**
Mayor Pro Tem Malcolm Miller **Present**
Council Member Frank Hall **Present**
Council Member Berwin Hanna **Present**
Council Member Richard L. MacGregor **Present**

3. PLEDGE OF ALLEGIANCE: Mayor Pro Tem Miller

4. PUBLIC COMMENTS OR QUESTIONS: No Public Comments or Questions

Council Member Hall. Reported that he has been appointed to serve as Second Vice Chairman of the Western Riverside Council of Governments (WRCOG) Executive Committee. With this appointment, Council Member Hall also reported that he will be running in November for another term on the City Council.

Mayor Pro Tem Miller. Reported that he has been appointed to serve on the Transportation Committee of the Southern California Association of Governments (SCAG).

5. THE CITY COUNCIL/CRA WILL RECESS TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties: City Manager Jeff Allred, Human Resources Analyst Myrna Paakkonen, and Fire Chief Jack Frye

Employee Organization:
Norco Firefighters Association
Norco Battalion Chiefs Association
Norco General Employees Association
Norco Public Works & Parks Maintenance Workers Association

6. ADJOURNED at 7:40 p.m. to the Regular Meeting of the City Council/Norco Redevelopment Agency on Wednesday, January 21, 2009 at 6 p.m. in the City Council Chambers at 2820 Clark Avenue, Norco, California.

BRENDA K. JACOBS
CITY CLERK

Agenda Item 6.A.

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
DATE:	January 21, 2009
SUBJECT:	DTSC Project Status Update for Wyle Laboratories Norco Facilities Site
RECOMMENDATION:	Receive and File.

The latest Former Wyle Laboratories -- Weekly Project Status Update from the Department of Toxic Substances Control (DTSC) was not received in time to be included in the Agenda packet and will be passed out to the Council and available to the public at the meeting on January 21, 2009.

/bj-69994

Agenda Item 6.B.

ACTION MINUTES
CITY OF NORCO

PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
JANUARY 14, 2009

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

2. ROLL CALL: **Chair Wright, Vice-Chair Jaffarian, Commission Members Harris, Hedges, Newton**

3. STAFF PRESENT: **Planning Manager King, Senior Planner Robles, Parks and Recreation Director Petree, Public Works Director Thompson, Economic Development Director Oulman, Senior Engineer Askew, Executive Secretary Dvorak**

4. PLEDGE OF ALLEGIANCE: **Vice-Chair Jaffarian**

5. APPEAL NOTICE: **Read by staff.**

6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: **No items.**

7. APPROVAL OF MINUTES: Minutes of December 10, 2008. **Approved 5-0.**

8. CONTINUED ITEMS:
   A. Silverlakes Equestrian and Sports Park: Conditional Use Permit 2008-09 and Draft Environmental Impact Report (Belstarr Sports Management, LLC). Recommendation: Approval (Planning Manager King) Continued from December 1, 2008. **Action: Recommended certification of the environmental impact report and approval of Conditional Use Permit 2008-09 with minor changes to the conditions, 5-0. This item requires approval by the City Council and will be advertised for the February 18, 2008 meeting.**

   B. A Request for Approval to allow the Ancillary Sale of Liquor for Off-Site Consumption at a Convenience Store Proposed at 2743 Hamner Avenue Suite 105, located within the C-G (Commercial General) Zone. Resolution No. 2008-38; Conditional Use Permit 2008-12 (Farhoomand) Recommendation: Approval. (Planning Manager King) Continued from December 10, 2008. **Action: Denied the project, 4-1 (Newton) because the City already has an over-concentration of businesses that sell alcohol as determined by the Department of Alcoholic Beverage Control. Commission Member Newton voted no against the denial**

because the use is permitted in the zone with a conditional use permit regardless of how many other businesses sell alcohol. This action is final unless appealed to the City Council.

9. PUBLIC HEARINGS: **None**
10. BUSINESS ITEMS:
    A. Chaparral Center at Hamner Avenue and Fifth Street: Sign Permit 2008-33 and Freeway-Oriented Sign Permit 2008-01: Recommendation: Approval (Planning Manager King). **Action: Approved Sign Permit 2008-33 to amend the sign program, but continued consideration on a multi-tenant monument sign requesting that it be revised to incorporate materials from the building better, 5-0; Approved Freeway Sign Permit 2008-01 changing the cut-metal silhouette to match the already existing freeway sign, 5-0. These actions are final unless appealed to City Council.**

    B. Status Report on Street Improvements at Second Street and River Road. Recommendation: Receive and File (Senior Planner Robles). **Received and filed.**

    C. Oral Status Report on Construction Project at 2335 Hamner Avenue. Recommendation: Receive and File (Senior Planner Robles). **Received and filed.**

11. CITY COUNCIL:
    A. City Council Action Agenda dated December 17, 2008

    B. City Council Minutes dated December 3, 2008
    Received and filed.

12. PLANNING COMMISSION: Oral Reports from Representatives on Various Committees/Commissions. **No reports.**

13. STAFF: Current Work Program. **Received and filed.**

14. OTHER MATTERS. **Commission Member Hedges asked that staff look into vehicles being parked (for sale?) at Valley View and Sixth Street.**

15. ADJOURNED: **9:10 p.m.**

/sk-71384

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
PREPARED BY:	Andy Okoro, Director of Fiscal and Support Services
DATE:	January 21, 2009
SUBJECT:	Approval of Quarterly Investment Report for Quarter Ended December 31, 2008
RECOMMENDATION:	Staff recommends that the City Council receive and file the Quarterly Investment Report for the Quarter Ended December 31, 2008.

SUMMARY: Staff is recommending that the City Council receive and file the City's quarterly investment report for the quarter ended December 31, 2008. This report meets the requirements of the Government Code.

BACKGROUND/ ANALYSIS: Government Code Section 53646 (b)(1) requires the Treasurer or Chief Fiscal Officer of a local agency to render a quarterly report to the legislative body of the local agency containing detailed information on all securities, investments, and monies of the local agency, a statement of compliance of the portfolio with the statement of Investment Policy, and a statement of the local agency's ability to meet its expenditure requirements for the next six months. The law further requires that the quarterly report be submitted to the legislative body within 30 days from the end of the quarter. This report meets the requirement of the Government Code and covers the City as well as the Norco Redevelopment Agency.

The attached schedules (attachments 1 through 4) for the quarter ended December 31, 2008 have been prepared to meet the detailed requirements of the Government Code and the City's Investment Policy as approved by the Council on April 18, 2008. It is to be noted that the Investment Policy excludes certain investments of the City (bond proceeds) from the requirements of the Investment Policy. This means that funds from bond proceeds are to be invested in accordance with the provisions of the bond indentures rather than the provisions of the Investment Policy. Consequently, in determining whether the portfolio holdings are in compliance with the Government Code and the approved Investment Policy, investments from bond proceeds have been excluded.

Attachment 1 provides a summary schedule of the City portfolio holdings by type as of December 31, 2008. For the investments that are subject to the requirements of the

Agenda Item 6.E.

Investment Policy, this attachment also provides information on how the portfolio complies with the requirements of the Investment Policy. The total operating portfolio decreased by $2.7 million during the quarter primarily due to payment of debt service on October 1, 2006.

Attachment 2 provides a graphical breakdown of the portfolio holdings as of December 31, 2008 for those investments that are subject to the Investment Policy. Total non-operating portfolio decreased by $.5 million during the quarter due to drawdown to pay capital expenditures.

Attachment 3 provides a detailed listing of the City's portfolio holdings as required by the Government Code. In this listing, "N/A" is used to denote that the information is not applicable except that for Local Agency Investment Fund (LAIF) under "yield to maturity," "N/A" is used to denote that this information is not available as of date of the report. It is also to be noted that the market value of LAIF has been reported to equal cost because the LAIF is readily liquid and the market value approximates cost. Information on the ratings for the corporate bonds contained in the portfolio was obtained from Bloomberg Financial Reporting through the City's trustee, Wells Fargo Institutional Trust. United States and Agency Securities carry standard ratings from Moody's and Standard and Poors Investor Service.

Attachment 4 provides the required cash flow and compliance statement by the Chief Fiscal Officer.

FINANCIAL INPACT: This is an informational item. There is no fiscal impact.

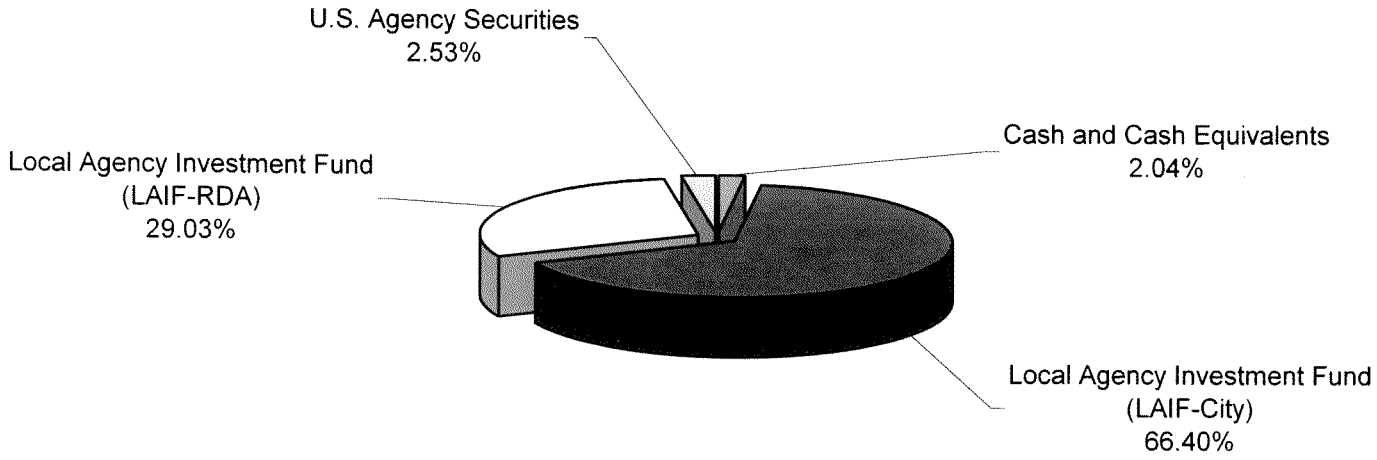
/jk-71096
Attachments: 1) Portfolio Summary
2) Summary Graph
3) Portfolio Details
4) Certification Form

City of Norco, California
Portfolio Summary
As of December 31, 2008

City Investments Subject to Investment Policy		Market Value	Percentage	Policy Maximum	Compliance
Cash and Cash Equivalents	$	806,799	2.04%	15.00%	In Compliance
Local Agency Investment Fund (LAIF-City)		26,308,180	66.40%	$40.0 Million	In Compliance
Local Agency Investment Fund (LAIF-RDA)		11,503,920	29.03%	$40.0 Million	In Compliance
U.S. Agency Securities		1,002,350	2.53%	100.00%	In Compliance
Total	$	39,621,249	100.00%		

City Investments Not Subject to Investment Policy		Market Value	Percentage
Community Facilities Districts	$	3,531,185	10.39%
Sewer and Water System		4,507,262	13.27%
Assessment Districts		389,606	1.15%
Refunding Tax Allocation Bonds		25,548,820	75.19%
Total	$	33,976,874	100.00%

Summary of City Portfolio
(Investments Subject to Investment Policy)
As of December 31, 2008



Attachment 2

City of Norco, California
Portfolio Details
As of December 31, 2008
Investments Subject to Policy

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Cash & Money Market Fund	Wells Fargo Trust	N/A	N/A	Variable	N/A	16,976	16,976
			Subtotal	**Wells Fargo Trust**					**16,976**	**16,976**
N/A	N/A	N/A	Checking Accounts	Wells Fargo	N/A	N/A	0.000%	N/A	789,823	789,823
			Subtotal	**Wells Fargo**					**789,823**	**789,823**

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund (City)	State of California	N/A	N/A	N/A	N/A	26,308,180	26,308,180
N/A	N/A	N/A	Local Agency Investment Fund (RDA)	State of California	N/A	N/A	N/A	N/A	11,503,920	11,503,920
			Subtotal						**37,812,100**	**37,812,100**

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
05/12/08	05/12/10	3128X7MZ4	Federal Home Loan Mortgage Corp	Wells Fargo Trust	AAA	3.350%	3.350%	1,000,000	1,000,000	1,002,350
			Subtotal	**Wells Fargo Trust**				**1,000,000**	**1,000,000**	**1,002,350**
			Total Investments Subject to Policy						**39,618,899**	**39,621,249**

City of Norco, California
Portfolio Details
As of December 31, 2008

Investments Not Subject to Policy (Bond Proceeds)
Community Facilities Districts

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury Obligation	94466600	US Bank	N/A	N/A	0.000%	N/A	4	4
N/A	N/A	N/A	First American Treasury Obligation	94496800	US Bank	N/A	N/A	0.530%	N/A	24,756	24,756
N/A	N/A	N/A	First American Treasury Obligation	94496801	US Bank	N/A	N/A	0.530%	N/A	4,459	4,459
N/A	N/A	N/A	First American Treasury Obligation	94496805	US Bank	N/A	N/A	0.530%	N/A	169,382	169,382
N/A	N/A	N/A	First American Treasury Obligation	94644000	US Bank	N/A	N/A	0.530%	N/A	41,593	41,593
N/A	N/A	N/A	First American Treasury Obligation	94644004	US Bank	N/A	N/A	0.530%	N/A	189,252	189,252
N/A	N/A	N/A	First American Treasury Obligation	791884004	US Bank	N/A	N/A	0.530%	N/A	515,241	515,241
N/A	N/A	N/A	First American Treasury Obligation	794148000	US Bank	N/A	N/A	0.530%	N/A	361	361
N/A	N/A	N/A	First American Treasury Obligation	794148002	US Bank	N/A	N/A	0.530%	N/A	46,292	46,292
N/A	N/A	N/A	First American Treasury Obligation	794148003	US Bank	N/A	N/A	0.530%	N/A	44,454	44,454
			Subtotal							**1,035,793**	**1,035,793**

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund (CFD)	97-1	State of California	N/A	N/A	N/A	N/A	786,247	786,247
			Subtotal							**786,247**	**786,247**

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
6/30/2006	6/30/2011	3133XFUK0	Federal Home Loan Bank	794148002	US Bank	AAA	5.390%	5.400%	1,670,000	1,670,000	1,709,145
			Subtotal						**1,670,000**	**1,670,000**	**1,709,145**
			Total Community Facilities Districts							**3,492,041**	**3,531,185**

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

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury	95453940	US Bank	N/A	N/A	0.000%	N/A	1	1
N/A	N/A	N/A	First American Treasury	95453948	US Bank	N/A	N/A	0.530%	N/A	3,898,158	3,898,158
N/A	N/A	N/A	First American Treasury	95453949	US Bank	N/A	N/A	0.530%	N/A	6,960	6,960
			Subtotal							**3,905,118**	**3,905,118**

Investment Agreements

City of Norco, California
Portfolio Details
As of December 31, 2008

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	9/30/2028	N/A	Guaranteed Investment Contracts	95453943	US Bank	N/A	N/A	5.350%	N/A	602,144	602,144
			Subtotal							**602,144**	**602,144**
			Total Sewer and Water System							**4,507,262**	**4,507,262**

Investments Not Subject to Policy (Bond Proceeds)
Assessment Districts

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury	95459620	US Bank	N/A	N/A	0.530%	N/A	145	145
N/A	N/A	N/A	First American Treasury	95459622	US Bank	N/A	N/A	0.530%	N/A	389,461	389,461
			Subtotal							**389,606**	**389,606**
			Total Assessment Districts							**389,606**	**389,606**

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

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury	94416780	US Bank	N/A	N/A	0.68%	N/A	18	18
N/A	N/A	N/A	First American Treasury Obligations	94416782	US Bank	N/A	N/A	0.65%	N/A	12	12
N/A	N/A	N/A	First American Treasury Obligations	94416781	US Bank	N/A	N/A	0.68%	N/A	755	755
N/A	N/A	N/A	First American Treasury Obligations	94416783	US Bank	N/A	N/A	0.68%	N/A	167,875	167,875
N/A	N/A	N/A	First American Treasury Obligations	94432430	US Bank	N/A	N/A	0.54%	N/A	39	39
N/A	N/A	N/A	First American Treasury Obligations	94432432	US Bank	N/A	N/A	0.53%	N/A	285	285
N/A	N/A	N/A	First American Treasury Obligations	94432433	US Bank	N/A	N/A	0.53%	N/A	204	204
N/A	N/A	N/A	First American Treasury Obligations	94432435	US Bank	N/A	N/A	0.53%	N/A	112	112
N/A	N/A	N/A	First American Treasury Obligations	94432438	US Bank	N/A	N/A	0.53%	N/A	112	112
N/A	N/A	N/A	First American Treasury Obligations	94432440	US Bank	N/A	N/A	0.53%	N/A	34	34
N/A	N/A	N/A	First American Treasury Obligations	94432443	US Bank	N/A	N/A	0.61%	N/A	2	2
N/A	N/A	N/A	First American Treasury Obligations	94432445	US Bank	N/A	N/A	0.53%	N/A	319	319
N/A	N/A	N/A	First American Treasury Obligations	94662500	US Bank	N/A	N/A	0.53%	N/A	123	123
N/A	N/A	N/A	First American Treasury Obligations	94662502	US Bank	N/A	N/A	0.53%	N/A	130	130
N/A	N/A	N/A	First American Treasury Obligations	94662503	US Bank	N/A	N/A	0.53%	N/A	308	308
N/A	N/A	N/A	First American Treasury Obligations	94662504	US Bank	N/A	N/A	0.53%	N/A	556	556
N/A	N/A	N/A	First American Treasury Obligations	94662507	US Bank	N/A	N/A	0.53%	N/A	3,256,087	3,256,087
N/A	N/A	N/A	First American Treasury Obligations	787891004	US Bank	N/A	N/A	0.53%	N/A	1,380	1,380
N/A	N/A	N/A	First American Treasury Obligations	792126003	US Bank	N/A	N/A	0.53%	N/A	1,891	1,891
N/A	N/A	N/A	First American Treasury Obligations	792126004	US Bank	N/A	N/A	0.53%	N/A	1,502	1,502
			Subtotal							**3,431,744**	**3,431,744**

City of Norco, California
Portfolio Details
As of December 31, 2008

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund (RDA)	2003 TABs	State of California	N/A	N/A	N/A	N/A	2,512,985	2,512,985
			Subtotal							**2,512,985**	**2,512,985**

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
4/1/2008	4/1/2010	3128X7DP6	Federal Home Loan Mortgage Corp.	94662506	US Bank	AAA	3.000%	3.000%	2,900,000	2,900,000	2,900,000
4/2/2008	4/2/2009	3128X7ET7	Federal Home Loan Mortgage Corp.	94662506	US Bank	AAA	2.400%	2.400%	3,000,000	3,000,000	3,000,000
5/21/2008	5/21/2010	31398ARKO	FNMA	94662506	US Bank	AAA	3.250%	3.220%	7,494,000	7,494,000	7,557,249
12/12/2008	12/12/2011	31331GGE3	Federal Farm Credit Bks	792126003	US Bank	AAA	3.200%	3.190%	1,505,000	1,505,000	1,507,829
			Subtotal						**14,899,000**	**14,899,000**	**14,965,079**

Investment Agreements

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432433	US Bank	N/A	N/A	5.71%	N/A	2,161,566	2,161,566
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432443	US Bank	N/A	N/A	5.16%	N/A	347,000	347,000
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94662504	US Bank	N/A	N/A	4.70%	N/A	1,395,997	1,395,997
N/A	2/27/2015	N/A	Guaranteed Investment Contract	787891003	US Bank	N/A	N/A	3.41%	N/A	734,450	734,450
			Subtotal							**4,639,013**	**4,639,013**
			Total Refunding Tax Allocation Bonds							**25,482,742**	**25,548,820**
			Total Investments Not Subject to Policy							**33,871,650**	**33,976,874**

Attachment 4

Quarterly Investment Portfolio

For the Quarter Ended December 31, 2008

As required by the Government Code, the Director of Fiscal and Support Services certifies that the investments reported in the accompanying schedules (Attachments 1 through 3) comply with the City of Norco Investment Policy and that sufficient liquidity along with anticipated revenues are available to meet the City and Redevelopment Agency budgeted expenditure requirements for the next six months ending June 30, 2009.

Andy Okoro, Director of Fiscal and Support Services

/jk-71322

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor, and Members of the City Council
FROM:	Jeff Allred, City Manager/Executive Director
PREPARED BY:	Andy Okoro, Director Fiscal and Support Services
DATE:	January 21, 2009
SUBJECT:	Report on Fiscal Year 2008 Audited Financial Reports
RECOMMENDATION:	Staff recommends that the City Council Receive and File the Fiscal Year 2008 Audited Financial Reports.

SUMMARY: Staff recommends that the City Council receive and file the City's Comprehensive Annual Financial Report (CAFR) and other related reports for the fiscal year-ended June 30, 2008. The audited financial report received an unqualified opinion from the City's independent auditors.

BACKGROUND/ANALYSIS: The City's independent auditors, Rogers, Anderson, Malody & Scott, LLP, have completed the year-end annual independent audit of City funds and accounts for fiscal year ended June 30, 2008. The City's annual financial reports were prepared in accordance with Generally Accepted Accounting Principles (GAAP) and comply with other rules and regulations applicable to government entities as prescribed by the Governmental Accounting Standards Board (GASB).

The following reports for the fiscal year ended June 30, 2008 are being transmitted for the City Council review and filing.

1. Comprehensive Annual Financial Report (CAFR)
2. Independent Accountant's Report on Agreed-Upon procedures Applied to Appropriations Limit Worksheets
3. Single Audit Report on Federal Awards of grants
4. Independent Auditors' Management Letter Comments

General Fund – fund balance: The fund balance reported for the General Fund in this audited financial statement differs from the amount reported in the final budget to actual report presented to the City Council in October 2008 by $460,280. The reason for this difference (see page 56) is due to an accounting change in the way claims and

Agenda Item 6. F.

judgment payable is reported. Previous accounting guidelines required that the estimated value of claims and judgment payable (for workers compensation and general liability) be reported as fund liabilities on the financial statements. Current guidelines require that this amount be reported on the fund financial statements only if the amount payable is due on June 30, 2008 (date of financial statement) pursuant to a settlement agreement or court award. As a result of this new guideline, the $460,280 of claims payable is not included as a liability in the General Fund. Consequently, the amount of fund balance shown on this audited financial statement is $460,280 higher than the amount reported on the budget to actual report. Budgetary fund balance will continue to recognize this difference to ensure that General Fund's fund balance is not over appropriated.

It is to be noted that the City's CAFR has been recognized for the last five consecutive years with a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) of the United States and Canada. The current CAFR has been submitted to the GFOA for award consideration.

FISCAL IMPACT: None

/jk-71097
Attachments: Items 1 - 4

ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS

JAY H. ZERCHER, C.P.A.
ROBERT B. MEMORY, C.P.A.
PHILLIP H. WALLER, C.P.A.
BRENDA L. ODLE, C.P.A.
TERRY P. SHEA, C.P.A.
KIRK A. FRANKS, C.P.A.
MATTHEW B. WILSON, C.P.A.
SCOTT W. MANNO, C.P.A.
LEENA SHANBHAG, C.P.A.

NANCY O'RAFFERTY, C.P.A.
BRAD A. WELEBIR, C.P.A.
TIMOTHY P. HORN, C.P.A.
KATIE L. MILLSOM, C.P.A.
JOHN J. BADIA, C.P.A.

To the Honorable City Council of
the City of Norco

INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet of the City of Norco, California, for the year ended June 30, 2008. These procedures, which were agreed to by the City of Norco, California and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIIIB of the California Constitution),* were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIIIB of the California Constitution. The City of Norco's management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

   Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

   Finding: No exceptions were noted as a result of our procedures.

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

PCPS THE AICPA ALLIANCE FOR CPA FIRMS

CALIFORNIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

VANIR TOWER • *290 NORTH "D" STREET • SUITE 300*
SAN BERNARDINO, CA 92401
(909) 889-0871 • (909) 824-6736 • FAX (909) 889-5361
Website: www.ramscpa.net

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

   Finding: No exceptions were noted as a result of our procedures.

4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

   Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by the League publication entitled *Article XIIIB of the California Constitution.*

This report is intended solely for the use of the City Council and management of the City of Norco, California and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Rogers, Anderson, Malody & Scott, LLP

December 23, 2008

CITY OF NORCO
APPROPRIATIONS LIMIT COMPUTATION
2007 - 2008

		2007 – 2008
Per Capita Personal Income Change		4.42%
Population Change County Population Growth		(0.51)%
CPI Change Converted to a Ratio		1.0442
Population Change Converted to a Ratio		0.9949
Calculation of Growth Factor		1.03887
2006 – 2007 Limit	$ 28,681,814	
2007 – 2008 Appropriations Limit (28,681,814 X 1.03887)	$ 29,796,820	

ROGERS, ANDERSON, MALODY & SCOTT, LLP
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The Honorable City Council
City of Norco
Norco, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the remaining aggregate fund information of the City of Norco and the Norco Community Redevelopment Agency (the City) for the year ended June 30, 2008, and have issued our report thereon dated December 3, 2008, and November 12, 2008, respectively. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with US generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

1. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
2. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to indentify such matters.

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Other Information in Documents Containing Audited Financial Statements

The City currently issues a Comprehensive Annual Financial Report (CAFR) which contains certain required supplementary information such as *Management's Discussion and Analysis,* and budget vs. actual comparisons for the general fund and each major special revenue fund. Our procedures relating to this information will consist principally of inquiries of management regarding the methods of measurement and presentation.

The CAFR will also include various budget vs. actual comparison schedules. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements.

Also included in the CAFR is a statistical section containing certain statistical data as required by the Government Finance Officers Association. The above mentioned statistical information was not subjected to the auditing procedures applied in our audit of the financial statements and our audit report disclaimed our opinion on the data.

Our responsibility for the other information contained in the CAFR does not extend beyond the financial information identified in the report.

As a result of our procedures, nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation appearing in the CAFR.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ending June 30, 2008. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant, sensitive estimates affecting the financial statements.

The disclosures in the financial statements are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted no such misstatements during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letters dated December 3, 2008 and November 12, 2008.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

If the Council would like to meet and discuss this letter in detail, we would be more than welcome to meet with them.

This information is intended solely for the use of the City Council and management of the City and is not intended to be and should not be used by anyone other than these specified parties.

Rogers, Anderson, Malody & Scott, LLP

December 3, 2008

CITY OF NORCO
STAFF REPORT

TO:	Mayor and Members of the City Council
FROM:	Jeff Allred, Executive Director
PREPARED BY:	Brian K. Petree Director of Parks, Recreation & Community Services
DATE:	January 21, 2009
SUBJECT:	Rivertrails Riding Stables Property—Request For Qualifications and Proposals (RFQ/P)
RECOMMENDATION:	Approve the content and distribution of a Request For Qualifications/Proposals (RFQ/P) for a Ground Lease at the Rivertrails Riding Stables property located at 4545 Hamner Avenue

SUMMARY: The current tenant at the City-owned Rivertrails Riding Stables property, located at 4545 Hamner Avenue, has given notice of its intent to terminate the existing ground lease. To secure a replacement tenant to operate a public horseback riding facility at that location, a Request For Qualifications and Proposals (RFQ/P) for a new ground lease has been prepared. The RFQ/P specifies that proposals must be submitted to the City by February 26, 2009. Following review and evaluation, proposals and a recommendation will be presented to the City Council in April of 2009.

BACKGROUND/ANALYSIS: The current tenant, Elizabeth Price, has given notice of intent to terminate the existing ground lease at the Rivertrails Riding Stables, located at 4545 Hamner Avenue (immediately south of the Silverlakes property). Mrs. Price and her husband Ralph Price (now deceased) leased the property from the City for over 25 years. Mrs. Price has indicated that she intends to retire and liquidate her assets on the property and has provided written notice that she would like this to be completed by April of 2009.

To effectively secure another tenant to operate a public riding stable at that location, a RFQ/P has been prepared. Continued use of this City-owned property as a riding stable will complement the future Silverlakes Equestrian & Sports Park immediately to the north and facilitate continued public access to the recreational horseback riding trails along the Santa Ana River .

Qualified proposers must have a demonstrated track record of expertise and experience in rental riding stable operations. The RFQ/P also specifies that it is the City's preference

to enter into a long-term ground lease to facilitate equestrian recreational uses for the community. The types of entities that the RFQ/P will be distributed to include, but are not limited to, concessionaires who currently operate facilities at county, state and national parks as well as privately owned facilities that can demonstrate experience and the financial ability operate recreation facilities for equestrian recreation use and trail education.

Proposals must be received by February 26, 2009 and a multi-faceted evaluation process will be conducted. It is anticipated that the City Council will review the proposals and recommendations in April of 2009. The RFQ/P s attached as Exhibit "A" for review, comment and approval by the Council.

/BP-70946
Attachment: Exhibit "A" – RFQ/P

City of Norco
Request for Qualifications & Proposals (RFQ/P)
For the Operation and Management of the
Rivertrails Riding Stables
4545 Hamner Avenue, Norco, California

I. Overview

The City of Norco is issuing this Request for Qualifications & Proposals (RFQ/P) to qualified entities for the management and operation of a horseback riding stables facility, known as the Rivertrails Riding Stables. The facility is located on approximately 8 acres of City-owned land adjacent to the Santa Ana River just south of the future 122-acres Silverlakes Equestrian & Sports Park. A long-term ground lease agreement will be negotiated with an initial term of at least five (5) years. The ground lease agreement will provide the successful proposer with full responsibility for the operation, management and marketing/promotion of the Rivertrails Riding Stables. Proposals shall include all costs associated with the facility operation and maintenance, care of animals, equipment, personnel, marketing, regulatory compliance, liability and Workers Compensation insurance and payment of possessory property taxes, etc. In addition, proposals will include a proposed monthly lease payment to the City of Norco. Of note is the fact that the current ground lease tenant is interested in liquidating all of its assets; therefore, the successful proposer will likely need to replace existing infrastructure.

II. The Site

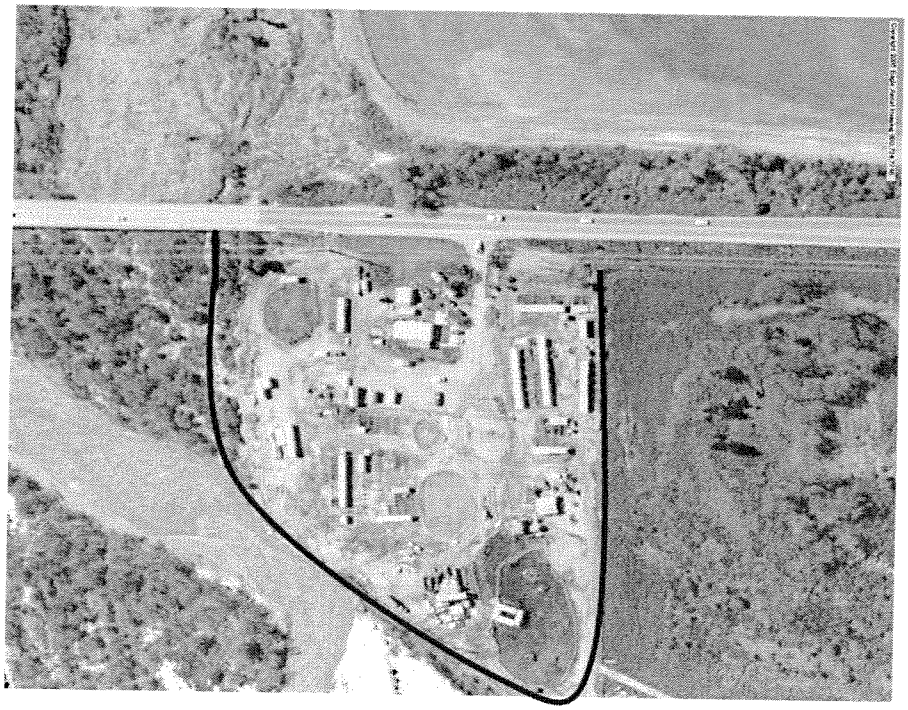
Rivertrails Riding Stables is located at 4545 Hamner Avenue, Norco, California, and is approximately 8-acres in size and is located in a flood plane along the Santa Ana River. Rivertrails Riding Stables (the "Site") is bound by 277 acres of Rivertrails Park (open Space – within or along the Santa Ana River) and 122 acres to the north is the Silverlakes property. (For information on the future Silverlakes Equestrian & Sports Park visit the City's website at www.ci.norco.ca.us.) The Site is adjacent to Hamner Avenue and approximately .5 miles west of the I-15 Freeway and 1.5 miles to the north of the Sixth Street I-15 off ramp.

The Rivertrails Riding Stables includes animal-keeping stalls, restrooms (connected to septic), living quarters, and security domicile. All physical equipment and residences are the property of the current tenant and are available for purchase. Existing structures, such as the rest rooms, are in need of repair and rehabilitation and the lessee will be required to bring these structures into full compliance with current codes. The City of Norco will not negotiate or participate in the purchase, lease of existing privately owned equipment, residences, livestock, and feed existing on the Site.

Inquiries regarding equipment at the Site may be made through the following contact:

Elizabeth Price
4545 Hamner Avenue
Norco, CA 92860

For approximately 25 years, the property has been operating under a concession contract for rental of horses for trail rides, private parties and equestrian-approved uses as a recreation and equestrian rental riding stable.



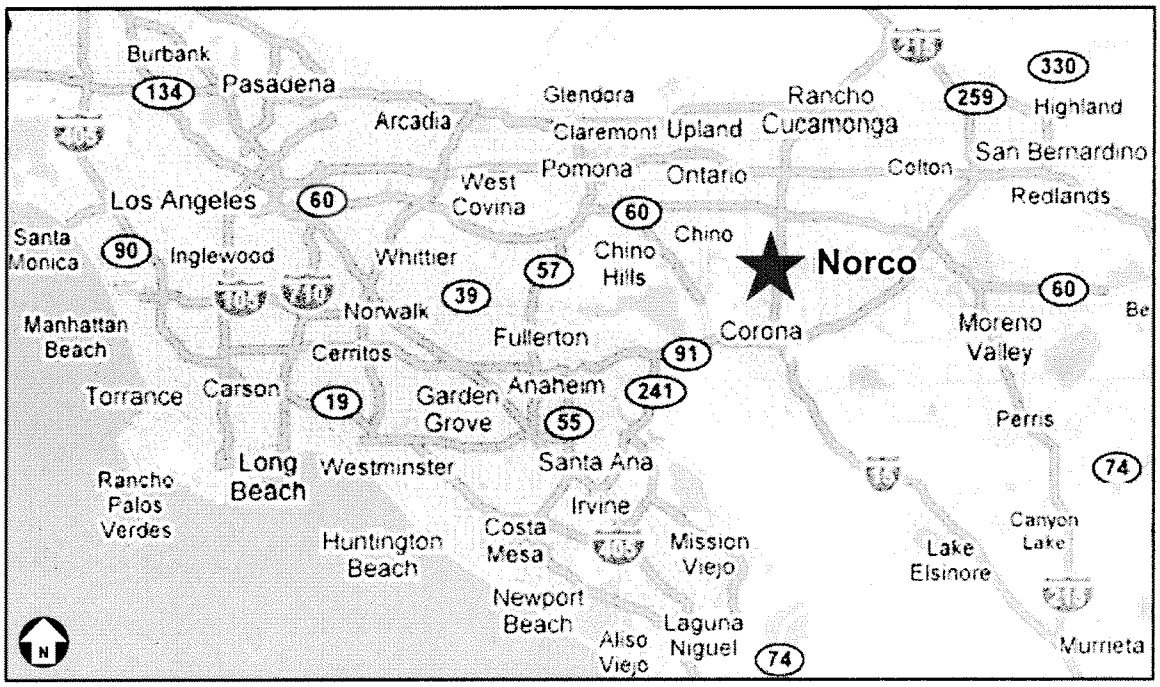
III. Rivertrails Riding Stables History

In the early 1980's, the City of Norco created Rivertrails Riding Stables for pleasure riding. The rental stables were to have rental horses for trail rides, hay rides and pony rides for children. In 1984, Ralph and Elizabeth Price were approved for a lease to operate a riding stable now known as Rivertrails Riding Stables.

IV. The City of Norco

The City of Norco incorporated as a general law City in 1964 and subsequently became a Charter City in 2003. It operates under the council/manager form of government and has a 5-member City Council, with the Council also serving as the Redevelopment Agency Board. Norco is an equestrian-oriented community which is known and formally trademarked as "Horsetown, U.S.A.". It is located in Western Riverside County approximately 50 miles east of Los Angeles, and is surrounded by the cities of Ontario, Chino Hills, Corona, Riverside and unincorporated areas of Riverside County. Western Riverside County is among the fastest growing areas in the United States. Norco is approximately 12 miles from the Los Angeles-Ontario International Airport.

The City limits of Norco cover an area of approximately 15 square miles, with a population of 27,263 as of 2006. Norco is home to the U.S. Naval Surface Warfare Center, the California Rehabilitation Center and the Riverside Community College, Norco Campus. It is also home to the California Pro Rodeo Circuit Finals event.



V. Additional Information

For parties who have a definite interest in providing responses to this RFQ/P, the City can provide additional documentation and information. This additional information can be obtained by contacting Brian K. Petree, Director of Parks, Recreation and Community Services, 2870 Clark Avenue, Norco CA 92680 at bpetree@ci.norco.ca.us.

The additional documentation and information includes:

a. Inventory of existing equipment (maintenance records), from current tenant.
b. Site Map
c. North development -- Silverlakes site map
d. Copy of proposed ground lease agreement

VI. Objectives of the RFQ/P

The City desires to enhance a recreational pleasure riding venue through a long-term ground lease agreement for operation and maintenance of the River Trails Riding Stables facility located on acres of land within the 277 acres of Rivertrails Park open space area identified for equestrian uses.

The City is issuing this RFQ/P to interested proposers who can demonstrate the ability and qualifications to operate the Rivertrails Riding Stables under a ground lease

agreement granted by the City. The successful proposer will present site plan improvements to the existing facility that will enhance, attract and booster economic activity and visitor hospitality.

The proposer shall demonstrate a successful, proven track record of experience in the operation and maintenance of equestrian-related business activities. Such experience will include operation of a horseback riding stable(s) that promotes business gatherings, western heritage trail riding and group parties, as verified and supported by references and letters. Past experience conducting business exclusively as a trainer or riding instructor does not satisfy this requirement. The selected proposer will enter into negotiations to provide an exclusive ground lease agreement that will complement the visitor hospitality objectives of the future Silverlakes Equestrian & Sports Park and maximize needed monthly lease revenues to the City.

The proposer selected by the City will undertake full financial and physical operation of the site and will pay a monthly fee to operate the site. This will be a complete independent operation of the proposer with no financial obligation from the City except as specifically identified in this RFP/Q.

The City shall require the proposer to demonstrate:

- The ability to provide Worker's Compensation Insurance
- The ability to provide liability Insurance – covering the City of Norco as an additional insured with minimum limits of $2 million.
- Demonstrate financial and administrative ability to operate, maintain and market a rental horseback riding stable. (As partial fulfillment of this requirement, the successful proposer will demonstrate an understanding of the City's municipal code provisions that limit the number of horses that are permitted on the property and provide information on the number of horses to be kept on the site.)
- Prior experience in operating a horseback riding stable.
- Compliance and understanding of NPDES and SCAQMD environmental regulatory requirements relative to the operation of a livestock business in close proximity to wetlands and water tributaries. This requirement includes a demonstrated plan and commitment to <u>daily</u> manure pick-up. In addition, the successful proposer will be required to comply with the City's manure collection ordinance, which will entail regular manure removal services by the City's franchise manure waste hauler, Waste Management of the Inland Empire.

The proposer must comply with the requirements of the RFQ/P format, including submission of all required documentation.

Responses should detail the proposer qualifications as requested herein. The proposer may include participants with demonstrated expertise and experience in the development and operation of projects of the type and scale being proposed. Proposers must also have documented and verifiable financial resources, skills, experience and capabilities necessary to fund, finance, and undertake the project proposed.

The existing tenant will consider offers by the proposer to purchase or lease existing equipment on the site owned by the current operator. Improvements to the facility, include existing restrooms, must be part of the proposal and must demonstrate compliance to current codes that meet the City of Norco Building Officials requirements and any other regulatory agencies.

Furthermore, the City will entertain proposals for only the use of land as described and set forth in the approximate 8 acres as described on page 1and 2.

The property adjacent to the Site may impact users and future events. It will require that the proposer be willing to work around events that may have an impact to the day-to-day operations of the future Silverlakes Equestrian & Sports Park.

The successful proposer will demonstrate the financial capability and vision as to the type of riding stable the City is wishing to see that will attract economic activity to the community. The RFQ/P selection process will be evaluated based on the proposer's ability to meet a 24 month time frame to make physical improvements to the site.

Based on the proposal submitted, the City will prepare an Environmental Analysis which may conclude that the project is exempt from CEQA, or that a Negative Declaration or Environmental Impact Report (EIR) needs to be done at the sole cost of the Proposer.

Proposers respondi ng to the RFQ/P will be financially responsible for any and all construction activities. It is not anticipated that any direct financial assistance will be available from the City

VII. RFQ/P Process

Additional copies of this RFQ/P may be obtained at the City Hall located at, 2870 Clark Avenue, Norco CA 92860 between the hours of 8:00 a.m. to 6:00 p.m., Monday through Thursday, excluding holidays. Interested parties may request that an RFQ/P be sent via U.S. mail or via e-mail. For further RFQ/P questions, contact Mr. Brian K. Petree, Director of Parks, Recreation and Community Services in writing or via email at bpetree@ci.norco.ca.us.

To accommodate all interested parties, a **pre-submittal conferences and tours** will be held on February 3, 2009, at 11:00 a.m. (PST) at Norco City Hall, 2870 Clark Avenue, Norco CA 92860. The purpose of the conference is to further present information and/or answer any questions regarding River Trails Riding Stables and the opportunity to explain the City's goals and submittal requirements. A tour of the Site will be conducted at the end of the conference, weather permitting. It is not mandatory for proposers to attend the conference or tour.

Following the pre-submittal conference, the City reserves the right to modify the RFQ/P as it deems necessary.

Five (5) copies of the RFQ/P response must be submitted to Brian K. Petree, Director of Parks, Recreation and Community Services by 3:00 p.m. (PST), on February 26, 2009. One complete set should contain original signatures, be marked "ORIGINAL", and be left unbound. Late responses will not be accepted.

Summary of Key Dates

RFQ/P Issued	January 22, 2009
Pre-submittal Conference & Tour	February 3, 2009
Response Due Date	February 26, 2009
Interviews	March 9 - 12, 2009
Negotiations	March 16 – 26, 2009
City Council Approval	TBD – April 2009

The above dates are subject to modification at the City's discretion.

The City retains the right not to interview any proposer. The top proposer selected by the City's evaluation committee will then negotiate the terms.

Memorandum of Intent Negotiations. Negotiations will be initiated with the selected proposer by the City with the objective of developing a Memorandum of Intent (MOI). The MOI will outline roles, expectations, responsibilities, goals, objectives and timelines with regard to the proposed operation Agreement and financial parameters to which both the selected proposer and City will adhere. The MOI will serve as the primary basis for the final and core document (ground lease agreement) that defines the objectives and commits both parties.

The proposer will be responsible for all costs associated with the RFQ/P process. If selected by City, the proposer will be responsible for all costs incurred by the proposer associated with the negotiation as well as all costs associated with permitting, and processing.

The ground lease agreement between City and selected proposer will include all key matters related to the implementation and operation of the Site. The ground lease agreement will outline roles, expectations, responsibilities, goals, objectives and timelines to which both the selected proposer and City will adhere.

VIII. Submittal Requirements

Respondents shall submit five (5) copies of their entire RFQ/P documents. One complete set of documents shall contain original signatures, be clearly marked "ORIGINAL" and left unbound. An electronic copy of the entire RFQ/P document is desired, but not required.

Respondents shall follow the Submission Requirements described below. Failure to comply with the RFQ/P instructions may be cause for rejection.

The City reserves the right, in its sole discretion, to accept or reject any or all responses. The City further reserves the right to seek clarification of information submitted in response to this RFQ/P.

Responses should contain the following items in the specified order and be organized with tabs that correspond to the sections enumerated below. The respondent may designate portions of the response, which contain proprietary data as "CONFIDENTIAL." Pages should be clearly marked as confidential, if applicable.

Proposer(s) should be prepared to post a $500 dollar "Good Faith" security deposit as a condition of commencing negotiations on the MOI if selected by the City. The deposit, due at the on-set of MOI negotiations, will ensure the selected proposer's participation, "good faith" and commitment during negotiations between the City and the selected proposer. The good faith deposit may be non-refundable, but may be released in whole or in part to the proposer by the City under terms specified in the MOI (such as if the City withdraws from the negotiations on terms specified in the MOI, or if the City and the selected proposer fail to reach an agreement on the terms, or as may be specified in the terms of the Agreement).

1. **Cover Letter.** A cover letter signed by an authorized representative of the respondent which provides a summary of the proposer's background and history.

2. **Operational Plan.** Description of the anticipated structure to include staff, administration and key contact person(s). Describe the specific role/responsibility each would play in this project as well as experience these individuals have in similar operations identified in the "Relevant Project Experience" section below.

3. **Relevant Experience.** Describe current and previous experience with operation and maintenance of an equestrian business exclusively as a horse rental riding stables that promotes business gatherings, western heritage, group parties, and special events. This information should include previous operation and management structure, photos, program flyers and brochures, types of land uses and properties previously programmed, and any other relevant key information. Also, include contact names, addresses, phone numbers, and other current comparable contacts. Contact persons should be verified to be certain that they are still available to respond to questions from City.

4. **Financial Data.** The proposer will need to describe the capability to provide the capital necessary to successfully fund and/or finance the operation and maintenance of the facility. Annual reports, banking references and other such financial data that demonstrate the financial capacity of the proposer should be included.

5. **References.** Provide an accurate list of references (name, title, entity, telephone number and contractual relationship to respondent) that may be contacted with respect to current and past experience.

6. **Legal Actions.** Provide a list and brief description of all relevant legal actions for the past seven years in which the proposer or entities in which he/she/it has had ownership interests, or has been: a debtor in bankruptcy; or a defendant in a lawsuit for deficient performance under a contract; or a defendant in an administrative action for deficient performance related to other like operation; or a defendant in any other related or relevant civil or criminal action.

7. **Requirements.** Proposer must comply with all State, Local, Federal permits and requirements e.g., NPDES , OSHA, FLSA. Etc.

8. **Special Consideration.** The proposer will provide a description of how operations will be coordinated with the future Silverlakes Equestrian & Sports Park and the Santa Ana River Trail and Parkway development. This description must be part of the proposal.

9. **Equipment:** Provide a list of inventory to be used in the operation to include horses, carriages, wagons, type, and special event equipment.

10. **Insurance:** Prior to the beginning of and throughout the duration of the lease, Proposer will be required to maintain the following types of insurance in the amounts yet to be determined:
    - **Commercial General Liability Insurance with limits of $2 million**
    - **Workers Compensation**
    - **Business Auto Coverage**
    - **Excess or Umbrella Liability Insurance**

IX. Response Deadline

All responses must be received by the City of Norco at the address below **no later than 3:00 p.m. (PST), February 26, 2009.**

Submit responses to:

Brian K. Petree
Director of Parks, Recreation and Community Services
CITY OF NORCO
2870 Clark Avenue
Norco CA 92860

Late responses will not be accepted. All materials submitted become the property of City. The respondent may designate portions of the response, which contain proprietary data as "CONFIDENTIAL." Pages should be clearly marked as confidential, if applicable.

Any material misrepresentations made by the respondent will void the proposal response and eliminate the respondent from further consideration. The City reserves all rights with regard to this solicitation, including but not limited to revising this RFQ/P, rejecting all proposals at its sole discretion, or any other action deemed to be in the best interest of the City.

X. Evaluation Criteria

The following criteria will be used to evaluate proposer responses:

- The proposer's experience in formulating and implementing a successful riding and rental stable that demonstrate the ability to operate an equestrian business that promotes business gatherings, western heritage trail riding, group parties and illustrates the ability to administer operation similar to what is being proposed.

- Demonstrated track record, experience, and financial capacity to start and manage riding rental operations under a concession ground lease and construction of capital improvements to similar projects and uses to those requested in this RFQ/P.
- Demonstrated financial capacity and means typically be required to run an operation and construct improvements as proposed.
- Experience of operator (lessee) or sub-contractor and staff to operate and administer this type of project.

The City reserves the right to request clarification or additional information from respondents, if necessary.

XI. Selection Process & Schedule

City will utilize a two-tiered process in their selection process.

Screening Committee: First, a Screening Committee comprised of City staff and professional consultant(s) and will review and rank all responses to the RFQ/P.

Selection Committee: Second, a Selection Committee comprised of the City's Finance Director, Parks and Recreation Director and Economic Development Director will interview select respondents as finalist candidates. This Selection Committee will propose an entity to the City Manager, who will then determine whether the proposed entity will be recommended to the City Council for final selection.

SCHEDULE AND DESCRIPTION OF KEY DATES/EVENTS

January 22, 2009	**RFQ/P Issued.** Copies of the RFQ/P will be mailed to potential proposers. Interested parties may request copies of the RFQ/P by contacting Brian K. Petree, Director of Parks Recreation and Community Services, 2870 Clark Avenue, Norco CA 92680 at bpetree@ci.norco.ca.us
February 3, 2009	**Pre-Submittal Conference and Tour:** Pre-submittal conference will be held at 10:00 a.m. (PST) on February 3, 2009, at Norco City Hall, 2870 Clark Avenue, Norco, CA 92680.
February 26, 2009	**RFQ/P Responses Due:** Responses are due at 3:00 p.m. (PST). Late responses will not be accepted.
March 4, 2009	**Screening Committee Ranks and Recommends Finalists:** The Screening Committee completes the initial ranking of the RFQ/P responses.
March 9 –12, 2009	**Interviews conducted by Finance and Parks and Recreation Director and Economic Development Director:** The Selection Committee will interview a selection of the highest scoring respondents (no more than 2). The selection Committee will recommend a proposer to the City Manager and the City Council.
April, 2009	**City Review:** The City will consider the recommendations of the Selection Committee at a council meeting, and vote on selection of a proposer as recommended by staff. The selected proposer will then be provided an agreement.

The City reserves the right to amend the RFQ/P, reject all proposals at its sole discretion, extend the negotiations period, or to initiate negotiations with the next highest ranked proposer if negotiations with the top-ranked proposer does not result in an MOI and Agreement.

bp/71321

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
PREPARED BY:	Brian K. Petree Director of Parks, Recreation & Community Services
DATE:	January 21, 2009
SUBJECT:	City Assets to be Declared as Surplus Property
RECOMMENDATION:	Declare as surplus to the City's needs: 1.) several unused, damaged arena panels to be donated to the Norco High School Future Farmers of America class; 2.) two manure spreaders at the Silverlakes property to be auctioned; 3.) the barn at the Northwest corner of the Silverlakes property to be auctioned; and 4.) box stalls at the George Ingalls Equestrian Events Center to be auctioned.

SUMMARY: The City has old unused equipment that is both damaged and no longer functional for City use. Staff is requesting authorization to donate and/or auction these surplus assets before demolition and development activity begins at the Silverlakes property and the George Ingalls Equestrian Events Center.

BACKGROUND ANALYSIS: Staff was asked by the advisor/teacher for the Norco High School Future Farmers of America (FFA) program if the City would consider the donation of 42 panels varying in size from 24' to 12' at Ingalls Park. The panels are unused damaged panels that have not been in service for years, with many of the panels more than 25 years old.

Many of the panels are damaged to the point that it would require significant repairs and welding to create one workable panel. The Norco High School FFA program provides class room opportunity for trade job experience in welding of metal, painting and mechanical repairs. The donation of these panels would be part of a class room project that would rehabilitate and paint the panels by students under the direction of one of the class room advisors or teacher. The panels after rehabilitation would be placed in operation and used by the students for animal project and care at Norco High School.

Two (2) manure spreaders have been abandoned at the Silverlakes property. Staff has no use for the old equipment that is estimated to be more than 20 years old and is recommending to surplus the equipment for auction for sale and/or salvage.

Inquiries have also been received from interested parties regarding the purchase of the barn located in the northwest quadrant of the Silverlakes property. Staff was hesitant to surplus or sell the barns until a clear understanding of the property function and use be made. With the property's future development determined, the surplus and auction of the barn is logical due to its current condition and disarray. Staff is recommending to surplus the barn for auction for sale and/or salvage.

With the approval of the George Ingalls Equestrian Event Center, the 12x12 box stalls, located at the southwest part of the property, are due for demolition to enable development of the south pad. Staff believes that there may be value to the old box stalls to someone who is willing to dismantle and relocate stalls. Staff is recommending to surplus the box stalls for auction for sale and/or salvage.

/bp-71159

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Jack Frye, Fire Chief

DATE: January 21, 2009

SUBJECT: Authorization to Purchase Mobile Data Computers for Engines and Command Staff Vehicles

RECOMMENDATION: That the City Council authorize the purchase of Mobile Data Computers and associated equipment in the amount of $41,439.16 by tagging on to a purchase program with the Riverside County Fire Department.

SUMMARY: The City Council is recommended to authorize the purchase of mobile data computers and related installation equipment from Government Technology Services, Inc. in the amount of $41,439.16 by tagging on to a purchase agreement with the Riverside County Fire Department. This will bring our emergency communications field equipment in line with our dispatch provider, the City of Corona. It will also modernize our emergency field equipment to the basic standard in the industry.

BACKGROUND/ANALYSIS: Emergency communications technology has improved to the point where mobile data computers installed in field units are now able to receive visual images and vital information stored in mobile files that afford first responders the opportunity of accessing important information about high risk buildings that may be involved in fire. Mobile data computer technology allows for information to be transmitted to a mobile screen that provides a visual representation of an emergency response alarm, thereby eliminating any possible audio signal distortion.

Our current communications contract is with the City of Corona. They have equipped all their emergency response vehicles with mobile data capability and the Norco Fire Department needs to upgrade its mobile communications to be able to receive reliable information while performing emergency activities in the field. The purchase and installation of these mobile data computers from Government Technology Services, Inc. in the amount of $41,439.16 will provide first responders in the City of Norco with valuable, life-saving tools that will raise the level of service to the residents of the community.

FINANCIAL IMPACT: The equipment is identified in the FY2008-09 CIP Budget. Purchasing through the Riverside County Fire Department agreement will result in a cost savings to the City.

/jf-71280

Agenda Item 6.I.

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Ross Cooper, Lieutenant

DATE: January 21, 2009

SUBJECT: Amendment to Agreement for Law Enforcement Services

RECOMMENDATION: Authorize the Mayor to sign the Third Amendment to the Agreement for Law Enforcement Services

SUMMARY: Implementing this amendment to the law enforcement agreement will eliminate three civilian employee positions within the Sheriff's Department and reduce police costs by $143,753 this fiscal year and by more than $300,000 in subsequent years.

BACKGROUND/ANALYSIS: As a result of the economic downturn and the projected reduction in City revenue, staff has been reducing expenditures in all of the non-personnel areas. We are unable to reduce General Fund expenditures to the additional targeted amount without eliminating positions.

The costs for all of our positions and the tasks they complete were reviewed. The City pays $95,835 for each of the five patrol Community Service Officers (CSO's) in salary, benefit and vehicle costs. It costs about $154,596 for the CSO and secretary who keep the office in City Hall open to the public and facilitate our ability to operate a substation in Norco.

Since our goal is to not negatively impact Priority 1 response times or traffic safety, the first positions to be considered for elimination are our civilian CSO's. They do not respond to Priority 1 calls for service and although they investigate traffic collisions, they do not take enforcement action on hazardous or moving violations.

Eliminating three patrol CSO positions will reduce our General Fund expenditure by $143,753 this fiscal year and $301,880 next fiscal year. It will leave us with two field CSO's who will be deployed when needed either for ten hours per day, seven days a week or for half of the week with one on day-shift and one on the evening-shift. Although losing three field CSO's will increase our response times to "past" calls for service, it will not negatively impact our Priority 1 response times. The tasks that these CSO's accomplished will be reassigned to patrol deputies.

In summary, we will reduce expenditure by $143,753 this year and by more than $300,000 in subsequent years without reducing the number of Motor Officers, Patrol, Traffic or COP

deputies that Council, over the last several years, has increased to the appropriate level; we will still accomplish the most critical public safety tasks.

FINANCIAL IMPACT: Implementing this Amendment will reduce expenditure $143,753 (121-772-42222) in FY2009.

/rlf-71114
Attachment: Third Amendment to Agreement for Law Enforcement Services between County of Riverside and City of Norco

COPY

THIRD AMENDMENT TO AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN COUNTY OF RIVERSIDE AND CITY OF NORCO

IT IS MUTUALLY AGREED that the Agreement for Law Enforcement Services between the County of Riverside, a political subdivision of the State of California, on behalf of the Riverside County Sheriff's Department, and the City of Norco, a Charter City, approved by the Board of Supervisors on January 4, 2005, for services effective July 1, 2004 through June 30, 2009, as amended on July 26, 2005 and September 26, 2006, is hereby amended in the following respects, and all other terms and conditions of the Agreement remain in full force and effect:

1. Attachment "A" is amended to read as follows:

CITY OF NORCO

LEVEL OF SERVICE

Average Patrol Services

60 supported hours per day. (Equivalent of 12.3 Deputy Sheriff positions @ 1780 annual productive hours per position)

Dedicated Positions

One (1) Sheriff's Lieutenant position

Two (2) Deputy Sheriff (fully supported) positions – Traffic Officers

Four (4) Deputy Sheriff (fully supported) positions – Motor Officers

Two (2) Deputy Sheriff (fully supported) positions-Community Oriented Policing

Three (3) Community Service Officer positions

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IN WITNESS WHEREOF, the City of Norco, by minute order or resolution duly adopted by its City Council, has caused this Agreement to be signed by its Mayor and attested and sealed by its Clerk, and the County of Riverside, by order of its Board of Supervisors, has caused this Agreement to be signed by the Chairman of said Board and sealed and attested by the Clerk of said Board, all on the dates indicated below.

CITY OF NORCO

Dated:_____

By:_____
Kathy Azevedo, Mayor

ATTEST:

Name: Brenda K. Jacobs
Title: City Clerk

By:_____

COUNTY OF RIVERSIDE

Dated:_____

By:_____
Roy Wilson, Chair
Riverside County Board of Supervisors

ATTEST:

Nancy Romero
Clerk of the Board

By:_____
Deputy

FORM APPROVED COUNTY COUNSEL
BY: Synthia M Gunzel 12-17-08
SYNTHIA M. GUNZEL DATE

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Ross Cooper, Lieutenant

DATE: January 21, 2009

SUBJECT: Authorization to Submit a Grant Request to the California Office of Traffic Safety

RECOMMENDATION: Adopt Resolution No. 2009-___.

SUMMARY: This Resolution of support is required by the California Office of Traffic Safety (OTS) in order to submit a grant funding request of $266,391. If the state offers to fund this grant request, staff will return to City Council for its decision of whether or not to accept the grant. If funded, this program will improve traffic safety at no cost to the City.

BACKGROUND/ANALYSIS: Staff is requesting authorization from City Council to submit a grant request for $266,391 to the state for traffic equipment and overtime funding for Federal Fiscal Year 2010. Grant requests for the federal fiscal year beginning October 1, 2009, must be sent to OTS by January 31, 2009 and must include a Resolution of support from the City Council. The state expects to make notification of funding decisions during the summer of 2009 for grants that would begin with the federal fiscal year starting October 1, 2009.

OTS funds grants conducted by or through political subdivisions of the state. OTS distributes federal funding apportioned to California under the National Highway Safety Act and the Transportation Equity Act for the 21st Century (TEA-21). OTS grants are designed to address various traffic safety priority areas including police traffic safety services. OTS is soliciting grant requests for DUI Enforcement and Awareness Programs which include "best practice strategies".

This grant proposal is summarized by OTS as follows: "To reduce the persons killed and injured in alcohol involved crashes, "best practice" strategies will be conducted on an overtime basis. The funded strategies include DUI/Driver's License checkpoints and DUI saturation patrols. This program will also develop a "Hot Sheet" program and conduct "Stakeout" operations for officers to concentrate on repeat DUI offenders on probation who have had their license suspended or revoked. Court "stings" operations will focus on DUI offenders with a suspended or revoked driver license who get behind the wheel after leaving court. Through warrant service details, the police department will target repeat DUI violators who failed to appear in court or violate probation. These strategies are designed to earn media attention thus enhancing the overall deterrent effect."

FINANCIAL IMPACT: No financial impact to submit this application.

/rlf - 71355

Agenda Item 6.K.

RESOLUTION NO. 2009-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA SUPPORTING A GRANT REQUEST OF $266,391 TO THE CALIFORNIA OFFICE OF TRAFFIC SAFETY

WHEREAS, the City of Norco desires to work with the California Office of Traffic Safety (OTS) to improve traffic safety in Norco; and

WHEREAS, the City supports the application for a DUI Enforcement and Awareness Program grant from the OTS in the sum of $266,391 for sobriety checkpoints and other "best practice" strategies that reduce the number of persons killed or injured in alcohol-involved collisions;

NOW, THEREFORE, the City Council of the City of Norco does hereby support the grant application for $266,391 to the OTS.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on January 21, 2009.

_____
Mayor of the City of Norco, California

ATTEST:

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

I, Brenda K. Jacobs, 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 January 21, 2009 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 January 21, 2009.

_____
Brenda K. Jacobs, City Clerk
City of Norco, California
/rlf-71356

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Steve King, Planning Manager

DATE: January 21, 2009

SUBJECT: City-Initiated Proposal to Amend the Norco Zoning Code by Amending Chapters 18.12 and 18.13, and Any Related Cross-References in other Chapters as Needed Regarding the Size of Accessory Buildings Allowed in Agricultural Zones (Zone Code Amendment 2008-09)

RECOMMENDATION: Planning Commission: Approval
Staff: Approve for First Reading Ordinance No. ___ approving Zone Code Amendment 2008-09

SUMMARY: On November 19, 2008 the City Council adopted Ordinance 903 that changed the calculation of building coverage on an A-1 lot from the size of the lot to the size of the flat pad area to provide zoning insurances that maintain animal-keeping as a primary function of an A-1 lot.

This zone code amendment is a follow-up measure in order to provide further protection for animal-keeping areas and the residential nature of A-1 zone neighborhoods. It has been recommended that the maximum size of an allowed accessory structure be controlled by the size of the primary residence so that the residential structure and neighborhood do not become overwhelmed by excessively large accessory buildings.

BACKGROUND: The Zoning Code allows accessory buildings as permitted uses in the agricultural-residential zones. The location requirements are five feet from rear and side yards and ten feet from any other structures. There is no limit on the size of an accessory structure, but with Ordinance 903 the building coverage calculation was changed from lot size to pad size, providing some limitation.

This proposed amendment would control the size of accessory structures in combination with building coverage. The reasons for this next step are two-fold. The first is that where there are primarily flat lots, there still is the potential for significantly-sized accessory buildings that could have the potential to restrict future animal-keeping if the placement of the building unnecessarily encroaches onto to the open areas of the lot.

Also, as has been seen in some recent examples, the size of an accessory building can be overwhelming on a lot and to neighboring properties even though it may meet the minimum setback and lot line requirements. And this can either be by the sheer size of the building, the height, or both. Another factor is concrete work that does not require a permit from the City.

The attached slide presentation shows how accessory buildings, even though they meet current requirements, could still impact adversely animal-keeping even after the new calculations based on flat pad versus lot size. The slides also show the addition of a concrete apron in front of the accessory building and drive approach which are not uncommon with accessory buildings. In the examples where there are no limits on the size of accessory buildings all of the potential animal-keeping areas could potentially still be eliminated (ref. Exhibit "A" – Slide Show Presentation). The presentation also shows comparisons when accessory building sizes are restricted.

ANALYSIS: The intent of this zone code amendment is not to preclude any use of an accessory structure that is currently allowed in the Code, whether it is to park a recreational vehicle or have a large barn. The intent is that regardless of the use, there will still be an adequate area left over for animal-keeping, and that the proposed structure does not overpower a neighborhood, or unduly impact neighboring properties.

An inherent problem is that a barn is an animal-keeping structure and therefore not considered a threat to the animal-keeping potential of a lot, whereas an RV garage is. And the primary conflict is that structures that are built for one purpose can usually be easily converted to other uses. There is no definition in the State Building Code to differentiate a barn from any other type of accessory structure. And even if there was a restriction that a floor had to remain dirt to keep a structure a barn, an owner could simply go in later and pour a concrete floor without having to get any City approval and it would be legal.

The other problem is determining how big is too big, or how high is too high. A 6,200 square-foot barn in the middle of 10 acres is relatively small, but in the back yard of a 20,000 square-foot lot appears much larger. In comparing different manufacturers, a typical RV or trailer garage for sakes of comparison is 17 feet wide by 40 feet deep (680 square feet) and 16 feet high. A typical 2-car garage that is 22 feet wide by 24 feet deep is 528 square feet. It is not uncommon that accessory garages for the storage of recreational vehicles are designed to accommodate a number of vehicles. A structure equal to two of the "RV garage" components and a 4-car garage would be approximately 2,416 square feet. As the need to park more vehicles (i.e., boats, trailers, etc.) goes up, so does the needed square footage.

A typical horse stall is 12 feet by 12 feet and it is possible to get any size of covered structure to accommodate any number of stalls. In buildings with a number of horse

stalls it is common to have a breezeway between two rows of stalls where the breezeway is approximately 7 to 8 feet wide. A barn structure with 8 stalls arranged in 2 rows connected by a breezeway would be approximately 1,536 square feet. Double that to 16 stalls and it will be approximately 3,072 square feet.

Currently in the A-1 zone the Code restricts residential building height to 2 and one-half stories or 35 feet, whichever is less. Accessory structures are limited to 2 stories with no statement on the number of feet, but the inference being that they cannot exceed 35 feet. The problem is that at 35 feet, even though an accessory building can be designed to be two stories, 35 feet is tall enough to accommodate three and has that appearance to neighbors. This can have the negative impact of becoming overbearing to the surrounding residential ambience and can have the affect of blocking views where they exist. There is no Code requirement to preserve views.

The Town of Apple Valley is similar in nature to Norco where the minimum lot sizes are large enough to accommodate animal-keeping and can also accommodate large accessory buildings. To control the size of accessory buildings the Apple Valley municipal code establishes in the "Purpose" section that accessory buildings shall be designed so that the residential use is maintained as the dominant use of the property.

To maintain the residence as the primary use, the allowed size of an accessory building in Apple Valley is based off the size of the primary residence. An accessory building cannot be larger than 75 percent of the square footage of the residence, and the total square footage of accessory buildings cannot exceed 100 percent of the square footage of the home. Also, an accessory building cannot be higher than the primary house on the same lot or 16 feet whichever is the lesser.

If this standard were to be applied to Norco with an assumption of a 2,500 square-foot, 2-story house, an accessory building could be 1,875 square feet with a maximum height of 16 feet. Based on the examples cited above, this size of building could accommodate a 4-car/1-RV garage; a 2-RV/1 car garage (1-car garage at 12' X 20'), or a 10-stall barn with a 7-foot breezeway.

The proposed amendment to the Norco City Code is based on this same approach which is to base the size of allowed accessory structures on the size of the residence, but also allowing more options for larger structures:

A-E Zone

18.12.18 Permitted Heights *of Dwellings and Accessory Buildings...*
(1) Dwellings. The maximum height of any main buildings shall be two and one-half stories or 35 feet, whichever is less. ~~The maximum height of any accessory structures shall be two stories~~.

(2) Accessory Buildings. Accessory buildings shall not exceed 100 percent of the height of the primary residence on the property or 16 feet (whichever is lesser).

(a) Accessory buildings can exceed the maximum height established in this Sub-section (18.12.18(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, architecture that promotes the City's western theme, and a site design that takes into consideration the viewsheds of adjoining properties.

18.12.28 Size of Dwellings *and Accessory Buildings.*

(1) Dwellings. Every single-family dwelling having two bedrooms or less shall have a floor area of not less than 1,200 square feet, exclusive of porches and garages.

All other single-family dwellings shall have a minimum floor area of not less than 1,500 square feet, exclusive of porches and garages. The architecture and general appearance of *the* building shall be in keeping with the character of the neighborhood and such as not to be detrimental to the general welfare of the community in which it is located.

(2) Accessory Buildings. Any single accessory building shall not exceed 75 percent of the square footage of the primary structure or 2,000 square feet (whichever is greater).

(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.12.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

A-1 Zone

18.13.18 Permitted Heights *of Dwellings and Accessory Buildings...*
(1) Dwellings. The maximum height of any main buildings shall be two and one-half stories or 35 feet, whichever is less. ~~The maximum height of any accessory structures shall be two stories~~.

(2) Accessory Buildings. Accessory buildings shall not exceed 100 percent of the height of the primary residence on the property or 16 feet (whichever is lesser).

(a) Accessory buildings can exceed the maximum height established in this Sub-section (18.13.18(2)) upon approval of a minor conditional use permit by the

Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, architecture that promotes the City's western theme, and a site design that takes into consideration the viewsheds of adjoining properties.

18.13.28 Size of Dwellings *and Accessory Buildings.*

(1) Dwellings. Every single-family dwelling having two bedrooms or less shall have a floor area of not less than 1,100 square feet, exclusive of porches and garages. All other single-family dwellings shall have a minimum floor area of not less than 1,300 square feet, exclusive of porches and garages. The architecture and general appearance of *the* building shall be in keeping with the character of the neighborhood and such as not to be detrimental to the general welfare of the community in which it is located.

(2) Accessory Buildings. Any single accessory building shall not exceed 75 percent of the square footage of the primary structure or 2,000 square feet (whichever is greater).

(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.13.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

Based on the information presented in this report the proposed zone code amendment would restrict the size of accessory buildings in the A-1 and A-E zones but would allow larger accessory buildings upon approval of a minor conditional use permit. This approach allows some flexibility to the home-owner but it also allows for regulated controls on the larger buildings if they are approved with conditions of approval. Conditions could include for instance that all or part of a floor remain dirt if the building is being proposed as a barn. That is the type of control that can be enforced through conditions of approval that otherwise cannot be enforced since flat pad work (concrete) does not require a building permit or inspection by the City.

It had been discussed previously that another option toward preserving animal-keeping areas would be to expand the list of uses that would be included in lot coverage calculations such as pools, basketball courts, tennis courts, etc. which are currently not included. At this point with the combination of lot coverage control changes already approved, and controls on the size of accessory buildings, staff has determined that this may be enough to address the animal-keeping issues at hand without overburdening an owner's use of their property. Staff is recommending that pools, courts, etc. not be considered as part of the lot coverage calculations at this time.

/sk-71034

Attachments: Ordinance No. 2008-___
PC Resolution 2008-33
Exhibit "A" – Slide Presentation, Accessory Buildings
Exhibit "B" – PC Minutes 11/12/2008

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING AN AMENDMENT TO TITLE 18, CHAPTERS 18.12 AND 18.13 OF THE NORCO ZONING CODE REGARDING THE SIZE OF ACCESSORY BUILDINGS ALLOWED IN AGRICULTURAL ZONES AND ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED. ZONE CODE AMENDMENT 2008-09.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2008-09, an amendment to Norco Municipal Code Title 18 (Zoning Code), to regulate the size of accessory buildings in the Agricultural zones; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on November 12, 2008 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, based on findings of fact, the Planning Commission adopted Resolution 2008-33 recommending to the City Council that Zone Code Amendment 2008-09 be approved for reasons set forth in said Resolution; and

WHEREAS, hearing of said Zone Code Amendment was duly noticed and scheduled for public hearing by the City Council at its meeting of December 17, 2008, on or about 7 p.m. in the Council Chambers of the Norco City Hall, 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, prior to opening the hearing, said Zone Code Amendment was continued to January 21, 2009; and

WHEREAS, said City Council held a public hearing and received oral and written testimony pertaining to said Zone Code Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Category 5.

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

Section 18.12.18 Permitted Heights of Dwellings and Accessory Buildings.

(1) Dwellings. The maximum height of any main buildings shall be two and one-half stories or 35 feet, whichever is less.

(2) Accessory Buildings. Accessory buildings shall not exceed 100 percent of the height of the primary residence on the property or 16 feet (whichever is lesser).
(a) Accessory buildings can exceed the maximum height established in this Sub-section (18.12.18(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, architecture that promotes the City's western theme, and a site design that takes into consideration the viewsheds of adjoining properties.

18.12.28 Size of Dwellings and Accessory Buildings.

(1) Dwellings. Every single-family dwelling having two bedrooms or less shall have a floor area of not less than 1,200 square feet, exclusive of porches and garages.
All other single-family dwellings shall have a minimum floor area of not less than 1,500 square feet, exclusive of porches and garages. The architecture and general appearance of the building shall be in keeping with the character of the neighborhood and such as not to be detrimental to the general welfare of the community in which it is located.

(2) Accessory Buildings. Any single accessory building shall not exceed 75 percent of the square footage of the primary structure or 2,000 square feet (whichever is greater).
(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.12.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

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western theme, and a site design that takes into consideration the viewsheds of adjoining properties.

18.13.28 Size of Dwellings and Accessory Buildings.

(1) Dwellings. Every single-family dwelling having two bedrooms or less shall have a floor area of not less than 1,100 square feet, exclusive of porches and garages. All other single-family dwellings shall have a minimum floor area of not less than 1,300 square feet, exclusive of porches and garages. The architecture and general appearance of the building shall be in keeping with the character of the neighborhood and such as not to be detrimental to the general welfare of the community in which it is located.

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(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.13.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

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

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

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held January 21, 2009.

_____
Mayor of the City of Norco, California

ATTEST:

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on January 21, 2009 and thereafter at a regular meeting of said City Council duly held on February 4, 2009, it was duly passed and adopted by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on February 4, 2009.

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

/sk-71049

RESOLUTION NO. 2008-33

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONE CODE AMENDMENT 2008-09 AMENDING CHAPTERS 18.12 AND 18.13, AND ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED REGARDING THE SIZE OF ACCESSORY BUILDINGS ALLOWED IN AGRICULTURAL ZONES. ZONE CODE AMENDMENT 2008-09.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2008-09, an amendment to Norco Municipal Code Title 18 (Zoning Code), to regulate the size of accessory buildings in the Agricultural zones; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on November 12, 2008 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Category 5.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATIONS:

I. FINDINGS:

A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project addresses development standards that do not impact the land use or density of permitted uses in the A-1 zone.

B. The Zoning Code regulates the location and size of accessory buildings to preserve the rural nature of the community, the outdoor recreational potential of the community, and the small plot agricultural/animal-keeping/equestrian lifestyle that the City was founded on.

C. The project (proposed amendment) has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 5.

II. DETERMINATION: NOW THEREFORE, the Planning Commission for the City of Norco assembled November 12, 2008 hereby recommends to the City Council of the City of Norco that Zone Code Amendment 2008-09 be adopted, thereby amending the Norco Municipal Code as follows:

Section 18.12.18 Permitted Heights *of Dwellings and Accessory Buildings.*

(1) Dwellings. The maximum height of any main buildings shall be two and one-half stories or 35 feet, whichever is less.

(2) Accessory Buildings. Accessory buildings shall not exceed 100 percent of the height of the primary residence on the property or 16 feet (whichever is lesser).
(a) Accessory buildings can exceed the maximum height established in this Sub-section (18.12.18(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, architecture that promotes the City's western theme, and a site design that takes into consideration the viewsheds of adjoining properties.

18.12.28 Size of Dwellings *and Accessory Buildings.*

(1) Dwellings. Every single-family dwelling having two bedrooms or less shall have a floor area of not less than 1,200 square feet, exclusive of porches and garages.
All other single-family dwellings shall have a minimum floor area of not less than 1,500 square feet, exclusive of porches and garages. The architecture and general appearance of *the* building shall be in keeping with the character of the neighborhood and such as not to be detrimental to the general welfare of the community in which it is located.

(2) Accessory Buildings. Any single accessory building shall not exceed 75 percent of the square footage of the primary structure or 2,000 square feet (whichever is greater).
(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.12.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

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(a) Accessory buildings can exceed the maximum size established in this Sub-section (18.13.28(2)) upon approval of a minor conditional use permit by the Planning Commission which shall incorporate a site design that preserves the animal-keeping potential of the lot in question, and architecture that promotes the City's western theme.

PASSED AND ADOPTED by the Planning Commission of the City of Norco at a regular meeting held November 12, 2008.

Robert Wright, Chairman
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting held November 12, 2008 by the following roll call vote:

AYES:	Jaffarian, Newton and Wright
NOES:	Harris
ABSENT:	Hedges
ABSTAIN:	None

Steve King, Secretary
Planning Commission

/sk-70733

20,000 S.F. Lot A-1-20
40% Flat Pad Coverage
Example Lot Layout

FLAT PAD = LOT AREA
NO PAKA
NO SLOPE
MID-BLOCK LOT

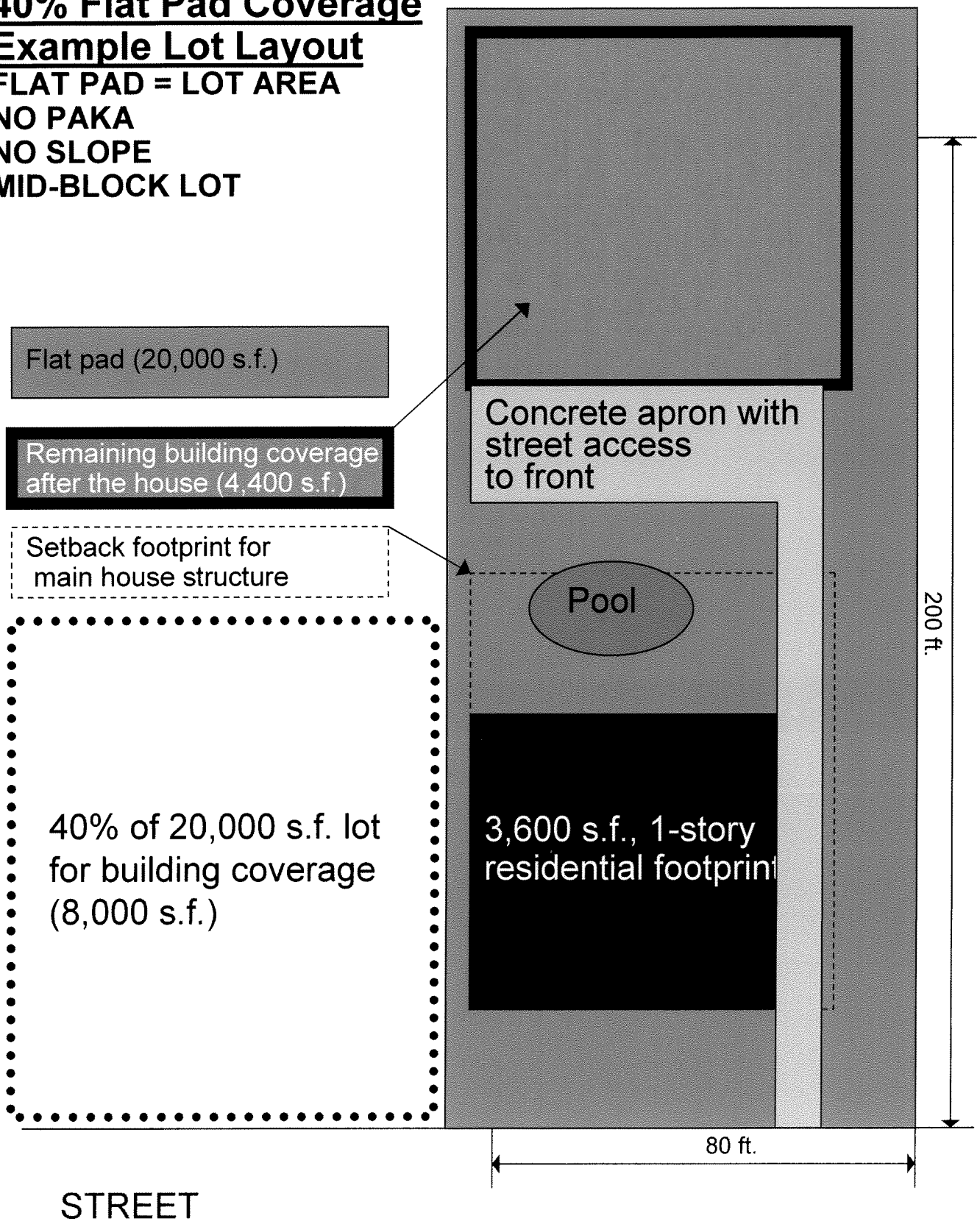
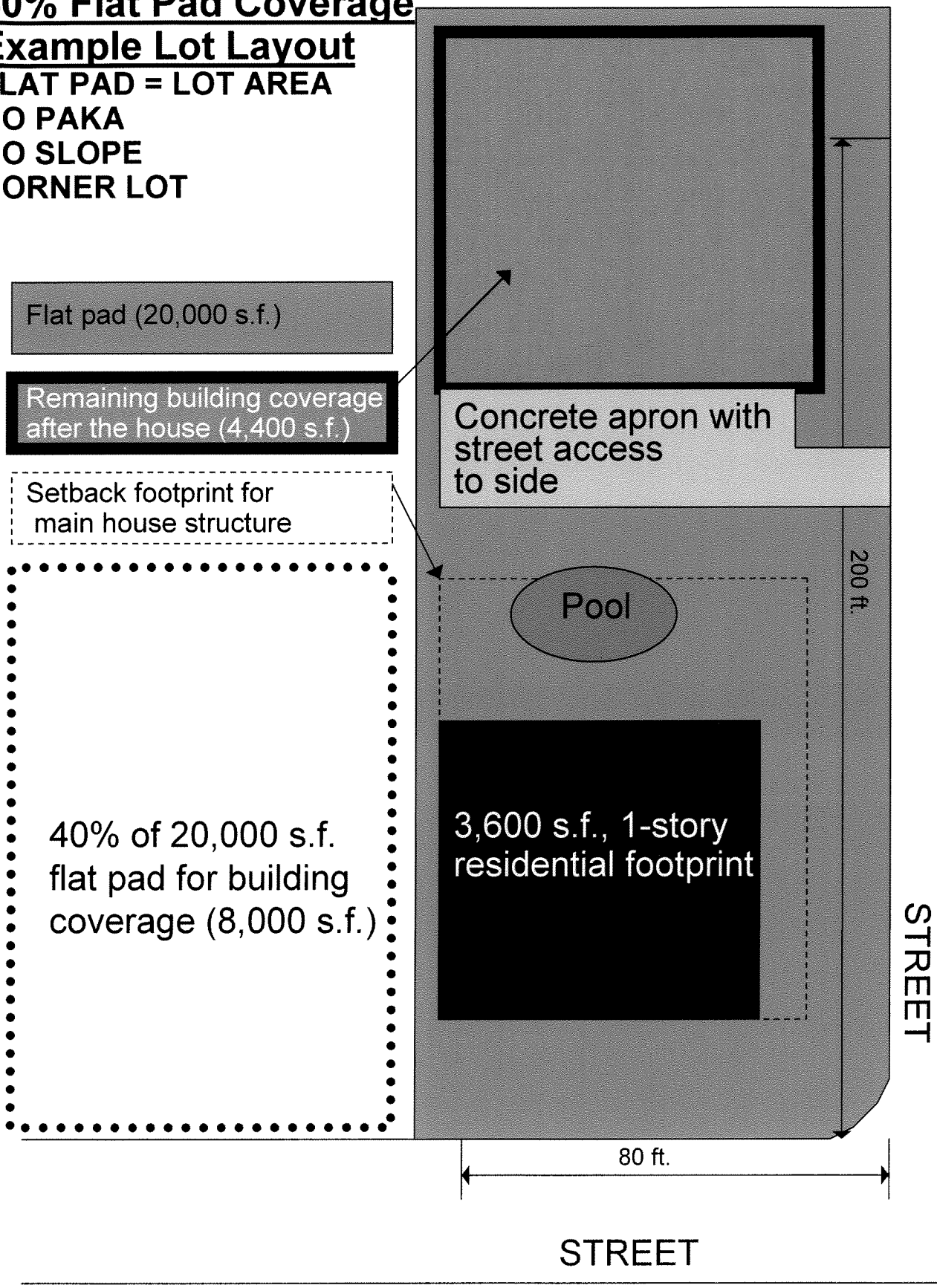


EXHIBIT A 1

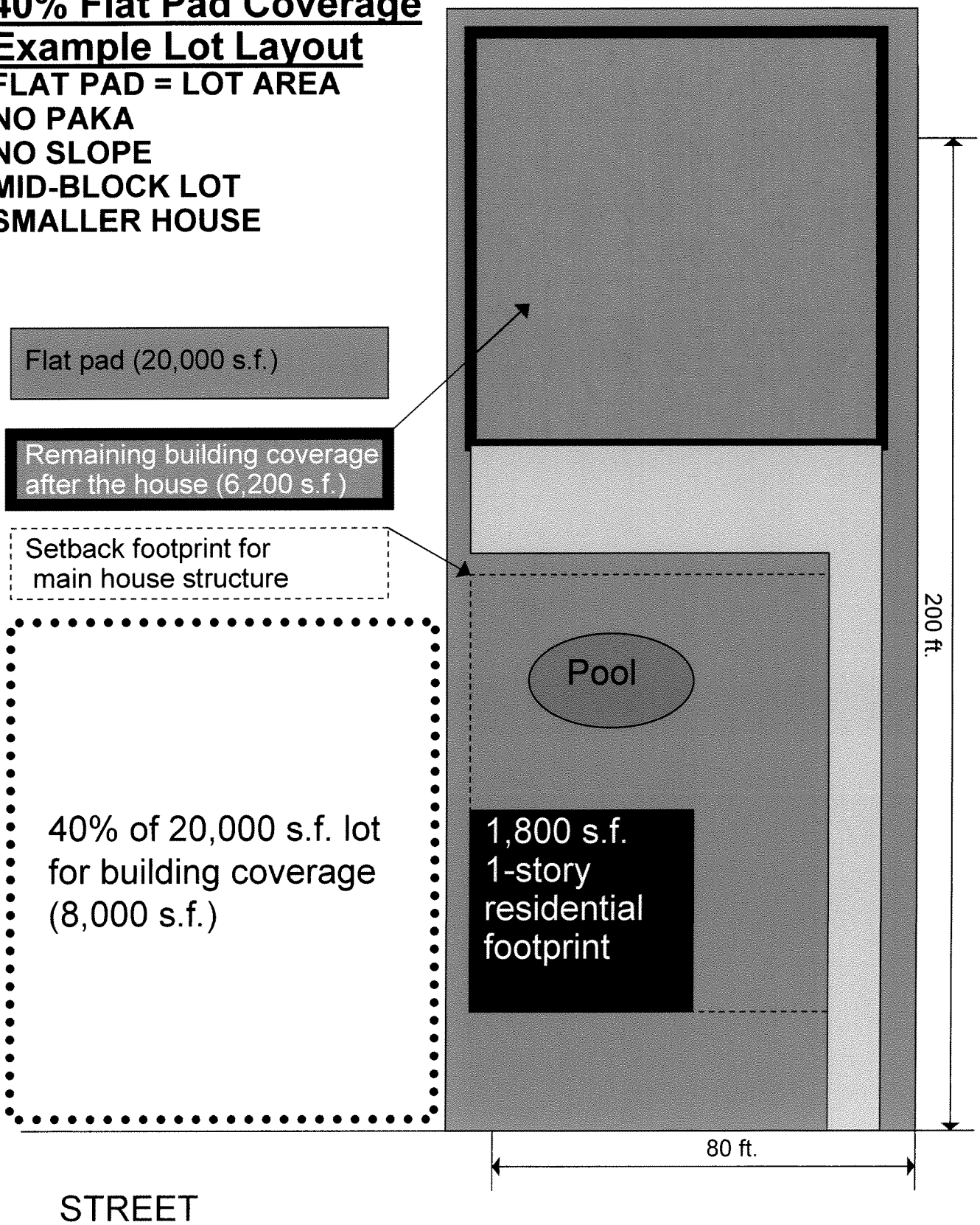
20,000 S.F. Lot A-1-20
40% Flat Pad Coverage
Example Lot Layout

FLAT PAD = LOT AREA
NO PAKA
NO SLOPE
CORNER LOT



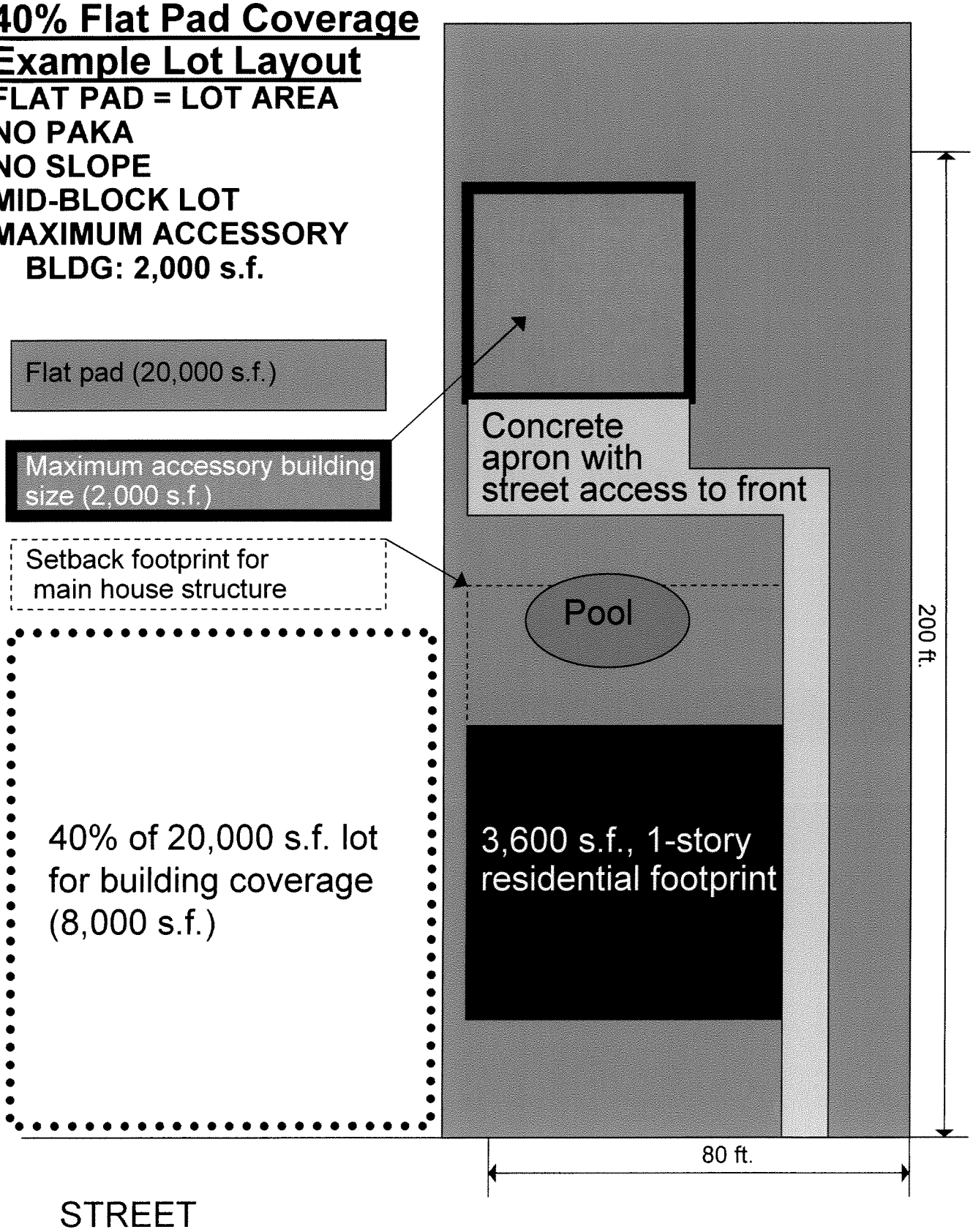
20,000 S.F. Lot A-1-20
40% Flat Pad Coverage
Example Lot Layout

FLAT PAD = LOT AREA
NO PAKA
NO SLOPE
MID-BLOCK LOT
SMALLER HOUSE



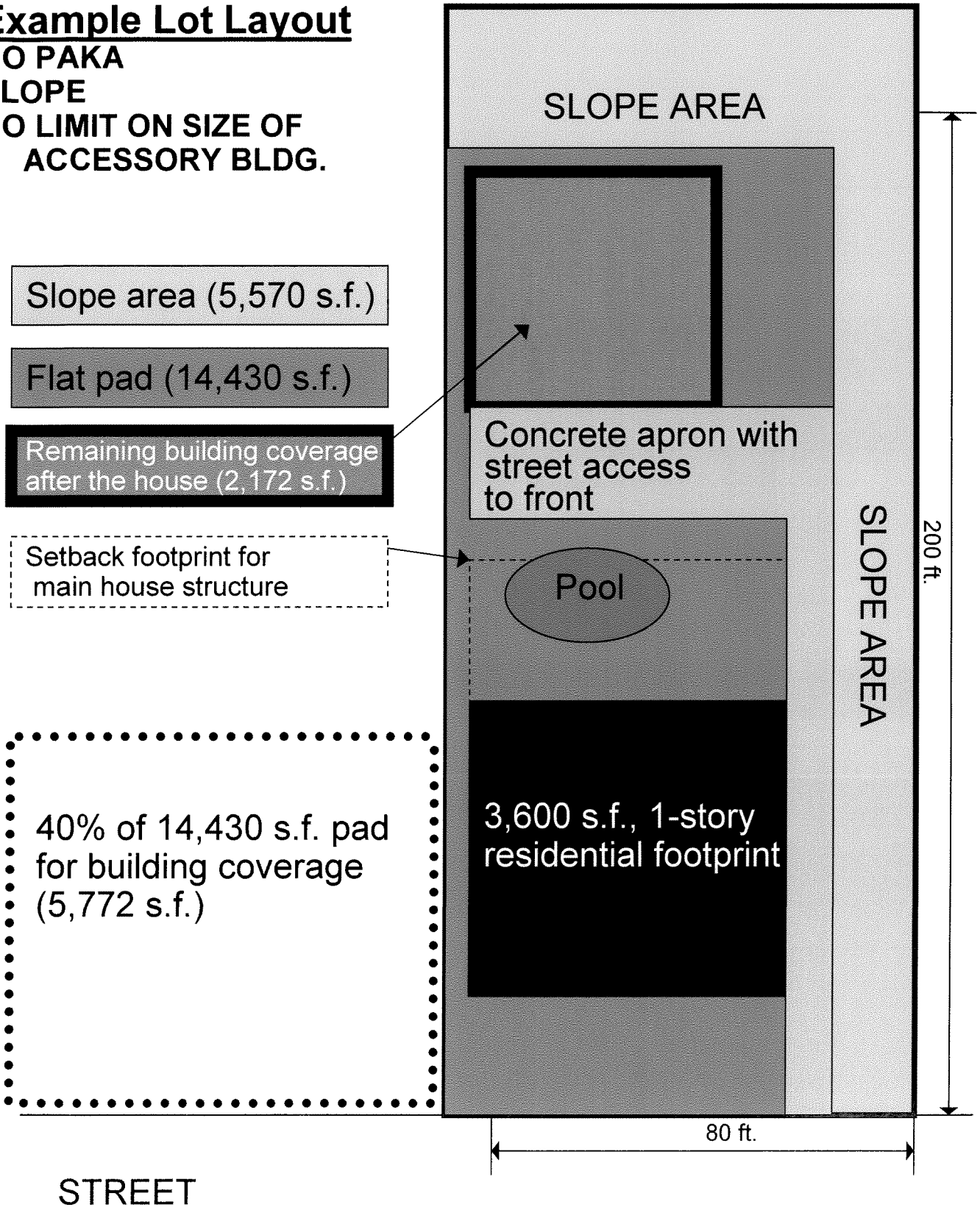
20,000 S.F. Lot A-1-20
40% Flat Pad Coverage
Example Lot Layout

FLAT PAD = LOT AREA
NO PAKA
NO SLOPE
MID-BLOCK LOT
MAXIMUM ACCESSORY BLDG: 2,000 s.f.



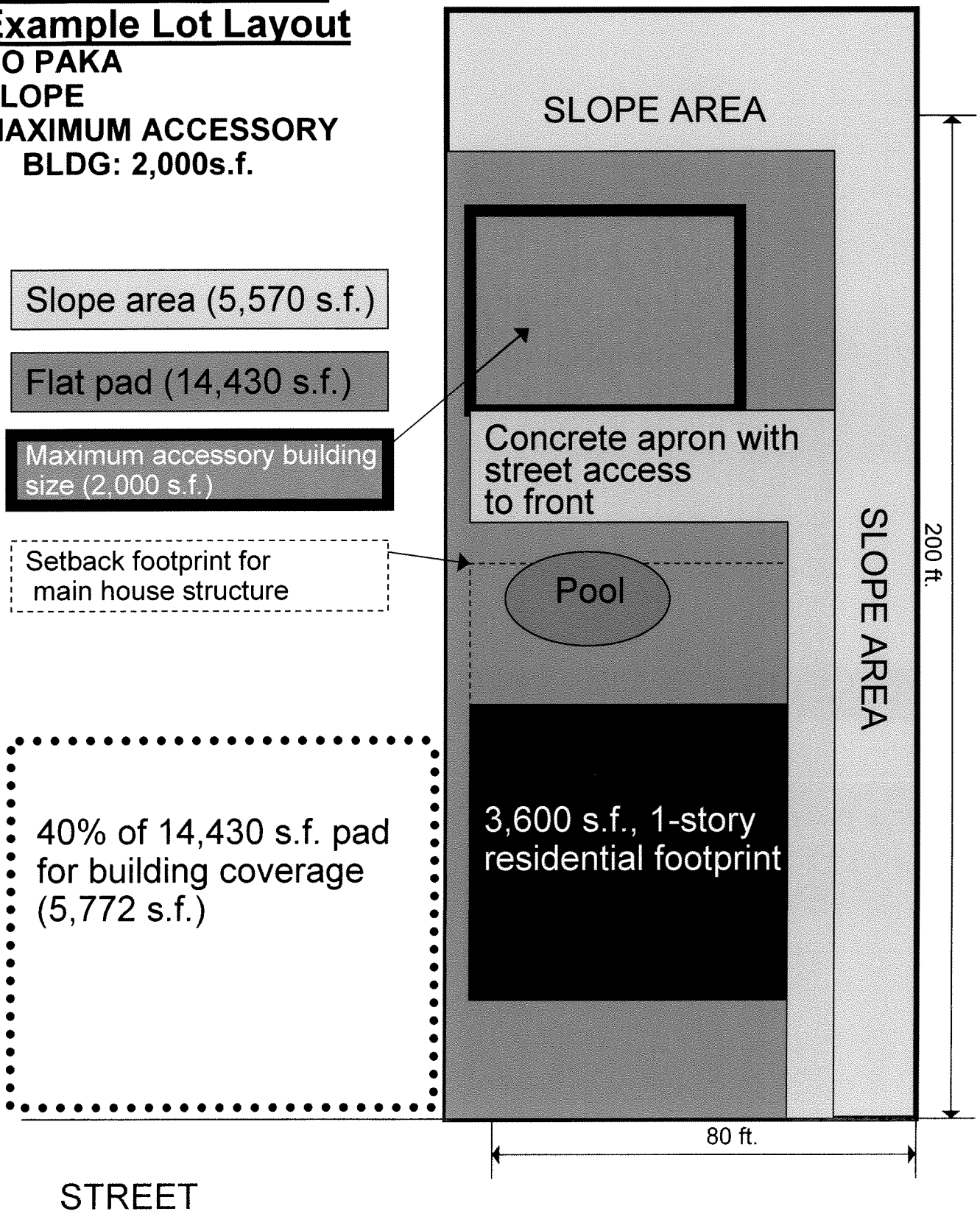
20,000 S.F. Lot A-1-20
40% Pad Coverage
Example Lot Layout

NO PAKA
SLOPE
NO LIMIT ON SIZE OF ACCESSORY BLDG.



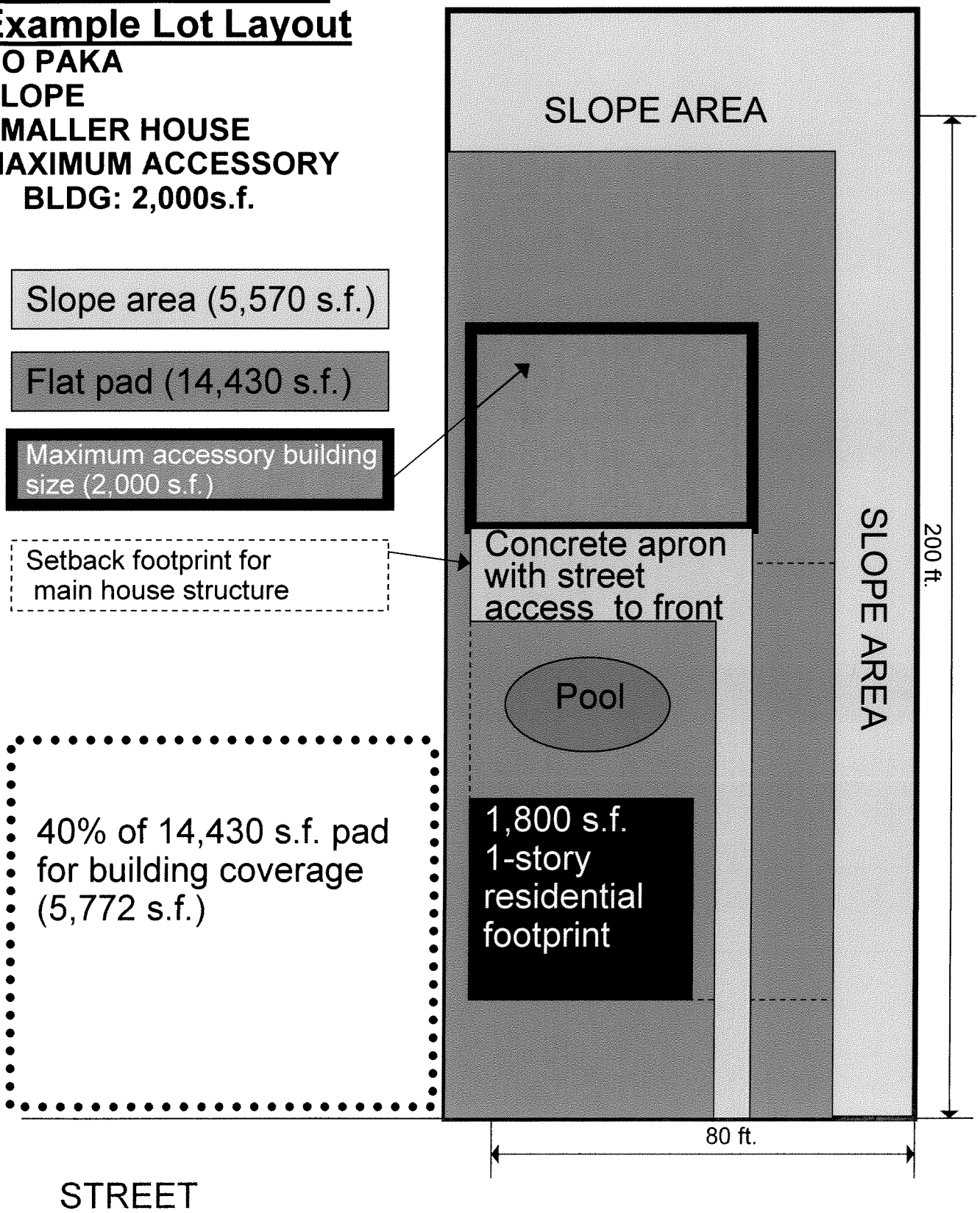
20,000 S.F. Lot A-1-20
40% Pad Coverage
Example Lot Layout

NO PAKA
SLOPE
MAXIMUM ACCESSORY BLDG: 2,000s.f.



20,000 S.F. Lot A-1-20
40% Pad Coverage
Example Lot Layout

NO PAKA
SLOPE
SMALLER HOUSE
MAXIMUM ACCESSORY BLDG: 2,000s.f.



C. **Resolution No. 2008-33**; Zone Code Amendment 2008-09 (City of Norco): a City-Initiated Proposal to Amend the Norco Zoning Code by Amending Chapters 18.12 and 18.13, and any Related Cross-References in Other Chapters as needed Regarding the Size of Accessory Buildings allowed in the Agricultural Zones. Recommendation: Approval. Planning Manager King

PM King presented the staff report on file in the Planning Division. He explained the types of situations staff was being confronted with regarding excessively large accessory buildings that can overwhelm a property and the neighborhood as well, by blocking view sheds and possibly restricting animal-keeping rights. The proposed conditional use process would allow the Planning Commission to approve proposals on a case-by-case basis.

Chair Wright asked what the difference between a major and a minor conditional use permit, to which PM King said if construction is involved, it would be a major conditional use permit.

PC Harris was concerned about the amount and frequency of recent zone code amendments, to which PM King said these were a result of past Commission discussions on recent projects regarding lot coverage by pools and basketball courts, for example. This is the last of the amendments for the present.

PC Harris asked if the hillside areas were affected by this amendment, to which PM King said most of the hills are under a specific plan and have Primary Animal-Keeping Areas (PAKAs). This amendment applies to A-E zones, which are by the cemetery and in the Corydon/Norco Drive area.

Vice-Chair Jaffarian asked about the limit of 12'x10' sheds on a property, to which PM King said there would be no limit because sheds are easy to remove.

Chair Wright asked about the different dwelling sizes between the A-1 and A-E zones, to which PM King explained that larger homes allowed in the A-E due to the intent of the estate-sized lot sizes.

Chair Wright asked that a few inconsistencies with home sizes be corrected.

The public hearing was declared opened.

Lois Louck said while she respected the Commission, she questioned the sense in making more laws when there is no code enforcement in town.

Rick Rosa, 159 Wild Horse Lane, said if he wanted to belong to a homeowner's association, he would have moved to a city that had them. A lot of the rules are

Exhibit "B"

subjective and that is wrong. He said the Commission is making multiple rules and being over-regulating.

There were no further comments and the public hearing was declared closed.

PC Harris said the amendment approved at the last meeting should have been combined with this one. He did not feel there was proper notice and that the final decision should be based on input from a group of citizens. He said there was no working definition on the character of the neighborhood and wondered if that would be subject to a planner's interpretation. PC Harris said this was not enforceable as currently written. He agreed with the two public comments made tonight that the City is infringing on property owners' rights.

Vice-Chair Jaffarian complimented staff's work on this amendment. He said it gives the property owner the right to apply and lets the Commission make decisions on a case-by-case basis. Chair Wright and PC Newton agreed.

PC Newton said at the last meeting, Finding D was added to Resolution 2008-32, based on keeping animal-keeping at the foremost of property use. He asked if that Finding D should also be put on this resolution and every resolution.

There was discussion on the public hearing process, with PC Harris stating that this item needed more public scrutiny, which it did not have.

PC Newton noted that had this amendment been in place years ago, certain addresses in Norco, such as 4460 Temescal, would not be harboring situations such as having four different families living in a house. Stop work notices mean nothing when the City has no code enforcement. He noted how easily a barn could be converted into apartments.

MOTION: M/S Jaffarian/Newton to adopt Resolution 2008-33, recommending to the City Council the approval of Zone Code Amendment 2008-09

AYES: Jaffarian, Newton and Wright
NOES: Harris
ABSTAIN:
ABSENT: Hedges **MOTION CARRIED**

PC Harris said this was an infringement on property owners' rights and that there should be more public scrutiny involved before the Commission taking action.

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Steve King, Planning Manager
Brian K. Petree, Director of Parks, Recreation & Community Services

DATE: January 21, 2009

SUBJECT: Amendments to Comprehensive Fee Resolution

RECOMMENDATION: Adopt **Resolution No. 2009-____**, amending Resolution No. 2008-84 to update and adjust fees for General City Services.

SUMMARY: On October 1, 2008, the City Council adopted Resolution No. 2008-84 updating the fees for general City services. In that Resolution, the Planning Division included one fee for "Sign Review", which was the fee for a sign that requires its own structure (i.e., a monument sign or pole sign). This amendment includes proposed "Sign Review" fees in three categories: Sign Review (monument and pole signs), Sign Review (wall signs) and Sign Review (temporary special event signs). The proposed Resolution also adjusts fees collected for the Parks, Recreation & Community Services Department to reflect a Consumer Price Index adjustment of 3.1%.

BACKGROUND/ANALYSIS: In 2008, a contract was awarded to Revenue & Cost Specialists to prepare a User Fee Study. Staff reviewed the costs to provide the various services as shown in the User Fee Study and compared the cost evaluations with the existing fees. On October 1, 2008, Resolution No. 2008-84 was adopted updating the establishing fees for general City services.

Under the Planning Division Fees there was listed a Sign Review Fee of $355.00. This is the correct fee for a sign that requires its own structure (i.e. a monument sign or pole sign). There was supposed to be separate categories for wall signs that do not require the same amount of time to review, and therefore should be a lesser cost to the applicant.

The proposed amendment is as follows:

Sign Review *(monument and pole signs)*	355
Sign Review (wall signs)	*167*
Sign Review (temporary special event signs)	*83*

The proposed amendment for wall signs ($167) is the same fee that was charged in the previous fee resolution (Resolution No. 2007-24) and is more consistent with the staff time

it takes than the higher fee. The fee for Special Event Signs is already stated on the application as being $83.00. Both fees are consistent and within the same cost range as other cities for the same type of permit.

The proposed Amended Fee Resolution also adjusts fees for the Parks, Recreation and Community Services Department, which reflect a Consumer Price Index (CPI) adjustment of 3.1%.

FINANCIAL IMPACT: Planning Division. Minor reduction in the amount of money collected for wall sign permit applications, but the fee is more reflective of staff time and is in the range of other cities. With just the higher fee there could be a greater occurrence of applicants requesting refunds or waivers for the more simple sign applications. Parks, Recreation & Community Services. Reflect a CPI adjustment of 3.1%.

/bj-71266
Attachment: Resolution 2009-___

RESOLUTION N0. 2009-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING RESOLUTION NO. 2008-84 TO UPDATE AND ADJUST FEES FOR GENERAL CITY SERVICES

WHEREAS, in 2008 the City of Norco, California, conducted an extensive analysis of its services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services.

WHEREAS, the City wishes to comply with both the letter and the spirit of Articles XIII B, C & D of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 54994.1 the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided in accordance with Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services needs to be adopted so that the City might carry into effect its policies; and,

WHEREAS, it is the intention of the City Council to adopt a an amendment to the schedule of fees and charges based on the City's budgeted and projected costs for the Fiscal Year 2008-09; and,

WHEREAS, all requirements of California Government Code Section 54994.1 are hereby found to have been complied with.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The General City Services fees contained in Resolution No. 2008-84, are hereby updated as listed in Section 3 of this Resolution. The fees for Parks, Recreation and Community Services Department are reflected in Attachment "A".

SECTION 2. All fees set forth in this Amended Resolution are for each identified process. Additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

A. Where additional fees need to be charged and collected for completed staff work or where a refund of excess deposited monies is due, and where such charge or refund is $10 or less, a charge or refund need not be made, unless demand is made pursuant to California Government Code Sections 50050, 50052, 50052.5, 50055 and 50056 and amendments thereto.

B. The "fully burdened" hourly rate applicable to each staff person is derived from computing the hourly work rate (annual salary/available work hours), fringe benefit percentage, overhead rates for the department, and percentage of operating expenses, building occupancy charges and fixed assets applicable. The "fully burdened" hourly rates are the rates as established by and included in the study. The "fully burdened" hourly rate is synonymous with "fully allocated" work rate.

C. Time and Materials Deposits. Certain types of applications have been determined by the City Council to benefit the applicant. Therefore, these deposit projects will be billed on a time and materials basis including applicable administrative overhead:

> Project costs including City Attorney, City staff, City Engineer and other fees including overhead costs for staff and contract personnel. All deposit fees shall be due and payable immediately upon presentation of a billing statement by the City. All deposited fees not used to process and manage the application shall be refunded after receipt and payment of final project-related bills. Staff billing rates are established as outlined in Section 2.B. as "fully burdened" hourly rate.

D. Billing. Failure to pay all charges invoiced within thirty days of the date of invoice shall be considered a sufficient cause to stop processing until full payment is made. The City will accept cash, cashiers checks, bank checks or credit cards for payment. Work on a deposit project will not commence until payments have cleared the bank and funds have been transferred to the City. Projects shall not have been deemed approved until all City fees have been paid in full.

SECTION 3. The City Council of the City of Norco hereby adopts the following fees to be added to the City's Comprehensive Fee Schedule (the underlined are the additions):

PLANNING DIVISION

	Recommend
Sign Review (monument and pole signs)	355
Sign Review (wall signs)	167
Sign Review (temporary special event signs)	83

PARKS, RECREATION & COMMUNITY SERVICES

See Exhibit "A"

SECTION 4. Subject to the required Public Hearing, the fees and services charges listed above shall be adjusted annually by the Director of Fiscal Support Services based on changes in the Consumer Price Index. Notwithstanding, a full cost analysis and review of all fees and charges will be done every three to five years.

SECTION 5: The City Council of the City of Norco hereby finds and determines that the fees herein adopted as set forth in Section 3 hereof do not exceed the estimated reasonable cost of providing the service for which the fee is charged.

SECTION 6. The City Council of the City of Norco further finds and determines that certain services and activities provided by the City of Norco generally benefit the public and promote and protect the morals, health, safety and welfare of the residents of the City of Norco and that in consideration for such public benefit and the promotion of the public good, the fees herein established and adopted for such services and activities are less than the actual cost of providing the service or activity for which the fee is charged.

SECTION 7: Those fees set forth in Resolution No. 2008-84 shall be upheld in accordance with its adoption and shall remain effective.

SECTION 8: Those fees set forth in this Amended Resolution shall become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on January 1, 2009.

_____
Mayor of the City of Norco, California

ATTEST:

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a meeting held on January 21, 2009 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 January 21, 2009.

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

/bj-71268
Attachment: Exhibit "A"

EXHIBIT "A"

Department of Parks, Recreation and Community Services Fee Schedule January 2009

Service	Group 1	Group 2	Group 3	Deposit
Fiscal Year '08-'09 Based on CPI Increase (3.1%)				
General Facilities and Services				
Application Processing Fee	$34.00	$34.00	$34.00	0
Auxiliary Building	$0.00	$21.00	$46.00	$206.00
Banner Installation	$425.00	$425.00	$425.00	$0.00
Booking Change	$18.00	$18.00	$18.00	$0.00
Booking Fee - Per Date (max $250)	$5.00	$5.00	$5.00	$0.00
CC Large Auditorium - Hourly (Occ. Banq. 80 / Occ. Aud. 150)	$0.00	$21.00	$46.00	$206.00
CC Scout House - Hourly (Occ. Banq. 100 / Occ. Aud. 175)	$0.00	$21.00	$46.00	$105.00
CC Small Auditorium - Hourly (Occ. Banq. 50 / Occ. Aud. 80)	$0.00	$20.00	$34.00	$105.00
Community Center Small Rooms (Hourly)	$0.00	$19.00	$34.00	$0.00
Community Center Room Cleaning	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Chairs (each)	$1.00	$1.00	$1.00	$0.00
Field Lights (Hourly)	$0.00	Burden + 8%	Burden + 8%	$0.00
Field Prep	$29.00	$29.00	$29.00	$0.00
Open Space / Moon Bounce	$0.00	$27.00	$37.00	$0.00
Outdoor Courts (hourly night use)	$0.00	$22.00	$22.00	$0.00
Outdoor Courts(hourly day use)	$0.00	$7.00	$7.00	$0.00
Parking Lots	$0.00	$27.00	$38.00	$40.00
Picnic Shelter Rental	$0.00	$45.00	$70.00	$52.00
Pool Rental (Hourly)	41-$68	$110-$136	$152-$181	$103.00
Program Maintenance Fee	$4.00	$4.00	$4.00	$0.00
Restrooms (Exterior)	$0.00	$46.00	$46.00	$0-258
Riley Gym (Hourly)	Staff Costs	$43.00	$75.00	$361-$516
Riley Gym Conference Room (Hourly)	$0.00	$19.00	$34.00	$52.00
Riley Gym Cleaning	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Sports Fields - (Hourly)	$0.00	$24.00	$46.00	$103.00
Supplemental Staff Costs plus Burden	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Support, Operations, Administrative and Maintenance	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Tables, Round	$10.00	$10.00	$10.00	$0.00
Tables, Rectangle	$6.00	$6.00	$6.00	$0.00

Department of Parks, Recreation and Community Services Fee Schedule January 2009

Service	Group 1	Group 2	Group 3	Deposit
	Fiscal Year '08-'09 Based on CPI Increase (3.1%)			
General Facilities and Services				
Ingalls Park				
4-H Area (10 hour rental period)	$0.00	$145.00	$292.00	$103.00
4-H Area (add'l hours in excess of 10)	$0.00	$24.00	$41.00	$0.00
4-H Small Livestock Pens	$0.00	$5.00	$10.00	$103.00
Amphitheater (plus per seat fee if gate is charged)	$0.00	$145.00	$292.00	$309-$516
Amphitheater cleaning	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Arena Grooming	$29.00	$29.00	$29.00	$0.00
Arena Watering	$21.00	$21.00	$21.00	$0.00
Fair Electrical Hook-Up per Pedestal	$0.00	$13.00	$19.00	$206.00
Fair Grounds	$0.00	$129.00	$384.00	$206.00
Holding Pens-Moreno Arena	$0.00	$118.00	$174.00	$309.00
Holiday/ Sunday Staff	Burden	Burden	Burden	$0.00
Ingalls Park Bleachers (per seat)	$6.00	$6.00	$6.00	$0.00
Ingalls Park Parking Lots	$0.00	$39.00	$65.00	$0.00
Ingalls Park Restrooms	$0.00	$34.00	$34.00	$206.00
Ingalls Parking Lots (concessions)	$0.00	$232.00	$581.00	$0.00
Landscape Plancheck Review (Add'l checks)	$54.00	$54.00	$54.00	$0.00
Landscape Plancheck Review (Includes 2 checks)	$161.00	$161.00	$161.00	$0.00
Moreno Arena (9 hours max weekends/holidays)	$0.00	$292.00	$872.00	$516.00
Moreno Arena Lights	$0.00	Burden + 8%	Burden + 8%	$0.00
Moreno Arena Open Recreational Riding	$0.00	$8.00	$10.00	$0.00
Moreno Arena Trainers Hours (by reservation)	$0.00	$11.00	$18.00	$52.00
Moreno Arena-hourly (in excess of max. 10)	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
Portable Restrooms	Full Cost + Staff Cost	Full Cost + Staff Cost	Full Cost + Staff Cost	$0.00
Security Guards	Full Cost	Full Cost	Full Cost	$0.00
Stall Cleaning	$7.00	$7.00	$7.00	$0.00
Stalls	$0.00	$13.00	$18.00	$206.00
Warm-up & Exercise Arenas	$0.00	$45.00	$60.00	$103.00
Weaver Hall (Hourly, 8 hour min. Saturdays & holidays)	$0.00	$58.00	$129.00	$773-$2503
Weaver Hall Cleaning	$412-$722	$412-$722	$412-$722	$0.00
Weaver Hall Kitchen	$0.00	$174.00	$279.00	$258.00
Weaver Hall Kitchen Cleaning	$128-$361	$128-$361	$128-$361	$0.00
Weaver Hall Exterior Restrooms	$0.00	$46.00	$46.00	0-$258
Weaver Hall Exterior Restrooms Cleaning	Burden + 8%	Burden + 8%	Burden + 8%	$0.00
*Tables, Round	$10.00	$10.00	$10.00	$0.00
*Tables, Rectangle	$6.00	$6.00	$6.00	$0.00
*Chairs (each)	$1.00	$1.00	$1.00	$0.00

Department of Parks, Recreation and Community Services Fee Schedule January 2009

Service	Group 1	Group 2	Group 3	Deposit
	Fiscal Year '08-'09 Based on CPI Increase (3.1%)			
General Facilities and Services				
Animal Control				
Cat Adoption	$0.00	$10.00	$0.00	$0.00
Daily Boarding - Cats / Dogs	$0.00	$6.00	$0.00	$0.00
Daily Boarding - Large Livestock	$0.00	$10.00	$0.00	$0.00
Daily Boarding - Small Livestock	$0.00	$10.00	$10.00	$0.00
Dog Adoption	$0.00	$16.00	$0.00	$0.00
Dog License - Senior (Alt) 1st or 2nd Dogs	$0.00	$2.00	$0.00	$0.00
Dog License - Senior (Alt) 3rd or 4th Dogs	$0.00	$6.00	$0.00	$0.00
Dog License - Senior (Unalt)	$0.00	$31.00	$0.00	$0.00
Dog License (Alt)	$0.00	$10.00	$0.00	$0.00
Dog License (Unalt)	$0.00	$31.00	$0.00	$0.00
Emergency After-hours Fees (Hourly)	$0.00	Full Costs	$0.00	$0.00
Euthanasia - Dog or Cat	$0.00	$44.00	$0.00	$0.00
Impound - Cats - 1st time	$0.00	$10.00	$23.00	$0.00
Impound - Cats - 2nd time in 1 year	$0.00	$23.00	$33.00	$0.00
Impound - Cats - 3rd time in 1 year	$0.00	$33.00	$44.00	$0.00
Impound - Dogs - 1st time	$0.00	$23.00	$33.00	$0.00
Impound - Dogs - 2nd time in 1 year	$0.00	$33.00	$45.00	$0.00
Impound - Dogs - 3rd time in 1 year	$0.00	$45.00	$56.00	$0.00
Impound - Large Livestock - 1st time	$0.00	$56.00	$68.00	$0.00
Impound - Large Livestock - 2nd time in 1 year	$0.00	$68.00	$78.00	$0.00
Impound - Large Livestock - 3rd time in 1 year	$0.00	$78.00	$101.00	$0.00
Impound - Small Livestock - 1st time	$0.00	$23.00	$23.00	$0.00
Impound - Small Livestock - 2nd time in 1 year	$0.00	$33.00	$33.00	$0.00
Impound - Small Livestock - 3rd time in 1 year	$0.00	$45.00	$45.00	$0.00
Livestock Transpt: Non- Resident Impound Returns	$0.00	$0.00	$91.00	$0.00
Owner Dead Dog Pick-Up	$0.00	$81.00	$0.00	$0.00
Owner Dead Livestock Pick-Up	$0.00	$114.00	$0.00	$0.00
Owner Turn- ins - Dog or Cat	$0.00	$44.00	$0.00	$0.00
Poultry Ranch Inspection	$0.00	$56.00	$0.00	$0.00
Ranch License	$0.00	$28.00	$0.00	$0.00
Ranch License Renewal	$0.00	$18.00	$0.00	$0.00
Vaccination Fee - Cat	$0.00	$5.00	$0.00	$0.00
Vaccination Fee - Dog	$0.00	$10.00	$0.00	$0.00
Vicious / Wild Animal Permit (New)	$0.00	$119.00	$0.00	$0.00
Vicious / Wild Animal Permit (Renew)	$0.00	$119.00	$0.00	$0.00
Any and all fines mandated by				
County, State and Federal regulations/laws				
Sports and Programs				
Ballfield Bases (per use)	$10.00	$10.00	$10.00	$0.00
City- Sponsored Adult Sports Programs	$0.00	$484-$699	$484-$699	$0.00
City- Sponsored Special Events	$0.00	$1-$59	$1-$59	$0.00
City- Sponsored Youth Sports	$0.00	$59-$97	$66-$129	$0.00
Excursions	Cost+20%	Cost+20%	Cost+20%	$0.00
Insurance Policies	Cost+20%	Cost+20%	Cost+20%	$0.00
Non-resident Fee	$0.00	$5-$56	$5-$56	$0.00
PA System (portable)	$63+Staff	$65+Staff	$87+Staff	$0.00
Recreation & Leisure Programs & Services	$0.00	$5-$290	$0.00	$0.00
Recreational Swimming	$0.00	$1.00	$1.00	$0.00
Scoreboards (each)	$10+Staff	$10+Staff	$24+Staff	$0.00
Senior Programs	$0.00	$1-$80	$1-$80	$0.00
Swimming Lessons	$0.00	$40-$134	$51-145	$0.00
Youth Programs (Wee People, Etc.)	$0.00	$5-$439	$10-$473	$0.00
BBQ	$0.00	$52.00	$0.00	$104.00

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
PREPARED BY:	Deborah L. DeGrado, Housing Manager
DATE:	January 21, 2009
SUBJECT:	Approval of Community Development Block Grant Funding Priorities for the Riverside County 2009-2014 Consolidated Plan
RECOMMENDATION:	Submit CDBG Funding Priorities and Citizen Participation Surveys to the Riverside County Economic Development Agency for the Riverside County 2009-2014 Consolidated Plan.

SUMMARY: The County of Riverside is in the process of preparing its 2009-2014 Consolidated Plan (Plan). The U.S. Department of Housing and Urban Development (HUD) requires the plan be prepared as a condition of receiving Community Development Block Grant and other federal funding.

The Riverside County Economic Development Agency (EDA) is preparing the Plan and is seeking assistance from participating cities. The EDA has requested participating communities to hold public meetings and hearings, and through a comprehensive survey.

BACKGROUND/ANALYSIS: The Five-Year Consolidated Plan is a document required to be filed by cities and counties seeking to receive federal funding through programs, including Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) and the Home Investment Partnership Act (HOME) among others.

The Riverside County Plan has historically been prepared by County staff. New this year, the EDA is requesting participation from the cities within its jurisdiction that receive federal funding to help identify and assess the community development needs of the County, and to set priorities for projects to be funded with CDBG, ESG and HOME for the next five-year period.

Staff has distributed copies of the survey to City Hall employees, participants at the Norco Senior Center, parents of children participating in pre-school play programs and has collected the surveys and tabulated the results. Copies of the survey are also available at tonight's meeting for members of the public to complete and be included in the final tabulation.

Agenda Item 8.B.

In addition, Council members are being asked to conduct this public hearing to consider the community's priorities, some of which may be addressed through future CDBG funding over the next five years. Staff has provided the survey to Council members in advance of the public hearing for input and for open discussion if necessary, at this public hearing. Attached are the results of surveys received to date from the community.

FINANCIAL IMPACT: No direct financial impact to the City; however, participation in the Five-Year Consolidation Plan is a condition for the County to continue to receive certain federal funding, of which the City of Norco receives a portion.

/dg – 71332
Attachment: Riverside County 2009-2014 CDBG Consolidated Plan Survey Results

Riverside County
2009-2014 Consolidated Plan Needs Assessment Survey

The following are the survey results of the highest priority needs received to date by Norco Housing staff from Riverside County residents. The criterion for eligible survey respondents is residency (either rental housing or living owner in an occupied dwelling) within Riverside County.

Housing Needs
- Repairs to Owner-Occupied Homes
- Help in Purchasing a Home
- Special Needs Housing for Elderly

Infrastructure Improvements
- Flood/Drainage Improvements
- Water System Improvements
- Street Improvements

Public Facilities Needs
- Youth Centers

Public Service Needs
- Senior Citizen Services
- Youth Services
- Health Services
- Crime Awareness

Accessibility Needs
- Public Buildings
- Park & Recreation Facilities
- Health Facilities

Economic Development Needs
- Job Creation

Note: Based on combined "High" and "Medium" scores

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Jeff Allred, City Manager
PREPARED BY:	Brian Oulman, Economic Development Director
DATE:	January 21, 2009
SUBJECT:	Restructuring of the Economic Development Advisory Council
RECOMMENDATION:	Adopt Resolution No. 2009-____ approving the restructure of the Economic Development Advisory Council.

SUMMARY: Staff is recommending that the Council restructure the Economic Development Advisory Council (EDAC) to include a reduction of the number of its members from a minimum of fifteen to a seven-member EDAC, including two Council Members, and elect a Chairperson and Vice Chairperson to serve a one-year term and preside over the meetings.

BACKGROUND/ANALYSIS: In 1990, the Norco City Council formed the Economic Development Advisory Council ("EDAC") to promote, prepare and adopt recommendations to the City Council for the improvement of the economy within the City, as well as other goals outlined in Section 2 of attached Resolution No. 2002-39.

The 2002 Resolution calls for a minimum of 15 members to serve on the EDAC. The EDAC has been reduced by attrition to only 10 members. In December 2008, three of the members were removed for lack of attendance in accordance with Section 4 of the 2002 Resolution, and a fourth member resigned. Attached is a current roster of the members, including the names of members who have recently been removed from the EDAC.

Staff has had numerous discussions regarding the effectiveness of the EDAC in recent months and is recommending restructuring the Committee in 2009 as follows:

1. In order to reduce the number of members to a more manageable size and increase the ability to achieve a quorum, the number of members should be reduced from a minimum of fifteen to seven, including two existing City Council members. (A separate agenda item has been prepared recommending the appointment of one new member to establish a seven member EDAC.)

2. Follow through and expand on the language in Section 6 of the 2002 Resolution to empower the EDAC to elect a Chairperson and Vice Chairperson. Among the changes being considered is for the Chair and Vice Chair to serve one-year terms, and for the Chair to preside over the meetings and be responsible to set the agendas through coordination with the Economic Development Department.

FINANCIAL IMPACT: N/A

/mb-71149
Attachments: Resolution No. 2009-____
Resolution No. 2002-39
EDAC Roster of Members
EDAC Attendance Spreadsheet

RESOLUTION NO. 2009- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA RESTRUCTURING THE NORCO ECONOMIC DEVELOPMENT ADVISORY COUNCIL

WHEREAS, the City Council of the City of Norco passed and adopted the formation of the Economic Development Advisory Council ("EDAC") on May 16, 1990; and

WHEREAS, the City Council of the City of Norco ("City Council") desires to encourage and promote economic development in the City of Norco (the "City"); and

WHEREAS, the City Council finds and declares that a vast and largely untapped reservoir of talent exists among certain segments of the population of the City whose particular strengths, backgrounds, experience, perspective and talents might contribute significantly to the efficient and representative policy development and administration of the City Council's economic development goals; and

WHEREAS, restructuring the membership of the EDAC will make it more manageable and increase the ability to achieve a quorum.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, does hereby find, determine, order and resolve as follows:

SECTION 1. The City Council hereby restructures the EDAC, which shall serve solely in an advisory capacity at the pleasure of the City Council for purposes of advising the City Council on economic development matters.

SECTION 2. It shall be the purpose of the EDAC 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.

SECTION 3. EDAC membership shall be defined and appointed as follows:

- EDAC members will be recommended by the EDAC and appointed by the City Council;
- Seven members will serve on the EDAC, including two members of the City Council;
- New members appointed to the EDAC will be selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community; and
- No set term of office will be defined for each member.

SECTION 4. The position of any member appointed by the City Council who misses five meetings in a twelve-month period, including adjourned and special meetings, with or without excuses, shall be deemed vacated unless otherwise determined by the City Council.

SECTION 5. The duties of the EDAC members are of a high civic nature and all members shall serve without compensation. Members may, however, receive reimbursement for necessary travel and other actual expenses incurred in performing the duties of the EDAC.

SECTION 6. The EDAC shall meet regularly, not less than once each month, at a time and location within the City of Norco as determined by the EDAC. The EDAC may, as it deems necessary or appropriate, call for special meetings. The EDAC shall elect from its membership a Chairperson and Vice Chairperson to serve for a one-year term. The elected Chairperson shall preside over the meetings and be responsible for setting agendas through coordination with Economic Development staff.

SECTION 7. The EDAC shall comply with all applicable state and local laws, ordinances and regulations.

SECTION 8. Resolution No. 2002-39 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on January 21, 2009.

_____
Mayor of the City of Norco, California

ATTEST:

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, 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 January 21, 2009, 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 January 21, 2009.

_____
Brenda K. Jacobs, City Clerk
City of Norco, California

/mb-71240

RESOLUTION NO. 2002-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA CREATING A NEW STRUCTURE FOR THE NORCO ECONOMIC DEVELOPMENT ADVISORY COUNCIL

WHEREAS, the City Council of the City of Norco passed and adopted the formation of the Economic Development Advisory Council ("EDAC") on May 16, 1990; and

WHEREAS, the City Council of the City of Norco ("City Council") desires to encourage and promote economic development in the City of Norco (the "City"); and

WHEREAS, the City Council finds and declares that a vast and largely untapped reservoir of talent exists among certain segments of the population of the City whose particular strengths, backgrounds, experience, perspective and talents might contribute significantly to the efficient and representative policy development and administration of the City Council's economic development goals; and

WHEREAS, the expanded membership of the EDAC will benefit the City in the communication process necessary for improving the services they provide to the business community.

NOW, THEREFORE the City Council of the City of Norco, California, does hereby find, determine, order, and resolve as follows:

SECTION 1. The City Council hereby creates a new structure for the EDAC, which shall serve in a solely advisory capacity at the pleasure of the City Council for purposes of advising the City Council on economic development matters.

SECTION 2. It shall be the purpose of the EDAC 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.

SECTION 3. EDAC membership shall be defined and appointed as follows:

- EDAC members will be recommended by the EDAC and appointed by the City Council;
- A minimum of 15 members will serve on the EDAC;
- New members appointed to the EDAC will be selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community; and
- No set term of office will be defined for each member.

SECTION 4. The position of any member appointed by the City Council who misses five meetings in a twelve-month period, including adjourned and special meetings, with or without excuses, shall be deemed vacated unless otherwise determined by the City Council.

SECTION 5. The duties of the EDAC members are of a high civic nature and all members shall serve without compensation. Members may, however, receive reimbursement for necessary travel and other actual expenses incurred in performing the duties of the EDAC.

SECTION 6. The EDAC shall meet regularly, not less than once each month, at a time and location within the City of Norco as determined by the EDAC. The EDAC shall elect from its membership a Chairperson and Vice Chairperson to conduct business. The EDAC may, as it deems necessary or appropriate, call for special meetings.

SECTION 7. The EDAC shall comply with all applicable state and local laws, ordinances and regulations.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting on June 19, 2002.

Mayor of the City of Norco, California

ATTEST:

Debra L. McNay, City Clerk
City of Norco, California

I, DEBRA McNAY, 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 June 19, 2002, by the following vote of the City Council:

AYES: CARMICHAEL, CLARK, HALL, SULLIVAN, HIGGINS
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 19, 2002.

Debra L. McNay, City Clerk
City of Norco, California

/bj-39462

EDAC Roster of Members		
1.	**Louis Davis, SCE Representative**	Current
	Southern California Edison	
	1351 E. Francis Street	
	Ontario CA 91761	
2.	**Frank Hall, Council Member**	Current
	3070 Norco Drive	
	Norco, CA 92860	
3.	**Berwin Hanna, Council Member**	Current
	4548 Temescal Avenue	
	Norco, CA 92860	
4.	**Mike Harris, Planning Commission Member**	Current
	1456 Foxtrotter Road	
	Norco CA 92860	
5.	**Kevin Russell, President**	Current
	Norco Chamber of Commerce	
	2816 Hamner Avenue	
	Norco CA 92860	
6.	**Bill Schwab, Community Business Representative**	Current
	2559 Echo Hill Drive	
	Norco, CA 92860	
7.	**Geri Fox, Community Business Representative**	Removed
	5030 Viceroy Avenue	12/18/08
	Norco, CA 92860	
8.	**Roy Rike, Community Business Representative**	Removed
	1796 Pacific Avenue	12/18/08
	Norco, CA 92860	
9.	**John Tillquist, Dean of Economic Development RCC**	Resigned
	14745 Riverside Drive	12/18/08
	Riverside, CA 92518-1880	
10.	**Jeff Wilhelm, Community Business Representative**	Removed
	Norco Mazda	12/18/08
	2000 Hamner Avenue	
	Norco, CA 92860	
01/05/09		

EDAC Attendance Spreadsheet

EDAC Member	10/25/2007 Meeting	12/06/07 Meeting	02/28/08 Meeting	03/27/08 Meeting	04/24/08 Meeting	05/29/08 Meeting	06/26/08 Meeting	07/24/08 Meeting	08/28/08 Meeting	10/02/08 Meeting	10/23/2008 Meeting
Chamber President	--	--	--	A	--	--	--	--	--	--	--
Davis, Louis (SCE)	--	--	--	--	--	--	--	--	P	A	P
Fox, Geri	A	A	P	A	A	A	P	P	P	P	P
Gouthro, Donny (Chamber)	--	--	--	--	--	--	--	--	A	A	--
Hall, Frank	P	A	P	P	P	A	P	P	P	P	P
Hanna, Berwin	--	--	P	P	P	P	P	P	A	P	P
Harpole, Woody	P	A	P	A	--	--	--	--	--	--	--
Harris, Mike	P	A	P	A	P	P	A	P	P	P	P
Hicks, Ray (SCE)	P	A	P	A	A	A	--	--	--	--	--
Nordby, Tim (Chamber)	--	--	--	--	P	A	A	A	--	--	--
Reifschneider, Linda	A	A	--	--	--	--	--	--	--	--	--
Rike, Roy	A	A	P	A	A	A	A	P	P	A	P
Russell, Kevin (Chamber)	A	A	A	--	--	--	--	--	--	--	P
Schwab, Bill	A	P	P	P	P	P	A	P	P	P	P
Sullivan, Harvey	A	A	--	--	--	--	--	--	--	--	--
Tillquist, John	--	P	A	A	A	A	A	A	P	P	A
Wilhelm, Jeff	A	A	A	A	A	A	A	A	A	A	A

/mb-71054

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk

DATE: January 21, 2009

SUBJECT: Appointment to the Economic Development Advisory Council

RECOMMENDATION: That the Council make one appointment to the Economic Development Advisory Council.

SUMMARY: The Economic Development Advisory Council (EDAC) serves in a solely advisory capacity at the pleasure of the City Council for purposes of advising the City Council on economic development matters. Two applications have been received from Jeff Compton and Pamela Smith to serve on the EDAC. There is currently one seat available on the EDAC and the Council is recommended to appoint one applicant to serve on the EDAC.

BACKGROUND/ANALYSIS: The EDAC was formed 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. The EDAC has seven members and one seat is currently vacant.

Applications to serve on the EDAC were received from the following City residents:

Jeff Compton
3965 Mt. Shasta Place
CEO of Biz-Economics

Pamela Smith
1135 Seventh Street
Publisher of Coffee News

The Council is recommended to appoint one applicant to the EDAC

FINANCIAL IMPACT: N/A.

/bj-71027
Attachments: Applications to the Economic Development Advisory Council

Agenda Item 9.B.

CITY OF NORCO

RECEIVED
CITY OF NORCO
NOV 20 2008
TIME: _____
CITY CLERK

APPLICATION FOR COMMISSION / COMMITTEE

Please check any of the following for which you wish membership consideration:

___ Planning Commission
X Economic Development Advisory Council
___ Parks, Recreation, and Community Services Commission
___ Other (please list) _____
___ Streets, Trails and Utilities Commission

Please note that information provided on this form is subject to public disclosure. In submitting this application for consideration, the applicant agrees to follow the rules and procedures established for City of Norco Commissions and Committee Members.

Please type or print

NAME OF APPLICANT: Jeff Compton Date Nov 20, 2008

Home address: 3965 Mt. Shasta Place Years lived in Norco 4

Telephone: 951-893-7206

Business address: 3965 Mt. Shasta Place, Norco, CA 92860

Telephone: 951-893-7206

Please answer the following: (*using additional sheets if necessary)*

COMMUNITY SERVICE: (list boards, commissions, committees, and organizations on which you are currently serving or have served; offices held and in what city.)

See attached

EMPLOYMENT: (title and duties)

See attached

EDUCATION: (include professional or vocational licenses or certificates)

See attached

Application continues on back

Community Service: (List boards, committees, and organizations on which you are currently serving or have serviced; offices held and in what city)

- Fire & Emergency Medical Response Task Force, Norco 2008
- Norco Regional Conservancy, President, Norco, Jan 2007 to current
- Lake Norconian Club Foundation, Secretary, Norco, Jan 2007 to current
- California Rural Low-Income Community Telecommunications Infrastructure Development Grant Program. This board oversees an annual $10 million grant program. Appointed by the California Public Utilities Commission to serve on the oversight board, California, 2003 – 2008
- Association: 2001- 2006: Board Member & Secretary of CALTEL: California Association of Competitive Telephone Companies
- Member: 2002: Chairperson SBC CLEC User Forum
- AYSO Soccer
  - Head Coach, 2001, Costa Mesa
  - Head Coach, 2003 – 04, Norco
  - Referee, 2005, Norco
- University Southern California football statistician, 2003 – current

Employment: (title and duties)

- Happy Valley Land & Cattle Company LLC, CEO, This is a holding company for my two businesses: Biz-Economics & Great Local Deal.
- Biz-Economics, CEO, Duties include oversight and participation in marketing, sales, telecommunications and technology consulting, and business administration. (Current)
- GreatLocalDeal.com, President, Duties include oversight and participation in marketing, sales, and business administration. (Current)
- Telscape Communications, VP Regulatory and Industry Relations, 1999-2008, Duties included:
  - Telecommunications compliance, regulatory approvals & lobbying, and government relations in CA, NV, FL, TX, AZ, NY, NJ, IL, and Washington D.C.
  - Contract approval, management, dispute resolution and business administration
  - Business models, margin analysis, and acquisition negotiation
  - Access Billing Administration
  - Network Operations (1999-2001)
  - Built telecommunications switching centers in Miami, Los Angeles, San Diego, and Houston (1999-2000)

- Los Primos Cantina (5 restaurants) 1991 - 1999
  Owner/Operator
  Responsibilities: Los Primos Cantina is a start up chain of fast food restaurants. I developed the concept and built a chain of units over 10 years. As entrepreneur, responsibilities included business planning, managing capital, budget allocation, and daily implementation of the business plan. Success was the result of grinding

out a daily profit and reinvesting it in the business. The business was sold off when I was recruited into the telecommunications industry.

Farmers and Merchants Bank/Trust Company 1986 - 1991
Manager, Trust Real Estate
Responsible for all real estate managed by the Farmers and Merchants Trust Company. Facilitated F&M's Trust's fiduciary responsibility to the Estates managed while maintaining, selling, leasing, buying or renovating properties. Facilitated the requirements of the Estates based on type of Estate, such as probate, living, or conservatory. Managed over 300 properties in California, as well as many out of state properties.

Education: (include professional or vocational licenses or certificates)

- University of Phoenix: Bachelors Science Business Management
- MAP Certified

Briefly explain your background, training, education, or interests in which specifically qualifies you as an appointee.

I have an extensive background in business development, governmental programs and administration, and community involvement at both the formal and informal level. My business experience, training and education in business management as well as dispute resolution gives me a well rounded skill set to understand issues from city, state and federal governments and community issues and resolutions. I have an incredible desire to make a positive impact in all my endeavors and I believe I am well positioned to be a positive and major contributor to the Norco City Council.

Specific background in which qualify me as an appointee include:

- We own 3 horses, moved to Norco specifically to enjoy the open space and equestrian lifestyle, and consider the equestrian lifestyle to be the most important aspect of the Norconian culture.
- Bachelor Science Business Management
- Serving for 5 years on a CPUC appointed Board
- Extensive experience lobbying state and federal government and regulators
- Growing 2 start up businesses to become multi-million dollar entities
    - One with over 50 employees and one with over 500 employees
- My expertise is to take on the most difficult issues and tasks and follow them through to completion.
- MAP certified: Management Action Program is specifically designed to help executives and governmental officials take on tough tasks, collaborate, track progress and accomplish goals.
- I fully understand that it is the government's responsibility to listen to their constituency and serve the community.

What do you see as the objectives and goals of the Commission to which you are seeking appointment?

The greatest challenge and opportunity can be summed up in the same sentence: To create a sustainable economic environment while enhancing the equestrian lifestyle. The

equestrian lifestyle is Norco's greatest asset and culture and must be preserved for future generations. There is an opportunity to create economic drivers that will create jobs, tax revenues and a sustainable budget by coupling the economic drivers with endeavors that will enhance the equestrian lifestyle and preserve the unique rural Norco culture.
Specific challenges and comments:

- Economies move in cycles. It is important to create a plan that will allow the city's budget to expand prudently in good times and contract responsibly in tough times.
- During the current economic downturn it is important to work to balance our budget without hurting critical services such as police, fire, emergency services, youth services, and the equestrian culture.

How would you help the City to achieve its goals and objectives?
I believe in:

- Understanding issues fully before acting
- Gaining consensus of the community and civic leaders
- Acting prudently and responsibly

I am hands on and do not mind hard work, whether it is physical or mental. I would work diligently to understand the specifics of the issues at the depth that only city employees and the Council are able to achieve before I do or say anything. It would include a lot of reading, asking questions and dialogue. I would work to understand the dynamic forces in the community and how our constituency feels about the issues. I am a team builder and issue resolution specialist.

What specific qualities and strengths would you bring to this advisory body?

- Family & equestrian minded
- Integrity
- Open minded
- Responsible
- Dispute resolution – Able to bring diverse groups to common ground.
- Track record of accomplishing what others say cannot be done

Jeff Compton
3965 Mount Shasta Place, Norco, California 92860
(951) 893-7206

Biz-Economics **CEO**
Sept 2008 – Current
Biz-Economics is a technology and communications consulting firm working to help companies & governments with policy issues, decrease costs, increase revenues and fix the technical issues they cannot fix themselves

Telscape Communications **Vice President Regulatory & Industry Relations**
July 1999 – Sept 2008
V.P. Regulatory & Industry Relations, Telscape Communications, a competitive telephone company (CLEC) based in Los Angeles. Departmental responsibilities: Access Billing Operations, Regulatory, Revenue Assurance, Industry Relations, Legal and Public Relations. As part of Telscape's initial start up team of 10 in 1999, I have been an integral part of Telscape's growth to over 450 employees, 115,000 customers, best of class margin and annual revenue of over $85 million. While at Telscape, I have built the following departments: Revenue Assurance, Access Billing, Migration, Legal/Regulatory, and Industry & Government Relations

Primary Departmental Responsibilities
- Regulatory and Legal & Industry Relations
  - Compliance, regulatory approvals & lobbying, and government relations
- Business Operations
  - Business models, margin analysis, contract negotiation and management, dispute resolution
- Access Billing Operations, Revenue Assurance
- Sales Channel Development
- Network Operations (1999-2001)
  - Built, and turned up central offices in Miami, Los Angeles, San Diego, and Houston.
- Network Migration (2001)
  - Provisioning

Industry Associations, Memberships, and Appointments
Appointed Member by CPUC: 2003- Current: California Public Utilities Commission's government/industry panel for the Rural Low-Income Community Telecommunications Infrastructure Development $10 million grant program
Association: 2001- 2006: Board Member & Secretary of CALTEL: California Association of Competitive Carriers
Member: 2002: Chairperson SBC CLEC User Forum
Norco Regional Conservancy: Chairman & Founding Board member

Education
University of Phoenix: Bachelors Science Business Administration
MAP Certified
University Southern California football statistician

Restaurant Chain Development: Los Primos Cantina 5 units **1991 - 1999**
Owner/Operator
Responsibilities: Los Primos Cantina is a start up chain of fast food restaurants. I developed the concept and built a chain of units over 10 years. As entrepreneur, responsibilities included business planning, managing capital, budget allocation, and daily implementation of the business plan. Success was the result of grinding out a daily profit and reinvesting it in the business. The business was sold off when I was recruited into the telecommunications industry.

Farmers and Merchants Bank/Trust Company **1986 - 1991**
Manager, Trust Real Estate
Responsible for all real estate managed by the Farmers and Merchants Trust Company. Facilitated fiduciary responsibility to the Estates managed while maintaining, selling, leasing, buying or renovating properties. Facilitated the requirements of the Estates based on type of Estate, such as probate, living, or conservatory. Managed over 300 properties in California, as well as many out of state properties.

CITY OF NORCO

RECEIVED
CITY OF NORCO
DEC 09 2008
TIME: 3:
CITY CLERK

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Please type or print

NAME OF APPLICANT: Pamela Smith Date 12/4/08

Home address: 1135 7th St Norco CA Years lived in Norco 9.5

Telephone: 951) 907-3441

Business address: PO Box 7893 Norco CA 92860

Telephone: 951) 278-2707

Please answer the following: (*using additional sheets if necessary)*

COMMUNITY SERVICE: (list boards, commissions, committees, and organizations on which you are currently serving or have served; offices held and in what city.)

Corona Norco Republican Women - 2008 2nd Vice President
2009 President
2008, 2009 Support our troops Chair
LeTip Networking
Wake Up Norco Networking

EMPLOYMENT: (title and duties)

publisher of Coffee News - Weekly newsletter with upcoming local events, advertising sales, distribution, promotion

EDUCATION: (include professional or vocational licenses or certificates)

Real estate License

Application continues on back

NAME: Pamela Smith Date 12/4/08

Briefly explain what in your background, training, education, or interests, specifically and encouraging qualifies you as an appointee. My interest is the City of Norco. Managing commercial & retail growth to generate tax revenue while maintaining Norco's unique rural enviroment.

What do you see as the objectives and goals of the Commission/Committee to which you are seeking appointment? To recruit, encourage and attract new businesses to Norco. To target businesses appropriate to the area and space available.

How would you help to achieve these objectives and goals?

Follow up & follow through. Be there. Promote Norco when & wherever possible

What specific qualities can you bring to this advisory body?

Pamela Smith
Signature of Applicant

12/4/08
Date

Please note that the City of Norco's Conflict of Interest Code does require Commission/Committee Members to annually file Economic Interest Forms disclosing financial information.
Applicants must be a resident of the City of Norco, US Citizens, at least 21 years of age, and be willing and able to take an oath of office. The Norco City Council has adopted a Code of Ethics, Norms and Procedures and has established the duties of each Commission in the Norco Municipal Code.
For additional information contact the City of Norco City Clerk's Office at (951) 270-5623.

You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information that you feel may assist in the evaluation of your application.

WHEN COMPLETED, Submit original to: City of Norco
Department of the City Clerk
2870 Clark Avenue
Norco CA 92860