



AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
FEBRUARY 4, 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: APN 125-100-036

Negotiating Parties: City Manager Jeff Allred, Public Works Director Bill Thompson and City Engineer Dominic Milano; Property Owners James and Linda Ro

Point Under Negotiation: Price and Terms of Payment

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties: City Manager Jeff Allred and Director of Fiscal & Support Services Andy Okoro

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

RECONVENE PUBLIC SESSION: 7:00 p.m.

PLEDGE OF ALLEGIANCE: Council Member Hanna

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PRESENTATION: Miss Norco Court

ACHIEVEMENT CERTIFICATE: Norco High School Band
Director Brian Gallagher

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

Next CRA Resolution No. 2009-03

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 specific items be removed from the Consent Calendar)*

A. CRA Minutes, Regular Meeting of January 21, 2009. **Recommended Action: Approve the CRA Minutes of January 21, 2009.** (City Clerk)

B. Authorization of Payment to the Norco Chamber of Commerce. **Recommended Action: Approve payment in the amount of \$25,000 to the Norco Chamber of Commerce as allocated in the adopted FY 09 Agency Budget.** (Executive Director)

2. CRA CONTINUED PUBLIC HEARING:

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

Frahm Dodge is requesting an amendment to a 2006 Owner Participation Agreement ("OPA") to 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 sales tax revenues generated by the sales of Dodge heavy-duty trucks and the addition of the Chrysler/Jeep franchise.

Recommended Action: Adopt CRA Resolution No. 2009-____, approving Amendment Number One to the Owner Participation Agreement by and between the 2006 Norco Redevelopment Agency and Mitchel Frahm, dba Frahm Dodge, a California Corporation. (Director of Economic Development)

3. OTHER CRA MATTERS:

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

Next Ordinance No. 904
Next Resolution No. 2009-05

4. 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. 6 of the Agenda)*

- A. City Council Minutes, Regular Meeting of January 21, 2009. **Recommended Action: Approve the City Council Minutes of January 21, 2009.** (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. Award of Contract for Design of Hamner Avenue Widening Project from Citrus Avenue south to the Hamner Avenue Bridge. **Recommended Action: Award a professional design services contract to DMC Design Group in the amount of \$129,905.** (Director of Public Works)
 - E. Request for a Twelve-Month Extension of Time for Tentative Parcel Map 33317 (McMillan). **Recommended Action: Approve the extension of time for recording a final map for Tentative Parcel Map 33317 with a new expiration date of February 1, 2010.** (Planning Manager)
 - F. Action Minutes for Planning Commission Meeting of January 28, 2009. **Recommended Action: Receive and File** (Planning Manager)
5. CITY COUNCIL PUBLIC HEARINGS:
- A. Social Host Underage Drinking and Consumption Accountability Ordinance

This proposed Ordinance would make it unlawful for parents or others to host parties, gatherings or events on private properties where alcoholic beverages are served to, consumed by or in the possession of underage persons. The adoption of this Ordinance will send a clear message to parents and others that such actions are harmful to underage persons and constitute a public nuisance. This Ordinance is appropriate as underage drinking is a significant public safety concern and the most frequent sources of alcohol by adolescents include family members, adult friends and parties in private residences.

Recommended Action: Adopt Ordinance No. ____ for first reading. (Lt. Cooper)

- B. 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)

This is a request to allow the ancillary sale of distilled spirits (liquor) for off-site consumption at a retail store proposed at 2743 Hamner Avenue, Suite 105. The project was denied by the Planning Commission on a 4-1 vote, based on the State Department of Alcohol and Beverage Control (ABC) classification of the area (census tract) as having an over-concentration of alcohol licenses, and because there are already too many alcohol licenses in the City.

Recommended Action: Adopt Resolution No. 2009-____, approving Conditional Use Permit 2008-12, subject to the conditions outlined in the resolution. (Planning Manager)

- 6. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:
- 7. 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 THAT YOU MAY BE RECOGNIZED.
- 8. OTHER MATTERS - COUNCIL OR STAFF:
- 9. ADJOURNMENT:

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).

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.



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

CALL TO ORDER: Mayor Azevedo called the meeting to order at 6:04 p.m.

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**

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

City Attorney Harper -- **Present**

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: 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: 7:05 p.m.

PLEDGE OF ALLEGIANCE: Council Member Hall

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

Agenda Item 1.A. & 4.A.

PROCLAMATION: Riverside Community College Norco Campus
Riverside Community College
Board President Virginia Blumenthal

PRESENTATIONS: NART Horse Rescue
Video from the January 1, 2009 rescue was shown. The NART Team Members were recognized. NART Member Corinne Holder thanked the Council and Chief Frye for their support. She reiterated the necessity of training for the NART members. The rescue was dedicated in memory of Hal Clark.

Lt. Cooper introduced Captain Cynthia Mayman from the Riverside County Sheriff's Department. Captain Mayman is the Commander at the Jurupa Sheriff's Station.

Miss Norco Court
(Postponed to the February 4th Council Meeting due to illness)

ACHIEVEMENT CERTIFICATES: Norco High School Football Team
Coach Todd Gerhart
Coach Gerhart received the certificate and introduced Athletic Director Nick Beronich

Norco High School Band
Director Brian Gallagher
(Postponed to the February 4th Council Meeting due to illness)

RECOGNITION PLAQUES: Kevin Bash
Parks and Recreation Commission

Matthew Potter
Streets, Trails and Utilities Commission

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

M/S Hall/Hanna 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, HANNA, MACGREGOR & MILLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

- 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)

M/S Miller/Hanna to Continue the Public Hearing to February 4, 2009. The motion was carried by the following roll call vote:

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

3. JOINT CRA/CITY COUNCIL CONSENT CALENDAR ITEM:

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

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

- 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)

Director Okoro presented the joint item.

Mayor Pro Tem Miller inquired about the Prop 42 Funds and wondered if we can expect real money or an IOU! Director Okoro said we expect "real money." Mayor Pro Tem Miller asked about the savings projected, and assumed that they were realized at the end of the year. Director Okoro stated that some time in April, or there about, we will do a fourth quarter budget actual performance report where the estimates are revised as necessary and if we need to make adjustments, they will be recommended to the Council/Agency Board at that time. Director Okoro also stated that If a staff position is eliminated, that savings is actual. Mayor Pro Tem Miller stated that when the promises made on the Battalion Chief's agreement are stated as "over time", they will need to be monitored more closely. Director Okoro replied that as long as that agreement is maintained, those savings will be realized. Mayor Pro Tem Miller thanked Director Okoro for the excellent report.

Mayor/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:

Vern Showalter, 2345 Corona, wished everyone a Happy New Year. He inquired if the \$12 million designated for streets needs to be spent in this budget year. The City Manager stated that this is CIP money and can be carried over. Director Thompson stated that Proposition money needs to be spent in 2 years. The item discussed is Proposition money and needs to be spent in 2 years.

Mayor/Chairman Azevedo CLOSED the public hearing.

Council Member Hall pointed out that when Director Okoro referenced the RDA AB 1389 money expenditure, he was not sure that the message was clear, but this mistake was made by the County Auditor and not the City.

Council Member Hanna thanked Director Okoro and staff for what they did to create these savings.

Council Member MacGregor stated that staff did an excellent job. Again, the State has taken our money to cover their shortfall. He understands that Moreno Valley is suing the State and we should track that and consider joining that lawsuit. He stated that it is time that local government starts rebelling for making up for the States shortfalls. The City Manager stated that the California Redevelopment Association (CRA) is a plaintiff in that lawsuit and the Norco Redevelopment Agency is a member of the CRA.

Council Member Hall stated that the League of California Cities is also working on that same law suit. The CRA will be taking the lead. If there is a reason for the rest of us to join in, they will let us know.

Mayor/Chairman Azevedo said "we will join in!"

M/S Miller/MacGregor to Adopt CRA Resolution No. 2009-01, approving various mid-year amendments to the Fiscal Year 2008-09 annual Operating Budget and authorizing changes in appropriations and revenues thereto; and Adopt Resolution No. 2009-01, approving various mid-year amendments to the Fiscal Year 2008-09 annual Operating Budget and authorizing changes in appropriations and revenues thereto. The motion was carried by the following roll call vote:

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

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)

Director Okoro presented the joint item.

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

Council Member Hanna stated he understands the problem at Pikes Peak Park and asked if this French Drain would solve the problem. Director Petree indicated that the firm of Kleinfelder said this would take care of the issue and that the City is not causing the problem. Kleinfelder and the City Engineer designed a French Drain that would solve the issue.

Mayor/Chairman Azevedo inquired if a median could be considered or traffic calming striping on North Street because of the speeding traffic. She asked Director Thompson if this would be a good idea to slow down traffic. Director Thompson said that staff supports this and would look at the design and see what they can come up with. Mayor Azevedo asked if we need to ask for additional money. Director Thompson said we would not and thinks we have an appropriate amount. Mayor Azevedo asked how much this would cost. Director Thompson said he could provide her with that figure at a later time.

Public Comments:

Linda Dixon, 3200 Rocking RM Lane, asked about the traffic calming. She does not want the City to lose sight of the southwest part of Norco. Asked that they please look their way. She asked Director Thompson if following the efforts concentrated at Second Street and Parkridge, will the City move around the corner? Ms. Dixon stated that the problem on Parkridge is not so much the trucks, but the cut-through traffic. During certain hours of the day it is impossible to get on the street.

Mayor/Chairman Azevedo CLOSED the public hearing.

M/S Hall/MacGregor to Adopt CRA Resolution No. 2009-02, amending the Capital Improvement Program for the Fiscal years 2009-2013 and authorizing the appropriation therefrom. The motion was carried by the following roll call vote:

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

5. OTHER CRA MATTERS:

ADJOURNMENT OF CRA: 8:17 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

Mayor Azevedo pulled Item Nos. 6.D. and 6.G. and discussed under Agenda Item No. 10.

M/S Miller/MacGregor to approve the amended City Council Consent Calendar Items as recommended. The motion was carried by the following roll call vote:

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

6. CITY COUNCIL CONSENT CALENDAR ITEMS:

- 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) **Item pulled by Mayor Azevedo.**
- 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) **Item pulled by Mayor Azevedo.**
- 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. 2009-02. (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)

Planning Manager King presented the Council item. A PowerPoint presentation was provided for information purposes. One correction was stated that "the maximum size of an accessory building could not exceed the building Footprint of the residence."

Council Member Macgregor stated that he has problems with this ordinance. 16 feet does not allow for clearance. His barn is same square footage as his house. He does not want to go through expensive CUP process.

Clarification made by Planning Manager King -- accessory structure maximum is 25 feet and minimum is 16 feet

City Manager Allred stated that staff would recommend this be held over to next meeting.

Council Member Hanna stated that he thinks that the restrictions on the secondary building should go with the size of the property. Some structures around town do not allow room for animal-keeping.

Planning Manager King stated that staff would make corrections in accordance with Council direction.

Mayor Pro Tem Miller stated he understands the intent, but as Council Member Hanna and Council Member MacGregor stated, the size of the lot needs to be taken into account

Council Member Hall recommends this go back to Planning Commission to work out these details and then bring back an ordinance that addresses these points. He stated that what we are talking about is an example located on Norco drive where a residential building is being overwhelmed by a warehouse looking building; they will not have any animal-keeping property left after this building is complete.

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:

Dave Henderson, 3010 Corona Ave., stated that there are a couple of other things he wanted to point out, what if someone has a 1,200 sq. foot house and they want to put a covered riding arena on their property? A better way is not to limit the size of the structure. This only addresses a portion of our properties. Mr. Henderson would recommend that the Council look at coverage.

Patricia Overstreet, 1231 Corona Ave., encourages and supports something to keep the big buildings from "gobbling up" Horsetown USA.

Vern Showalter, 2345 Corona, Ave., stated that the City should not dictate how to build and that he read on the ordinance that they could tell residents what type of architecture should be used on the building.

Roy Hungerford, 3201 Cutting Horse, stated that this seems very complicated. Can the City create a PAKA area instead? He also stated that swimming pools take up a great deal of land and that views should be stricken from the ordinance as well.

Mayor Azevedo CLOSED the public hearing.

M/S Hall/Miller to refer this item back to Planning Commission to address the various items addressed. The motion was carried by the following roll call vote:

AYES: AZEVEDO, HALL, HANNA, MACGREGOR & MILLER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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)

Planning Manager King presented the Planning Division fee amendments proposed. Director Petree presented the Parks, Recreation & Community Services fee amendments as adjusted by 3.1%, which is a CPI increase.

Mayor Azevedo asked what the fee is if you are an existing business and want to put a sign on an existing pole? Planning Manager King stated no fee is charged for the existing pole, nor do they need City approval.

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.

Council Member Hanna stated he is concerned that fees charged for the arena are not understood by the applicants. Director Petree stated that the fees are all reviewed with applicants.

Mayor Azevedo CLOSED the public hearing.

M/S MacGregor/Hall to Adopt Resolution No. 2009-03, amending Resolution No. 2008-84 to update and adjust fees for general City services. The motion was carried by the following roll call vote:

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

- 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)

Housing Manager DeGrado presented this item and explained the necessity of this item coming to the Council. The Council-approved survey will be submitted to the County of Riverside and used as a tool for the County to spend federal funding.

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 approve the submittal of the surveys and findings to Riverside County Economic Development Agency. The motion was carried by the following roll call vote:

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

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)

Director Oulman presented the Council item.

Mayor Azevedo stated she has a concern with this item; the next Agenda item appoints only one member to the EDAC and would like to consider the membership to be at 8 instead of 7.

Mayor Pro Tem Miller questioned the quorum requirement and did not see much difference in the number required if there were 7 or 8 members.

Council Member Hall stated he understands the problem with attendance at the EDAC meetings; the difference between 7 and 8 is almost a wash.

Council Member Hanna would like to see the number reduced from 15, but 7 or 8 members does not make any difference to him.

Council Member MacGregor stated that there are two interested persons and does not have a problem going along with 8. In this area of economic development, there should be as many people as possible involved.

M/S Azevedo/MacGregor to Adopt Resolution No. 2009-04, approving the restructure of the Economic Development Advisory Council with 8 members serving on the EDAC. The motion was carried by the following roll call vote:

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

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)

Because of the approval of an 8-member EDAC, both applicants were considered for appointment.

M/S Richard/Miller to appoint Jeff Compton and Pamela Smith to the Economic Development Advisory Council. The motion was carried by the following roll call vote:

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

10. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

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

Item 8.B. from the January 14, 2009 Planning Commission Action Agenda:

*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.***

Mayor Azevedo appealed Item 8.B. on the Action Minutes as she believes this project may have merit (filed with the City Clerk on January 20, 2009). This item will be brought to the City Council for discussion and consideration at the February 4, 2009 meeting. This item did not require a motion.

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

Mayor Azevedo stated she has concerns with the time constraints in this item and would like to see more time given to the proposers and possibly push back the date to the last Thursday in March.

M/S Azevedo/Hanna to approve the RFP/Q with a change that the date the proposals are due is the last Thursday in March, or March 26, 2009. The motion was carried by the following roll call vote:

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

11. PUBLIC COMMENTS OR QUESTIONS:

Tom Ballard, 1157 Sixth Street, stated he has six stores in total in the City of Norco and wants the Council to know that Sixth Street is being "chopped up". He has people coming from a distance so he can make their products. If it keeps going like this, he will leave and it will be hard to get people in town that can do what he is doing. He stated that it is hard for people on Sixth Street to make a living.

Pat Overstreet, 1231 Corona Ave., stated she had a shock today – trees were chopped more than 50% on Hamner Avenue in front of Social Services building and on El Paso. Somehow, the City needs to prevent trees from being destroyed so badly.

Vern Showalter, 2345 Corona, Ave., stated that Parmenter Park is getting to be a sore subject. Both walking gates are locked up and cannot enter through them and the grass is almost dead.

12. OTHER MATTERS – CITY COUNCIL OR STAFF:

A. Western Art Show

Director Petree stated that because of the downturn in the economy and the lack of responses from artists and sponsorships, the Western Art show is proposed to be cancelled or postponed to a later date and is seeking Council direction.

M/S Hall/Miller to skip this year because of the current economic conditions but discuss the show with non-profit organizations to sponsor or co-sponsor this event for the following year. The motion was carried by the following roll call vote:

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

- B. **Mayor Pro Tem Miller.** Presented information (PowerPoint presentation and handouts) on the proposed Western Riverside County Regional Wastewater Treatment Plant Solar Project.
- C. **Council Member Hall.** Reported that the Western Riverside County Regional Conservation Authority will be sending revised documents to member cities to add the two new cities of Menifee and Wildomar. In addition, Supervisor and Chairman Bob Buster asked him to join the Executive Committee. Considerable amounts of time have been spent on discussing a merger with another habitat preservation group (the K-Rat Group) and the problems relative to that. There are concerns with the potential liability.
- D. **Council Member Hanna.** Reported that he attended the Northwest Mosquito Abatement District meeting last Thursday. The new President is George Read, who represents the County of Riverside. The Manager of the district, Major Dhillon, is going to India and Italy in a couple of months. The government sends him over there to compare notes.

E. **Mayor Azevedo**. Reported that she will be presenting the opening message at the UNITY awards tomorrow at the Fender Museum because of her participation in UNLOAD. Allen Villalobos, Executive Director of the Corona-Norco United Way, is joining the UNLOAD Committee with funding to offer. Mayor Azevedo has concerns with the Wyle property and will be meeting with the DTSC tomorrow. She will be giving an update at the next meeting.

12. ADJOURNMENT: Mayor Azevedo adjourned the meeting at 9:53 p.m. in memory of Dennis Stanfield, former President of the Northwest Mosquito and Vector Control District Board.

BRENDA K. JACOBS
CITY CLERK

CITY OF NORCO STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Jeff Allred, Executive Director 

DATE: February 4, 2009

SUBJECT: Authorization of Payment to the Norco Chamber of Commerce

RECOMMENDATION: Approve payment in the amount of \$25,000 to the Norco Chamber of Commerce as allocated in the adopted FY 09 Agency Budget.

BACKGROUND/ANALYSIS: Over the past several years the Norco Redevelopment Agency has allocated funds to the Norco Chamber of Commerce ranging from a low of \$13,000 to the \$25,000 allocation included in the current 2008-09 fiscal year budget.

In July of 2008, the Chamber of Commerce was requested to provide financial statements of its activities for the past year inclusive of all revenues and expenditures related to the Norco Valley Fair prior to the release of the appropriated amount of \$25,000. In fulfillment of this request, the Norco Chamber of Commerce has provided the Agency with a copy of filed tax returns for calendar year 2007 to the Internal Revenue Service (Form 990--Return of Organization Exempt From Income Tax) and to the State of California (Form 199--California Exempt Organization Annual Information Return). As a result of this submittal, staff is recommending payment to the Norco Chamber of Commerce in the amount of \$25,000.

/ja-71501
Attachment:

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: February 4, 2009

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

RECOMMENDATION: Adopt CRA Resolution No. 2009-____, approving Amendment Number One to the Owner Participation Agreement by and between the Norco Redevelopment Agency and Mitchel Frahm, dba Frahm Dodge, a California Corporation.

SUMMARY: Frahm Dodge is requesting an amendment to a 2006 Owner Participation Agreement (“OPA”) to 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 and the addition of the Chrysler/Jeep franchise.

BACKGROUND/ANALYSIS: On May 3, 2006 the Norco Redevelopment Agency (“Agency”) approved an Owner Participation Agreement (“OPA”) by and between the Agency and Michel Frahm, dba Frahm Dodge (“Frahm”), to loan Frahm up to \$600,000 for building improvements required to secure a Suzuki franchise to the site located at 2185 Hamner Avenue. The OPA is in the form of a “forgivable loan” based upon a guarantee of sales taxes generated from Suzuki vehicles and parts and Dodge heavy-duty trucks and parts for seven years.

The Suzuki building improvements were completed and the franchise was opened. However, sales were very poor from the outset and Frahm terminated the franchise in December 2007. Mr. Frahm obtained \$400,000 in draws from the Agency to construct the improvements and is not requesting to borrow the balance of \$200,000.

Frahm is requesting an extension on the loan repayment dates from seven years to eight years, including a credit for all sales tax generated from 2007 Suzuki sales in the gross amount of \$890,576, and the sale of Dodge heavy-duty 4500 and 5500 trucks as well as the addition of Chrysler/Jeep combined gross of \$2,479,117.

CRA Resolution No. 2009-_____, Approval of OPA Amendment No. One (Frahm Dodge)
Page 2
February 4, 2009

FINANCIAL IMPACT: Approval of this amendment will ensure that no additional draws will be made on the line-of-credit, which means that potential expenditures by the Agency will be reduced by \$200,000. The payback period on the \$400,000 already loaned to Frahm will be extended by one year.

/mb-68103

Attachments: Resolution No. 2009-_____
Frahm Request Letter dated October 22, 2008
Owner Participation Agreement Amendment No. 1
Revised Promissory Note

CRA RESOLUTION NO. 2009-____

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY, APPROVING AMENDMENT NUMBER ONE TO THE OWNER PARTICIPATION AGREEMENT (“OPA”) BY AND BETWEEN THE NORCO REDEVELOPMENT AGENCY AND MITCHEL FRAHM, DBA FRAHM DODGE, A CALIFORNIA CORPORATION, TO REDUCE THE ORIGINAL LOAN AMOUNT OF SIX HUNDRED THOUSAND DOLLARS (\$600,000) TO FOUR HUNDRED THOUSAND DOLLARS (\$400,000), TO EXTEND THE TERM OF THE OPA BY ONE YEAR AND RECEIVE CREDIT FOR SALES TAXES GENERATED FROM 2007 SUZUKI SALES, FROM THE SALES OF DODGE HEAVY-DUTY TRUCKS AND FROM THE ADDITION OF THE CHRYSLER/JEEP FRANCHISE TOWARD SATISFACTION OF THE SALES TAX GUARANTEE

WHEREAS, the Norco Redevelopment Agency (“Agency”), under provision of the California Community Redevelopment Law, is engaged in activities necessary for the execution of the Redevelopment Plan for Norco Redevelopment Project Area (“Project Area”); and

WHEREAS, on May 3, 2006, the Agency approved an Owner Participation Agreement (“OPA”) by and between the Agency and Mitchel Frahm, dba Frahm Dodge (“Frahm”), for a forgivable loan in the amount of \$600,000 for building improvements required to secure a Suzuki franchise to the site located at 2185 Hamner Avenue; and

WHEREAS, the forgivable loan was secured by a promissory note secured through sales tax generation of Suzuki vehicles and parts, and Dodge heavy-duty truck sales and parts within a seven year period; and

WHEREAS, the Suzuki building improvements were completed, and the franchise was opened in accordance with the OPA; and

WHEREAS, sales of Suzuki vehicles were marginal from the outset, and Frahm terminated the franchise in December 2007; and

WHEREAS, following the loss of the Suzuki franchise, Frahm obtained the Chrysler/Jeep franchise formerly located at 2075 Hamner Avenue when the previous operator’s franchise agreement was terminated; and

WHEREAS, Frahm is requesting an amendment to the OPA and promissory note to extend the loan repayment dates from seven years to eight years, as well as obtain a credit for all sales tax generation with the addition of Chrysler/Jeep sales.

February 4, 2009

NOW, THEREFORE, BE IT RESOLVED that the Norco Redevelopment Agency does hereby approve Amendment Number One to the Owner Participation Agreement by and between the Norco Redevelopment Agency and Mitchel Frahm, dba Frahm Dodge, a California Corporation.

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on February 4, 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 February 4, 2009, by the following vote of the Norco 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 February 4, 2009.

Secretary, Norco Redevelopment Agency

/mb-70664



October 22, 2008

Jeff Allred
City of Norco Redevelopment Agency
P.O. Box 428
Norco, CA 92860

Subject: Request to amend promissory note

Dear Jeff:

This letter is a request to amend our promissory note with The City of Norco Redevelopment Agency, to reflect the addition of the Chrysler Jeep franchise, the removal of Suzuki franchise, and an extension on the loan repayment dates from 7 years to 8 years. The total loan amount should reflect \$400,000.00 as we will not be drawing off the final \$200,000.00.

The addition of Chrysler Jeep to our Dodge franchise will allow us to continue the growth of our business as well as increase our Parts and Service sales. We have requested an additional year do to the release of the Suzuki Franchise as well as a very late arrival on the New Dodge heavy-duty 4500 and 5500 trucks. These vehicles started to arrive in 2008 rather than 2007.

As of year-end 2007 our total gross Suzuki sales were \$886,176.00. Since the addition of Chrysler Jeep combined gross is \$1,510,835.00. Dodge heavy-duty 4500 and 5500 trucks total year to date gross is \$492,017.00.

I would like to thank The City of Norco for all your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchel L. Frahm". The signature is fluid and cursive, with a large loop at the end.

Mitchel L. Frahm
President

Cc: Brian Oulman

OWNER PARTICIPATION AGREEMENT
(AMENDMENT NO. 1)

THIS AMENDMENT NO. ONE to that Owner Participation Agreement between the **NORCO REDEVELOPMENT AGENCY** (the "Agency") and **MITCHEL FRAHM dba FRAHM DODGE**, a California Corporation, the ("Developer"), dated May 3, 2006, is hereby entered into by and between the Parties, as follows:

1. Section II (C.) [SS203] is hereby amended to read:

[SS203] Sales Tax Guarantee

The Developer covenants that it will generate sales taxes to the City of Norco from the sale of Dodge heavy duty trucks and parts of not less than \$400,000 (representing the City of Norco's one percent (1%) sales tax share within seven (7) years from the receipt of a Certificate of Occupancy pursuant to this agreement. If any short fall exists at the end of the seven (7) year period, the Developer agrees to pay such amount, plus accrued interest pursuant to the Promissory Note, to the City of Norco within sixty (60) days of receiving a notice and demand therefore.

2. Section II (D.) [SS204] is hereby amended to read:

[SS204] Agency Forgiveable Loan

The Agency hereby covenants to provide the Developer with a loan in the amount of \$400,000 to fund the Site development (the "Loan").

3. Section III (A.) [SS301] is hereby amended to read:

III. [SS300] USE OF THE SITE

A. [SS301] Uses

The Developer covenants and agrees for itself, its successors, its assign, and every successor-in-interest to the Site or any part thereof, that during construction and thereafter, the Developer, such successors and such assignees, shall devote the Site to the operation of the existing Frahm Dodge used car sales and heavy duty truck sales. The Developer covenants: (i) to open the facility on the Site within thirty (30) days of the issuance of a Certificate of Completion pursuant to Section 214 of this Agreement; (ii) to refrain from taking any action which may cause the Site to cease to be the point of and other retail products and services sold by the Developer; (iii) to use diligent and good faith efforts to maximize sales on the Site; and (iv) to operate uses on the Site only in conformity with all applicable federal, state and local laws. The foregoing covenants shall run with the land.

The Developer covenants, by and for itself and any successors in interest, that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, handicap, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the Site, nor shall the Developer of the Operator itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessees or vendees of the Site. The

foregoing covenants shall run with the land.

Except for covenants against discrimination or segregation, which shall continue in effect in perpetuity, the covenants set forth in this Section 301 shall terminate upon the expiration of ten (10) years from the date of this Agreement.

IN WITNESS WHEREOF, the Agency and the Developer have signed this Agreement on the respective dates set forth below.

_____, 2009

NORCO REDEVELOPMENT AGENCY

By:

Chairman

ATTEST:

Secretary

**MITCHEL FRAHM DODGE, dba FRAHM
DODGE**

By:

Mitchel Frahm

/70736

**REVISED
PROMISSORY NOTE**

\$400,000.00

Norco, California
as of February ____, 2009

FOR VALUE RECEIVED, the undersigned, MITCHEL L. FRAHM dba FRAHM DODGE, ("Maker") hereby promises to pay to the order of NORCO REDEVELOPMENT AGENCY, a public body, corporate and politic ("Noteholder"), at the offices of Noteholder at 2870 Clark Avenue, Norco, California 92860, Attn: Executive Director, or at such other place as Noteholder may from time to time designate by written notice to Maker, the principal sum of FOUR HUNDRED THOUSAND DOLLARS (\$400,000) with interest thereon, accruing and payable as more particularly provided herein.

This Promissory Note supercedes and replaces in its entirety that Promissory Note dated May 3, 2006.

Maker acknowledges and agrees that the loan represented by this Note, has been advanced by Noteholder to Maker in accordance with the terms and conditions of that certain Owner Participation Agreement, ("Agreement"), entered into by Maker and Noteholder relating to that certain real property more particularly described in the Agreement ("Land"). The funds advanced by Noteholder to Maker represented by this Note shall accrue interest at the rate advertised from time to time by Bank of America, N.A., as its "prime rate". All principal, with interest accrued and unpaid thereon, shall be due and payable by Maker to Noteholder seven (7) years subsequent to the date hereof. The principal amount shall be reduced by that amount of sales tax revenue generated pursuant to the Agreement.

This Note shall be forgiven in its entirety upon the generation by Maker's Dodge heavy duty trucks and parts sales tax revenue and Chrysler/Jeep sales and parts sales tax revenue to the City of Norco in the amount of \$400,000. If Maker fails to generate said amount within seven (7) years of the date of this Note, the entire amount of the Note shall be immediately due and payable to the Noteholder, subject to the aforestated reductions.

The privilege is reserved to prepay this Note in whole or in part at any time during the term hereof.

Noteholder has the option, to charge a default rate of interest (the "Default Rate") equal to two percent (2%) per annum over the then prevailing prime interest rate under this Note, which Default Rate shall be applied until such time as all defaults are cured.

Maker agrees to pay all costs of collection when incurred, including reasonable attorneys' fees, whether or not suit is filed, and all costs incurred in realizing upon any collateral securing this Note. No extension of the time for the payment of this Note or any installment hereof made by agreement with any person now or hereafter liable for the payment of this Note shall operate to release, discharge, modify, change or affect the original liability under this Note of any of the undersigned not a party to such agreement.

Maker waives demand, presentment for payment, protest, notice of protest and notice of nonpayment of this Note, and all other notices of any kind except as expressly

provided in this Note or the Agreement. To the fullest extent permitted by law, the defense of the statute of limitations is waived with respect to collection of amounts owing under this Note. Maker hereby waives a trial by jury in connection with any dispute under this Note or any instrument heretofore or hereafter executed by Maker having reference to or arising out of this Note, or arising out of any course of conduct, course of dealing, oral or written statements or actions of either party.

It is the intention of Maker and Noteholder to conform strictly to the usury laws now or hereafter in force in the State of California, and any interest payable under this Note. The Deed of Trust, or any other agreement entered into by Maker in favor of Noteholder having reference to or arising out of the financing transaction evidenced by this Note, shall be subject to reduction to an amount not to exceed the maximum non-usurious amount for commercial loans allowed under the usury laws of the State of California as now or hereafter construed by the courts having jurisdiction over such matters. In the event such interest (whether designated as interest, service charges, points, or otherwise) does exceed the maximum legal rate, it shall be (a) canceled automatically to the extent that such interest exceeds the maximum legal rate; (b) if already paid, at the option of the Noteholder, either be rebated to Maker or credited on the principal amount of the Note or (c) if the Note has been prepaid in full, then such excess shall be rebated to Maker.

MAKER

MITCHEL L. FRAHM dba FRAHM DODGE

By: _____

NOTEHOLDER

NORCO REDEVELOPMENT AGENCY,
a public body, corporate and politic

By: _____
Kathy Azevedo, Chairman

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

DATE: February 4, 2009

SUBJECT: DTSC Project Status Update for Wyle Laboratories Norco Facilities Site

RECOMMENDATION: Receive and File.

Attached is the latest Former Wyle Laboratories -- Weekly Project Status Update from the Department of Toxic Substances Control (DTSC) dated January 21, 2009.

/bj-69994
Attachment



Linda S. Adams
Secretary for
Environmental Protection



Department of Toxic Substances Control

Maureen F. Gorson, Director
5796 Corporate Avenue
Cypress, California 90630



Arnold Schwarzenegger
Governor

Department of Toxic Substances Control (DTSC) Project Status Update for Former Wyle Laboratories Norco Facility Site January 21, 2009

DTSC is currently reviewing Addendum To Performance Assessment Report associated with In-situ Chemical Oxidation Demonstration at Area F. The report includes periodic soil gas and groundwater monitoring to evaluate rebound, results of bench-scale test and microbial study, and performance of trichloroethylene carbon isotope testing.

DTSC approved Feasibility Study report for former Wyle site on December 22, 2008. The Feasibility Study provides detailed evaluation of remedial alternatives to remediate impacted groundwater on-site and off-site. The FS includes analysis of remedial options based on on-site unrestricted land use as well as on-site commercial/industrial land-use. The report is posted on DTSC web site at:

<http://www.envirostor.dtsc.ca.gov/public/>

DTSC staff continues to review Removal Action Completion Report for Area J. The Removal Action Work plan, approved by DTSC on June 17, 2008, was prepared to address soils impacted with lead, perchlorate, and polychlorinated biphenyls. The field work was conducted during the summer of this year.

Activities completed last week

Onsite:

- Started 1st Quarter groundwater sampling;
- Conducted routine operations and maintenance (O&M) for HCS;
- Conducted O&M activities for soil vapor extraction system;

Former Wyle Laboratories Norco Facility Site
January 21, 2009
Page 2

Offsite:

- Started 1st Quarter groundwater sampling;

Activities planned for this week

Onsite:

- Continue 1st Quarter groundwater sampling;
- Continue O&M activities for soil vapor extraction system;
- Perform O&M activities for HCS

Offsite:

- Continue 1st Quarter groundwater sampling.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Dominic Milano, City Engineer 

DATE: February 4, 2009

SUBJECT: Widening of Hamner Avenue from Citrus Avenue 1,500 feet south to the Hamner Avenue Bridge

RECOMMENDATION: Award a professional design services contract to DMC Design Group in the amount of \$129,905.00.

SUMMARY: The City has solicited and received three professional design proposals for the widening of Hamner Avenue in the vicinity of the Silverlakes Project. The widening of Hamner Avenue from the Hamner Bridge north to Citrus Avenue has been identified as a TUMF improvement project and is eligible for funding reimbursement. The widening is proposed to take into account the preliminary grading plan for the Silverlakes Project and the recommendation for traffic circulation in the Draft EIR for the Silverlakes Project.

BACKGROUND/ANALYSIS: On October 27, 2008, the City Council received three solicited proposals for professional consulting services for the preparation of construction plans, special provisions, and construction cost estimates for the full width widening of Hamner Avenue in the vicinity of the Silverlakes Project. The requirements of the proposal support, and are consistent with, the mitigation measures of the Draft Silverlakes EIR. The professional services consist of the following requirements:

- Preparation of complete street improvement plans to the ultimate width. At the intersection of Citrus Avenue and Hamner Avenue the lane configuration will consist of the following:
 - Northbound Hamner Avenue:
 - Dedicated left turn to Citrus Avenue
 - Three thru lanes
 - Dedicated right turn lane into the Silverlakes project
 - Southbound Hamner Avenue:
 - Three thru lanes
 - Two dedicated left turn lanes

This lane configuration may require the relocation of the existing curb and gutter on the west side of Hamner Avenue.

- Preparation of signal modification plans to the County proposed signal at the intersection of Citrus and Hamner Avenues.
- Preparation of construction cost estimates for use by the City to advertise for bids. This project is a TUMF funded project and is thus subject to prevailing wage.
- Preparation of complete plans per City standards.

The three solicited and received proposals were from the DMC Design Group (Corona), Psomas (Riverside), and Pfeiler and Associates (Chino). City staff interviewed DMC Design Group and Psomas, the two most responsive proposals. City staff, which included Dominic Milano (City Engineer), Lori Askew (Senior Engineer), and Bill Thompson (Public Works Director), unanimously selected DMC Design Group as the most qualified design firm for this project. Their understanding of the technical issues, specifically drainage in the Eastvale area, traffic control and the staging of construction activities to minimize traffic impacts, and the overall City of Norco requirements for a public works project exceeded that of the Psomas and Pfeiler proposal.

The fee proposal (not-to-exceed amount of \$129,905.00) and the hourly rate schedule submitted with the proposal are consistent with a project of this magnitude and complexity. It should be noted that \$18,000 of the fee is to "pothole" existing utilities if adequate plans are not available. If all the potholing anticipated is not required, the City will only be invoiced at the cost of services provided. It should also be noted that landscaping is not included in the proposal. The City will contract for this separately.

FINANCIAL IMPACT: Allocate \$129,905.00 from Street Capital Fund 149 to DMC Design Group for design services.

/wrt-71497

Attachments: 1) Professional Consulting Engineering Services Proposal from DMC Design Group, dated October 27, 2008
2) Fee Proposal from DMC Design Group, dated October 27, 2008

PREPARED FOR:
CITY OF NORCO
PUBLIC WORKS DEPARTMENT



PROPOSAL FOR:

**PROFESSIONAL CONSULTING ENGINEERING SERVICES FOR
WIDENING OF HAMNER AVENUE AT THE SILEVERLAKES PROJECT**

OCTOBER 27, 2008

"A total engineered solution"

140 N. Maple Street, Suite 104
Corona, CA 92880

Phone 951-549-8100
Fax 951-549-8102

Web Site www.dmcgdg.com



TABLE OF CONTENTS

City of Norco
Public Works Department

Proposal For:

Professional Consulting Engineering Services
Widening of Hamner Avenue
at the Silverlakes Project

October 27, 2008



PART 1 – STATEMENT OF QUALIFICATIONS

Qualifications and Experience

Approach and Management Plan

Project Team Resumes

DMC Design Group, Inc. – Project Management/Roadway Design

- David Cospers, P.E. – Project Manager
- Joshua Cospers, P.E. – Project Engineer
- James Stanton, P.E. – Engineer
- Jennes Gunther, P.E. – Engineer
- Brian Henwood – Lead Designer
- Mike Kirk – CADD Manager
- Donna McConaughy – Utility Coordinator

Urban Crossroads, Inc. – Signal Design/Traffic Control Management

- Bobouh Khalil, P.E. – Traffic Engineer

Joseph E. Bonadiman & Associates – Surveys/Quality Control

- Edward Bonadiman, L.S. – Survey Manager

Diaz Yourman Associates – Geotechnical Investigations (Optional)

- Gary Gilbert, P.E. – Geotechnical Manager

PART 2 – TECHNICAL PROPOSAL

Project Understanding

Work Plan

Project Schedule

Quality Control/Quality Assurance

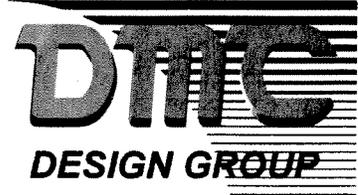
Statements

Additions or Exceptions

Hourly Rate Schedule



DMC Design Group, Inc.
Maple Centre
140 N. Maple St., Suite 104
Corona, CA 92880



(951) 549-8100 Fax (951) 549-8102

October 27, 2008

Bill Thompson, Director of Public Works
City of Norco
Public Works Department
2870 Clark Avenue
Norco, CA 92860

RE Proposal for Professional Consulting Engineering Services for “Widening of Hamner Avenue at the Silverlakes Project”, Norco, CA

Dear Mr. Thompson:

DMC Design Group, Inc. has assembled a highly skilled and experienced team of professional engineers, managers, surveyors, designers and technicians capable of providing cost effective professional engineering, surveying and other “as-needed” support services required to design and prepare construction documents (plans, specifications and estimates) for street widening improvements proposed for Hamner Avenue at the Silverlakes Project in the City of Norco, CA.

Our Team is specifically skilled and experienced in designing and preparing construction documents (PS&E’s) required for proposed roadway widening improvements to Hamner Avenue. More importantly, however, is our Team’s shared desire to provide high-quality design services to the City of Norco. In the execution of our assignments, we will embrace the following principals of value engineering for the duration of this project:

- ❑ Assign a Project Manager and technical support staff that possess superior qualifications directly relevant to the project;
- ❑ Maintain continuity of our Project Team throughout the life of a project;
- ❑ Develop strict project specific quality control measures and enforce those measures throughout the life of the project;
- ❑ Communicate effectively at all levels within our organization, with the City’s Project Team and with outside reviewing/permitting agencies;
- ❑ Coordinate design disciplines, calculations and analysis;
- ❑ Conduct thorough site investigations to verify all field conditions;
- ❑ Implement a management approach that ensures the project is completed on schedule and within budget.

By embracing these principals, DMC has, over the last five (5) years, completed construction documents for **over \$75,000,000 in public improvements for agencies in southern California with less than 1% in contract change order costs.**

David M. Cospers, P.E. will be the Project Manager assigned to this project. He is currently the Principal Engineer for DMC Design Group, with *over twenty-five (25) years of experience* in designing and constructing municipal improvement projects for cities, counties and special districts throughout southern California. Mr. Cospers has an extensive background working closely with agency boards and staff, with an impressive record of successfully identifying and attaining all project objectives quickly and cost effectively. Many of these projects required “fast-track” approvals by outside agencies and involved constrained budgets. Mr. Cospers’s skills and experience will be used to provide Project Management activities for this project.

Other key members of our Project Team to be assigned to this project and individual years of experience include:

DMC Design Group, Inc. – Project Management and Roadway Widening Design

- Joshua D. Cospers, P.E. – Project Engineer (9 years)
- James T. Stanton, P.E. – Engineer (7 years)
- Jennes J. Gunther, P.E. – Engineer (24 years)
- Brian Henwood – Lead Designer (7 years)
- Mike Kirk – CADD Manager (22 years)
- Donna A. McConaughy – Utility Coordination (10 years)

Urban Crossroads, Inc. –Signal Design and Traffic Control Management

- Soroush Khadem, P.E. – Traffic Engineer (8 years)

Joseph E. Bonadiman & Associates –Topographic Surveys

- Edward Bonadiman, L.S. – Survey Manager (15 years)

Diaz Yourman Associates – Geotechnical Investigations (Optional)

- Gary Gilbert, P.E. – Geotechnical Manager (9 years)

We look forward to working with the City of Norco in designing and preparing construction documents required for the proposed roadway widening improvements to Hamner Avenue at the Silverlakes Project in the City of Norco, California. Should you have any questions or concerns regarding DMC Design Group’s qualifications, do not hesitate to contact us.

Sincerely,
DMC Design Group, Inc.

David M. Cospers, P.E.
Principal Engineer

Incorporated since 1999, DMC Design Group has developed a reputation for preparing quality design work on time and within budget for a wide variety of street improvement projects throughout Southern California, including alignment studies, roadway widening and rehabilitation improvements, right-of-way acquisitions, storm drain/flood control improvements and project specific SWPPP/WQMP development. Many of these successfully completed projects were completed under challenging and adverse conditions, requiring a complete understanding of State and Local agency design standards, criteria and approval processes. Our expert knowledge of local agency policies and guidelines has proven invaluable in producing project requirements on time and within budget.

Our mission is to provide "a total engineered solution."

DMC Design Group has an extensive list of satisfied clients it has provided services to, including, most recently, the cities of Norco, Moreno Valley, Colton, Palm Springs, Lake Forest and Calimesa, the Niguel Shores Community Association, the Fire Access Maintenance District No. 1 of Indian Wells, the Los Angeles Unified School District, the Desert Sands Unified School District and the Counties of Riverside, Los Angeles and San Bernardino. Headquartered in Corona, California, DMC Design Group is conveniently located within ten (10) minutes of Norco, California. From our office location, we can effectively provide our design services to the City of Norco for this project, as we have for many other public agencies and special districts throughout Southern California.

Mission Statement

As professional civil engineers, surveyors, designers, technicians and managers at DMC Design Group, our mission is simple – we want to provide a cost-effective solution that fully meets the City’s project objectives on time, within budget and within allowable and safe design parameters.

Simply put, our mission is to provide “a total engineered solution.”

DMC Design Group is especially proud of its significant achievements and strives to maintain this level of quality engineering service on all of our projects, regardless of size or client. DMC Design Group’s source of pride is based upon the following:

- DMC has extensive experience providing direct support to the staff of cities in the development of project concept themes and designs of complex municipal improvement projects involving constrained schedules, multi-disciplined teams, reviewing boards, commissions, site developers and the general public;
- A core project team of highly skilled and experienced professionals qualified to address all aspects of roadway widening/rehabilitation, traffic signal modifications and storm drain improvements, including topographic surveys, right-of-way mapping, preparation of comprehensive drainage studies, alternative concept alignments, utility coordination and the designs and preparation of construction documents for roadway widening and rehabilitation, storm drain and traffic signal modification improvements;
- A track record of providing quality engineering services and products through a comprehensive and thorough



value engineered approach, as can be demonstrated by our list of satisfied clients.

DMC Design Group's comprehensive project management systems are flexible and can readily be tailored to suit the requirements of this project and the needs of the City. On many assignments, "fast tracking" has been used to achieve an early start on construction—with resultant savings—while maintaining a high standard of quality and integrity of design.

Most important, however, is the fact that many of DMC's key personnel, including the assigned Project Manager, have worked directly for public agencies in the past and fully understand the need to become an extension of the City's staff. From its previous experience on municipal improvement projects, DMC has learned the importance of integrating all aspects of its project management and design support team with those of City staff and will strive to develop a seamless team approach in meeting and exceeding project specific objectives and goals for this project, as well.

Significant achievements include:

- ☑ Extensive experience providing support to City staffs;
- ☑ A core project team of highly skilled and experienced professionals;
- ☑ A track record of providing our engineering services on time within budget.

Reliability

DMC Design Group was founded on the commitment of giving individualized attention to our clients. Our commitment is based upon the belief that a total engineered solution is the result of a team effort between the client and the consultant, developed through proactive leadership, effective communication and responsive actions. This core belief creates a very customer oriented approach to our projects and places our clients as our most treasured resource.

Our goal is to satisfy our client's needs with most-effective total engineered solutions that fully meet all mission objectives within allowable and safe design parameters. In order to provide this level of client satisfaction, we become fully knowledgeable of our client's requirements and needs, while at the same time, DMC makes a strong commitment to produce error-free work, utilizes a continuous improvement process that concentrates on prevention, rather than correction, and recognizes the importance quality control has on the success of a project.

DMC Design Group prides itself on being able to look forward on a project while pulling from its past experience to foresee possible concerns. With complete and thorough attention given to all tasks and assignments, we are confident that we can develop the total engineered solutions for this project.



Principles

In the execution of our assignments, we embrace the following principles:

- ☑ Assign a Project Manager and technical support staff that possess superior qualifications directly relevant to the project, including experience working directly for public agencies;
- ☑ Integrate our Project Team with the client's Project Team to develop an effective extension of client staff in meeting and exceeding project goals and objectives, on time and within budget;
- ☑ Maintain continuity of our Project Team throughout the life of a the project;
- ☑ Develop strict project specific quality control measures and enforce those measures throughout the life of the project;
- ☑ Communicate effectively at all levels within our organization with the client's Project Team, Commissions and Boards, as well as outside reviewing agencies;
- ☑ Coordinate design disciplines, calculations, analysis, drawings, specifications and cost estimates;
- ☑ Conduct a thorough investigation and verify site conditions;
- ☑ Ensure the project is completed on schedule and within budget.

Capabilities

DMC is capable of providing most professional services in-house due to the multi-disciplinary resources of our staff.

We offer design services for:

- ▲ Roadway Widening Improvements
- ▲ Traffic Signal Improvements
- ▲ Storm Drain Improvements
- ▲ WQMP/SWPPP
- ▲ Striping and Signing
- ▲ Traffic Control/Staging
- ▲ Right-of-Way Mapping
- ▲ Utility Notification/Coordination
- ▲ Drainage Studies
- ▲ Project Report Preparation

All of our engineers, surveyors, designers and CADD operators are fully functional in the uses of the following software packages:

- AutoCAD 2008
- CivilDesign
- WaterCAD
- StormCAD
- SewerCAD
- Civil 3D Pro 2008
- HECI/I and HEC-RAS
- WSPG
- Retain Pro
- Photo Adobe
- Microsoft Office 2003



Sub-Consultants

DMC utilizes a team of experienced and highly skilled subconsultants to support its design effort in very specialized areas requiring specific expertise and knowledge. DMC's management approach and quality requirements apply equally to its sub-consultants. This approach strengthens the bond between our firm and its subconsultants, and creates a seamless approach to providing a diverse and well prepared Project Team for this project.

Project Management

Project Manager - Mr. David M. Cospers has over twenty-five (25) years of civil engineering experience, twelve (12) years as a Public Works Director/City Engineer for a number of California cities in southern and northern California.

Professional Background of David M. Cospers:

EDUCATION:
M.P.A., 1992, Public Administration
 California State University, Hayward

B.S., 1981, Civil Engineering
 University of California, Davis

AFFILIATION:
 American Public Works Association
 American Society of Civil Engineers
 American Public Works Association Delegate

REGISTRATION:
 California Registered Civil Engineer since 1981

EXPERIENCE:
 More than twenty-five (25) years professional civil engineering experience in California, twelve (12) as a Director of Public Works/City Engineer for many cities.

school districts and special districts throughout the Counties of Riverside, Los Angeles, San Bernardino, Orange and Imperial, including the following roadway improvement projects similar to the street widening improvement proposed for Hamner Avenue:

- ❑ 2nd Street Improvement Project
Norco, CA
- ❑ Alessandro Blvd. Improvement Project
Moreno Valley, CA
- ❑ Heacock Street Improvement Project
Moreno Valley, CA
- ❑ Graham Street Widening Project
Moreno Valley, CA
- ❑ Mesquite Avenue Widening Project
Palm Springs, CA
- ❑ 5th Street Reconstruction Project
Calimesa, CA
- ❑ Iris Avenue Widening Project
Moreno Valley, CA
- ❑ Pepper Street Widening Project;
Moreno Valley, CA
- ❑ Malan Street Widening Project
Brawley, CA
- ❑ Vista Chino Road Widening Project
Palm Springs, CA
- ❑ Elsworth St./Sherman Ave. Project;
Moreno Valley, CA

Project Engineer - Mr. Joshua D. Cospers has over nine (9) years of progressively responsible experience as a Project Engineer, Design Manager, CADD Manager, Project Lead Designer, CADD operator, field technician and construction inspector for a variety of public works improvement projects involving roadway/intersection, traffic signal and storm drain improvements.

Mr. Cospers has been the responsible Project Manager for a wide variety of public improvement projects for cities, counties,



Specialized tasks implemented on assigned projects have included the following:

- Development/evaluation of alternative roadway alignments;
- Right-of-way/utility mapping and documentation;
- Specialized studies involving drainage, traffic and Project Costs;
- Preparation of complete and accurate construction documents (PS&E's).

Community Association and the Fire Access Maintenance District No. 1 of Indian Wells.

Recent projects completed by DMC Design Group in which Mr. Joshua Cosper was the responsible Project Engineer include:

- Alessandro Blvd. Improvement Project
Moreno Valley, CA
- Heacock Street Improvement Project
Moreno Valley, CA
- Graham Street Widening Project
Moreno Valley, CA

Professional Background of Joshua Cosper:

EDUCATION:
B.S., 2006 – Civil Engineering
University of California, Irvine

REGISTRATION:
California Registered Civil Engineer

EXPERIENCE:
Mr. Cosper is a member of the Board of Directors and is the Vice President in charge of Design/CADD production for DMC Design Group. Mr. Cosper has nine years (9) years of progressively responsible design experience for a variety of civil engineering projects. He has become a specialist in the development of accurate CADD drawings for improvement projects and is mentoring our team of CADD staff on the latest uses of AutoCAD and MicroStation.

Other projects in which Mr. Joshua Cosper was significantly involved in the design and preparation of construction documents include:

- Mesquite Avenue Widening Project
Palm Springs, CA
- 5th Street Reconstruction Project
Calimesa, CA
- Iris Avenue Widening Project
Moreno Valley, CA
- Pepper Street Widening Project;
Moreno Valley, CA
- Malan Street Widening Project
Brawley, CA
- Vista Chino Road Widening Project
Palm Springs, CA
- Elsworth St./Sherman Ave. Project;
Moreno Valley, CA

Mr. Cosper's experience was obtained through the completion of a vast number of projects for cities, counties, school districts and special districts throughout southern California, including the cities of Moreno Valley, Norco, Pomona, Lake Forest, Calimesa, Palm Springs, Brawley, Santa Clarita, Orange and Barstow, the counties of Los Angeles and Orange, the Los Angeles Unified School District, the Niguel Shores

In the event of an emergency and to maintain project continuity, the Project Engineer assigned to this project, Mr. Joshua Cosper, will act as the Project Manager for this project in the absence of Mr. David Cosper.



Experience/References

We encourage contacting the clients from the following list of projects recently completed by DMC Design Group, Inc. similar to the Widening of Hamner Avenue at the Silverlakes Project in the City of Norco, CA:

1. **Heacock Street Improvement Project** - *Responsible for the preparation of alternative alignment studies, designs and preparation of ultimate and phased roadway widening improvements to a 2.75-mile segment of Heacock Street, from Cactus Avenue to San Michele Road. The proposed widening improvements necessitated a realignment of Heacock Street south of Iris Avenue and the installation of new traffic signals at the intersection of Heacock Street/Iris Avenue and Heacock Street/Gentian Avenue. The project also required close coordination with engineers and developers for a number of residential and commercial developments on the easterly side of Heacock Street, with Riverside County Flood Control and Water Conservation District and the Army Corps of Engineers in the development of final improvements proposed for the Heacock Street Drainage Channel immediately adjacent to the westerly side of Heacock Street, the City Capital Projects Division in the development of the design of the Heacock Street Bridge located in the middle of the project and with the March Joint Powers Agency in the development of March Air Reserve Base Properties along the westerly side of Heacock Street. Project also involved the acquisition of approximately twenty (20) partial takes from adjacent property owners, requiring development of accurate right-of-way maps, preparation of legal descriptions/plat maps/separate appraisal reports for each acquisition, acquisition, negotiation and acquisition documentation services. (Plans are approximately 95% complete, with construction scheduled to start July 1, 2009).*

Contact:

Reza Zolghadr, Consultant Project Engineer - Moreno Valley Public Works Department
14177 Frederick Street
Moreno Valley, CA 92552-0805
(951) 697-1678

2. **Alessandro Boulevard Street Improvement Project** - *Responsible for the preparation of alternative alignment studies, design and preparation of ultimate and phased roadway widening and rehabilitation improvements to a 6,600-foot segment of Alessandro Boulevard, from Qld 215 Road to Frederick Street. The proposed improvements included roadway and intersection widening and rehabilitation, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape median improvements within the project segment of Alessandro Boulevard. The project also required close coordination with engineers and developers for a commercial development located at the westerly end of the project, the City of Riverside Public Works Department in the realignment of Alessandro Boulevard to the west of the project, the City's Redevelopment Agency in the development of the Day Street corridor project located near the middle of the project and the City Capital Projects Division in the development of the City Civic Center Campus and Public Library at the easterly end of the project. Project also involved the acquisition of approximately sixteen (16) partial takes and four (4) full takes/relocations of commercial properties adjacent to the project segment of Alessandro Boulevard, requiring development of accurate right-of-way maps, preparation of legal descriptions/plat maps/separate appraisal reports for each acquisition, acquisition negotiations and acquisition documentation services. (Plans are approximately 35% complete, with construction scheduled to start July 1, 2010).*

Contact:

Chris Wiberg, Senior Engineer - Moreno Valley Public Works Department
14177 Frederick Street
Moreno Valley, CA 92552-0805
(951) 413-3135



3. **Phase II Los Serranos Neighborhood Infrastructure Improvement Project** - Responsible for the preparation of alternative alignment studies, the design and preparation of construction documents for roadway widening and storm drain improvements for 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills. (Plans are approximately 65% complete, with construction scheduled to start July 1, 2009).

Contact:

Anne Dutrey – Engineering Support Services Manager
 City of Chino Hills
 2001 Grand Avenue
 Chino Hills, CA 91709
 (909) 364-2760

4. **Calimesa Boulevard Parkway, Median and Roadway Improvement Project** - Working with the City Council's appointed Ad-Hoc Committee and utilizing the general layout of a proposed concept plan prepared by a previous design firm, DMC prepared alternative landscape median, parkway and roadway improvement concept plans. The approved concept plan will be utilized to design and prepare construction documents for raised landscape median, parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa. The design of the landscape improvements will incorporate Portland Cement Concrete (PCC) curbs and gutters, landscaping, irrigation, street lighting and integrally colored stamped concrete pavement surfaces. (Project is currently in the Concept Development stage).

Contact:

Anne Schneider, P.E. - City Engineer
 City of Calimesa
 908 Park Avenue
 Calimesa, CA 92320
 (909) 795-9801 Ext 225

5. **Graham Street Improvement Project** - Responsible for the design and preparation of final PS&E's required for pavement rehabilitation and widening improvements for a 0.35-mile portion of Graham Street. Project also required the design and preparation of PS&E documents for the replacement of 1,500-lf of 12" diameter water main, two (2) fire hydrants and twenty-five (25) service laterals. The project replaced many existing residential driveways and servicing facilities, removed conflicting trees and landscape areas, and other conflicting private improvements, including fences, walls, walkways and mail boxes. To coordinate these improvements, DMC identified and worked closely with affected property owners in the development of the final design for these improvements. Project also involved the acquisition of approximately three (3) partial takes from adjacent residential property owners, requiring development of accurate right-of-way maps and the preparation of legal descriptions/plat for each take, and worked closely with the City during the negotiation and acquisition phase.

Contact:

Viren Shah, Consultant Project Engineer - Moreno Valley Public Works Department
 14177 Frederick Street
 Moreno Valley, CA 92552-0805
 (951) 413-3155



6. **Iris Avenue Widening And Rehabilitation Improvement Project** - *Responsible for the preparation of a materials report, hydraulic studies, project concept report, design of ultimate improvements and preparation of final plans, specifications and estimates required for interim roadway and traffic signal improvements, including overlays, reconstruction and widening improvements of a 0.5-mile portion of Iris Avenue from Indian Street to Perris Boulevard in the City of Moreno Valley.*

Contact:

Chris Wiberg, Senior Engineer - Moreno Valley Public Works Department
14177 Frederick Street
Moreno Valley, CA 92552-0805
(951) 413-3135

7. **Vista Chino Road/Sunrise Avenue Intersection Widening Improvement Project** - *Responsible for the design and preparation of PS&E's and acquisition of necessary Caltrans encroachment permits, including the preparation of two (2) design exception documents required for roadway widening improvements to a 750-foot portion of Vista Chino Road (State Route 111) and a 500-foot segment of Sunrise Way, and traffic signal modifications necessary to accommodate the addition of one (1) thru lane and storm drain improvements to the east bound lanes of Vista Chino Road.*

Contact:

Marcus Fuller, Asst. City Engineer - Palm Springs Public Works Department
3200 E. Tahquitz Canyon
Palm Springs, CA 92262
(760) 323-8253 EXT. 8744

8. **Mesquite Avenue Widening/Storm Drain Improvement Project** - *Responsible for the preparation of right-of-way maps, utility relocations, pavement evaluations, ultimate storm drain alignment and capacity studies, roadway alignment studies, roadway widening/rehabilitation designs, and preparation of PS&E's required for construction of roadway widening/resurfacing and landscape median parkway improvements to a 0.75-mile portion of Mesquite Avenue and 1.25-miles of 72-inch storm drain improvements. This project was awarded AWWA Project of the Year for 2006.*

Contact:

Marcus Fuller, Asst. City Engineer - Palm Springs Public Works Department
3200 E. Tahquitz Canyon
Palm Springs, CA 92262
(760) 323-8253 EXT. 8744

9. **2nd Street Improvement Project** - *Responsible for the design and preparation of roadway alignment studies and construction documents for roadway rehabilitation/widening of a 0.5-mile segment of 2nd Street and traffic signal modifications to the northbound on/off ramp of I-15 and 2nd Street in the City of Norco.*

Contact:

Dominic Milano, City Engineer
City of Norco Public Works Department
P. O. Box 428
Norco, CA 92860
(951) 270-5628



- 10. Avenue G Construction** - Responsible for drainage/roadway designs and preparation of PS&E's required for the construction of a 3.25-mile portion of Avenue G within the unincorporated area of Los Angeles County near Lancaster/Palmdale.

Contact:

Jim Thurow, P.E., Project Manager - LA County Public Works Department
900 S. Fremont Avenue, 6th Floor
Alhambra, CA 91802-1406
(626) 458-7837

- 11. Bouquet Canyon Road Widening Improvement Project** - Responsible for the design and preparation of construction documents required for construction of widening and rehabilitation improvements to a 1.76-mile portion of Bouquet Canyon Road, from the Santa Clarita City Limits to Vasquez Canyon Road in the unincorporated area of Los Angeles near Santa Clarita.

Contact:

Jim Thurow, P.E., Project Manager - LA County Public Works Department
900 S. Fremont Avenue, 6th Floor
Alhambra, CA 91802-1406
(626) 458-7837

- 12. Perris Boulevard Widening Project** - Responsible for the design and preparation of final plans, specifications and estimates required for widening and rehabilitation improvements of a 0.25-mile portion of Perris Boulevard, from Iris Avenue to Red Maple Lane, in the City of Moreno Valley.

Contact:

Margery Lazarus, Senior Engineer - City of Moreno Valley Public Works Department
14177 Frederick Street
Moreno Valley, CA 92552-0805
(951) 413-3133

- 13. 5th Street Reconstruction Project** - Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, topographic surveys, roadway designs and preparation of construction documents required for construction of roadway reconstruction and widening improvements to a 0.30-mile portion of 5th Street in the City of Calimesa.

Contact:

Elroy Kiepke, P.E. City Engineer - City of Calimesa Public Works Department
908 Park Avenue
Calimesa, CA 92320
(909) 795-9801

- 14. NSCA Roadway Resurfacing Project** - Responsible for the design, preparation of construction documents (PS&E's), bidding and construction management/oversight services required to construct overlay improvements to approximately three (3) miles of roadway within the Niguel Shore Home Owner's Association in Monarch Beach, Ca.

Contact:

Leo Riley, District Manager - Niguel Shores Community Association
33654 Niguel Shores Drive
Monarch Beach, CA 92629-4221
(949) 493-0122



Recently Completed Projects		Environ. Clearance	Alignment Studies	Drainage Studies	Pavement Studies	Traffic Studies	Traffic Signals	Roadway Widening	Landscape Irrigation	ROW Support	ROW Acquisition
1.	Heacock Street Improvement Project	X	X	X	X	X	X	X		X	X
2.	Alessandro Boulevard Street Improvements	X	X	X	X	X	X	X	X	X	X
3.	Phase II Los Serranos Neighborhood Infrastructure Imp.		X	X	X			X		X	
4.	Calimesa Blvd. Median, Parkway and Roadway Imp.	X	X		X		X		X	X	
5.	Graham Street Improvement Project	X	X		X		X	X	X	X	
6.	Iris Avenue Widening Improvement Project	X		X	X	X	X	X		X	
7.	Vista Chino Road/Sunrise Ave Improvements	X		X	X	X	X	X	X	X	
8.	Mesquite Ave. Widening/Storm Drain Improvements	X	X	X	X	X	X	X	X		
9.	2nd Street Improvement Project	X	X	X	X	X	X	X	X	X	X
10.	Avenue G Construction			X	X			X			
11.	Bouquet Canyon Road Widening Project			X	X			X			
12.	Perris Boulevard Widening Project	X		X	X			X		X	
13.	5th Street Reconstruction Project			X	X			X		X	
14.	NSCA Roadway Resurfacing Project				X			X	X		

Project Experience Matrix
DMC Design Group, Inc.



DMC Design Group's project approach is based upon a proactive Project Management Plan that originates with our Proposal and is finalized and initiated with the Notice to Proceed. In summary, our Management Plan will communicate to each member of the Project Team the organization and communication procedures, task descriptions and assignments, schedule requirements, cost and resource budgets, project data and design guidelines.

Key Project Management Components

- A Detailed/Comprehensive Work Plan;*
- Clear Channels of Communication;*
- A Qualified/Experienced Project Manager;*
- A Core Project Team of Highly Skilled and Experienced Professionals;*
- A Track Record of Providing Quality Engineering Services.*

One of the key steps in preparing a useful Management Plan is the development of a detailed Project Work Plan. To develop this plan, a series of interface meetings will take place among the members of the Project Team to clearly identify the multiple activities required to complete this project. These activities will include not only specific project tasks, but also agency review and approval requirements, quality control processes and milestones for deliverables. Assignment of responsibilities for each activity will also be designated, as generally shown on the proposed Organizational Chart

for this project. Modifications to the Organizational Chart will be made, as needed, to strengthen the Project Team's ability to meet project needs and identify specific project requirements. In developing this detailed Project Work Plan, many of the potential project constraints are identified, ways to expedite the project are developed, and the avenues of communication among team members are increased at this initial stage of the project.

The ability to clearly communicate information, such as scope, cost, schedules and technical matters, is a vital element of any project. A coordinated effort among the various team members is required to achieve an integrated program that is necessary to deliver quality services within strict budgetary and time constraints. Coordination requires effective and frequent communication among Project Team members.

Key to the entire Management Plan and subsequent success of this project is the role of the Project Manager. The Project Manager is responsible for oversight and coordination of all project activities, meshing the technical requirements through a proactive, hands-on management approach. The Project Manager is the sole contact person between DMC and the City, interfacing with all City departments, as well as with outside agencies. The Project Manager will be responsible for project documentation, including scheduling, preparation of agendas and meeting notes, and assignment of action items for meetings between City staff, subconsultants and other agencies.

Core Project Team

DMC Design Group, Inc. has assembled a core team of individuals and subconsultants with specialized skills and experience necessary to address the project planning, pre-design, design and construction

document preparation needs required for roadway widening, traffic signal, storm drain and median improvements proposed for Hamner Avenue adjacent to the Silverlakes Project, in the City of Norco. Brief biographical sketches follow for the senior staff members to be assigned to this project.

Key DMC Project Team Members:

- David M. Cospers, P.E. – Project Manager
- Joshua D. Cospers, P.E. – Project Engineer
- James T. Stanton, P.E. – Engineer
- Jennes J. Gunther, P.E. – Engineer
- Brian Henwood – Lead Designer
- Mike Kirk – CADD Manager
- Donna A. McConaughy –

- Directing the day-to-day activities and progress of the Consultant Team;
- Coordinating review and approvals of concepts and construction documents through oversight agencies;
- Attending all meetings required to coordinate the environmental clearance and design activities between City staff, utility companies and oversight agencies, and, when necessary, make presentations to various commissions, boards and the general public;
- Providing day-to-day direction in the preparation of the proposed roadway widening and traffic signal modifications, including interpretation of plans and specifications, and coordination with affected utilities, agencies, bidders and contractors throughout the construction of this project.

David M. Cospers, P.E. - Project Manager
 Mr. Cospers will act as the Project Manager for this project. Mr. Cospers has over twenty-five (25) years of civil engineering experience, twelve (12) years as a Public Works Director/City Engineer for a number of California cities in Southern and Northern California. He has been the responsible Project Manager for a wide variety of public improvement projects for cities, counties, school districts and special districts throughout the Counties of Riverside, Los Angeles, San Bernardino, Orange and Imperial. The unique combination of Mr. Cospers' extensive civil engineering design background, his ability to communicate effectively and clearly with clients and agencies, and his hands-on approach to project development has proven to be very effective in successfully completing projects on time and within budget. In this role, he will be responsible for:

Ultimately, Mr. Cospers is responsible for client satisfaction and the coordination of all activities of all members of the Project Team, while insuring project quality, schedule and budget compliance.

- Acting as the City's main point of contact throughout the duration of the project design and construction;
- Working closely with the City Public Works Department staff;

Joshua D. Cospers, P.E. - Project Engineer
 Mr. Cospers has over nine (9) years of progressively responsible experience as a Project Engineer, Design Manager, CADD Manager, Project Lead Designer, CADD operator, field technician and construction inspector for a variety of public works improvement projects involving roadway/intersection widening, traffic signal installations and modifications, and storm drain facilities, including development and evaluation of aerial alignment studies and alternative roadway alignments, right-of-way mapping/documentation, and the preparation



of complete and accurate construction documents (PS&E's) for a vast number of projects for cities, counties, school districts and special districts throughout southern California, including the cities of Norco, Moreno Valley, Pomona, Lake Forest, Calimesa, Palm Springs, Brawley, Santa Clarita, Orange and Barstow, the counties of Los Angeles and Orange, the Los Angeles Unified School District, the Niguel Shores Community Association and the Fire Access Maintenance District No. 1 of Indian Wells.

Mr. Cospers and his team of CADD designers/draftsmen will be responsible for developing accurate right-of-way documents, base sheets and construction plans for this project, including the coordination of record and field survey data and the development of accurate right-of-way and construction plan sheets for design and construction. Mr. Cospers will identify CADD standards required for this project and will enforce those standards throughout the project's duration.

In the event of an emergency and to maintain project continuity, Mr. Joshua Cospers will act as the Project Manager for this project in the absence of Mr. David Cospers.

James T. Stanton, P.E. - Engineer

Mr. Stanton has over seven (7) years of experience, designing and managing many types of Civil Engineering projects, including an extensive background in surveying and designing for roadway widening, flood control and storm drain improvement projects. He has been responsible for the designs and management of public and private projects throughout southern California. In the execution of his design

assignments, he has worked directly with a number of agencies, including the Riverside County Flood Control and Water Conservation District, the Cities of Riverside, Desert Hot Springs, Apple Valley and Lake Forest, and the Counties of Riverside and San Bernardino.

Jennes J. Gunther, P.E. - Engineer

Mr. Gunther has over twenty-four (24) years of design experience in a wide variety of municipal improvement projects, including parking lots for commercial development, roadway widening and rehabilitation improvement projects, water and sanitary improvement projects, and drainage and flood control improvement projects. Mr. Gunther will work directly with the Project Engineer in the design and preparation of construction documents for roadway widening improvements for this project.

Brian Henwood - Lead Designer

Mr. Henwood has more than seven (7) years of comprehensive design and plan preparation experience and is very familiar with most aspects of civil engineering, including site development, grading, drainage, parking lots, utilities, roadway and intersection widening, pavement rehabilitation, landscape, irrigation and street light improvements. He is adept at planning and adjusting his design approach, as necessary, to meet the project objectives and is comfortable in leading Project Team problem sessions. Mr. Henwood has outstanding leadership and communication skills that have proven invaluable on past projects, with a proven ability to lead effective design teams. Working directly for Mr. Joshua D. Cospers on assigned projects, he will be responsible for designing and developing complete, comprehensive and cost effective construction documents for these projects.

Mike Kirk - CADD Manager

Mr. Kirk has twenty-two (22) years of increasingly responsible computer automated drafting experience, including the development and implementation of overall drafting standards for DMC Design Group, Inc. He received a teaching credential from California State University, Long Beach in CADD and has used this skill to teach DMC's stable of young CADD operators the correct way to prepare comprehensive plans for municipal improvements project. Mr. Kirk has been DMC's CADD Manager for nearly two (2) years, applying his skills and experience to many projects involving site development, utility extensions, parking lot expansions and enhancements, landscape, irrigation and lighting improvements, street widening and rehabilitation improvements, and drainage improvement projects. Working directly for Mr. Joshua D. Cosper on assigned projects, Mr. Kirk will be responsible for establishing and implementing the CADD standards, developing accurate base sheets and for providing clear and concise plan sheets of proposed improvements.

Donna A. McConaughy - Utility Coordinator

With over ten (10) years of experience as a utility coordinator and technical specification writer for private development and public improvement projects, Ms. McConaughy will be the Utility Coordinator for this project. As the Utility Coordinator, Ms. McConaughy will identify all utilities affected by the project improvements. Utilizing her extensive database of utility contacts she will make initial contact with and obtain plans from each affected utility. She will ensure all utility data for this project is accurately plotted on project plans and will coordinate the utility pothole effort to confirm potential conflicts, including the gathering and preparation of necessary data to be passed onto the proper agencies involved and affected utilities.

Subconsultants

DMC Design Group utilizes a team of experienced and highly skilled subconsultants to support its design effort in very specialized areas that require specific expertise and knowledge. DMC's management approach and quality requirements apply equally to its subconsultants. This approach strengthens the bond between our firm and its subconsultants, and creates a seamless approach to providing a diverse and well prepared Project Team for this project. Subconsultants used on this project have specific skills and qualifications that uniquely meet the needs of this project.

Key Sub-Consultants:

- *Urban Crossroads, Inc. (Traffic)*
- *Joseph E. Bonadiman & Associates (Survey)*
- *Diaz Yourman Associates (Geotechnical)*

Urban Crossroads, Inc. (Urban)

Signal Design/Traffic Control Management

Urban Crossroads works with public and private sector clients to provide accurate and reasonable traffic forecasts and to achieve the best possible traffic system designs for positive change in the urban environment. Urban Crossroads approaches traffic engineering problems with one mission - ensure that transportation systems are used to their optimal potential with minimal community impacts. As a leading provider of transportation planning and engineering services, Urban Crossroads has performed thousands of studies and prepared construction documents for traffic signal improvements and TCM plans for numerous public agencies throughout Southern California.

DMC and Urban have teamed together on a number of signal improvements/TCM projects, including:



- Alessandro Blvd. Improvement Project;
- Heacock Street Improvement Project;
- Butterfield Stage Road Improvements;
- Washington Street Improvement Project.

Soroush Khadem, P.E. – Traffic Engineer

Mr. Khadem's experience includes signal design, signal modification design, signal interconnect design, traffic control plans, detour plans, and the preparation of traffic impact analysis reports. Mr. Khadem has been involved in the design and preparation of construction plans for over one hundred-fifty (150) signal, lighting and signing/stripping improvement projects, involving the preparation of traffic control plans, detour plans, signal warrant studies, and traffic impact analysis.

**Joseph Bonadiman & Associates (JBA)
Topographic Survey**

Since its founding in 1941, Joseph E. Bonadiman and Associates, Inc. (JBA) has successfully completed a wide variety of engineering, surveying, planning, and construction-management projects. JBA is able to complete comprehensive topographic and boundary survey services for public improvement projects quickly and accurately.

DMC and JBA have teamed together on a number of projects, including:

- Los Serranos Phase II Improvements;
- Alessandro Blvd. Improvement Project;
- Lake Forest Dr. Drainage Improvements;
- Trash Enclosure Improvement Project;
- 8th Street Improvement Project;
- Calimesa Blvd. Improvement Project;
- Heacock Street Improvement Project;
- Graham Street Widening Project;
- Iris Ave. Improvement Project;
- 2nd Street Improvements Project;
- Pepper Street Reconstruction Project;
- Elsworth St./Sherman Ave. Project.

Ed Bonadiman, L.S. - Survey Manager

Mr. Bonadiman will be the Survey Manager for this project and will be responsible for providing all topographic survey needs for this project. Mr. Bonadiman is a registered Land Surveyor in California and has over fifteen (15) years of surveying experience for public works projects. Mr. Bonadiman has extensive experience gathering and mapping field data for roadway improvement projects, utilizing the latest survey technology and software available. His highly trained field personnel have extensive experience working on street widening and drainage improvements projects with DMC Design Group.

**Diaz-Yourman Associates (DYA) (Optional)
Geotechnical Investigations**

Diaz Yourman & Associates (DYA) is a privately held geotechnical consulting Service Corporation, founded in December 1992. Gerald M. Diaz, P.E., G.E. and Allen M. Yourman, Jr., P.E., G.E., are the founding principals of the firm and together have more than sixty (60) years of geotechnical experience.

Recently, DYA has teamed on a number of improvement projects with DMC, including:

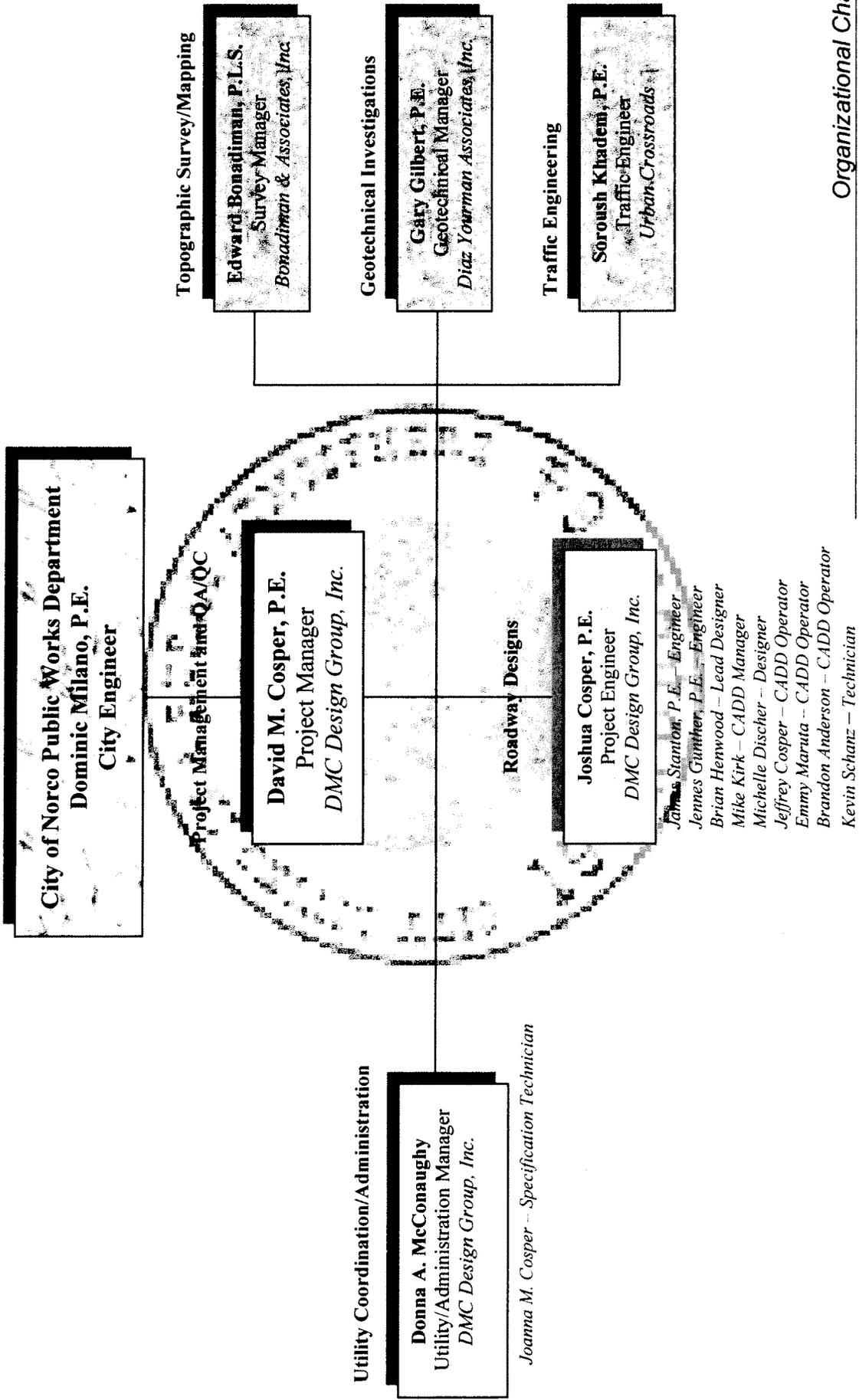
- Alessandro Blvd. Improvement Project;
- Graham Street Improvement Project;
- Pepper Street Reconstruction Project;
- Elsworth St./Sherman Ave. Project;
- Perris Boulevard Widening Project.

Gary Gilbert, P.E. - Project Manager

Mr. Gilbert has over nine (9) years of geotechnical engineering experience, including projects involving streets and highways facilities. He has coordinated and performed field investigations for numerous projects and has practical experience in all aspects of geotechnical engineering, including major and minor arterials for county and city agencies.



Widening of Hamner Avenue at the Silverlakes Project
City of Norco, CA



Organizational Chart
DMC Design Group, Inc.



EDUCATION:

M.P.A., Public Administration – 1992

California State University, Hayward

B.S., Civil Engineering – 1981

University of California, Davis

AFFILIATION:

American Public Works Association

American Society of Civil Engineers

American Public Works Association Delegate – Citizen to Citizen Program to China

REGISTRATION:

California Registered Civil Engineer License No. 38022

EXPERIENCE:

Mr. Cosper has more than twenty-five (25) years of professional civil engineering experience in California in the public and private sectors. Mr. Cosper has served as Director of Public Works for three (3) California cities. His experience includes planning, design, and management in the engineering disciplines of streets and highways, water systems, drainage and flood control, pavement management system, traffic signals, parks and landscaping, operations and maintenance, special assessment districts, and construction management. Specific assignments have included the following:

- **Project Manager, Heacock Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of ultimate roadway widening improvements to a 2.75-mile segment of Heacock Street, from Cactus Avenue to San Michele Road in the City of Moreno Valley. The proposed widening improvements necessitated a realignment of Heacock Street south of Iris Avenue and the installation of new traffic signals at the intersection of Heacock Street/Iris Avenue and Heacock Street/Gentian Avenue.
- **Project Manager, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- **Project Manager, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills.
- **Project Manager, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard. The landscape improvements incorporated Portland Cement Concrete (PCC) curbs and gutters, landscaping, irrigation, street lighting and integrally colored stamped concrete pavement surfaces.
- **Project Manager/Engineer, Graham Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of final PS&E's required for pavement rehabilitation and widening improvements for a 0.35-mile portion of Graham Street in the City of Moreno Valley.



- ❑ **Project Manager/Engineer, Iris Avenue Widening And Rehabilitation Improvement Project, Moreno Valley, CA** – Responsible for the preparation of a materials report, hydraulic studies, project concept report, design of ultimate improvements and preparation of final plans, specifications and estimates required for interim roadway and traffic signal improvements, including overlays, reconstruction and widening improvements of a 0.5-mile portion of Iris Avenue from Indian Street to Perris Boulevard in the City of Moreno Valley.
- ❑ **Project Manager/Engineer, Vista Chino Road/Sunrise Avenue Intersection Widening Improvement Project, Palm Springs, CA** – Responsible for the design and preparation of PS&E's and acquisition of necessary Caltrans encroachment permits, including the preparation of two (2) design exception documents required for roadway widening improvements to a 750-foot portion of Vista Chino Road (State Route 111) and a 500-foot segment of Sunrise Way in the City of Palm Springs, and traffic signal modifications necessary to accommodate the addition of one (1) thru lane and storm drain improvements to the east bound lanes of Vista Chino Road.
- ❑ **Project Manager/Engineer, Mesquite Avenue Widening/Storm Drain Improvement Project, Palm Springs, CA** – Responsible for the preparation of right-of-way maps, utility relocations, pavement evaluations, ultimate storm drain alignment and capacity studies, roadway widening/rehabilitation designs and preparation of PS&E's required for construction of roadway widening/resurfacing and landscape median/parkway improvements to a 0.75-mile portion of Mesquite Avenue and 1.25-miles of 72-inch storm drain improvements in the City of Palm Springs. **This project was awarded AWP Project of the Year for 2006.**
- ❑ **Project Manager/Engineer, 2nd Street Improvement Project, Norco, CA** – Responsible for the design and preparation of roadway alignment studies and construction documents for roadway rehabilitation/widening of a 0.5-mile segment of 2nd Street and traffic signal modifications to the northbound on/off ramp of I-15 and 2nd Street in the City of Norco.
- ❑ **Project Manager/Engineer, Pepper Street Reconstruction Project, Moreno Valley, CA** – Responsible for the preparation of a pavement evaluation study, a drainage report, a project concept report, and design and preparation of final plans, specifications and estimates required for this CDBG funded pavement rehabilitation and street widening improvement project to a 600-foot segment of Pepper Street in the City of Moreno Valley.
- ❑ **Project Manager/Engineer, Elsworth Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of a pavement evaluation/geotechnical investigation, hydraulic studies, a project concept report, design, and preparation of final plans, specifications and estimates required for overlay and widening improvements to a 900-foot segment of Sherman Avenue and a 600-foot segment of Elsworth Street in the City of Moreno Valley.
- ❑ **Project Manager, Niguel Shore Community Association Roadway Resurfacing Project, Dana Point, CA** – Responsible for the preparation of a pavement evaluation report and 5-Year CIP program for the District's twenty (20) miles of roadway and parking lot surfaces, and implementation of the first cycle of improvements, including the design and preparation of final plans, specifications and estimates required to construct reconstruction, overlay and slurry seal improvements, coordinating of the bidding process and construction management, inspection and testing services for the Niguel Shore Home Owner's Association in Dana Point.
- ❑ **Project Manager/Engineer, East Main Street Reconstruction Project, Pomona, CA** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, roadway designs and preparation of construction documents, including working centerline profiles, driveways profiles and 50-foot O.C. cross sections, required for construction of roadway reconstruction improvement to a 0.50-mile portion of East Main Street (Historic Highway 66) in the City of Barstow.



EDUCATION:

B.S., Civil Engineering – 2005

University of California, Irvine

REGISTRATION:

California Registered Civil Engineer License No. 71667

AFFILIATION:

American Public Works Association

American Society of Civil Engineers

EXPERIENCE:

Mr. Cosper is a member of the Board of Directors and is the Vice President in charge of Design/CADD production for DMC Design Group. Mr. Cosper has nine (9) years of progressively responsible design experience for a variety of civil engineering projects. He has become a specialist in the development of accurate CADD drawings for public improvement projects and is responsible for mentoring our team of CADD specialist in the latest uses of AutoCAD and Micro Station. Mr. Cosper is currently assigned to or has recently completed the following projects:

- ❑ **Project Engineer, Heacock Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of ultimate roadway widening improvements to a 2.75-mile segment of Heacock Street, from Cactus Avenue to San Michele Road in the City of Moreno Valley. The proposed widening improvements necessitated a realignment of Heacock Street south of Iris Avenue and the installation of new traffic signals at the intersection of Heacock Street/Iris Avenue and Heacock Street/Gentian Avenue.
- ❑ **Project Engineer, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- ❑ **Project Engineer, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills.
- ❑ **Project Engineer, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard. The landscape improvements incorporated Portland Cement Concrete (PCC) curbs and gutters, landscaping, irrigation, street lighting and integrally colored stamped concrete pavement surfaces.
- ❑ **Project Engineer, Niguel Shore Community Association Roadway Resurfacing Project, Dana Point, CA** – Responsible for the preparation of a pavement evaluation report and 5-Year CIP program for the District's twenty (20) miles of roadway and parking lot surfaces, and implementation of the first cycle of improvements, including the design and preparation of final plans, specifications and estimates required to construct reconstruction, overlay and slurry seal improvements, coordinating of the bidding process and construction management, inspection and testing services for the Niguel Shore Home Owner's Association in Dana Point.
- ❑ **Design Manager, Graham Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of final PS&E's required for pavement rehabilitation and widening improvements for a 0.35-mile portion of Graham Street in the City of Moreno Valley.

- ❑ **Design Manager, Vista Chino Road/Sunrise Avenue Intersection Widening Improvement Project, Palm Springs, CA** – Responsible for the design and preparation of PS&E's and acquisition of necessary Caltrans encroachment permits, including the preparation of two (2) design exception documents required for roadway widening improvements to a 750-foot portion of Vista Chino Road (State Route 111) and a 500-foot segment of Sunrise Way in the City of Palm Springs and traffic signal modifications.
- ❑ **Design Manager, Mesquite Avenue Widening/Storm Drain Improvement Project, Palm Springs, CA** – Responsible for the preparation of right-of-way maps, utility relocations, pavement evaluations, ultimate storm drain alignment and capacity studies, roadway widening/rehabilitation designs and preparation of PS&E's required for construction of roadway widening/resurfacing and landscape median/parkway improvements to a 0.75-mile portion of Mesquite Avenue and 1.25-miles of 72-inch storm drain improvements in the City of Palm Springs.
- ❑ **Lead Designer, Pepper Street Reconstruction Project, Moreno Valley, CA** – Responsible for the preparation of a pavement evaluation study, a drainage report, a project concept report, and design and preparation of final plans, specifications and estimates required for this CDBG funded pavement rehabilitation and street widening improvement project to a 600-foot segment of Pepper Street in the City of Moreno Valley.
- ❑ **Lead Designer, Old Pomona Road Project, Pomona, CA** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, topographic surveys, roadway designs and preparation of construction documents, including working centerline profiles, driveways profiles and 50-foot O.C. cross sections, required for construction of roadway rehabilitation improvements to a 0.50-mile portion of Old Pomona Road in the City of Pomona
- ❑ **CADD Designer, Elsworth Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of a pavement evaluation/geotechnical investigation, hydraulic studies, a project concept report, design, and preparation of final plans, specifications and estimates required for overlay and widening improvements to a 900-foot segment of Sherman Avenue and a 600-foot segment of Elsworth Street in the City of Moreno Valley.
- ❑ **CADD Designer, East Main Street Reconstruction Project, Pomona, CA** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, roadway designs and preparation of construction documents, including working centerline profiles, driveways profiles and 50-foot O.C. cross sections, required for construction of roadway reconstruction improvement to a 0.50-mile portion of East Main Street (Historic Highway 66) in the City of Barstow.
- ❑ **Lead Designer, 2nd Street Improvement Project, Norco, CA** – Responsible for the design and preparation of roadway alignment studies and construction documents for roadway rehabilitation/widening of a 0.5-mile segment of 2nd Street and traffic signal modifications to the northbound on/off ramp of I-15 and 2nd Street in the City of Norco.
- ❑ **CADD Designer, Iris Avenue Widening And Rehabilitation Improvement Project, Moreno Valley, CA** – Responsible for the preparation of a materials report, hydraulic studies, project concept report, design of ultimate improvements and preparation of final plans, specifications and estimates required for interim roadway and traffic signal improvements, including overlays, reconstruction and widening improvements of a 0.5-mile portion of Iris Avenue from Indian Street to Perris Boulevard in the City of Moreno Valley.
- ❑ **CADD Designer, 5th Street Reconstruction Project, City of Calimesa Public Works Department, Calimesa, CA.** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, topographic surveys, roadway designs and preparation of construction documents, including working centerline profiles, driveways profiles and 500-foot O.C. cross sections, required for construction of roadway rehabilitation and widening improvements to a 0.30-mile portion of 5th Street in the City of Calimesa.



EDUCATION:

B.S., Civil Engineering

California Polytechnic State University, Pomona

REGISTRATION:

California Registered Civil Engineer

EXPERIENCE:

Mr. Stanton has designed and managed many types of Civil Engineering projects and has an extensive background in surveying. He has been responsible for studies, designs and management of public and private projects throughout Southern California. In addition, he has worked extensively with Riverside County Waste Management providing engineering and field surveying services for the construction, expansion and maintenance of landfill sites all over Riverside County. Specific assignments have included the following:

- **Engineer, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- **Engineer, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills.
- **Project, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard.
- **Engineer, Lake Forest Drive Drainage Improvement Project, Lake Forest, CA** – Responsible for the analysis and preparation of an extensive drainage study required to identify required drainage improvement to a portion of Lake Forest Drive. The drainage improvements were required to address undersized drainage facilities that caused periodic flooding of all lanes of this arterial street. Once the required facilities were located and sized through the drainage analysis, was responsible for the design and preparation of construction documents necessary to construct these facilities.
- **Engineer, Floodway Improvements, Victorville, CA** – Engineer for approximately 800 feet of concrete trapezoidal storm channel, including spillway with baffle walls in the City of Victorville. The construction of the channel allowed for development of the property and provides a possible future connection point for proposed Caltrans improvements.
- **Engineer, Debris Basin Improvement Project, Los Angeles County, CA** – Engineer on hydrology study and design of debris basins for approximately 3-sq. miles of drainage area, related to the development of a residential subdivision in the county of Los Angeles.
- **Engineer, Bear Valley Road Sewer Main Extension Project, Apple Valley, CA** – Engineer for 1 ½ miles of sewer main extension along Bear Valley Road, in the Town of Apple Valley, including a sewer lift station. Project was part of the development of the Apple Valley Plaza. The construction of these facilities allowed for expansion of the sewer service area.
- **Engineer, Tremont On-Site and Off-Site Domestic Water System, Riverside County, CA** – Design engineer for on-site and off-site water system construction to supply water to the Tremont Ranch residential development in Riverside County, CA. The project included the design of a supply well, water reservoir, pump station, transmission main line, and all appurtenances.



EDUCATION:

M.E., Civil Engineering

Brigham Young University, Provo, UT

B.S., Civil Engineering

Brigham Young University, Provo, UT

AFFILIATION:

American Society of Civil Engineers

REGISTRATION:

California Registered Civil Engineer

EXPERIENCE:

Mr. Gunther has over twenty-four (24) years of design and management experience in a wide variety of projects including land development, public works, sanitary engineering, hydrology and post-tension design. Specific assignments have included the following:

- **Engineer, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- **Project, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard.
- **Engineer, Phase II, Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills.
- **Engineer, Lake Forest Drive Drainage Improvement Project, Lake Forest, CA** – Responsible for the analysis and preparation of an extensive drainage study required to identify required drainage improvement to a portion of Lake Forest Drive. The drainage improvements were required to address undersized drainage facilities that caused periodic flooding of all lanes of this arterial street. Once the required facilities were located and sized through the drainage analysis, was responsible for the design and preparation of construction documents necessary to construct these facilities.
- **Senior Engineer, 13 Mile Sewer Line Project, Los Angeles County, CA** – Prepared alignment studies and final design of approximately thirteen (13) miles of 48-90 inch diameter outfall sewer lines for the County Sanitation Districts of Los Angeles County. Much of the alignment traversed major streets and required extensive utility coordination and relocations, traffic control and interfacing with various agencies. The project also included the design of several major junction structures, inverted siphons and tunnels.
- **Engineer, Alignment Study of a Thirty-Nine (39) Mile Lake Nacimiento Pipeline, San Luis Obispo County, CA** – Designed a thirty-nine (39) mile segment of a water delivery pipeline. The pipeline ranged from 24-42 inches in diameter and was pre-designed for the purpose of delivering water from Lake Nacimiento, California to the cities of San Miguel, Paso Robles, Templeton, Atascadero, Santa Margarita, San Luis Obispo and the surrounding areas.



EDUCATION:***On Going Education, Civil Engineering***

California State University, Fullerton

On Going Education, Business

University of Phoenix

AFFILIATION:

American Public Works Association

American Society of Civil Engineers

EXPERIENCE:

Mr. Henwood has more than seven (7) years of comprehensive design and plan preparation experience and is very familiar with most aspects of civil engineering, including site development, grading, drainage, parking lots, utilities, roadway and intersection expansions and rehabilitation, and landscape, irrigation and street light improvements. He is adept at planning and adjusting his design approach, as necessary, to meet the project objectives and is comfortable in leading Project Team problem sessions. Mr. Henwood has outstanding leadership and communication skills that have proven invaluable on past projects, with a proven ability to lead effective design teams. Mr. Henwood, working directly for the Project Engineer on this project, will be responsible for designing and developing complete, comprehensive and cost effective construction documents for this project. Specific assignments have included the following:

- **Lead Designer, Heacock Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of ultimate roadway widening improvements to a 2.75-mile segment of Heacock Street, from Cactus Avenue to San Michele Road in the City of Moreno Valley. The proposed widening improvements necessitated a realignment of Heacock Street south of Iris Avenue and the installation of new traffic signals at the intersection of Heacock Street/Iris Avenue and Heacock Street/Gentian Avenue.
- **Lead Designer, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 5,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- **Lead Designer, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills. Design of local offsite drainage improvements required a special design effort and coordination with the local residents immediately adjacent to the proposed roadway improvements.
- **Lead Designer, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard. The landscape improvements incorporated Portland Cement Concrete (PCC) curbs and gutters, landscaping, irrigation, street lighting and integrally colored stamped concrete pavement surfaces.
- **Designer, Mesquite Avenue Improvement Project, Palm Springs, CA** – Responsible for the preparation of right-of-way map, concept landscape and median layout and preparation of plans, specifications and estimates for 0.75 miles of median and parkway landscape and irrigation improvements to Mesquite Avenue in the City of Palm Springs, Ca. **This project was awarded AWPAs Project of the Year for 2006.**



EDUCATION:**Teaching Credentials, 1995, CADD**

California State University, Long Beach

AFFILIATION:

American Public Works Association

American Society of Civil Engineers

REGISTRATION:

CADD Certification, 1994

Auto Desk University

CADD Certification, 1986

Fullerton Junior College, CA

ROP Program

Orange Unified School District

EXPERIENCE:

Mr. Kirk has twenty-two (22) years of increasingly responsible computer automated drafting experience, including the development and implementation of overall drafting standards for DMC Design Group, Inc. He received a teaching credential from California State University at Long Beach in CADD and has used this skill to teach DMC's stable of young CADD operators the correct way to prepare comprehensive plans for municipal improvements project. Mr. Kirk has been DMC's CADD Manager for nearly two (2) years, applying his skills and experience to many projects involving site development, utility extensions, parking lot expansions and enhancements, landscape, irrigation and lighting improvements, and street improvements. Mr. Kirk will be responsible for establishing and implementing the CADD standards, developing accurate base sheets and for providing clear and concise plan sheets of proposed improvements. Specific assignments have included the following:

- ❑ **CADD Manager, Heacock Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of ultimate roadway widening improvements to a 2.75 mile segment of Heacock Street, from Cactus Avenue to San Michele Road in the City of Moreno Valley. The proposed widening improvements necessitated a realignment of Heacock Street south of Iris Avenue and the installation of new traffic signals at the intersection of Heacock Street/Iris Avenue and Heacock Street/Gentian Avenue.
- ❑ **CADD Manager, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for the preparation of alternative alignment studies, design and preparation of ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- ❑ **CADD Manager, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for preparing alternative landscape median, parkway and roadway improvement concept plans, design and preparation of construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard, from Avenue L to Sandalwood Drive, in the City of Calimesa Boulevard. The landscape improvements incorporated Portland Cement Concrete (PCC) curbs and gutters, landscaping, irrigation, street lighting and integrally colored stamped concrete pavement surfaces.
- ❑ **CADD Manager, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for the design and preparation of roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills. Design of local offsite drainage improvements required a special design effort and coordination with the local residents immediately adjacent to the proposed roadway improvements.



- **CADD Manager, Lake Forest Drive Drainage Improvement Project, Lake Forest, CA** – Responsible for the analysis and preparation of an extensive drainage study required to identify required drainage improvement to a portion of Lake Forest Drive. The drainage improvements were required to address undersized drainage facilities that caused periodic flooding of all lanes of this arterial street. Once the required facilities were located and sized through the drainage analysis, was responsible for the design and preparation of construction documents necessary to construct these facilities.
- **CADD Manager, Niguel Shore Community Association Roadway Resurfacing Project, Dana Point, CA** – Responsible for the preparation of a pavement evaluation report and 5-Year CIP program for the District's twenty (20) miles of roadway and parking lot surfaces, and implementation of the first cycle of improvements, including the design and preparation of final plans, specifications and estimates required to construct reconstruction, overlay and slurry seal improvements, coordinating of the bidding process and construction management, inspection and testing services for the Niguel Shore Home Owner's Association in Dana Point.
- **CADD Manager, Vista Chino Road/Sunrise Avenue Intersection Widening and Traffic Signal Modification Improvement Project, Palm Springs, CA** – Responsible for the design and preparation of final plans, specifications and estimates required for roadway widening improvements to a 750-foot portion of Vista Chino Road (State Route 111) and a 500-foot segment of Sunrise Way and traffic signal modifications necessary to accommodate a right turn lane and the addition of through lanes on each street. The project required the relocation of an existing catch basin. All improvements constructed within the Vista Chino Road (SR 111) right-of-way required Caltrans review and approval.
- **CADD Manager, Graham Street Improvement Project, Moreno Valley, CA** – Responsible for the design and preparation of final PS&E's required for pavement rehabilitation and widening improvements for a 0.35-mile portion of Graham Street in the City of Moreno Valley. Project also required the design and preparation of PS&E documents for the replacement of 1,500 lf of 12" diameter water main, two fire hydrants and twenty-five (25) service laterals.
- **CADD Designer, Mesquite Avenue Improvement Project, Palm Springs, CA** – Responsible for the preparation of right-of-way map, concept landscape and median layout and preparation of plans, specifications and estimates for 0.75 miles of median and parkway landscape and irrigation improvements to Mesquite Avenue in the City of Palm Springs, Ca. **This project was awarded AWP Project of the Year for 2006.**
- **CADD Designer, 2nd Street Improvement Project, Norco, CA** – Responsible for the preparation of right-of-way maps and utility relocations, geotechnical investigations, storm drain alignment studies, roadway widening and rehabilitation designs and preparation of construction documents required for construction of roadway widening and resurfacing improvements to a 0.50 mile portion of 2nd Street in the City of Norco.
- **CADD Designer, Pepper Street Rehabilitation/Widening Project, Moreno Valley, CA** – Responsible for the preparation of a materials report, hydraulic/drainage report, project concept report, design and preparation of final plans, specifications and estimates required for widening and rehabilitation improvements of to a 600-foot portion of Pepper Street, from Alessandro Boulevard to Sherman Avenue, in the City of Moreno Valley. Project also required completion of a hydraulic/drainage study to determine local drainage impacts of proposed improvements.
- **CADD Designer, East Main Street Reconstruction Project, Barstow, CA** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, roadway designs and preparation of construction documents required for construction of roadway reconstruction improvement to a 0.50-mile portion of East Main Street (Historic Highway 66) in the City of Barstow.
- **CADD Designer, 5th Street Reconstruction Project, Calimesa, CA** – Responsible for the preparation of right-of-way maps and utility relocation, geotechnical investigations, topographic surveys, roadway designs and preparation of construction documents required for construction of roadway rehabilitation and widening improvements to a 0.30-mile portion of 5th Street in the City of Calimesa.



EDUCATION:

A.A., 1978 General Studies
Lassen Community College

EXPERIENCE:

Ms. McConaughy is the owner and responsible for the day to day direction of the firm's resources. She has ten (10) years of experience in utility coordination and specification preparation for numerous civil engineering projects, especially in the area of street resurfacing projects. Through her efforts to coordinate resurfacing projects with utility companies, Ms. McConaughy has developed an extensive database of utility contacts in Orange, Los Angeles, Imperial and Riverside Counties and has been very successful in having utilities respond to utility notifications. The skills and experience she has developed over the last ten (10) years allows her to quickly obtain record plans and research documents necessary for resurfacing projects. Ms. McConaughy was responsible for coordinating utilities and/or preparing technical specifications for the following projects:

- Heacock Street Improvement Project, Moreno Valley, CA;
- Alessandro Boulevard Street Improvement Project, Moreno Valley, CA;
- Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA;
- Phase II Los Serranos Neighborhood Infrastructure Improvement Project, Chino Hills, CA;
- Lake Forest Drive Drainage Improvement Project, Lake Forest, CA;
- 8th Street Widening/Rehabilitation Improvement Project, El Centro, CA;
- Vista Chino Road Widening and Traffic Signal Modification Improvements, Palm Springs, CA;
- Mesquite Avenue Widening Improvement Project, Palm Springs, CA;
- 5th Street Reconstruction Project, City of Calimesa, CA;
- Boeing Street/McDonnell Street Sidewalk Improvement Project, Moreno Valley, CA;
- Pepper Street Widening and Rehabilitation Improvement Project, Moreno Valley, CA;
- Perris Boulevard Rehabilitation/Widening Project, Moreno Valley, CA;
- Elsworth Street/Sherman Avenue Widening/Rehabilitation Project, Moreno Valley, CA;
- Iris Avenue Improvement Project Phase 1 and 2, Moreno Valley, CA;
- Main Street Resurfacing Project (AHRP Funded), Orange, CA;
- Prospect Street Resurfacing Project (AHRP Funded), Orange, CA;
- Yorba Street Resurfacing Project (AHRP Funded), Orange, CA;
- Hewes Street Resurfacing Project (AHRP Funded), Orange, CA;
- East Main Street Reconstruction Project, Barstow, CA;
- Bake Parkway Rehabilitation Project (AHRP Funded), Lake Forest, CA;
- Malan Street Improvement Project, Brawley, CA;
- Bouquet Canyon Road Widening/Resurfacing Project, Santa Clarita, CA;
- Verdun Avenue Rehabilitation Project, Baldwin Hills, CA;
- Marvale Drive Reconstruction, Baldwin Hills, CA;
- Carson Street Rehabilitation Improvement Project, Carson, CA;
- Westminster Avenue Rehabilitation Improvement Project, Long Beach, CA;
- Avenue F-8 Reconstruction Project, Lancaster, CA.



EDUCATION:

M.S.C.E., Transportation Engineering – 2003

University of Southern California, Los Angeles, CA 2003

B.S., Civil Engineering – 1999

University of Hormozgan

Applying Systems Engineering Principles Work Shop – 2006

ITS - UC Berkeley, CA

Annual MUTCD Update, 2005

ITS - UC Berkeley, CA

AFFILIATION:

American Society of Civil Engineers (ASCE) – Member

Transportation and Development Institute (T&DI) – Member

REGISTRATION:

Registered Civil Engineer, California – 2007

EXPERIENCE:

Mr. Khadem has been involved in the field of Civil Engineering since 1999. He has four (4) years of Civil and Transportation Engineering experience and two (2) years of planning and project management experience. Mr. Khadem has a Master of Science in Civil Engineering from University of Southern California in Advanced Transportation Systems. In addition to his hands on work experience, his technical capabilities include proficiency in such software as AutoCAD, Micro Station, TRAFFIX, Synchro, Sim-Traffic, HCA, VISSIM, CORSIM, FREQU12, QRS and GNE.

Mr. Khadem has worked professionally for Urban Crossroads, Inc. as a Traffic Engineer since 2004. His work history is innovative, designing individually to customize each project for individual needs. Over the past three (3) years Mr. Khadem has been involved in the design and preparation of plans for over one-hundred fifty (150) signal, lighting, signing and striping improvements for agencies throughout much of southern California. Many of these improvements also required the preparation of traffic control plans, detour plans, signal warrant studies and traffic impact analysis, including the following recent projects:

- ❑ *Traffic Signal Installation at Iris Avenue/Hancock Street, Moreno Valley, CA;*
- ❑ *Traffic Signal Modifications at Day Street/Alexandria Boulevard, Moreno Valley, CA;*
- ❑ *Interconnect Improvements From Sycamore Canyon Road to Frederick Street, Moreno Valley, CA;*
- ❑ *Traffic Signal Installation at State Route 79/Temecula Creek Road, Temecula, CA;*
- ❑ *Traffic Signal Installation at 41st Avenue/Washington Street, Bermuda Dunes, CA;*
- ❑ *Traffic Signal Modification at Sunrise Avenue/State Route 111, Palm Springs, CA;*
- ❑ *Traffic Signal Installations/Interconnect for Stoneridge Ranch Project, Moreno Valley, CA;*
- ❑ *Traffic Signal Installations for Renaissance Ranch, Riverside County, CA.*



EDUCATION:

Masters, Business Administration/Management
California State University, San Bernardino, CA

B.A., Business Administration/Management
California State University, San Bernardino, CA

REGISTRATION:

California Registered Land Surveyor License No. L-7529

EXPERIENCE:

Mr. Bonadiman has been working in the Land Surveying field for over fifteen (15) years. He has provided land-surveying services with Real Time Kinematic G.P.S. equipment since 1994. His understanding of the latest equipment, features, benefits, and limitations has made Mr. Bonadiman a valuable asset on any project. Mr. Bonadiman has worked extensively throughout the western United States, and is currently preparing record of surveys, parcel maps, tract maps, large area vertical/horizontal control plats and construction staking from their office in San Bernardino. *Mr. Bonadiman has acted as the Survey Manager on the following DMC sponsored projects:*

- ❑ **Survey Manager, Heacock Street Improvement Project, Moreno Valley, CA** – Responsible for control and topographic surveys, and right of way mapping required to design and prepare roadway widening improvements to a 2.75-mile segment of Heacock Street, from Cactus Avenue to San Michele Road to a four (4) lane arterial.
- ❑ **Survey Manager, Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Responsible for control and topographic surveys and right-of-way mapping required to design and prepare ultimate roadway widening improvements to a 6,600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. The proposed improvements included roadway and intersection rehabilitation and widening, storm drain facilities, traffic signal modifications, realignment of existing striping and modifications/installation of raised landscape medians within the project segment of Alessandro Boulevard.
- ❑ **Survey Manager, Phase II Los Serranos Neighborhood Infrastructure Improvements, Chino Hills, CA** – Responsible for control and topographic surveys and right of way mapping required to design and prepare roadway widening and storm drain improvements to 14,500 feet of neighborhood roads, including pavement rehabilitation, curbs, gutters, sidewalks, access ramps and street lights in the City of Chino Hills.
- ❑ **Survey Manager, Lake Forest Drive Drainage Improvement Project, Lake Forest, CA** – Responsible for control and topographic surveys and right-of-way mapping required to design and prepare construction documents for drainage improvement to a portion of Lake Forest Drive.
- ❑ **Survey Manager, Calimesa Boulevard Parkway, Median and Roadway Improvement Project, Calimesa, CA** – Responsible for control and topographic surveys and right-of-way mapping required to design and prepare construction documents for raised landscape median, landscape parkway and roadway improvements to a 3,900-foot segment of Calimesa Boulevard.
- ❑ **Survey Manager, Niguel Shore Community Association Roadway Resurfacing Project, Dana Point, CA** – Responsible for control and topographic surveys and right-of-way mapping required to design and prepare construction documents for the District's first cycle of roadway improvements.
- ❑ **Survey Manager, Graham Street Improvement Project, Moreno Valley, CA** - Responsible for control and topographic surveys and right-of-way mapping required to prepare final PS&E's required for pavement rehabilitation and widening improvements for a 0.35-mile portion of Graham Street in the City of Moreno Valley.



EDUCATION:**M.S., 2002, Civil Engineering**

California State University, Long Beach

B.S., 1996, Civil Engineering

California State University, Long Beach

REGISTRATION:

California Registered Civil Engineer License No. 62781

EXPERIENCE:

Mr. Gilbert has over nine (9) years of geotechnical engineering experience, including streets and highways, pavements, buildings, essential services facilities, pipelines, and port terminal facilities. His experience includes numerous pavement and building projects at airports. He has coordinated and performed field investigations for numerous projects. Mr. Gilbert has practical experience in all aspects of geotechnical engineering, including major and minor arterials in counties and cities, pavement design at airports, and inter-modal yards at port and railroad facilities. In addition, his experience includes site selection, site investigation, engineering analysis, construction observation and testing, and project management. Specific assignments have included the following:

- **Project Manager (Geotechnical Investigations), Alessandro Boulevard Street Improvement Project, Moreno Valley, CA** – Geotechnical manager for project to widen a 600-foot segment of Alessandro Boulevard, from Old 215 Road to Frederick Street. Mr. Gilbert coordinated the data review, field investigation, laboratory testing and analyses, developed recommendations, and prepared the report.
- **Project Manager (Geotechnical Investigations), Pepper Street Improvements, Moreno Valley, California** – Geotechnical manager for street improvements to a 206-meter-long portion of Pepper Street. The improvements included rehabilitating/reconstructing existing pavement, widening the roadway, constructing a 1-meter high retaining wall, and installing a traffic signal. Mr. Gilbert provided recommendations for the pavement section and retaining walls.
- **Engineer (Geotechnical Investigations), Iris Avenue Street Improvement Project, Moreno Valley, California** – Geotechnical engineer for improvements to an existing street, including increasing an existing roadway to two lanes, reconstruction of pedestrian ramps and curb returns, installation of traffic signal lights, extension of storm drains, and construction of catch basins. Mr. Gilbert evaluated the laboratory tests and provided recommendations on alternate pavement sections.
- **Project Manager (Geotechnical Investigations), Perris Boulevard (Ramona Expressway to Cactus) Improvements, Moreno Valley, California** – Geotechnical manager for project to widen Perris Boulevard to two lanes in each direction from Cactus Avenue to Perris Valley Storm Drain Lateral "A" (approximately 2.5 miles). Mr. Gilbert provided data review, analysis, and input to the report.
- **Project Manager (Geotechnical Investigations), Pigeon Pass Road Widening, Moreno Valley, California** – Geotechnical manager for a project to widen a road for approximately 2.9 miles, including bikeways, retaining walls, storm drains, curb and gutter, sidewalks and traffic signal modifications. Mr. Gilbert coordinated the data review, field investigation, laboratory testing and analyses, developed recommendations, and prepared the report.
- **Engineer (Geotechnical Investigations), Moreno Beach Blvd and State Route 60 Improvements, Moreno Valley, California** – Geotechnical project engineer responsible for an approximately 200-foot-long ramp widening from Moreno Beach Blvd. to State Route 60. In addition, the project included an approximate 1,000-foot widening of Moreno Beach Blvd. Laboratory tests were performed on selected soil samples. Engineering analyses were performed to develop conclusions and recommendations regarding site preparation and earthwork grading, stability of existing and proposed slopes, asphalt concrete pavement thickness design, and soil corrosion potential. Mr. Gilbert coordinated site access with Caltrans, conducted the field investigation, and prepared the geotechnical report.



Our Project Team has thoroughly reviewed the City of Norco's *Request for Proposals for Professional Consulting Engineering Services for "Widening of Hamner Avenue at the Silverlakes Project."* Members of our Project Team conducted numerous site visits of the project site between October 20, 2008 and October 27, 2008. DMC Design Group obtained and thoroughly reviewed a current copy of the *Silverlakes Equestrian Sports Park Draft Environmental Impact Report*, specifically the Executive Summary, Transportation and Utility Sections of the *Draft EIR*. DMC also met with the Riverside County Flood Control & Water Conservation District to discuss future Master Planned Drainage Facilities and obtained a copy of the *Eastvale Area Drainage Plan*. DMC tried to contact Riverside County Transportation prior to the completion of this proposal to discuss the traffic signal improvements proposed at the intersection at Citrus Avenue and Hamner Avenue, but time constraints prevent DMC from discussing this with the Riverside County Transportation. Specific questions regarding the project scope and parameters were discussed with the Mr. Dominic Milano, City Engineer for the City of Norco.

Project Background

The City of Norco is working with Belstarr Sports Management on the development of a 122-acre equestrian, recreation and related use facility located on the easterly side of Hamner Avenue immediately north of the Santa Ana River Bridge. The development is bounded by single-family housing and a wholesale nursery to the north, Hamner Avenue to the west and is adjacent to, and visible from, the I-15 Freeway. Adjacent to the property a future interchange of the I-15 Freeway and the extension of Schliesman Road adjacent

to the proposed development are proposed. Access to the proposed equestrian development is primarily from Hamner Avenue. The proposed development will provide extensive lawns (natural and artificial) for equestrian shows and soccer, football, lacrosse and field hockey fields. The proposed development also includes equestrian riding arenas, a multi-use permanent barn and event structure, portable barns, all-weather surface areas for riding arenas, and speed and agility training fields. The project would also include picnic, playground and camping areas, an RV park, lighting for night events, and ancillary storage and maintenance facilities.

The Transportation Section of the *Draft Environmental Impact Report* identified the following onsite and offsite traffic-related improvements required for the proposed development:

- Construct Hamner Avenue from the north project boundary to the south project boundary to its ultimate half-width as an Urban Arterial (110 foot right-of-way), including landscaping and parking improvements;
- Provide sufficient off-street (i.e. onsite) parking to meet the City of Norco parking code requirements
- Provide onsite traffic signing and striping as necessary for the safe and efficient movement of vehicles, equestrians and pedestrians in and out of the proposed development;
- Review sign distances at all access points to the proposed development relative to Caltrans and/or City standards at the time of the preparation of final grading, landing and street improvement plans.



The proposed development will make appropriate fair share contributions to the City of Norco and the County of Riverside for the following offsite improvements:

- Hamner Avenue at Limonite Avenue – One (1) northbound right turn overlap;
- Hamner Avenue at Schleisman Road – One (1) northbound right turn lane with overlap;
- Hamner Avenue at A Street – One (1) northbound through lane and one (1) southbound through lane;
- Hamner Avenue at Citrus Street – One (1) northbound right turn lane, two (2) southbound left turn lanes, one (1) eastbound through lane, one (1) eastbound right turn overlap, two (2) westbound left turn lanes and one (1) westbound through lane;
- I-15 Freeway (SB) at 6th Street – One (1) southbound right turn lane and one (1) westbound left turn lane;
- I-15 Freeway (NB) at 6th Street – One (1) northbound left turn lane.

According to the Traffic Impact Analysis completed for the proposed development, a traffic signal is warranted and will be under construction at the intersection of Hamner Avenue at Citrus Street by the end of 2008. A traffic signal may also be warranted at the intersection of Hamner Avenue and the current location of Schleisman Road.

In anticipation of the proposed development, the City is moving forward with the design and preparation of construction documents for ultimate widening improvements to the easterly side of a 3,600-foot segment of Hamner Avenue, that begins 960 feet north of the northerly property line of the proposed

development to 140 feet south of the southerly property line of the proposed development. The City anticipates the Consultant will complete the required professional consulting engineering services necessary to prepare construction plans, special provisions and construction cost estimates for ultimate street widening improvements along the easterly side of the project segment of Hamner Avenue. Ultimate improvements shall include drive entrances, curb and gutter, master planned medians, street section and transitions to existing widths of Hamner Avenue required within the project segment of Hamner Avenue. In addition to the full-width widening improvement to the easterly side of Hamner Avenue, the following improvements will be incorporated into the final design:

- Full intersection widening improvements at Hamner Avenue at Citrus Avenue, consisting of two (2) through lanes in each direction, two (2) dedicated left turn lanes to Citrus Avenue and to the proposed development, and dedicated right turn lanes in each direction;
- To accommodate the widening of the Citrus Avenue and Hamner Avenue intersection, existing curb and gutter on the westerly side of Hamner Avenue will have to be relocated;
- Modify existing traffic signal plans previously completed by Riverside County Transportation to conform to the widening of the Citrus Avenue and Hamner Avenue intersection;

The Consultant may also be required to prepare construction documents for a phased approach to the proposed street improvements.



The Consultant will be required to coordinate with the Engineers for the "Silverlakes Project" (Belstarr Sport Management) and the County of Riverside throughout the entire design phase of the project.

City Objectives

From our review of the Request for Proposals and discussions with the City of Norco, it is our understanding the City is seeking a full-service Engineering Consulting Team capable of providing the following services:

- Provide complete Project Management Services, including facilitation of a Project Kick Off meeting and other project coordination meetings with the City, the developer and other oversight agencies;
- Provide a thorough and complete research effort of existing record maps, as-built plans and utility field data collected for utilities, including potholing and mapping of existing utilities within the project segment of Hamner Avenue;
- Conduct an accurate and thorough field survey to establish vertical and horizontal control of the project limits of Hamner Avenue and to prepare an accurate base map of existing culture, right-of-way, property lines and utilities;
- Prepare and process complete, accurate and cost effective construction documents, including plans (plan and profile format) to City standards, special provisions and construction estimates of construction quantities and cost;
- Provide bid and construction support during this phase of the project, including addressing bidder questions, attending a pre-proposal meeting, attendance at a pre-construction meeting, addressing RFI's, preparation of Contract Change Orders and preparation of As-Built plans.

Technical Issues

To demonstrate our thorough understanding of the City's requirements for this project and our abilities to complete this project on time, within budget and to the high degree of quality expected by the City, DMC Design Group and its Project Team have identified a number of technical issues associated with the proposed project limits that will require special attention by the Project Team throughout the design phase of this project. The Project Team, with its expert skills, experience and knowledge, will develop viable and cost effective design solutions for each issue.

Drainage

Based upon site visits conducted by DMC, the only drainage facility servicing the project segment of Hamner Avenue is a natural drainage swale along the westerly side of Hamner Avenue from Cactus Avenue to the southerly project limits. From our discussions with the Riverside County Flood Control and Water Conservation District and a review of the Eastvale Area Drainage Plan of Master Planned Drainage Facilities, Line E-3 is proposed to be constructed along the westerly side of Hamner Avenue, from Walnut Street to the north to Citrus Avenue. From Citrus Avenue to the south, no master-planned drainage facilities are proposed.

Based upon this understanding of drainage facilities supporting the project segment of Hamner Avenue, it is anticipated drainage improvements proposed for this project will be limited to the installation of catch basins along the easterly side of Hamner Avenue and the extension of laterals from these catch basins to the existing drainage swale on the westerly side of Hamner Avenue. The first lateral crossing would occur south

of Citrus Avenue to convey storm drainage capture by catch basins at the entrance to the proposed development. Additional as-need catch basins with transverse laterals will also be included south of Citrus Avenue. To fully assess the drainage needs for this project, DMC will complete the following activities:

- Research and obtain copies available hydrology/drainage studies previously completed affecting the project limits of Hamner Avenue;
- Obtain available drainage information from the RCFC&WCD for the westerly storm drain swale;
- Complete a comprehensive drainage analysis of the area affecting the project segment of Hamner Avenue;
- Identify, design and prepare preliminary plans for specific drainage facilities required along the project segment of Hamner Avenue, including necessary improvements, if any, to the westerly drainage swale and the drainage crossing under Hamner Avenue.

The findings, recommendations and estimated costs of proposed improvements resulting from the drainage analysis will be incorporated into a final Project Drainage Report and submitted to the City for review with the submittal of the 60% plans.

Geotechnical Investigation

The Project RFP did not specifically identify the need for a geotechnical investigation. This may have been because the need for a geotechnical investigation specific to this project is not necessary. Relevant recent investigations may have already been completed for the proposed development or adjacent street improvements that can be used for this

project. Based upon this assumption, DMC intends to utilize recently completed geotechnical reports completed for the proposed development and/or surrounding street projects to base its proposed street section designs on. Should this approach be unacceptable to the City, DMC can complete a geotechnical investigation within the project limits as an optional service by utilizing Diaz Yourman and Associates to perform this service. DMC has used Diaz Yourman on numerous street widening improvement projects successfully completed for other agencies.

Traffic Control

During construction of the proposed roadway improvements, the traffic volumes are expected to be very high during the AM and PM periods. To minimize driver frustration through the construction zone during construction times (8:00 am to 5:00 pm) and after construction times (at night, weekends and holidays), DMC, through Urban Crossroads, will prepare a comprehensive traffic control and construction staging plan. This plan will be prepared by Soroush Khadem, P.E a highly qualified professional engineer with many years of experience in the preparation of complicated, but safe traffic control and staging plans. In addressing this need, Mr. Khadem will

Prepare a schematic traffic control plan and representative construction signage for the major elements of the project construction that meets the 2006 Manual on Uniform Traffic Control Devices (MUTCD) requirements as part of the *Phase 1 – Preliminary Engineering* effort. This plan will include temporary signing and striping, channelization through construction zones, continuous access by property owners to their property, and work restrictions during peak hour periods. Should it be necessary, Mr.

Khadem will identify the construction staging requirement for this project. The Special Provisions of the Project Specifications will be revised to specifically match and enforce the requirements of the traffic control/staging plans. Mr. Khadem will review the benefits and hazards of construction during the night with the City. Mr. Khadem will also review the concept traffic control/staging plans with City staff, specifically walking them through the different stages of the plans

- Once the concept traffic control and staging plan has been approved by the City, Mr. Khadem will finalize the plan during the *Phase 2 Engineering*, including making as necessary modifications to the Special Provision of the Specifications. Mr. Khadem will meet with City staff and proposed project inspectors to be assigned to the project to ensure complete understanding. If necessary, site walks will be conducted with the appropriate personnel to ensure all traffic control needs, including temporary signing and access, are addressed in the plans and Special Provisions;
- Mr. Khadem will meet with the resident engineer to be assigned to the construction of this project and the contractor prior to starting work to review the plans and identify any final revisions to the plans.

Off-site Improvements

Off-site improvements are an element of the final design effort that is all too often addressed inadequately during the design stage. It is typically an afterthought, addressed with notes on the plans, such as “replace in kind” or “match to grade.” This approach often results in numerous and expensive change orders and/or field corrections during construction.

DMC will ensure that all project culture is accurately located in the field, clearly identified on the plans and designs prepared that provide proper direction to the Contractor to modify and/or relocate existing improvements as necessary. Our efforts to ensure that all off-site improvements are identified, designed and included in the project construction documents will include the following:

- Identification all off-site areas impacted by the proposed improvements;
- Complete and sufficient field surveys to aid in off-site design;
- Design, in detail, the modifications to off-site areas of the proposed improvements;
- Numerous site visits to verify design details;

It is through this extra effort the City can be assured that expensive “field fixes” are avoided and affected property owners will take ownership in the project.

Schedule

It is understood the project is time sensitive. In order to meet the City’s obligation to the Silverlakes Project, the Hammer Avenue Widening Project must be under construction by April 1, 2009, requiring final construction documents be completed by January 31, 2009.

DMC’s individual project team workloads are expected to drop to approximately 35% of current levels by November 15, 2008. Based upon our expected workload after November 15, 2008 and a start date of November 1, 2008 for this project, DMC will be able to commit the necessary resources required to meet or exceed the January 31, 2009 deadline for this project.



DMC's proposed Work Plan includes, but is not necessarily limited to, the following design tasks:

Task 1- Project Management Services

The Project Management services will include all activities required to manage this project, including the facilitation, coordination and oversight of ongoing daily actions required to completely provide the full level of intended services to the City, to ensure that this project meets all applicable local requirements and that all measures of the project scope of services are completed in a timely and professional manner with an emphasis on providing the City of Norco a high quality project. These services include, but are not be limited to, the services described in the following subtasks and will be inclusive, as necessary, to successfully complete this phase of the project:

Task 1.01 - Project Schedule (3) – Upon issuance of a Notice to Proceed by the City, Mr. Cospet will prepare a multi-level work breakdown schedule (WBS) with key milestones, present a baseline project schedule using Microsoft Project Schedule V4.0 and provide regular monthly schedule updates and revisions with a summary of exceptions to be included in the monthly progress report.

Task 1.02 - Project Progress Reporting (3) – Mr. Cospet will prepare monthly Progress Reports that will include a narrative section detailing progress completed the previous period and progress planned for the following period, updated schedules and an action item assignment list, minutes of the meetings held the previous month, a complete list of contacts and the updated project schedule.

Task 1.03 - Administrative Support – Mr. Cospet will coordinate and assign necessary resources for assistance and support to the

City's Project Manager and other City staff in the completion of the Design Services, including:

- Preparation of project specific correspondences (letters, emails, phone calls, faxes, etc.) to utility agencies and Federal, State and local agencies;
- Preparation of documentation required for this project;
- Maintenance of all project files in accordance with the City boiler format or as otherwise directed by the City Program Manager.

Task 1.04 - Project Meeting (16) – Mr. Cospet will facilitate a number of necessary meetings to:

- Obtain accurate utility information;
- Coordinate traffic signal modification design with the County of Riverside;
- Resolve conflicting design issues between the City and Belstarr Sports Management;
- Provide monthly progress updates to key personnel;
- Obtain necessary approvals and reviews by City staff members, Councils and Commission.

It is anticipated that monthly meetings will be conducted with the City for the duration of this project to provide progress reports and schedule updates for City staff. Additional meetings are anticipated. These additional meeting will not be scheduled unless there are project specific issues requiring resolution.

In the course of completing the objectives of this phase, DMC anticipates the following meeting schedule for this project:



Meeting Description	No
• Orientation Meeting	1
• Monthly Coordination Meetings	3
• Developer Coordination Meetings	4
• Utility Coordination	6
• Other Meetings	2
Total Meetings – Phase 1	16

DMC will provide the other Project Management Services outlined above on an as needed basis.

Task 2 - Research

DMC will research all agency records, including the City of Norco, Riverside County Transportation and the Riverside County Flood Control and Water Conservation District, as necessary, to secure all information, clearances, and/or plan review services required to identify, locate and accurately layout all underground improvements, easements, centerlines, right-of-way limits, property lines, existing and proposed improvements, and other ancillary items that may be affected by this project. DMC anticipates its research effort will include gathering the following information:

- As-Built Drawings/Aerials
- Assessor Maps
- Available Drainage Reports
- Related City Reports
- Pertinent In-Progress Drawings
- Existing Utility Drawings/Maps
- Flood Zone Designations
- Existing Geotechnical Reports
- Right-of-Way Record Maps/Title Reports
- Records Of Surveys/Tract Maps
- Field Notes

Task 3 - Site Visits (3)

Existing conditions and supporting improvements, such as pavement surface areas, curb, gutter, sidewalks and driveways, walls, mailboxes, trees, fences structures and

existing utilities will be inventoried during the initial site visit. Pictures/videos will be taken of the entire project area to confirm existing conditions. Subsequent visits will be focused on checking the plans with actual field conditions and project constructability.

Task 4 - Topographic Surveys

Joseph Bonadiman and Associates will complete as necessary topographic surveys to gather project culture within the project limits and beyond to ensure adequate information for the identification of utility relocations and other existing facilities, runoff information and drainage analysis, provide ample detail and range for the development of right-of-way maps, typical cross sections and for estimating construction quantities. The topographic survey will include a strip approximately 200-foot wide, centered on the project segment of Hamner Avenue, beginning 200-foot north and south of the beginning and ending points of this project and will include 200 feet of all intersecting streets east and west of Hamner Avenue. Sufficient topography will be gathered of the off-site areas immediately east of the proposed widening areas required to identify potential off-site grading and drainage improvements necessary to match widening improvements with existing conditions.

JBA will establish uniform centerline stationing on Hamner Avenue and intersecting streets, increasing northerly and easterly. A nail and tin shall be placed every one hundred feet (100') on station and fifty feet (50') painted in between with the station number painted next to it. All public and private street intersections shall have a nail and tin along with its corresponding station number painted next to it. JBA will provide a minimum of two (2) temporary benchmarks on this project. The completed survey will be provided to the City on a CD-RW diskette and a separate hard copy plot



provided of existing improvements, using AutoCAD 2008 software or compatible software. Survey points with coordinates, elevations and description key will be in AutoCAD 2008 Standard Survey format only and will be submitted in ASCII format.

Task 5 - Base Maps

Utilizing data collected in the field, DMC will prepare a continuous base map in plan and profile format of existing improvements. The limits of the base plans shall have the same beginning and ending points as the field survey limits. The base plan will be prepared using AutoCAD 2008. Its continuous format will be used to evaluate various horizontal alignments along the entire project length of Hamner Avenue. The base map will include:

- ❑ Street names;
- ❑ Street widths, right-of-way and property lines (existing and future);
- ❑ Assessor's parcel numbers contiguous to and affected by the proposed project;
- ❑ All surface features, such as utility manholes, valves, fire hydrants, street lights, catch basins, power poles, structures, driveways, sidewalks, parking lot entrances, parking lots, access ramps, trees, walls, fences, curbs and gutters as visible from the aerial photograph;
- ❑ Centerline stationing based on information provided by the City;
- ❑ City/State boundary lines;
- ❑ One-half foot contour intervals with adequate spot elevations.

The Base Map will be submitted to the City on CD-RW diskette and a separate hard copy plot provided for the proposed improvements using AutoCAD 2008 or compatible software approved by the City. Survey points with coordinates, elevations and descriptions key shall be AutoCAD Land Development Standard Survey

Descriptions only. The data will be submitted in ASCII format on CD-RW diskette with a hard copy printout provided.

Task 6 - Utility Coordination

DMC will identify and officially notify all utility companies and other agencies providing services within the project segment of Hamner Avenue that may own, operate or maintain facilities within the proposed project limits and obtain maps, plans and records of all existing facilities within the project limits from these utilities. Field reviews will be conducted to locate all surface evidence of existing sub-surface and overhead installations within the limits of this project. All utility information obtained from its research effort and field reviews will be plotted on the Base Map. Specific subtasks include:

- ❑ Development of a request for information letter on City letterhead to be sent to the utility companies notifying the utilities of the proposed project and a request for as-built information. DMC will have each letter sent certified, return receipt requested;
- ❑ Develop a complete Utility Log of all correspondence with utilities during the design of this project;
- ❑ Review data received from the utility companies and plot information on the base sheets to be used in the preparation of the project plans;
- ❑ Conduct necessary field reviews to confirm identified utilities based on record plans and locate surface evidence of additional existing sub-surface and overhead installations within the limits of this project;
- ❑ Prepare a Utility Pot Hole Plan with recommended locations for potholing. DMC will review the Utility Pot Hole Plan with the utilities prior to submitting

to the City. The Utility Pot Hole Plan will be submitted to the City for review and approval;

- Utilizing the approved Utility Pot Hole Plan, DMC will coordinate with Saf-Dig to pothole potentially conflicting utilities. The vertical and horizontal control of the utility will be obtained by DMC and plotted on the plans. Based upon this information, DMC will determine the need to relocate the utility. The City and the affected utilities will be notified immediately of the findings of the utility pothole effort. *For budget purposes, DMC has included twenty (20) potholes in its fee proposal. Should additional potholes become necessary, DMC will be reimbursed at a per pothole fee as outlined in our fee proposal.*
- From its pothole effort, identify potential conflicts and immediately notify the City and affected utility of known conflicts. Plans will be sent to the utility and the City identifying the utility conflict.

As potential conflicts are identified throughout the design phase, DMC will continue to coordinate with the utility agencies by providing plans throughout the various phases of design until the utility conflict is resolved to the City's satisfaction.

Task 7 – Drainage Study

DMC will prepare a comprehensive drainage study of the project segment of Hamner Avenue to identify drainage improvement needs and options for meeting a 10-year, 25-year and 100-year storm frequency criteria or combination thereof. The findings and recommendations resulting from the Drainage Study, including alternative storm drain improvement costs and the justifications for its recommendations, will be incorporated into the final Drainage Report for this project. Three (3) copies will

be submitted to the City for review at the 60% complete stage of the PS&E documents.

Task 8 - Prepare PS&E's

This task will include final design and preparation of complete and accurate construction documents (plans, specifications and estimates, bid ready and signed by a California Registered Civil Engineer). DMC will prepare clear, concise and accurate construction documents (PS&E's) for this project. In general, the construction documents will conform to the City of Norco's standards and practices.

Task 8.D1 - Plans – All civil improvements will be prepared using AutoCAD 2008 software on 24" X 36" sheets. The scale shall generally be at a scale of 1" = 40' or greater. Traffic signal and intersection plans will be prepared at a scale of 1" = 20'. Detail sheets will be prepared at a scale of 1" = 20' or greater, as required. Striping/Signing plans and Traffic Control plans will be prepared at a scale of 1" = 40'. 50-foot cross sections will be prepared and used to calculate cut and fill quantities.

Based upon our current understanding of this project, DMC Design Group will prepare the following sheets:

Description	No.
Title Sheets	1
General Note/Detail Sheet	2
Demolition Plan	2
Street Plans and Profiles	4
Intersection Plans	1
Traffic Signal Modification Plans	1
50' Cross Sections	4
Driveway Profiles	1
Storm Drain Plans and Profiles	2
Traffic Striping/Signage Plans	2
Work Area Traffic Control Plan	2
Storm Water Prevention Plans	2
Total Sheets	24



Plans will be submitted to the City and affected utilities for review at the 60%, 90%, 100% and complete stages. DMC will submit three (3) sets of blueprints with each submittal, along with the previous red lined check prints. Comments received from the City will be incorporated into the plans. Final plans will be submitted to the City on Mylar and wet stamped by the Project Engineer.

Task 8.02 Preparation of Specifications – Utilizing City boilerplates, DMC will prepare the Special Provisions for this project. The special provisions will be submitted to the City for review at the 60%, 90%, 100% and complete stages.

Task 8.03 Estimate – DMC will prepare a comprehensive list of bid items, their quantities and unit costs, and probable cost of construction and submit to the City for review. The estimates will be prepared in Excel format and submitted to the City for review at the 60%, 90%, 100% and complete stages, or as otherwise requested.

Task 9 - Final Site Visit
Prior to final submittal, DMC will conduct a final site visit to confirm that all issues have been addressed in the plans.

Task 10 - Data Transfer
Upon acceptance of the construction documents, DMC will submit project documents in digital format on DVD's to the City.

Task 11 - Bid Support Services
DMC will be answer questions regarding the Special Provisions, the design drawings or conflicts in the design during the bidding phase of the project. DMC will assist the City in the preparation of written Bidder RFI's and Addendums regarding omissions or conflicts in the design during the bidding

phase and will attend a schedule pre-bid meeting.

Task 12 - Construction Support Services
DMC will be answer questions regarding the Special Provisions, the design drawings or conflicts in the design during the construction phase of this project, including the preparation written responses to Contractor RFI's and Contract Change Orders regarding omissions or conflicts in the design during construction and will attend a scheduled pre-construction meeting.

Task 13 - As-Built Plans
DMC will incorporate all red-line comments prepared by the Contractor and project inspector and prepare final ink on Mylar "as-built" record plans, Wet Stamped by the Project Engineer.

Task 14 - Geotechnical Investigations (Optional)
Sufficient borings and material samples will be taken to design the roadway structural section required for the proposed widening improvements to the project segment of Hamner Avenue. Diaz-Yourman & Associates (DYA) will provide the anticipated geotechnical and pavement evaluation support services necessary to develop recommendations for proposed roadway structural section. Specific tasks to be completed by DYA include the following sub-tasks:

- ❑ Project coordination and review of readily available geologic maps, published literature, stereoscopic aerial photographs, in-house information, and other reports and/or plans provided by the client.
- ❑ Geotechnical site reconnaissance to document the condition of the existing pavement, to select and mark the proposed boring locations, and to



coordinate with Underground Service Alert for underground utility location.

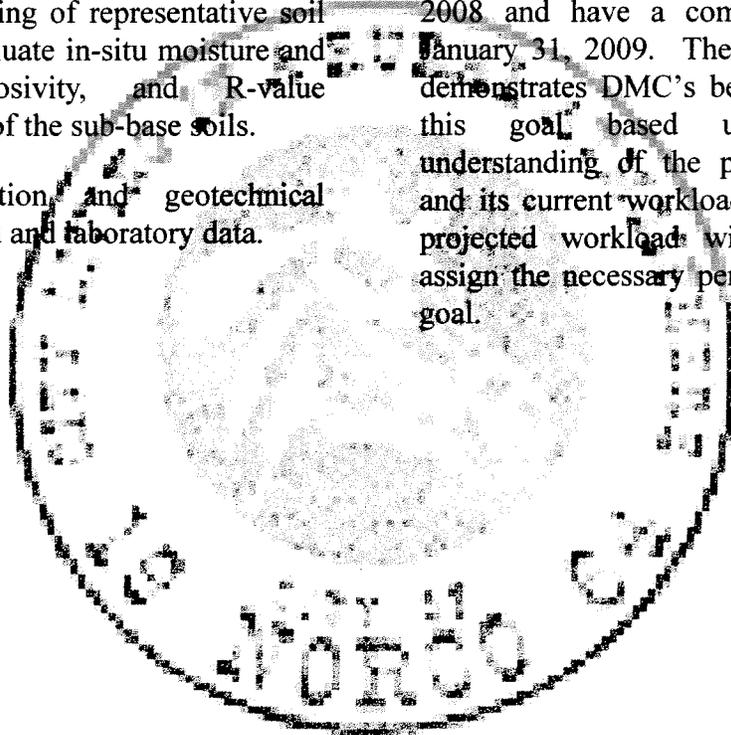
- Traffic control and temporary lane closures during drilling and backfilling of exploratory borings.
- Drilling, sampling, and logging of up to eight (8) small-diameter borings, 5 to 30-foot deep. The purpose of the borings will be to observe the existing structural pavement sections and shallow subsurface soil conditions and to collect soil samples for laboratory testing.
- Laboratory testing of representative soil samples to evaluate in-situ moisture and density, corrosivity, and R-value characteristics of the sub-base soils.
- Data compilation and geotechnical analysis of field and laboratory data.

A Traffic Index (TI) will be used in accordance with the City Standards. A TI of 10 will be used.

DYA will prepare a written report presenting the results of its field exploration, laboratory testing, and engineering analyses, as well as conclusions and recommendations relative to required pavement structural section and alternative pavement rehabilitation methods.

Schedule

DMC understands the City expects to initiate the required services by November 1, 2008 and have a completed PS&E's by January 31, 2009. The following schedule demonstrates DMC's best effort to achieve this goal, based upon its current understanding of the project requirements and its current workload. Our current and projected workload will allow DMC to assign the necessary personnel to meet this goal.





Project Schedule
 Professional Consulting Engineering Services
 For
 Widening of Hammer Avenue at the Silverlakes Project



Task Name	Duration	Start	Finish	PROJECT STUDY REPORT DEVELOPMENT															
				Nov '08	Dec '08	Jan '09	Feb '09	Mar '09											
Task 1 Project Management Services	65 days	Mon 11/3/08	Fri 1/30/09	26	29	30	7	14	21	28	4	11	18	25	1	8	15	22	
Task 2 Research	5 days	Mon 11/3/08	Fri 11/7/08	1/3	Task 2 Research														
Task 3 Site Visits (3)	55 days	Fri 11/7/08	Fri 1/23/09	1/3	Task 3 Site Visits (3)														
Site Visit No. 1	0 days	Fri 11/7/08	Fri 11/7/08	11/7	Site Visit No. 1														
Site Visit No. 2	0 days	Fri 12/19/08	Fri 12/19/08	12/19	Site Visit No. 2														
Site Visit No. 3	0 days	Fri 1/23/09	Fri 1/23/09	1/23	Site Visit No. 3														
Task 4 Topographic Surveys	10 days	Mon 11/10/08	Fri 11/21/08	11/10	Task 4 Topographic Surveys														
Task 5 Base Maps	10 days	Mon 11/17/08	Fri 11/28/08	11/17	Task 5 Base Maps														
Task 6 Utility Coordination	60 days	Mon 11/10/08	Fri 1/30/09	11/10	Task 6 Utility Coordination														
Task 7 Drainage Study	15 days	Mon 12/1/08	Fri 12/19/08	12/1	Task 7 Drainage Study														
Task 8 Prepare PS&E's	45 days	Mon 12/1/08	Fri 1/30/09	12/1	Task 8 Prepare PS&E's														
Prepare and Submit 60% PS&E's	15 days	Mon 12/1/08	Fri 12/19/08	12/19	Prepare and Submit 60% PS&E's														
City Review	5 days	Mon 12/22/08	Fri 12/26/08	12/22	City Review														
Revise and Submit 90% PS&E's	10 days	Mon 12/22/08	Fri 1/2/09	1/2	Revise and Submit 90% PS&E's														
City Review	5 days	Mon 1/5/09	Fri 1/9/09	1/5	City Review														
Prepare and Submit 100% PS&E's	5 days	Mon 1/12/09	Fri 1/16/09	1/16	Prepare and Submit 100% PS&E's														
City Review	5 days	Mon 1/19/09	Fri 1/23/09	1/19	City Review														
Final PS&E's	2 days	Thu 1/29/09	Fri 1/30/09	1/30	Final PS&E's														

DMC Design Group, Inc.
 Project Schedule
 October 27, 2008

CITY TASK DMC TASK Milestone Summary

Once a final work plan has been developed and final Project Team assignments communicated to each Project Team Member, DMC will develop a defined Quality Control (QC) Plan specific to this project. The QC Plan will guide the Project Team in the management and implementation of quality throughout the life of this project, not to merely “check it” at the end of this project. The preparation and implementation of the QC Plan will be integrated into the work plan as a specific task and will be applied continuously and at strategic points in the work process by Project Team Members. The QC Plan will include procedures for both administrative and technical controls, such as project files, routing of correspondence, checking and back-checking procedures, design notebooks, check lists, etc.

through *Joseph Bonadiman & Associates*, has developed, implemented and managed similar services for many public agencies and districts throughout Southern California.

Specific components of the proposed QA/QC Program include the following:

Quality Control Manager's Background:

EDUCATION:
Ph.D., Civil Engineering
 Columbus University, Mississippi

Master, Civil Engineering
 California Century University, New Mexico

B.S., Civil Engineering
 California State University, Fresno

REGISTRATION:
 Licensed Civil and Professional Engineer in the States of California, Nevada and Colorado.

AFFILIATIONS:
 Fellow, American Society of Civil Engineers
 Fellow, National Academy of Forensic Engineers
 Member, American Water Works Association
 Member, National Society of Professional Engineers

- ☑ An independent review and assessment of work completed by our Project Team;
- ☑ Performance of quality control checks and constructability/value engineering reviews of planning/environmental documents, design studies, Project Report, design calculations and modeling, mapping, plans, specifications and construction estimates;
- ☑ Development/implementation of quality control tools, such as Check Lists, early in the design stage to be used by planners, designers and engineers during the development of their project documents as an internal pre-check of work prior to submittal for QA/QC review. The tools and report formats created by the design team and employed by QA/QC Manager specifically for this project will be aimed at simplifying the review and management efforts of the City staff and will reduce the time and effort expended by staff for economy of effort;
- ☑ The proposed QA/QC program will provide an independent paper trail of quality control checks on documents and designs completed by the design team. This approach ensures the construction documents delivered to the City are accurate, cost effective, buildable and well documented, minimizing the City's exposure to contract change orders and during the construction phase of the project resulting in a completed project that meets the maintenance and useful life expectancy anticipated by the City.

To produce final construction documents meeting the high quality standards of the City of Moreno Valley, DMC will utilize the expertise and skills of Joseph Bonadiman, P.E. to develop, implement and manage the specific QA/QC program required for this project. Mr. Bonadiman will rely on his forty (40) years of experience and developed skills as a professional engineer in the State of California in developing construction documents similar to those anticipated for this project. Mr. Bonadiman,

DMC Design Group, Inc. and its Project Team of Sub-Consultants agree to the following:

1. The professional engineering services outlined in our proposal, dated October 27, 2008, and the accompanying fees, are in accordance with the City's RFP, entitled "Request for Proposal for Professional Consulting Engineering Services for *"Widening of Hamner Avenue at the Silverlakes Project"* in the City of Norco, except as otherwise specified in this Proposal under "Additions or Exceptions".
2. It is understood that said RFP will be incorporated in its entirety as part of our proposal.
3. It is further understood that said RFP and our proposal will jointly become a part of the "Agreement for Professional Consultant Services" for this project when said Agreement is fully executed by DMC Design Group, Inc. and City of Norco.
4. All charges for Professional Engineering services outlined in this proposal are "Maximum Not to Exceed Fees" as submitted with and made a part of this Proposal. It is understood that payment will be made for actual time and materials expended in furnishing authorized professional services to the "Maximum Not To Exceed Fee" level.
5. The cost of printing, mileage, telephone, mailing, and other expenses incidental to the performance of the main items of the Engineering Services to be rendered are included in the hourly rates of said hourly rate schedule and that there will be no additional charges.
6. DMC will document and provide the results of the work to the satisfaction of the City, including, if necessary, the preparation of field and final reports, or similar evidence of attainment of the Agreement objectives.
7. DMC will immediately document and notify the City of any defects or hazardous conditions observed in the vicinity of the project site prior, during or after the construction work.
8. DMC acknowledges and understands that changes the subconsultants shown in our proposal, dated October 27, 2008, will not be allowed without written permission from the City.
9. DMC understands that all charges for subcontracted services shall be in the same amounts as actually invoiced to and paid by the engineer plus an allowable percentage markup (15%).
10. DMC understands the City expects to initiate the required services by November 1, 2008 and have a completed PS&E's by January 31, 2009, or approximately ninety (90) calendar days after a written authorization to proceed is received by DMC Design Group, Inc. from the City of Norco.



DMC Design Group, Inc. and its Project Team of Subconsultants have included the following additions or exceptions into our October 27, 2008 proposal to the City of Norco for Professional Consulting Engineering Services for the Widening of Hamner Avenue at the “Silverlakes Project” in the City of Norco:

1. The City will assign a Project Manager to act as its point person on the project for the duration of this project.
2. All available information pertinent to the project in the City’s possession will be provided to DMC at no cost.
3. The City will provide “no cost” encroachment permits for all design survey and as-needed geotechnical investigations activities required to complete the project.
4. This proposal does not include any environmental services or CEQA/NEPA compliance tasks. Should these services be required, DMC will provide the City of Norco a separate proposal for these services.
5. This proposal does not include any right of way document preparation, negotiation or acquisition services. Should these services be required, DMC will provide the City of Norco a separate proposal for these services.
6. This proposal does not include any landscape and/or irrigation concept development, design or plan preparation services. Should these services be required, DMC will provide the City of Norco a separate proposal for these services.
7. This proposal does not include any utility relocation concept development, design or plan preparation services. Should these services be required, DMC will provide the City of Norco a separate proposal for these services.
8. This proposal includes a budget for preparation of a Utility Pothole Plan and twenty (20) utility potholes. DMC Design Group, Inc. will prepare a Utility Pothole Plan for the City’s approval prior to the start of any potholing activities. Should additional potholes be required beyond the initial twenty (20) proposed in our October 27, 2008 proposal and as outlined on the approved Utility Pothole Plan, DMC will complete each additional utility pothole at the unit cost per each so stipulated in the our Fee Proposal for this project, dated October 27, 2008 and will include costs for potholing, field marking, surveying and mapping the additional pothole information.
9. All Permit Application fees are considered as Direct Cost items and will be billed to such.



SCHEDULE OF HOURLY BILLING RATES

OFFICE PERSONNEL

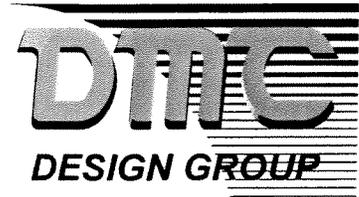
Principal Civil Engineer	\$195.00/hr
Principal Traffic Engineer.....	\$175.00/hr
Project Manager	\$165.00/hr
Project Engineer.....	\$150.00/hr
Quality Control Manager.....	\$150.00/hr
Senior Project Manager	\$145.00/hr
Senior Associate	\$140.00/hr
Lead Designer	\$135.00/hr
Associate	\$130.00/hr
Designer	\$125.00/hr
CADD Manager.....	\$120.00/hr
Traffic Project Coordinator	\$115.00/hr
Acquisitions/Relocations Specialist	\$110.00/hr
CADD Designer	\$100.00/hr
Traffic Analyst	\$95.00/hr
Utility Coordinator	\$85.00/hr
Right-of-Way Administrative Support	\$80.00/hr
Technician	\$75.00/hr
Word Processor	\$60.00/hr

FIELD PERSONNEL

Construction Manager.....	\$155.00/hr
Survey Manager.....	\$125.00/hr
Two-Man Survey Party w/ Vehicle & Equipment.....	\$225.00/hr
Three-Man Survey Party w/ Vehicle & Equipment.....	\$340.00/hr
Public Works Inspector.....	\$125.00/hr
Field Technician.....	\$90.00/hr

Outside services and sub-consultants will be billed at cost plus 15% for administration, coordination and handling. Scheduled overtime will be billed at 150%. Terms are net thirty (30) days with 1.5% per month interest charges. The above schedule is for straight time hours.

DMC Design Group, Inc.
Maple Centre
140 N. Maple St., Suite 104
Corona, CA 92880



(951) 549-8100 Fax (951) 549-8102

October 27, 2008

Bill Thompson, Director of Public Works
City of Norco
Public Works Department
2870 Clark Avenue
Norco, CA 92860

RECEIVED
OCT 27 2008
NORCO ENGINEERING

RE Fee Proposal Consulting Engineering Services for Widening of Hamner Avenue at the Silverlakes Project, Norco, CA

Dear Mr. Thompson:

DMC Design Group will provide the following services, as outlined in our October 27, 2008 proposal for the referenced project for the following fixed price "Maximum Not to Exceed" fee:

	Task	Maximum Not to Exceed Fee
Task 1	Project Management	\$10,960
Task 2	Research	\$1,880
Task 3	Site Visits (3)	\$3,480
Task 4	Topographic Surveys	\$10,600
Task 5	Base Maps	\$4,000
Task 6	Utility Coordination	\$27,060
Task 7	Drainage Report	\$9,680
Task 8	PS&E's	\$51,485
Task 9	Final Site Visit	\$1,760
Task 10	Data Transfer	\$840
Task 11	Bid Support Services	\$2,840
Task 12	Construction Support Services	\$3,320
Task 13	As-Built Plans	\$2,000
	TOTAL	\$129,905

Attached are a Schedule of Hourly Rates and a Resource Matrix detailing each resource's hourly assignments to each task.

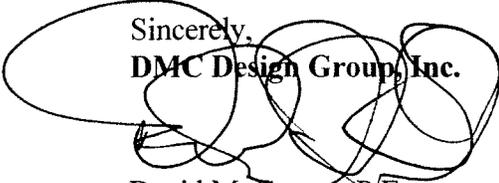
It is understood that the attached Schedule of Hourly Rates is a part of our Proposal and will be used for invoicing for monthly progress payments and for extra work incurred that is not a part of this Proposal. It is further understood that all extra work will require prior approval of the City.

Additional/Optional Item

- | | |
|---|-------------|
| <input type="checkbox"/> Geotechnical Investigation Study | \$9,500 |
| <input type="checkbox"/> Utility Pot Holing Minimum Cost (4 Potholes) | \$4,500/day |
| <input type="checkbox"/> Each Utility Pothole Thereafter to a Maximum of 8 Potholes/Day | \$900 |

We look forward to working with the City of Norco and would very much like to discuss providing our engineering services on the proposed street improvements to Hamner Avenue. Should you have any questions or concerns, do not hesitate to contact me.

Sincerely,
DMC Design Group, Inc.



David M. Cospers, P.E.
Principal

ATTACHMENT Schedule of Hourly Rates
Resource Matrix

SCHEDULE OF HOURLY BILLING RATES

OFFICE PERSONNEL

Principal Civil Engineer	\$195.00/hr
Principal Traffic Engineer.....	\$175.00/hr
Project Manager	\$165.00/hr
Project Engineer.....	\$150.00/hr
Quality Control Manager	\$150.00/hr
Senior Project Manager	\$145.00/hr
Senior Associate	\$140.00/hr
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Associate	\$130.00/hr
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Acquisitions/Relocations Specialist	\$110.00/hr
CADD Designer	\$100.00/hr
Traffic Analyst	\$95.00/hr
Utility Coordinator	\$85.00/hr
Right-of-Way Administrative Support	\$80.00/hr
Technician	\$75.00/hr
Word Processor	\$60.00/hr

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Survey Manager.....	\$125.00/hr
Two-Man Survey Party w/ Vehicle & Equipment.....	\$225.00/hr
Three-Man Survey Party w/ Vehicle & Equipment.....	\$340.00/hr
Public Works Inspector.....	\$125.00/hr
Field Technician.....	\$90.00/hr

Outside services and sub-consultants will be billed at cost plus 15% for administration, coordination and handling. Scheduled overtime will be billed at 150%. Terms are net thirty (30) days with 1.5% per month interest charges. The above schedule is for straight time hours.

		TOTAL	LABOR	TOTAL TASK
TASK	DESCRIPTION	LABOR	COST	COST
Task 1	Project Management Services			
	<i>Project Schedules (3)</i>	6	\$990	\$990
	<i>Monthly Project Progress Reports (3)</i>	12	\$1,350	\$1,350
	<i>Project Administration</i>	16	\$1,800	\$1,800
	<i>Project Meetings (16)</i>	64	\$6,820	\$6,820
Task 2	Research	24	\$1,880	\$1,880
Task 3	Site Visits (3)	32	\$3,480	\$3,480
Task 4	Topographic Surveys	12	\$1,400	\$10,600
Task 5	Base Maps	36	\$4,000	\$4,000
Task 6	Utility Coordination	60	\$6,360	\$27,060
Task 7	Drainage Study	84	\$9,680	\$9,680
Task 8	Prepare PS&E's			
	<i>Prepare Plans (24)</i>	328	\$34,980	\$43,605
	<i>Prepare Special Provisions</i>	32	\$3,680	\$3,680
	<i>Prepare Construction Estimate</i>	32	\$4,200	\$4,200
Task 9	Final Site Visit	12	\$1,760	\$1,760
Task 10	Data Transfer	12	\$840	\$840
Task 11	Bid Support Services	24	\$2,840	\$2,840
Task 12	Construction Support Services	26	\$3,320	\$3,320
Task 13	As-Built Plans	22	\$2,000	\$2,000
	Total Hours - 1	834	\$60,980	\$129,905
	HOURL		DIRECT COSTS	\$0
	TOTAL LABOR		TOTAL	\$129,905

	\$8,000
IRVEY AND MAP	\$18,000
IFICATIONS	\$7,500
Subtotal	\$33,500
15% Mark-Up on Subconsultants	\$5,025
Total on Subconsultants	\$38,525

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Alma Robles, Senior Planner 

DATE: February 4, 2009

SUBJECT: Request for a Twelve-Month Extension of Time for Tentative Parcel Map 33317 (McMillan)

RECOMMENDATION: Staff recommends that the City Council approve the extension of time for recording a final map for Tentative Parcel Map 33317 with a new expiration date of February 1, 2010.

SUMMARY: Tentative Parcel Map 33317 was due to expire on February 1, 2009. However, an extension of time can be considered if a request for the extension is submitted prior to the expiration date. The request for extension was submitted on January 12, 2009. The State Subdivision Map Act and the Norco Municipal Code allows for extensions of time on approved tentative maps not ready for final approval by the City Council and recordation with the County Recorder's Office.

BACKGROUND/ANALYSIS: On February 1, 2006, the City Council approved Tentative Parcel Map 33317, a request to subdivide 1.14 acres into two parcels for residential purposes (ref. Exhibit "C" – Tentative Parcel Map 33317). The property is located at 3538 Center Avenue within the A-1-20 zone (ref. Exhibit "A" – Location Map). The Tentative Parcel Map was approved for a two-year period (ref. Exhibit "B" – Resolution 2006-06) with an expiration date of February 1, 2008.

The Norco Municipal Code, Title 17 Subdivisions, permits tentative maps to be extended for three consecutive one-year time periods for a maximum of five years for the applicant to comply with all conditions of approval. On January 16, 2008, the City Council granted the first one-year extension, which extended that expiration date to February 1, 2009. This is the second request for an extension of time, which was submitted on January 12, 2009 (ref. Exhibit "D" – Letter, Richard V. McMillan, dated January 6, 2009) and if approved, would extend the expiration date of the map one year to February 1, 2010.

The extension of time is being requested because one of the conditions on the tentative map is the demolition of existing (old) structures prior to the recordation of the final map. All buildings requiring demolition need to be removed before the City Council can

Extension of Time for TPM 33317 (McMillan)

Page 2

February 4, 2009

approve the final map. The loan that the property owners have on the property requires that the replacement (new) structures have approved construction plans from the City before demolition of the existing structures can occur.

Plans for the new residence are in plan check. Building permit issuance is pending plan check comments and/or corrections being addressed by the applicant.

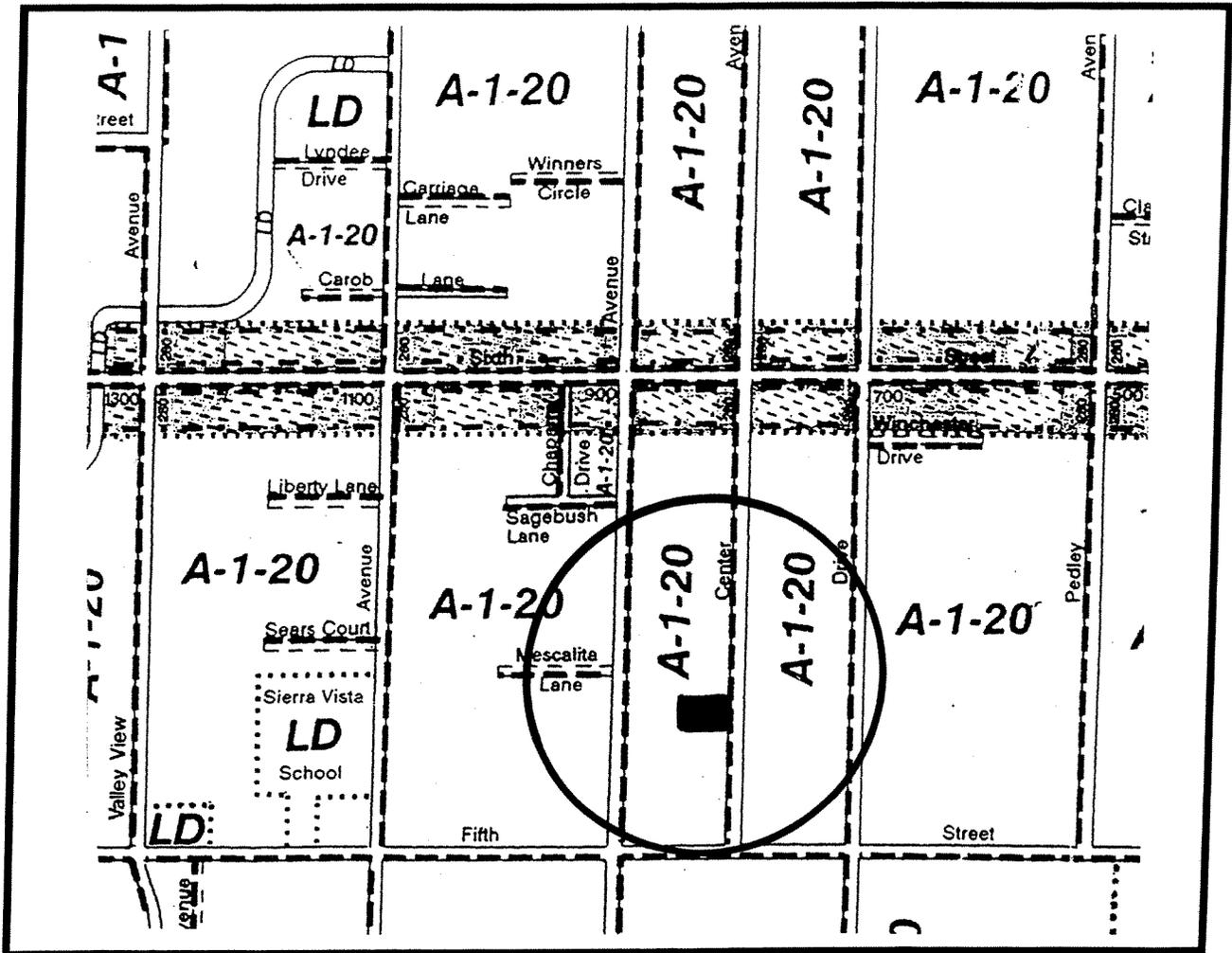
Tentative Parcel Map 33317 complies with all provisions of the Norco Municipal Code, the State Subdivision Map Act and the A-1-20 zone and now is in the process of coming into compliance with the condition of approval that requires demolition of existing structures prior to recordation. Staff supports the requested extension.

FINANCIAL IMPACT: None identified.

/adr-71455

Attachments: Exhibit "A" – Location Map
Exhibit "B" – CC Resolution 2006-06
Exhibit "C" – TPM 33317
Exhibit "D" – Letter, McMillan, dated 1/06/09

LOCATION MAP



Not to Scale



PROJECT: Tentative Parcel Map 33317

LOCATION: 3538 Center Avenue

APPLICANT: Richard McMillan

Exhibit "A"

RESOLUTION NO. 2006- 06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA APPROVING TENTATIVE PARCEL MAP 33317 TO SUBDIVIDE APPROXIMATELY 1.14 ACRES INTO TWO PARCELS LOCATED AT 3538 CENTER AVENUE WITHIN THE A-1-20 ZONE.

WHEREAS, RICHARD MCMILLAN submitted an application to the City of Norco, California, for a tentative parcel map under the provisions of Title 17 of the Norco Municipal Code, on property generally described as:

The southerly 165 feet of the easterly 330 feet of Lot 11, Block 35 of Norco Farms Tract No. 3, as per Map recorded in Book 12, Page 33 of Maps, Records of Riverside County, California,

More generally described as a rectangular-shaped area of about 1.14 acres, having a frontage of about 165 feet on the west side of Center Avenue, a maximum depth of about 300 feet, and being further identified as 3538 Center Avenue (APN 133-261-009); and

WHEREAS, said application has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, notice of a public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set, at 7 p.m. on July 13, 2005 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, the Planning Commission continued the project to allow the applicant time to provide a rough grading plan with drainage details; and

WHEREAS, at the time set, at 7 p.m. on September 28, 2005 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, the Planning Commission denied the project based on a lack of submittal of a rough grading plan to insure Norco Municipal Codes could be met; and

WHEREAS, at the time set, at 7 p.m. on January 25, 2006 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

EXHIBIT "B"

February 1, 2006

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and recommended approval of Tentative Parcel Map 33317 by the adoption of Resolution No. 2006-01; and

WHEREAS, hearing of Tentative Parcel Map 33317 was duly noticed and scheduled for public hearing by the City Council at their meeting of February 1, 2006 on or about 7 p.m. in the Council Chambers of the Norco City Hall, 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, the proposed map depicted on Tentative Parcel Map 33317, Exhibit "C", dated as received June 6, 2005 and on file with the Planning Department, is consistent with the City's General Plan, and meets all regulations regarding subdivisions; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project is exempt from the California Environmental Quality Act pursuant to Section 3.13, Class 15 (Minor Land Divisions).

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

I. FINDINGS:

A. The map is consistent with the Norco General Plan. The site is designated Residential Agricultural and zoned A-1-20 (Agricultural-Low Density, Residential). The proposed lots as designed and conditioned meet all A-1-20 zoning requirements related to lot area and dimension standards.

B. None of the conditions for mandatory denial as set forth in Subsections (a) through (g) of Section 66474, Article 1, Chapter 4, Division 2, Title 7, of the California Government Code exist with respect to said subdivision.

C. The proposed subdivision together with provisions for its design and improvement is consistent with applicable general plans of the City pursuant to Section 66473.5, Article 1, Chapter 4, Division 2, Title 7, of the California Government Code.

D. The project has been determined by the City of Norco to be categorically exempt from City of Norco Environmental Guidelines, pursuant to Section 3.13, Class 15 "Minor Subdivision" of said guidelines.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, in session assembled on February 1, 2006 does hereby approve Tentative Parcel Map 33317 for a period of 24 months, subject to the following conditions:

1. Approval is based on Exhibit "C", dated June 6, 2005, and incorporated herein by reference and on file with the Planning Department. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Department, for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of permit.
4. The applicant shall pay all applicable fees associated with this proposal and the subdivision of land. Furthermore, the applicant shall pay all development fees in accordance with the NMC prior to approval of the final map.
5. All provisions of Chapters 17 and 18 of the NMC shall be met as it relates to the division of land.
6. The submittal, approval, and recordation of a subdivision map in accordance with the provisions of the State Subdivision Map Act and the City Subdivision Ordinance prior to the issuance of any permits is required.
7. Approval of the tentative map shall expire if the subject map has not been recorded within a two-year period from the date of City Council approval.
8. Extension of the tentative map approval shall only be considered if the applicant filing said map submits a written request for extension to the City Planning Department stating the response for the request, at least 30 days before the map approval is due to expire, pursuant to and in compliance with Section 17.16.170 of the City Subdivision Ordinance.

9. The project shall have a dedicated "Primary Animal-Keeping Area" (PAKA) on each and every lot created within the subdivision map. The size of the PAKA shall be determined by the ultimate pad area according to the NMC. Furthermore, the dedicated PAKA shall be recorded on each lot.
10. A six-foot high solid fence shall be provided along the property lines of each lot of this subdivision where the PAKA is not a minimum of 35 feet from any habitable structure on adjacent lots.
11. All lots within this development shall only be served by underground utilities. All utility locations shall be incorporated into the public improvements plans and shall be prepared on standard size sheets by a registered civil engineer for approval by the City Engineer. A plan check deposit of \$250 per sheet shall be posted prior to checking and standard fees paid prior to plan approval.
12. Any existing and future residential structures on said property shall be required to connect to the City water and sewer systems.
13. The applicant shall pay connection fees to the City of Norco for sewerage service required for the additional parcel created prior to building permit issuance and for the existing unit not connected to sewer.
14. The applicant shall pay connection fees to the City of Norco for all water system service required for the additional parcel created prior to building permit issuance.
15. The applicant shall install all public improvements along Center Avenue in a manner meeting the approval of the City Engineer and per Chapter 17.24 of the NMC.
16. Driveway approaches shall be constructed in accordance with City Standards as approved by the City Engineer.
17. Existing driveways shall be removed and replaced with curb, gutter and (sidewalk/equestrian trail) improvements as approved by the City Engineer.
18. If required, street improvement plans shall be prepared on standard size sheets by a registered civil engineer for approval by the City Engineer. A plan check deposit of \$250 per sheet shall be posted prior to checking and standard fees paid prior to plan approval.
19. If required, street tree planting, parkway landscaping, and irrigation plans shall be prepared on standard size sheets by a registered civil engineer or

landscape architect for approval by the City Engineer and Director of Community Development, and shall be submitted at the time of initial submission of all improvement plans. All street tree installations shall conform to the Street Tree Master Plan as approved by the Parks and Recreation Commission and City Council.

20. A precise grading plan for the subject subdivision shall be submitted to and approved by the City Engineer prior to the final map and development of the land.

21. Prior to issuance of a grading permit, a hydrology and hydraulic study shall be prepared by a registered civil engineer for approval by the City Engineer. Those recommendations of the report, as approved by the City Engineer, shall be incorporated into the public improvement plans and site development plans prior to their approval.

22. A City of Norco Public Works encroachment permit shall be taken out for all work in the public right-of-way prior to the start of work. All work shall be done in accordance with Riverside County Road Department, City Standards, and/or otherwise specified to the satisfaction of the City Engineer and completed prior to certificate of occupancy.

23. A bond or surety device shall be posted and an agreement executed to the satisfaction of the City Engineer and City Attorney, guaranteeing completion of all public improvements. NOTE: Upon acceptance of the public improvements by the City Council, the City will release the Monumentation Bond immediately, release the Labor and Materials bond within 180 days, and reduce the Faithful Performance Bond to 10% of the original amount and release it after a period of one year if no liens have been filed.

24. A tentative map shall be approved prior to issuance of grading permit and final map shall be recorded prior to issuance of certificate of occupancy and within 24 months from the date of the tentative map approval.

25. If properties are developed together, the applicant shall apply for a Nation Pollution Discharge Elimination Systems (NPDES) permit. Proof of compliance (a copy of the Notice of Intent and application fee) shall be submitted to the Engineering Department prior to start of work. No work completed shall cause a violation of the City-wide NPDES Permit.

26. The applicant shall meet all standards and conditions of the Planning, Fire, Engineering, Building and Safety Departments, and all other applicable departments and agencies.

27. The proposed project lies within an area established by the Western Riverside Council of Governments (WRCOG) and the City of Norco for an area-wide Transportation Uniform Mitigation Fee (TUMF). The City has adopted the TUMF program, and this project shall be subject to the payment of these fees prior to the issuance of building permits unless exempted by ordinance.

28. If cross-lot drainage is proposed, it should be noted on the map and included in all legal descriptions.

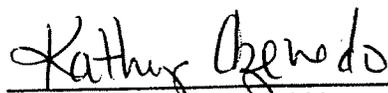
29. Any concentration of run-off must be mitigated through means approved by the Engineering Department.

30. All existing buildings shall be removed or demolished (by permit) prior to recordation of the parcel map. All associated utilities to the existing dwelling unit shall be required to be removed prior to the final map being recorded.

31. Both lots shall meet the NMC requirements of providing a minimum 18,000 square-foot pad which includes a dedicated and recorded Primary Animal Keeping Area subject to the development standards outlined in Section 18.13.11 "Primary Animal Keeping Area". No variances are proposed or assumed with approval of this Tentative Parcel Map.

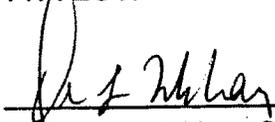
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PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 1, 2006.



Mayor of the City of Norco, California

ATTEST:

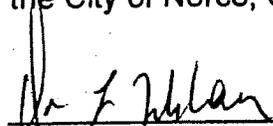


Debra L. McNay, City Clerk

I, DEBRA L. MCNAY, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 1, 2006 by the following vote of the City Council:

AYES: CLARK, HALL, HIGGINS, SULLIVAN, AZEVEDO
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 February 1, 2006.

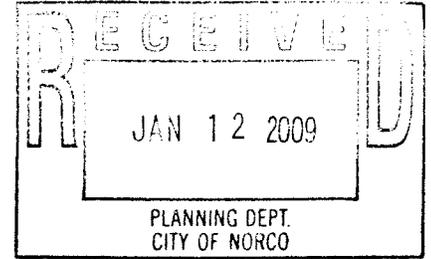


Debra L. McNay, City Clerk
City of Norco, California

/maw-59584

RICHARD V. MCMILLAN
ATTORNEY AT LAW
1205 N. BROADWAY
SANTA ANA, CALIFORNIA 92701
(714) 542-5662

January 6, 2009



City of Norco
Attn: Mr. Steve King
2870 Clark Avenue
Norco, California

By Express Mail

Re: Request for extension of time within which to record Tentative parcel Map for 3538
Center Avenue, Norco, California

Dear Mr. King:

I am writing on behalf of my Clients, Scott and Liyan McMillan for the purpose of seeking an extension of time beyond February, 2009 within which to record the final map on PM 33317. The reason for my Clients delay in recording the final map is that one of the conditions for the recording of the Map is demolition of the existing structures on the property which are security for their institutional loan on the property, and the demolition without first having obtained approved plans for the construction of the replacement structures will result in their Lender declaring a default of the loan.

The grading and water diversion plans have received final approval, my Clients have submitted their building plans for review and are now causing changes to be made per your staff's review.

My Clients request an additional one year extension, and I include herein my check drawn in the sum of \$695.00 which I was advised is the fee for such an extension.

Very truly yours;

A handwritten signature in cursive script that reads "Richard V. McMillan".

Richard V. McMillan

RVM:ho
enc: check # 3817

EXHIBIT "D"



ACTION MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
January 28, 2009

[Handwritten signature] SK

1. CALLED 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, Executive Secretary Dvorak**
4. PLEDGE OF ALLEGIANCE: **Commission Member Newton**
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 January 14, 2009; **Approved**
8. CONTINUED ITEMS: **None**
9. PUBLIC HEARINGS: Resolution No. 2009-___, Conditional Use Permit 2002-14, Modification 2 (Maverick Steakhouse): A proposal to amend the approved project to allow the service of food and alcoholic beverages on the existing outdoor patio on property located at 3841 Old Hamner Avenue in the C-G (General Commercial) zone. **Item continued to February 11, 2009**
10. BUSINESS ITEMS: Development Standards in Agricultural-Residential Districts Pertaining to Lot Coverage. Recommendation: Receive and File (Planning Manager King). **Action: Received and filed with direction that the proposed code amendment basing accessory building size on a set of criteria including the home size as well as the overall pad size be revised and brought back in smaller parts for better discussion.**
11. CITY COUNCIL:
 - A. City Council Action Agenda dated January 21, 2009
 - B. City Council Minutes dated December 17, 2009
Action: Received and filed.

12. **PLANNING COMMISSION: Oral Reports from Representatives on Various Committees/Commissions: Commission Member Harris reported on the recent reorganization of the Economic Development Advisory Council.**

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

14. **OTHER MATTERS**

Commission Member Hedges asked staff to look into a horse riding/rental operation to see whether it is a valid business with the right licenses, etc.

Planning Manager King reported that staff was following up on a request from Commission Member Hedges at the last meeting regarding cars being parked for sale on vacant property. The property in question is owned by an out-of-state owner and may not be aware of the problem, and efforts to contact him have been unsuccessful so far. Legally there is not much the City or Sheriff's Department can do without a trespassing agreement from the owner.

15. **ADJOURNED: 8:40 p.m.**

/sk-71522

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: February 4, 2009

SUBJECT: A City-Initiated Proposal to Add Chapter 9.10 Entitled "Social Host-Underage Drinking and Consumption Accountability" to the Norco Municipal Code to Protect and Promote the Health, Safety, and General Welfare of the Youth and Other Residents of the City of Norco. (Code Change 2009-01)

RECOMMENDATION: **Adopt Ordinance No. ____** for first reading.

SUMMARY: This proposed Ordinance, which prohibits gatherings where alcohol is served to, consumed by or in the possession of underage persons, will send a clear message that parents and others have a responsibility to manage their private property in a way that does not allow underage drinking. The proposed Ordinance is appropriate as the most frequent sources of alcohol for adolescents includes family members, adult friends and parties at private residences.

BACKGROUND/ANALYSIS: City Council created the United Norconians for Life Over Alcohol and Drugs (UNLOAD) Committee in 2005. UNLOAD's three-fold mission is to: 1) assist in the community effort to educate young people about the adverse effects of alcohol and drugs on their safety and health, quality of life, and future opportunities; 2) increase the awareness of parents, grandparents and other caregivers of their responsibilities to help young people avoid the negative consequences associated with alcohol and drug use; and 3) serve as a community "think tank" and "information clearinghouse" to combat the impacts of alcohol and drug abuse working in coordination with UNITY, which promotes such efforts in the Corona-Norco area.

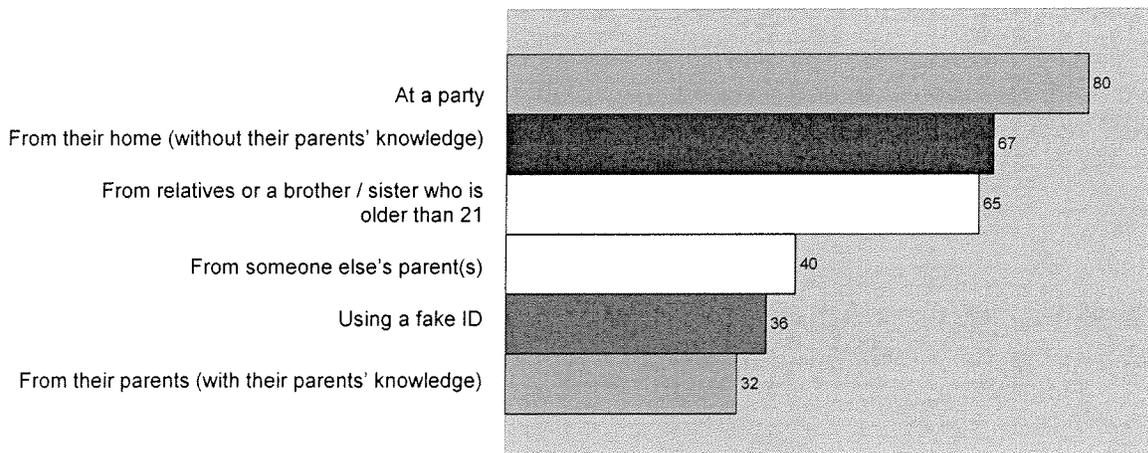
Since 2005, UNLOAD has assisted in the creation of "Fatal Decision", a 20-minute DVD used to educate parents and teens about drinking and driving. UNLOAD has co-sponsored several town hall meetings where hundreds of teens and parents have been involved in hands-on learning regarding alcohol and drugs. UNLOAD has also endorsed several law enforcement grants that have helped the Norco Sheriff's Department focus on education and enforcement related to drunk or drugged driving. At UNLOAD's recommendation, the Norco Sheriff's Office sells, at cost, easy-to-administer drug and alcohol test kits which parents can use to encourage their children to live alcohol and drug free. UNLOAD has also helped identify articles that are helpful and appropriate for inclusion in the City's quarterly brochure.

UNLOAD recommends adoption of this Ordinance because, although current California State law prohibits furnishing alcoholic beverages to underage persons, the powerful legal and normative message underlying this law is clouded because State law also allows youth possession on private property or with the consent of a parent, relative, or legal age spouse.

This proposed Ordinance will send a clear message that parents, and others, have a responsibility to manage their private property in a way that prevents underage drinking parties. This Ordinance does not prohibit parties, gatherings or events where religious services and/or activities protected by Article 1, Section 4 of the California Constitution, are exercised, nor does the Ordinance prohibit the consumption of an alcoholic beverage by a minor at any place not open to the public when the minor is being supervised by his or her own parent or legal guardian.

UNLOAD, while performing “think tank” and “information clearing-house” responsibilities, reviewed a 2005 report from the American Medical Association which found that nearly half of the 13 to 18-year-old teenagers surveyed reported having obtained alcohol; two out of three teenagers said it was easy to get alcohol from their homes without their parents knowing about it; one-third of teens reported it was easy to obtain alcohol from their own consenting parents; two out of five teenagers said it was easy to obtain alcohol from a friend’s parents; one in four teenagers responded they had attended a party where minors were drinking in front of parents; and for teens who obtained alcohol in the past six months, parents have been the supplier an average of three times in a six month period.¹

The following chart depicts the percentage of teenagers who said it was easy to get alcohol through the following sources:



Often parents and other adults have a high tolerance for underage drinking parties, allowing them to occur on their property and without any supervision. This community tolerance for underage drinking may stem from several misconceptions about youth alcohol consumption. The San Diego County Alcohol Policy Panel, a coalition of elected officials, law enforcement, education, business, clergy, public health, parents and youth, identified the following myths and facts surrounding youth access to alcohol:

Myth: "Alcohol is a relatively harmless drug compared to illegal drugs."

Fact: Compared to youth who wait until they are 21, youth who drink before age 15 are 12 times more likely to be unintentionally injured while under the influence of alcohol, seven times more likely to be in a motor vehicle crash after drinking, and 10 times more likely to get in a physical fight after drinking.² Drinking drivers under age 21 are involved in fatal crashes at two times the rate of adult drivers.³ In addition, there is a strong correlation between youth alcohol use and violence, risky sexual behavior, poor school performance, and suicide.⁴ Recent evidence suggests adolescent drinking can inflict permanent damage on the developing brain.⁵ Early on-set drinking is associated with greater levels of alcohol problems in adulthood.⁶

Myth: "Alcohol use is a right of passage to adulthood."

Fact: Not all adolescents drink, and many who do drink in high school or college chose to drink less as they enter young adulthood, suggesting that both developmental and contextual factors contribute to alcohol consumption during adolescence.⁷

Myth: "Underage drinking is inevitable, and it is safer if it occurs in a controlled, residential setting."

Fact: Underage drinking parties represent an unusually high risk setting for youth alcohol problems, including alcohol-related traffic crashes, other forms of injury, sexual assaults, and other forms of violence.⁸ Further, providing alcohol to adolescents explicitly indicates approval of underage alcohol use, while disregarding underage drinking may lead to future substance use or abuse.⁹ Despite increasing peer influences as children age, parents continue to play an important role in shaping alcohol use behavior among adolescents.¹⁰ Protective parental attitudes generally deter alcohol use among youth.¹¹ On the other hand, when parents provide alcohol to teenagers at parties, there is a significantly greater likelihood of regular and binge drinking by youth. These behaviors are also strong predictors of alcohol use and misuse in later life.¹²

Youth access to alcoholic beverages is a nation-wide problem. Within our local community we have been fortunate to work with the Corona-Norco Unified School District and the City of Corona on this problem. Mayor Azevedo and Mayor Pro Tem Miller have been working with Corona's elected officials who will also be considering adopting a similar Social Host Ordinance this evening.

In summary, the UNLOAD Committee and staff recommend that City Council adopt this Ordinance because it educates the public, clarifies the responsibilities of those who host parties, and can be enforced which will reduce youth access to alcoholic beverages at parties.

FINANCIAL IMPACT: None.

/rlf -71463

¹ American Medical Association. Teenage drinking: Key findings of Teenage Research Unlimited (TRU) survey of teenagers and Harris Interactive survey of parents. Office of Alcohol and Other Drug Abuse, Chicago, IL, 2006.

² Hingson, R.W., and Kenkel, D. (2004). Social, health, and economic consequences of underage drinking. In National Research Council and Institute of Medicine. (2004). *Reducing Underage Drinking: A collective Responsibility*. Washington, DC: National Academies Press, 2004. Available online at: <http://www.nap.edu/books/0309089352/html>

³ National Highway Traffic Safety Administration. (2002). *Traffic safety facts 2001 – Alcohol*. (DOT HS 908 470). Washington, DC: U.S. Department of Transportation.

⁴ Hingson and Kenkel, 2004.

⁵ Brown, S.A., and Tapert, S.F. (2004). Health consequences of adolescent alcohol involvement. In National Research Council and Institute of Medicine. (2004). *Reducing Underage Drinking: A Collective Responsibility*. Washington, DC: National Academies Press, 2004. Available online at: <http://www.nap.edu/books/0309089352/html>

⁶ *Reducing Underage Drinking: A Collective Responsibility*, pp. 40, 48.

⁷ *Reducing Underage Drinking: A Collective Responsibility*, p. 40, citing Schulenberg, J., O'Malley, P., Bachman, J., Wadsworth, K., and Johnston, L. (1996). Getting drunk and growing up: Trajectories of frequent binge drinking during the transition to young adulthood. *Journal of Studies on Alcohol*. 57, 289-304.

⁸ Mayer et al., 1998, pp. 207-215; Schwarts, R.H., and Little, D.L. (1997). Let's party tonight: Drinking patterns and breath alcohol values at high school parties, *Family Medicine*, 29 (5). 325-331; Wagenaar, A.C., Finnega, J.R., Wolfson, M., Anstine, P.S., Williams, C.L. (1993). Where and how adolescents obtain alcoholic beverages. *Public Health Reports*, 108(4), 459-464.

⁹ Foley, K.L., Altman, D., Durant, R.H., and Wolfson, M. (2004). Adults' Approval and Adolescents' Alcohol Use. *Journal of Adolescent Health*, 34 (5). 345.e.17.

¹⁰ Foley, K.L. et al., 2004, p. 345.e.24.

¹¹ Foley, K.L. et al., 2004, p. 345.e.24.

¹² Foley, K.L. et al., 2004, p. 345.e.24.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ADDING CHAPTER 9.10 ENTITLED "SOCIAL HOST UNDERAGE DRINKING AND CONSUMPTION ACCOUNTABILITY" TO THE NORCO MUNICIPAL CODE TO PROTECT AND PROMOTE THE HEALTH, SAFETY, AND GENERAL WELFARE OF THE YOUTH AND OTHER RESIDENTS OF THE CITY OF NORCO

WHEREAS, the City of Norco is authorized by California Constitution Article XI, Section VII to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations and as a policy, the City Council always seeks to ensure public safety is given the highest priority; and

WHEREAS, according to local, state and federal surveys, alcohol is overwhelmingly and consistently the most widely used drug at all adolescent age levels, and a child who begins alcohol use prior to age fifteen (15) is four times as likely to experience alcohol dependence than one who refrains from alcohol use until age twenty (20) or older; and

WHEREAS, the occurrence of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or in the possession of underage persons is harmful to the underage persons themselves and is a public nuisance; and

WHEREAS, the City of Norco has made numerous and substantial efforts to enforce underage drinking and consumption laws. Despite these efforts, use of alcohol by youth remains a serious problem in the City, contributing significantly to the incidence of adolescent crime, addiction, sexual assault, truancy, driving under the influence of alcohol, and motor vehicle crashes involving alcohol and causing injury and/or death; and

WHEREAS, underage persons often obtain alcoholic beverages at gatherings held at private residences or at rented residential or commercial premises that are under the control of a person who knows or should know of the service to, possession by, and/or consumption of alcoholic beverages by underage persons. Persons responsible for the occurrence of parties, gatherings, or events on private property over which they have possession or control have failed to ensure that alcoholic beverages are not served to, consumed by or possessed by underage persons at these gatherings; and

WHEREAS, control of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or possessed by underage persons is necessary when such activity is determined to be a public nuisance; and

WHEREAS, persons held responsible for abetting or allowing parties, gatherings, or events where alcoholic beverages are served to, consumed by or possessed by underage persons will be more likely to properly supervise or to stop such conduct at parties, gatherings or events held on property in their possession or under their control; and

WHEREAS, in the past and present, law enforcement, fire and other emergency response services personnel have responded and are required to respond, sometimes on multiple occasions, to parties, gatherings, or events on private property at which alcoholic beverages are served to, consumed by or possessed by underage persons, and responses to such gatherings result in a disproportionate expenditure of public safety resources of the City, which are underwritten by general municipal taxes paid to the City by its taxpayers and residents, and also result in a delay of responses to regular and emergency calls to the rest of the City; and

WHEREAS, problems associated with parties, gatherings, or events at which alcoholic beverages are served to, consumed by or possessed by underage persons are difficult to prevent or deter unless the City has the legal authority to penalize said action; and

WHEREAS, the intent of this article is to protect the public health, safety and enjoyment of residential property and general welfare; and

WHEREAS, Section 25658 of the State of California Business and Professions Code makes it unlawful for a person under the age of twenty-one (21) years to purchase or attempt to purchase, or consume alcoholic beverages and makes it unlawful for any person to sell any alcoholic beverage to any person under the age of twenty-one (21) years; and

WHEREAS, the City Council of the City of Norco therefore determines that this chapter is a reasonable and necessary means to protect and promote the health, safety, and general welfare of the youth and other residents of the City of Norco.

Section 1: CHAPTER 9.10 OF THE NORCO MUNICIPAL CODE IS HEREBY ADDED AS FOLLOWS:

SOCIAL HOST -- UNDERAGE DRINKING AND CONSUMPTION ACCOUNTABILITY

Sections:

9.10.010	Purpose, Intent and Findings
9.10.020	Definitions
9.10.030	Prohibition of Parties, Gatherings, or Events Where Alcohol Is Served to, Consumed by or in the Possession of Underage Persons
9.10.040	Enforcement

9.10.10 Purpose, Intent and Findings.

The City Council finds, determines and declares that this Chapter has been enacted based upon the following facts and purposes:

(1) The occurrence of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or in the possession of underage persons is harmful to the underage persons themselves and is a public nuisance; and

(2) According to local, state and federal surveys, alcohol is overwhelmingly and consistently the most widely used drug at all adolescent age levels, and a child who begins alcohol use prior to age fifteen (15) is four times as likely to experience alcohol dependence than one who refrains from alcohol use until age twenty (20) or older; and

(3) The occurrence of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or in the possession of underage persons is harmful to the underage persons themselves and is a public nuisance; and

(4) The City of Norco has made numerous and substantial efforts to enforce underage drinking and consumption laws. Despite these efforts, use of alcohol by youth remains a serious problem in the City, contributing significantly to the incidence of adolescent crime, addiction, sexual assault, truancy, driving under the influence of alcohol, and motor vehicle crashes involving alcohol and causing injury and/or death; and

(5) Underage persons often obtain alcoholic beverages at gatherings held at private residences or at rented residential or commercial premises that are under the control of a person who knows or should know of the service to, possession by, and/or consumption of alcoholic beverages by underage persons. Persons responsible for the occurrence of parties, gatherings, or events on private property over which they have possession or control have failed to ensure that alcoholic beverages are not served to, consumed by or possessed by underage persons at these gatherings; and

(6) Control of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or possessed by underage persons is necessary when such activity is determined to be a public nuisance; and

(7) Persons held responsible for abetting or allowing parties, gatherings, or events where alcoholic beverages are served to, consumed by or possessed by underage persons will be more likely to properly supervise or to stop such conduct at parties, gatherings or events held on property in their possession or under their control; and

(8) In the past and present, law enforcement, fire and other emergency response services personnel have responded and are required to respond, sometimes on multiple occasions, to parties, gatherings, or events on private property at which alcoholic beverages are served to, consumed by or possessed by underage persons, and

responses to such gatherings result in a disproportionate expenditure of public safety resources of the City, which are underwritten by general municipal taxes paid to the City by its taxpayers and residents, and also result in a delay of responses to regular and emergency calls to the rest of the City; and

(9) Problems associated with parties, gatherings, or events at which alcoholic beverages are served to, consumed by or possessed by underage persons are difficult to prevent or deter unless the City has the legal authority to penalize said action; and

(10) The intent of this article is to protect the public health, safety and enjoyment of residential property and general welfare; and

(11) Section 25658 of the State of California Business and Professions Code makes it unlawful for a person under the age of twenty-one (21) years to purchase or attempt to purchase, or consume alcoholic beverages and makes it unlawful for any person to sell any alcoholic beverage to any person under the age of twenty-one (21) years; and

(12) The City Council of the City of Norco therefore determines that this chapter is a reasonable and necessary means to protect and promote the health, safety, and general welfare of the youth and other residents of the City of Norco.

9.10.020 Definitions.

For the purpose of this article, the following definitions shall apply:

(1) "Alcoholic beverage" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

(2) "Juvenile" means any person less than eighteen (18) years of age.

(3) "Minor" means any person less than twenty-one (21) years of age.

(4) "Parties, gatherings or events" means and includes a group of two (2) or more persons who have assembled or are assembling for a social occasion or social activity at a residence or on other private property or rented public property. Said parties, gatherings or events where alcoholic beverages are consumed by, provided to or possessed by underage persons shall constitute a public nuisance.

(5) "Person responsible for the event" means and includes, but is not limited to:

- (A) The person who owns, rents, leases or otherwise has control of the premises where the party, gathering, or event occurs; and/or
- (B) The person in charge of the premises; and/or
- (C) The person who organized the event; and/or
- (D) The person who supervised the event.

(6) "Underage person" means any person less than twenty-one (21) years of age and shall have the same meaning as "minor," as defined above.

9.10.30 Prohibition of Parties, Gatherings, or Events Where Alcohol Is Served to, Consumed by or in the Possession of Underage Persons.

No person shall knowingly suffer, permit, or host a party, gathering or event at his or her place of residence or other private or public property, place or premises under his or her control where two or more persons under the age of 21 are present, where alcoholic beverages are in the possession of, being consumed by, or served to any underage person. This prohibition shall not apply to parties, gatherings or events where religious services and/or activities protected by Article 1, Section 4, of the California Constitution, are exercised, nor shall the prohibition apply to the consumption of an alcoholic beverage by a minor at any place not open to the public when the minor is being supervised by his or her own parent or legal guardian.

9.10.040 Enforcement.

(1) Any person violating Section 9.10.030 of this Chapter is guilty of a misdemeanor, and upon conviction shall be punished by a fine of not more than one thousand dollars (\$1,000) and/or imprisonment of not more than six (6) months, except as noted in subsection (2).

(2) Violations of this chapter shall be punishable by the City Attorney as provided by Chapter 1.04 of the Norco Municipal Code, with the City Attorney having discretion to reduce any violation of this Chapter to an infraction.

(3) The procedures provided for in this section are in addition to any other statute, ordinance or law, civil or criminal. This section in no way limits the authority of law enforcement officers or private citizens to make arrests for any criminal offense arising out of conduct regulated by this Chapter.

Section 2: COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT. The City Council finds that this Ordinance is not subject to the California environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, if the activity is deemed a project this City Council finds that this Ordinance is exempt pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

Section 3: SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this

Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

Section 4: EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days from its adoption.

Section 5: POSTING. The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 18, 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 February 4, 2009 and thereafter at a regular meeting of said City Council duly held on February 18, 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 18, 2009.

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

/rlf-71480

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Alma Robles, Senior Planner 

DATE: February 4, 2009

SUBJECT: An Appeal of the Planning Commission's Denial of Conditional Use Permit 2008-12 (Norco Holding): A Request for Approval to allow the Ancillary Sale of Distilled Spirits (liquor) for Off-site Consumption at a Convenience Store Proposed at 2743 Hamner Avenue, Suite 105, Located within the C-G (Commercial General) Zone.

RECOMMENDATION: Planning Commission: On January 14, 2009, the Planning Commission denied Conditional Use Permit 2008-12.

Staff: Staff recommends that the City Council take up for its own consideration, and approve, Conditional Use Permit 2008-12 with the adoption of the following motion:

MOTION TO: Adopt Resolution No. 2009-___, approving Conditional Use Permit 2008-12, subject to the conditions outlined in the resolution.

SUMMARY: This item is an appeal of the Planning Commission denial of Conditional Use Permit 2008-12, a request for approval to allow the ancillary sale of distilled spirits (liquor) for off-site consumption at a retail store proposed at 2743 Hamner Avenue, Suite 105, located within the C-G (Commercial General) zone. The project was denied by the Planning Commission on a 4-1 vote, based on the State Department of Alcohol and Beverage Control (ABC) classification of the area (census tract) as having an over-concentration of alcohol licenses, and because there are too many alcohol licenses already in the City. The appeal was filed by a City Council member determining that the project could have merit and that a re-consideration of the request was appropriate.

BACKGROUND/ANALYSIS: Site Description: The project site is located on the east side of Hamner Avenue, and south side Spencer Drive (ref. Exhibit "A" – Location Map and Exhibit "B" – APN Map).

The site is rectangular-shaped with a frontage along Hamner Avenue of about 202 feet and a maximum depth of approximately 528 feet that goes all the way to the freeway, which has been developed with two retail/office buildings. The front building is one story consisting of about 15,144 square feet, and the rear building is two stories consisting of 25,888 square feet. There are 187 associated parking stalls over the entire site and landscaped areas consisting of about 7,674 square feet. All required right-of-way dedications and street improvements exist in front of the property.

Project Description: The applicant is requesting approval of a conditional use permit to allow for the sale of distilled spirits (liquor) for off-site consumption as an ancillary use to a food and convenience store, which will be located within Unit 105 of the front building (ref. Exhibit "C" – Site Plan). Interior building improvements would include a liquor display counter along with moveable liquor display cases, drink cooler, coffee bar, and moveable glass display shelving units for drinks and snacks. The amount of floor area proposed for the sale of hard liquor is about 33 percent (ref. Exhibit "D" – Floor Plan). No exterior site improvements are proposed with this application.

DISCUSSION: The subject property is located in the C-G (Commercial General) zone. Convenience stores are an allowed use but a conditional use permit is required because of the ancillary sale of distilled spirits (liquor) for off-site consumption. The sale of only beer and wine would not require the approval of a conditional use permit.

With conditionally permitted land uses, the Planning Commission must hold a public hearing to consider all aspects of the project. The Commission must consider whether the proposed land use will adversely affect the adjoining land uses and the growth and development of the area.

The Planning Commission was informed that the project site complies with all development standards (i.e., setbacks, access, parking, landscaping, architecture, trash enclosures, etc.) required in the C-G zone. The parking requirement for the complex is 187 parking stalls which currently exist. Six of those are handicap accessible. Because all construction for the project has occurred as approved, and the use is permitted upon approval of a conditional use permit, the proposed project should not change the nature or scale of the operation and will not adversely affect adjoining land uses or the growth or development in the area. Furthermore, the property is adequate to allow for full development of the project, since no physical expansions are being proposed. Lastly, the traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area. The entire center has been fully developed and all street improvements exist.

The Commission was also informed that the project was forwarded to the Sheriff's Department for comments. There were no written comments or recommendations since the Sheriff's Department had no concerns over the project.

Staff recommended approval to the Planning Commission based on the required compliance with the conditions of approval by the City, and compliance with ABC. Staff also recommended approval since the Sheriff's Department had no concerns over the project. However, the project was denied by the Planning Commission on a 4-1 vote, based on the State Department of Alcohol and Beverage Control (ABC) classification of the area (census tract) as having an over-concentration of alcohol licenses, and because there are too many alcohol licenses already in the City (ref. Exhibit "E" – Planning Commission Minutes dated January 14, 2009).

The ABC classification is partly based on a per capita basis of the number of outlets that sell alcohol (whether for on-site or off-site consumption) to the density of population, and partly based on crime rates. The Sheriff's Department did not have a concern with this application and does not have a concern with the crime rates in the neighborhood. In support of an appeal the applicant has provided a letter stating his intent for a different type of alcohol store that is currently not found in Norco (ref. Exhibit "F" – Letter dated January 20, 2009). In addition to the more popular labels, the store would carry the more expensive labels that customers typically now have to go to Riverside or Los Angeles for.

CONCLUSION: Staff is recommending that the City Council take up for its own consideration and approve Conditional Use Permit 2008-12.

/adr-71446

Attachments:

CC Resolution 2009-__

PC Denial Resolution 2009-03

Exhibit "A" – Location Map

Exhibit "B" – APN Map

Exhibit "C" – Site Plan

Exhibit "D" – Floor Plan

Exhibit "E" – Planning Commission Minutes dated January 14, 2009

Exhibit "F" – Letter dated January 20, 2009)

RESOLUTION NO. 2009-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, GRANTING WITH CONDITIONS A CONDITIONAL USE PERMIT TO ALLOW FOR THE ANCILLARY SALE OF DISTILLED SPIRITS (LIQUOR) FOR OFF-SITE CONSUMPTION ASSOCIATED WITH A CONVENIENCE STORE IN A COMMERCIAL CENTER ON PROPERTY LOCATED AT 2743 HAMNER AVENUE SUITE 105 IN THE C-G (COMMERCIAL GENERAL) ZONE. CONDITIONAL USE PERMIT 2008-12

WHEREAS, NORCO HOLDING submitted an application to the City of Norco, California for a conditional use permit under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code to allow for the sale of liquor for off-site consumption associated with a convenience store in a commercial center on property generally described as:

A subdivision portion of Lot 3, Block 25 of Riverside Orange Heights Tract No. 2, in the City of Norco, County of Riverside, State of California, as per map recorded in Book 7, page 54, of Maps, in the office of the County Recorder of Riverside County,

More generally described as a rectangular-shaped area of about 2.4 acres, located at the southeast corner of Hamner Avenue and Spencer Drive, having a frontage of about 202 feet on Hamner Avenue, and a maximum depth of about 528 feet (APN 127-190-016); and

WHEREAS, said application was scheduled for public hearing on December 10, 2008, at 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, and said Commission held a public hearing and received oral and written testimony pertaining to said application, and then continued said item to the meeting of January 22, 2009; and

WHEREAS, said Planning Commission denied Conditional Use Permit 2008-12 for reasons set forth in Resolution 2009-03; and

WHEREAS, said action was appealed to the City Council, and the project was scheduled for a public hearing on February 4, 2009; and

WHEREAS, notice of public hearing on said petition was given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on February 4, 2009 within the Council Chambers at 2820 Clark Avenue, Norco, California, said petition was heard by the City Council for the City of Norco; and

WHEREAS, at said time and place, said City Council heard and considered both oral and written evidence; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is categorically exempt from environmental assessment.

NOW, THEREFORE, the City Council of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

A. The requested Conditional Use Permit for the sale of liquor for off-site consumption will not adversely affect the General Plan or the public convenience or general welfare of persons residing or working in the neighborhood. The Norco General Plan designates the site as Commercial Community, and the C-G Commercial General zoning of the site is consistent with that designation. Both the zoning and the General Plan designation are intended for the commercial development of this site. The sale of liquor as an ancillary use for off-site consumption is conditionally permitted in the zone and subject to conditions. The use can be operated in a manner so as to be consistent with permitted uses in this zone and development.

B. The requested use will not adversely affect the adjoining land uses, and the growth and development of the area in which it is located by reason that the proposed use has been conditioned to be compatible with the area. The proposed use, when operated in compliance with the conditions of approval and the requirement of the Alcohol and Beverage Control Department (ABC), will be complementary and compatible with surrounding properties and therefore will not have an adverse effect on adjoining properties

C. The size and shape of the proposed site is adequate to allow full development as proposed. No physical expansions are being proposed and none that are required. Development on the site has occurred in a manner that is not detrimental to the particular area since the site in which the subject use is being proposed, meets development standards for the C-G zone.

D. The traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area, since the entire center has been fully developed and all street improvements exist.

E. The City of Norco, acting as Lead Agency, has determined that the project is categorically exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Section 3.13, Class 1.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norco, California, in session assembled on February 4, 2009 that the aforesaid application for a conditional use permit is granted, subject to the conditions provided in Section 18.45.14 of the Municipal Code of Norco, including, but not limited to the following conditions:

1. Approval is based on Exhibit "D" – Floor Plan dated December 1, 2008 and incorporated herein by reference and on file with the Planning Division. The use shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division, for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The applicant shall obtain necessary approvals from Department of Alcohol and Beverage Control (ABC) for the appropriate Type 21 license.
4. It is hereby established that it shall be grounds for revocation of this conditional use permit if the permittee, his agent or assigns, or employee(s) of his establishment, or any other person connected or associated with the permittee or his business establishment, or any person who is exercising managerial authority of the business establishment has:
 - a. Violated any rule, regulation or condition of approval adopted by the Planning Commission relating to the conditional use permit; or
 - b. Conducted the operation permitted hereunder in a manner contrary to the peace, health, safety and general welfare of the public or in a manner which either generates or contributes to noise and/or health/sanitation nuisances, or which results in undesirable activities or creating an increased demand for public services.
5. Litter shall be removed from the premises on a daily basis, including adjacent public sidewalks and all parking areas under the control of the licensee. These areas shall be swept or cleaned, either mechanically or manually, on a weekly basis to control debris and littering.

6. Graffiti shall be removed from the premises and all parking lots under the control of the licensee within 48 hours of notification.
7. Signs shall comply with all City of Norco sign ordinance requirements. No more than 33 percent of the total window area and clear doors shall bear advertising or signs of any type. Window signs shall be placed and maintained in a manner so that there is a clear and unobstructed view of the interior of the premises from the right-of-way and entrance to the premises.
8. The exterior of the premises, including all parking lots under the control of the licensee, shall be illuminated during the hours of darkness when the business is open at a minimum of two foot candles of light, but shall not exceed one foot candle of light one foot off all property lines.
9. The operation of the business shall not violate any federal, state, or local laws or ordinances, including the rules, regulations, and orders of ABC. Failure to comply with these requirements shall constitute grounds for revocation of Conditional Use Permit 2008-12.
10. The licensee shall attend a "Licensee Education on Liquor and Drugs" training session sponsored by ABC, and provide proof of attendance to the Planning Division.
11. There shall be no deliveries from or to the business before 7 a.m. and after 10 p.m., during any day of the week.
12. The rear doors shall be kept closed at all times during the operation of the business, except in case of an emergency or to permit deliveries. Panic hardware on doors shall comply with all City and Fire Department Code requirements.
13. Loitering outside of the premises shall not be permitted. A prominent, permanent sign or signs stating "NO LOITERING IS ALLOWED ON OR IN FRONT OF THESE PREMISES" shall be posted in a place that is clearly visible to patrons of the licensee. The size, format, form, placement, and languages of the sign or signs shall be determined by ABC.
14. A prominent, permanent sign or signs stating "NO OPEN ALCOHOLIC BEVERAGE CONTAINERS ARE ALLOWED ON THESE PREMISES" shall be posted in a place that is clearly visible to patrons of the licensee. The size, format, form, placement, and languages of the sign or signs shall be determined by ABC.

15. All provisions of ABC for the sale of off-sale beer and wine and liquor in conjunction with a convenience store shall be complied with.

16. Employees engaged in the sale or distribution of liquor beverages shall be at least 21 years old, or at least one salesperson 21 years old or older must be on the premises during all times when liquor beverages are sold.

17. This conditional use permit is only applicable to the ancillary sale of distilled spirits for off-site consumption, for one unit consisting of 3,350 square feet within the building in question. Any other business or unit in the center wishing to sell distilled beverages for off-site consumption will be required to obtain separate conditional use permits before the sale of said beverages can begin.

18. The Planning Commission reserves the right to consider for modification or for revocation, the conditional use permit as it applies to the sale of alcohol and liquor for off-site consumption for this applicant individually without impacting other businesses in the center.

19. The owner/operator of the business, regardless of any changes in ownership, shall provide a self-audit of compliance with the conditions of approval to the Planning Commission on a form or in a manner determined by the Planning Division, and inclusive of the payment of any fees as may be set by the City Council. Said report shall demonstrate that the project is in compliance with all the conditions of approval and shall be submitted for review no later than six months from receiving a certificate of occupancy, and then every year from date of approval thereafter. The owner/operator shall be responsible for all staff and attorney fees that may be incurred in the enforcement of the terms of the conditions of approval, whether they are annual inspections or compliance hearings.

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PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 4, 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 regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 4, 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 February 4, 2009.

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

/adr-71448

RESOLUTION 2009-03

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO, CALIFORNIA, DENYING A CONDITIONAL USE PERMIT TO ALLOW FOR THE ANCILLARY SALE OF DISTILLED SPIRITS (LIQUOR) FOR OFF-SITE CONSUMPTION ASSOCIATED WITH A CONVENIENCE STORE IN A COMMERCIAL CENTER ON PROPERTY LOCATED AT 2743 HAMNER AVENUE IN THE C-G (COMMERCIAL GENERAL) ZONE. CONDITIONAL USE PERMIT 2008-12

WHEREAS, NORCO HOLDING submitted an application to the City of Norco, California for a conditional use permit under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code to allow for the sale of liquor for off-site consumption associated with a convenience store in a commercial center on property generally described as:

A subdivision portion of Lot 3, Block 25 of Riverside Orange Heights Tract No. 2, in the City of Norco, County of Riverside, State of California, as per map recorded in Book 7, page 54, of Maps, in the office of the County Recorder of Riverside County,

More generally described as a rectangular-shaped area of about 2.4 acres, located at the southeast corner of Hamner Avenue and Spencer Drive, having a frontage of about 202 feet on Hamner Avenue, and a depth of about 528 feet (APN 127-190-016); and

WHEREAS, said application for a conditional use permit was scheduled and noticed for a public hearing in the manner and for times required by law; and

WHEREAS, at the time set, at 7 p.m. on December 10, 2008 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, the Planning Commission heard and considered both oral and written evidence; and

WHEREAS, the Planning Commission did not take action but continued said application to the meeting of January 14, 2009 to allow staff time to present information on the "over concentration" (saturation) of Alcoholic and Beverage Control (ABC) licensing in the City; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project is categorically exempt from the California Environmental Quality Act and

the City of Norco Environmental Guidelines pursuant to Section 3.13, Class 1 (Existing Facilities).

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

I. FINDINGS:

A. Based on the information received by the Department of Alcohol and Beverage Control (ABC), the area (census tract) where the project site is located has an over-concentration of alcohol licenses.

B. There are too many alcohol licenses already in the City.

C. As such the following findings required in the approval of a conditional use permit were not made:

(1) The requested Conditional Use Permit will not adversely affect the General Plan, the public convenience or general welfare of persons residing or working in the neighborhood;

(2) The requested use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located;

(3) The size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area; and,

(4) The traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled January 14, 2009 that the aforesaid application for a conditional use permit is denied.

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on January 14, 2009.

Robert Wright, Chairman
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

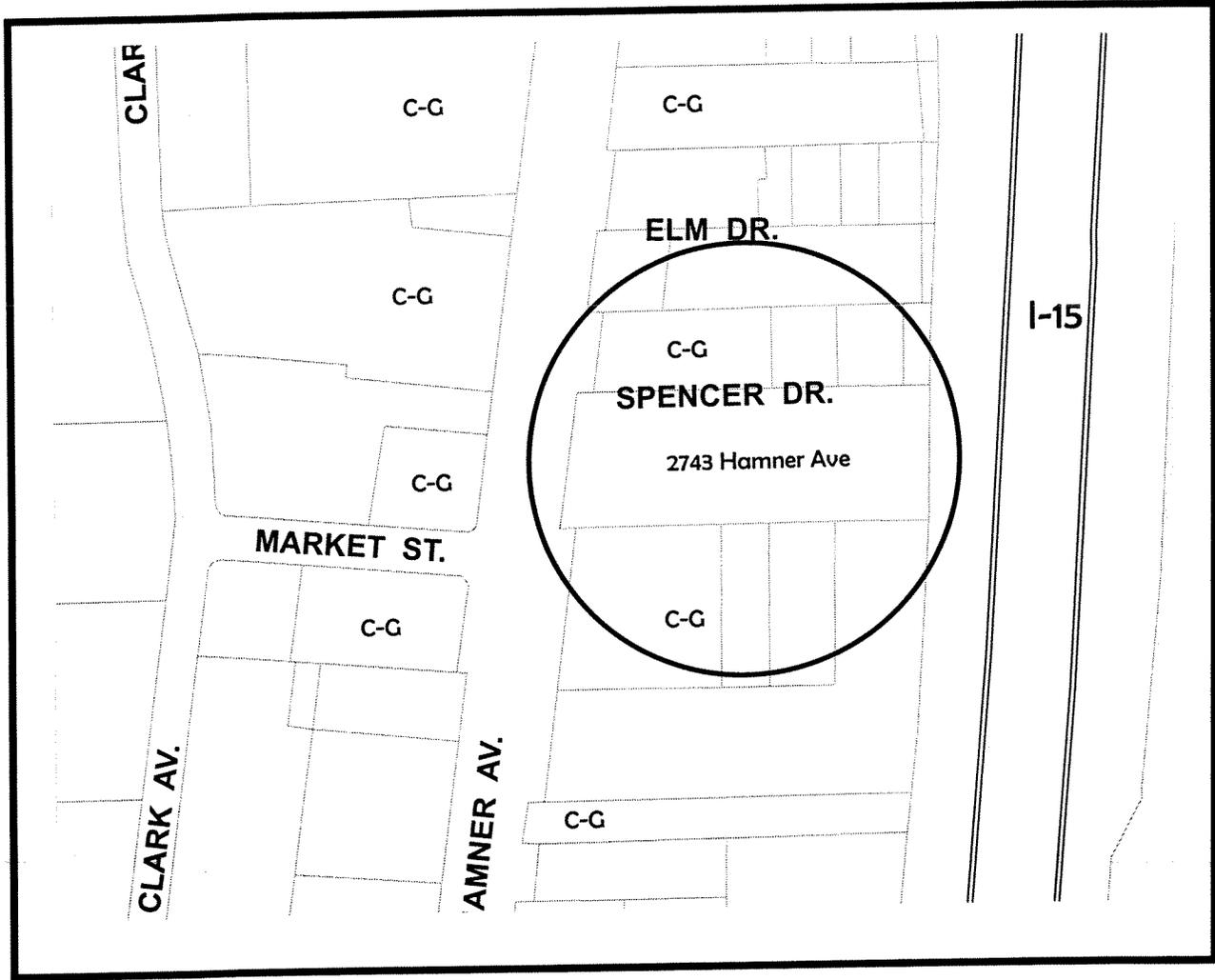
I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on January 14, 2009 by the following roll call vote:

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

Steve King, Secretary
Planning Commission
City of Norco, California

/adr-71437

LOCATION MAP



Not to Scale



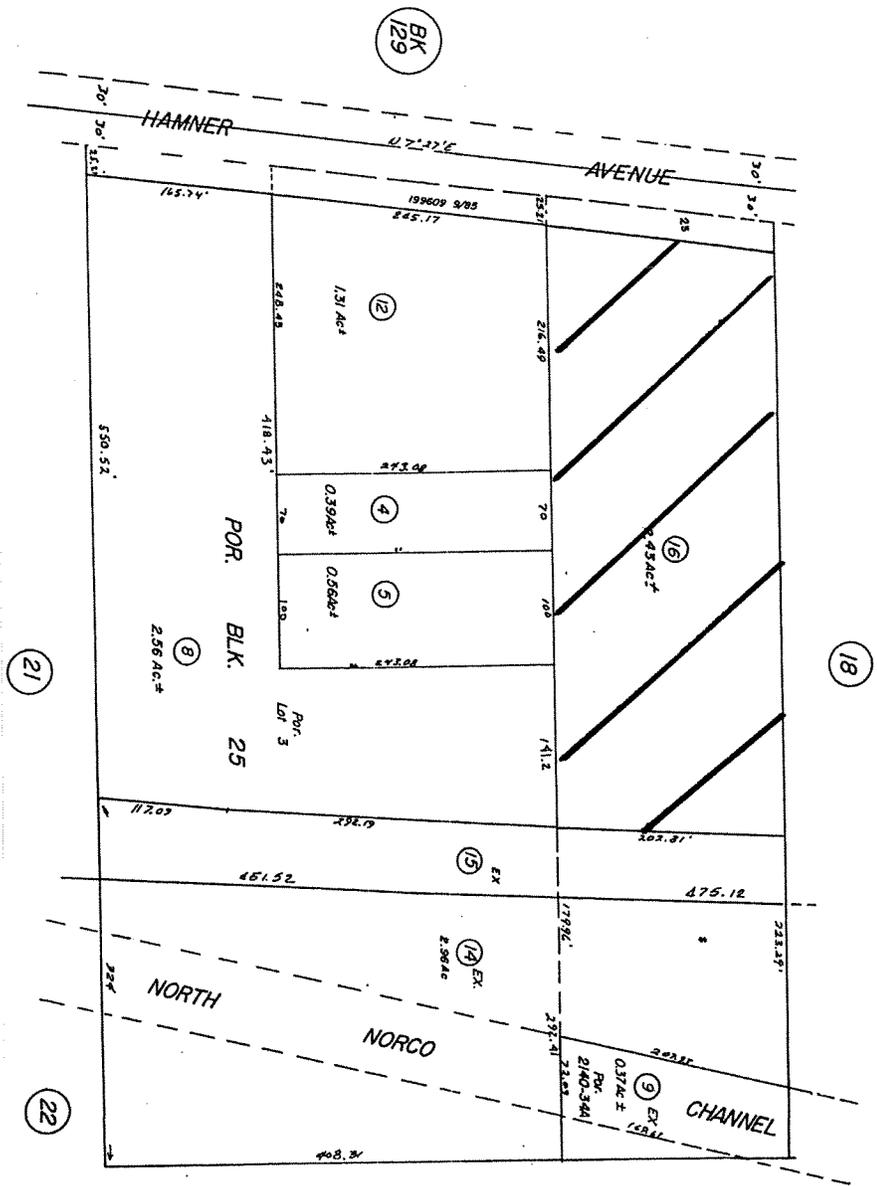
PROJECT: Conditional Use Permit 2008-12
APPLICANT: Hamner Holdings
LOCATION: 2743 Hamner Avenue

Exhibit "A"

APN MAP

FOR
POSES ONLY

POR. SEC. 7 1.35PTW
POR. SEC. 12 T3SR7W
POR. CITY OF NORCO



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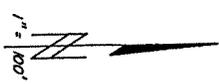
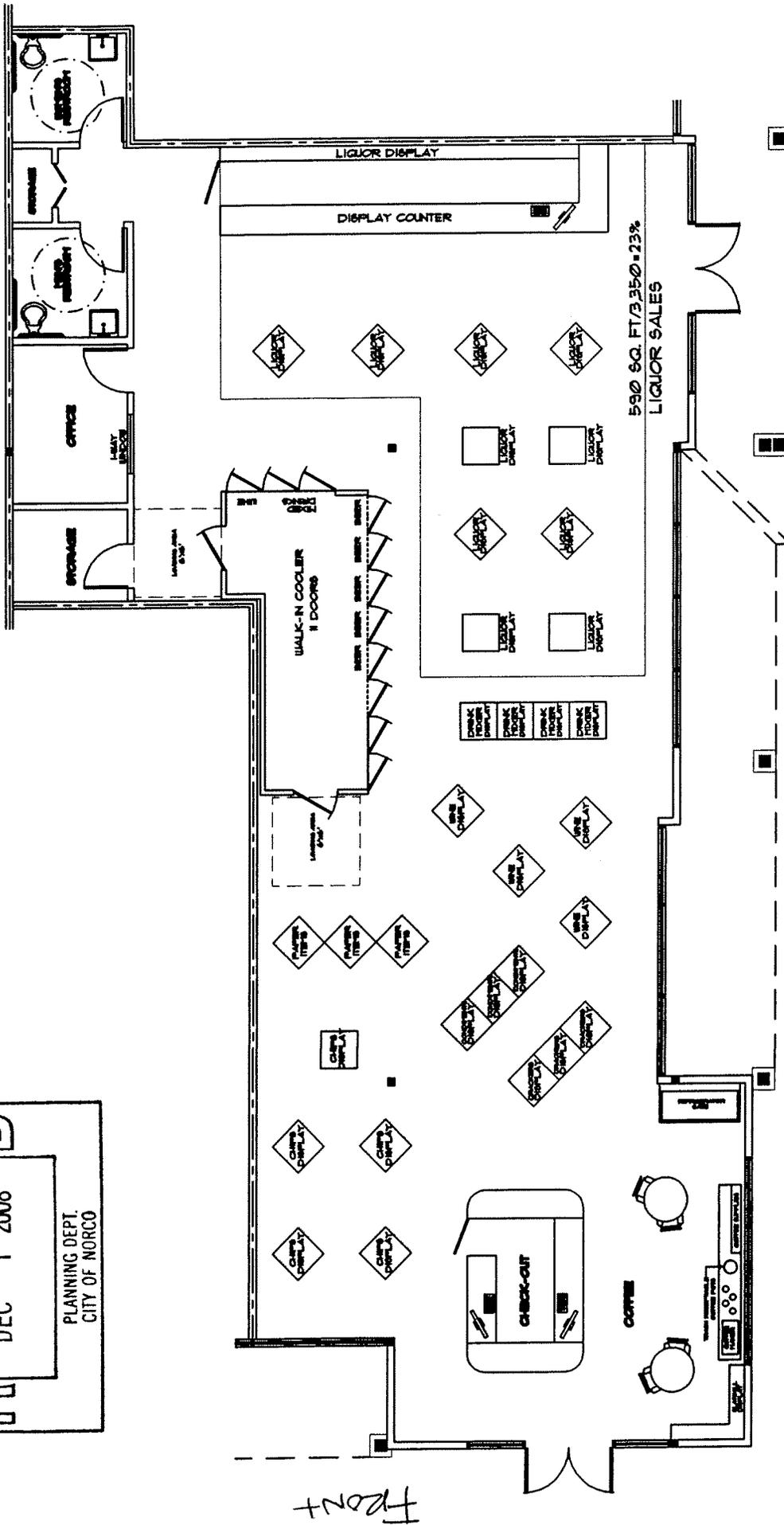


Exhibit "B"

RECEIVED
 DEC 1 2008
 PLANNING DEPT.
 CITY OF NORCO



NORCO VILLAGE
 CONVENIENCE STORE

EXHIBIT "D"

- 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 (Farhoomond) Recommendation: Approval. (Planning Manager King)

PM King presented the staff report on file in the Planning Department. He asked to strike Condition 16 as it is covered under Condition 10.

Commission Member Harris asked about limiting licenses. Discussion followed about what makes Norco an impacted community as labeled by ABC, who sets the limits, and does the new license have to come from within Norco's boundaries.

It was noted the license can be obtained from any business within the County of Riverside. It was clarified the applicant does not have a store yet; he wants to secure the right to sell alcohol first.

Commission Member Newton noted the absence of Sheriff's comments from the Project Review Board meeting and there was no letter from ABC regarding the proposal.

PC Harris asked about public noticing; staff replied that it was done accordingly.

The public hearing was opened.

Lois Louck, 4328 Crestview Drive, was convinced both ABC and the City do not know what the word saturation means. She read off a list of over 26 businesses selling liquor in the general area of the proposed site.

Fred Farhoomand, applicant, offered to answer questions.

PC Harris asked how the license was going to be obtained.

Mr. Farhoomand said it can be obtained from anywhere in Riverside County. The County issues 25 new licenses a year, obtainable by lottery. Or, a person could refer to a list that is updated every two-three months and buy a license from a closing business, such as supermarkets closing its liquor departments.

Commission Member Harris said Norco seems to be saturated with alcohol sales and he does not feel the Commission would be doing good for the residents to approve this. Commission Member Hedges agreed.

EXHIBIT "E"

Commission Member Newton asked that staff get the list from ABC listing businesses giving up their licenses.

Chair Wright: asked about adding a condition that the license had to be obtained from another business within Norco.

PC Harris said Norco already has too many, so it does not matter whether a new license is from within the City or not.

PM King said the item could be approved with an added condition to say the license has to be from Norco. The Commission could deny the project without prejudice based on if/when a license within Norco becomes available, the applicant could then reapply.

Further discussion centered on when is enough, enough. The Commission wants to see just how saturated Norco is because that would make a difference in its determination.

MOTION: M/S Hedges /Newton to continue based on what saturation is.

Discussion: Commission Member Newton wanted more information to make a better determination.

AYES: Harris, Hedges, Newton and Wright

ABSENT: Jaffarian

MOTION CARRIED

- 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. (Senior Planner Robles)

Senior Planner Robles presented the staff report on file in the Planning Division.

Chair Wright announced that the public hearing was closed on December 10, 2008 so no further comments would be taken.

Members Harris and Hedges said according to the staff report the City of Norco already had an over-concentration on this type of facility and they were not in favor of adding another. Chair Wright agreed. Member Jaffarian felt this business would be taking away from another business in town.

Member Newton agreed with staff but said it is permitted in the zone with a conditional use permit regardless of how many other businesses sell alcohol so he was okay with the request.

MOTION: M/S Jaffarian/Hedges to deny Conditional Use Permit 2008-12.

AYES: Harris, Hedges, Jaffarian and Wright

NOES: Newton

ABSENT: None

ABSTAIN: None

MOTION CARRIED

EXHIBIT "F"



Honorable Council Members of the City of Norco
City of Norco
2870 Clark Avenue
Norco, CA 92860

January 20, 2009

Re: Proposed store in Norco Village Shopping Center at 2743 Hamner Avenue, Norco, CA

Dear honorable Council Members of the City of Norco:

I am writing this letter to request reversal of Planning Commission's decision to deny the ancillary sale of distilled spirits for off-site consumption in a proposed store in Norco Village Shopping Center located at 2743 Hamner Avenue, in Norco CA.

The Planning Commission's ruling was based on the number of existing liquor stores within the City of Norco. However, I believe that the Planning Commission misunderstood the nature of this new proposed business, which will be a high-end store carrying premium quality wines and liquor catering the needs of people driving to Orange County or the City of Riverside to meet their demands.

Our intention is to have a unique high-end store different from any liquor store in the City of Norco. This store will meet the demand of people of Norco and surrounding cities for high quality wine and liquors not carried by any existing liquor store within the City of Norco. The vision is to have such a unique store that it would draw people from all the surrounding cities hence bringing more revenue, traffic and tax into the City of Norco.

Therefore, I am requesting the honorable members of the City Council, to set aside the factor that the City of Norco has enough liquor stores and consider the fact that this store will be a unique and high-end store carrying high-end products that the City of Norco does not have.

Sincerely,



Jeff Farhoomand

EXHIBIT "G"