



AGENDA CITY OF NORCO

CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
WORKSHOP/REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
MAY 6, 2009

CALL TO ORDER: 4:00 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

WORKSHOP TO DISCUSS THE FISCAL YEAR 2010 CITY AND NORCO REDEVELOPMENT AGENCY OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGETS

REGULAR CITY COUNCIL/CRA AGENDA: 6:00 p.m.

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

Section 54956.9(b)(2)(A) – Conference with Legal Counsel - Anticipated Litigation

Number of Potential Cases: 1

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties: City Manager Allred, Director of Fiscal &
Support Services Okoro and Human
Resources Analyst Paakkonen

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: Mayor Azevedo

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PROCLAMATIONS: Poppy Week
May 10 – 17, 2009

MERITORIOUS SERVICE COMMENDATIONS:

Roger Lang
Theo Joseph

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

Next CRA Resolution No. 2009-07

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 April 15, 2009. **Recommended Action: Approve the CRA Minutes.** (City Clerk)
 - B. CRA Minutes, Special Meeting of April 28, 2009. **Recommended Action: Approve the CRA Minutes.** (City Clerk)
2. **OTHER CRA MATTERS:**

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

Next Ordinance No. 911
Next Resolution No. 2009-18

3. **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 April 15, 2009. **Recommended Action: Approve the City Council Minutes.** (City Clerk)
 - B. City Council Minutes, Special Meeting of April 28, 2009. **Recommended Action: Approve the City Council Minutes.** (City Clerk)
 - C. Project Status Update for Wyle Laboratories Norco Facilities Site. **Recommended Action: Receive and File** (City Manager)

- D. Acceptance of Riverside County Anti-Terrorism Approval Authority Grant in the Amount of \$20,000 for the Purchase of Hand-Held Radios. **Recommended Action: Adopt Resolution No. 2009-____.** (Fire Chief)
 - E. Temescal Avenue – Second Street to South Norco Channel Storm Drain Feasibility Study. **Recommended Action: Award a professional services contract to Armstrong & Brooks Consulting Engineers in the Amount of \$8,825 and authorize the City Manager to approve change orders up to 10% of the contract amount.** (Senior Engineer)
 - F. Annual Special Tax for Community Facilities District No. 93-1R for the Fiscal Year 2009-2010. **Recommended Action: Adopt Resolution No. 2009-____.** (Director of Fiscal and Support Services)
 - G. Fiscal Year 2009 Third Quarter Budget Performance Report. **Recommended Action: Receive and File.** (Director of Fiscal and Support Services)
 - H. Request for Qualifications and Proposals (RFQ/P) for Animal Control and/or Shelter Operations Services. **Recommended Action: Authorize the distribution of an RFQ/P to qualified agencies.** (Director of Parks, Recreation & Community Services)
 - I. Action Minutes for Planning Commission Meeting of April 29, 2009. **Recommended Action: Receive and File** (Planning Manager)
4. CITY COUNCIL ITEMS FOR ACTION:
- A. Memorandum of Agreement Between the Naval Weapons Station Seal Beach Detachment Corona and the California Department of Corrections and Rehabilitation and the City of Norco

The development of a Memorandum of Agreement between the Naval Weapons Station Seal Beach Detachment, the California Department of Corrections and Rehabilitation, and the City of Norco has been drafted to identify specific points of understanding to provide potable water distribution, waste water collection and treatment and to accomplish individual and regional benefits.

Recommended Action: Authorize the City Manager to Execute the Memorandum of Agreement between the Naval Weapons Station Seal Beach Detachment Corona, the California Department of Corrections and Rehabilitation, and the City of Norco. (Director of Public Works)

5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:
6. 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.
7. OTHER MATTERS - COUNCIL OR STAFF:
8. 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.

/bj-72116

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jeff Allred, City Manager 
PREPARED BY: Brenda K. Jacobs, City Clerk
DATE: May 6, 2009
SUBJECT: Proclamation

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

Poppy Week – May 10th to 17th

/di – 72398
Attachment: Proclamation

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers, of whom thousands have answered the call to arms and have died on the field of battle; and

WHEREAS, in the spring of 1919, amidst complete devastation, the poppies bloomed in abundance on the battlefields of France where so many of our men had fallen in battle, and that a replica of this poppy has become the Memorial Flower of the American Legion Auxiliary; and

WHEREAS, the red poppy became a symbol of sacrifice of lives in war, and represents the hope that none had died in vain; and

WHEREAS, each year the American Legion Auxiliary distributes millions of bright red crepe paper poppies in exchange for contributions exclusively to assist and support disabled and hospitalized veterans and their families.

NOW, THEREFORE, I, KATHY AZEVEDO, MAYOR OF THE CITY OF NORCO, ON BEHALF OF THE CITY COUNCIL, do hereby recognize the week of May 10TH thru 17TH, 2009, as

POPPY WEEK

Mayor of the City of Norco

and encourage the citizens of Norco to join the American Legion Auxiliary in honoring the millions who serve and have served America by wearing a poppy.



MINUTES
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
APRIL 15, 2009

CALL TO ORDER: Mayor Azevedo called the meeting to order at 6:00 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, Frye, Jacobs, Okoro, Oulman, Petree and Thompson

City Attorney Harper – **Present**

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

Section 54957.6 – Conference with Labor Negotiator

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

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

RECONVENE PUBLIC SESSION: With no Closed Session Items to report, Mayor Azevedo reconvened the meeting at 7:03 p.m.

PLEDGE OF ALLEGIANCE: Council Member MacGregor

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PRESENTATIONS: **Norco Chamber of Commerce 2008 Civic Awards**

Woman of the Year – Velma Hickey (Ms. Hickey was unable to attend the meeting)
Man of the Year – Pastor Vernie Fletcher
Award of Merit – Dick White

Norco 2009 Horseweek Royalty
An Introduction was made by Taylor Miller,
Director of the Horseweek Queen competition,
followed by self introductions:

Queen Danelle Saenz
3rd Princess Chelsie Moore
1st Princess Becky Pace

PROCLAMATION: Mental Health Month – May 2009

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

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

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

1. CRA CONSENT CALENDAR ITEMS:

- A. CRA Minutes, Regular Meeting of April 1, 2009. **Recommended Action: Approve the CRA Minutes.** (City Clerk)
- B. Application to the Riverside County Economic Development Agency for Funding Under the Neighborhood Stabilization Program. **Recommended Action: Adopt CRA Resolution No. 2009-06.** (Housing Manager)

2. CRA CONTINUED PUBLIC HEARING:

- A. Amendment to the Fiscal Years 2009-2013 Norco Redevelopment Agency Capital Improvement Program Budget for Right-of-Way Acquisition and Public Improvements in Connection with a 2005 Purchase and Sale Agreement with Dennis D. Jacobsen Family Holdings, LLC and Realty Bancorp Equities TLG, LLC

Recommended Action: Cancel the public hearing as negotiations are still in process. (Director of Economic Development)

M/S Miller/Hanna to cancel the CRA public hearing. The motion was carried by the following roll call vote:

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

3. OTHER CRA MATTERS: No Other CRA Matters

ADJOURNMENT OF CRA: 7:24 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

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

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

4. CITY COUNCIL CONSENT CALENDAR ITEMS:

- A. City Council Minutes, Regular Meeting of April 1, 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. **Ordinance No. 910, Second Reading.** A City-Initiated Proposal to Add Title 20, Cultural Resources, to the Norco Municipal Code -- Code Amendment 2009-05. **Recommended Action: Adopt Ordinance No. 910.** (City Clerk)
- D. 2009 Vacant Parcel Spring Weed Abatement Program. **Recommended Action: Adopt Resolution No. 2009-16, setting the public hearing for June 3, 2009.** (Fire Chief)
- E. Approval of Quarterly Investment Report for Quarter Ended March 31, 2009. **Recommended Action: Receive and File.** (Director of Fiscal and Support Services)
- F. Annual Adoption of City Investment Policy. **Recommended Action: Approve and Adopt Investment Policy with modification.** (Director of Fiscal and Support Services)
- G. Making Findings and Continuing Existing Rates for Maintaining Flood Control Channels within County Service Area CSA-152. **Recommended Action: Adopt Resolution No. 2009-17.** (Director of Fiscal and Support Services)

- H. Professional Services Agreement with RHA Landscape Architects Planners, Inc. of Riverside, California for Professional Design, Construction Documents and Planning Services Related to the Wayne Makin Sports Complex Lighting and Irrigation Project. **Recommended Action: Approve the Professional Services Agreement with RHA Landscape Architects Planners, Inc. in the amount of \$75,270 and authorize the City Manager to approve change orders up to 10% of the contract.** (Director of Parks, Recreation and Community Services)
- I. Action Minutes for Planning Commission Meeting of April 8, 2009. **Recommended Action: Receive and File.** (Planning Manager)

5. CITY COUNCIL ITEMS FOR ACTION:

- A. Sheriff's Department Annual Report for 2008

The City Council's actions to increase law enforcement staffing in recent years has significantly improved safety and the quality of life in Norco. More criminals were arrested in 2006 and 2007 than in any other two-year period. As a result, only once in the last 20 years has property crime been as low as in 2008; violent crime has never been this low.

- *Since 2005, crime has decreased by 30% and arrests have increased by 16%.*
- *Traffic safety has significantly increased; there were fewer fatal, injury, and non-injury collisions in 2008 than in any of the prior 10 years. Grant funding has been used to target alcohol and drug impaired drivers and to add two motor officers; traffic enforcement time has almost doubled and citations issued more than doubled from 3,595 in 2005 to 7,339 in 2008.*
- *The goal to reduce emergency response times has been achieved in 2008. Deputies arrived at high-priority calls for service in less than 5 minutes; 15% more quickly than they did in 2005.*

Today, citizens in Norco are less likely to be crime victims or traffic accident victims than they have been at any other time in recent history.

Recommended Action: Receive and File. (Lt. Cooper)

Lt. Cooper presented the Council Item, displaying the slides on the screen that were included with the staff report. Lt. Cooper noted that Norco is trying to identify the repeat drunk drivers and requested a list of those repeat drunk drivers that live in Norco (23-plus currently identified in Norco) from the DMV. These violators are assigned to various deputies who watch and keep track of them on the roads. Lt. Cooper stated that the California Office of Safety has funded many of the programs in Norco. Lt. Cooper further noted that crime rates typically increase with a downturn in

the economy.

Lt. Cooper stated that two or three times a year, the Norco Sheriff Department enlists volunteers to ride a horse across streets marked for equestrian crossing in order to educate the community regarding the safety involved in this type of street crossing.

In summary, Lt. Cooper noted the following:

- **Future response time challenges might be mitigated by offering office space to County deputies;**
- **Facility improvement needs can be funded through the Redevelopment Agency;**
- **Traffic safety challenges can be met with aggressive targeted enforcement while using grants to help fund programs that emphasize arresting impaired and repeat DUI drivers;**
- **Youth access to alcohol challenges will continue to be addressed through UNLOAD, education and enforcement; and**
- **The Norco Sheriff Department will continue to attempt to meet increased staffing needs through grant funded programs.**

Council Member Hall congratulated Lt. Cooper on a great report and encouraged him to keep up the great work.

Mayor Pro Tem Miller commended Lt. Cooper on the dedication of the Norco Sheriff Department deputies. He further complemented Lt. Cooper on the positive statistics for the Norco Sheriff's Department in light of this economy. In response to Mayor Pro Tem Miller's question regarding the cost differential between an in-house or contract police department, the City Manager stated that he is familiar with other cities that currently have an in-house police department and their budgets are at least \$10 million compared to the City of Norco's budget of \$5 million for contracting through the Riverside County Sheriff Department.

Council Member MacGregor congratulated all members of the Norco Sheriff Department for an outstanding job and referred to them as Norco's own. He stated that he has heard very positive comments on the department and is glad that the average speed in Norco has decreased.

Council Member Hanna congratulated the Norco Sheriff Department for doing a great job and for being very visible in the community.

Mayor Azevedo concurred with other Council Members. She also thanked Lt. Cooper for his services with the UNLOAD Committee. Mayor Azevedo further noted that it is rewarding to work with Lt. Cooper on that committee.

M/S Miller/MacGregor to receive and file the Sheriff's Department Annual Report for 2008. The motion was carried by the following roll call vote:

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

B. Agreement for Law Enforcement Services

This agreement extends for five years the current arrangement where the Sheriff's Department provides policing services in Norco.

Recommended Action: Authorize the Mayor to sign the agreement. (Lt. Cooper)

Lt. Cooper presented the Council Item and stated that the only change to the agreement from 5 years ago is that Norco is now a Charter City. City Manager Allred added that we also have two rate-supported sergeants assigned to Norco that are not included in Exhibit "A".

M/S Hanna/MacGregor to authorize the Mayor to sign the Agreement for Law Enforcement Services. The motion was carried by the following roll call vote:

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

6. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR: No Items Pulled from the City Council Consent Calendar

7. PUBLIC COMMENTS OR QUESTIONS:

Pat Overstreet, 1231 Corona. Ms. Overstreet wanted to take this opportunity to promote the Ranch Tour, which will be held on May 30th. She also thanked Lt. Cooper for the fine job the Norco Sheriff Department is doing.

Harvey Sullivan, 4561 Hillside. Mr. Sullivan apologized for naming names of people at the last Council meeting, when he stated staff positions he wanted to be eliminated. In response to his question regarding code compliance staff, Mayor Azevedo stated that the Fire Chief handles code compliance. City Manager Allred added that the City has a decentralized code compliance process coordinated by the Fire Chief and assisted by the Fire Prevention Specialist.

Tom Willison, 641 Bridle. Mr. Willison reported on Casino Night and stated that it was a successful night due to everyone in this town coming together realizing that the FFA is a very important program in Norco. He also thanked the City for being involved in Casino Night and presented a plaque to the Council acknowledging their participation.

8. OTHER MATTERS - COUNCIL OR STAFF:

- Director Thompson noted that Crestview Drive opened on Wednesday, April 14th at 3:30 p.m. and it appears that all is functioning well. City Manager Allred added that there is going to be a button-activated switch at the equestrian crossing on Crestview, just south of Sixth Street, for horseback riders to activate the stop light. Mayor Azevedo suggested getting the rocks moved closer together to force the riders to cross at the stop light. Council Member Hanna noted that it is a safe crossing now.
- Director Petree stated that the City has been working with the Horseweek Committee on traffic control during the events (an exhibit was passed out identifying the process). A permanent sign has been placed at the intersection of Crestview and VanderMolen noting that the street will be closed during special events. A sign will be placed at the intersection of California and Buckskin stating that it will be closed to through traffic and residents only will be allowed through (manned intersection). Mayor Azevedo confirmed with Chief Frye that the Fire Department would have access to all the streets. Council Member Hall confirmed that this same traffic control set up would not be for individual horse shows and Director Petree noted that they would not warrant this type of traffic plan. Mayor Pro Tem Miller inquired if the aerial picture was recent and if it correctly showed the pad for the future second arena at Ingalls Park. Director Petree confirmed that it is the new pad shown on the aerial. Director Thompson noted that this aerial is not current (at least two months old) and does not correctly display the new Crestview alignment.
- Director Petree stated that the City has a new partnership with Priefert Ranch Equipment, as they have donated an approved PRCA pen to be used at Norco's rodeos. He further noted that Priefert will provide Norco with a new pen every other year.
- Mayor Pro Tem Miller requested that Director Oulman explain the informational signs along the 15 Freeway as noted in the department's Monthly Progress Report. Director Oulman noted that staff had met with a company that promotes the use of multi-media pylon signs. These signs are custom state-of-the-art signage that provides leading edge displays that greatly enhance public awareness of the community. Director Oulman noted that these signs can be owned by the Redevelopment Agency and could generate funds to the City. In response to Mayor Pro Tem Miller's question, Director Oulman confirmed that the signs would be constructed at no cost to the City.
- Mayor Pro Tem Miller asked Director Petree if the City would be implementing means to reduce energy costs relative to any of its upcoming projects. Director Petree stated that the Scout House project would only include fixing some structural issues and adding an accessible walkway. He also stated that solar panels and use of energy

efficient lighting (inside and outside) would be implemented throughout the Animal Control building project. Mayor Pro Tem Miller noted that Southern California Edison performed a before-and-after audit at Heritage Park, where they also received a rebate from Edison. He stated that the City should take advantage of these incentives.

- Council Member Hall stated that he will be going to Sacramento to attend a League of California Cities Board Meeting. He noted that the League is taking the stand in support of all of the propositions that have been placed on the upcoming election ballot, not because they like what is being proposed, but because they are aware what will happen to the State if these propositions do not pass. Council Member Hall noted that the City of Norco has not taken a stand on these propositions and suggests that it not take a stand on them. He also stated that the City of Norco just sent a letter opposing AB155, which would require local agencies contemplating bankruptcy to first obtain approval from the California Debt and Investment Advisory Committee before filing for bankruptcy.
- Mayor Azevedo stated that prior to appointing a task force to study funding options for the Moreno Arena, she has asked Director Petree to confer with the Parks & Recreation Commission and the leaders of the local horse show clubs who use the arena. Following those discussions, the Council can consider the formulation of the Task Force. She also wanted to remind everyone that on May 5th, the Volunteer Appreciation Dinner is being held at Nellie Weaver Hall.

9. ADJOURNMENT:

There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 8:40 p.m. in honor of Ron Miller, Freddie Miller's husband, to May 6, 2009 at 4:00 p.m., in the City Council Chambers, to discuss the Fiscal Year 2010 City and Norco Redevelopment Agency Operating and Capital Improvement Program Budgets.

BRENDA K. JACOBS
CITY CLERK



MINUTES
CITY OF NORCO
CITY COUNCIL/NORCO REDEVELOPMENT AGENCY
SPECIAL MEETING
CONFERENCE ROOMS "A" & "B"
NORCO CITY HALL – 2870 CLARK AVENUE
APRIL 28, 2009

1. CALL TO ORDER: Mayor Azevedo called the meeting to order at 4:04 p.m.
2. ROLL CALL: Mayor Kathy Azevedo, **Present**
Mayor Pro Tem Malcolm Miller, **Present**
Council Member Frank Hall, **Present**
Council Member Berwin Hanna, **Present**
Council Member Richard L. MacGregor, **Present**

Staff Present -- Allred, Jacobs, Okoro, and Paakkonen
3. PLEDGE OF ALLEGIANCE: Council Member Hanna
4. PUBLIC COMMENTS OR QUESTIONS: No Public Comments or Questions
5. CRA/CITY COUNCIL RECESSED TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

Section 54957.6 – Conference with Labor Negotiator

- Negotiating Parties: City Manager Jeff Allred; Director of Fiscal & Support Services Andy Okoro and Human Resources Analyst Myrna Paakkonen
- Employee Organizations: Norco General Employees Association
Norco Battalion Chiefs Association
Norco Firefighters Association
Norco Public Works & Parks Maintenance Workers Association
6. ADJOURNMENT: There being no further business to come before the City Council and with no Closed Session Items to report, Mayor Azevedo adjourned the meeting at 6:14 p.m. to a Workshop on May 6, 2009 at 4:00 p.m., in the City Council Chambers, to discuss the Fiscal Year 2010 City and Norco Redevelopment Agency Operating and Capital Improvement Program Budgets.

/bj-72433

Agenda Items 1.B. & 3.B.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

DATE: May 6, 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 April 28, 2009.

/bj-69994
Attachment



Linda S. Adams
Secretary for
Environmental Protection



Department of Toxic Substances Control



Arnold Schwarzenegger
Governor

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

Department of Toxic Substances Control (DTSC) Project Status Update for Former Wyle Laboratories Norco Facility Site April 28, 2009

No Further Action Remedial Action Plan for Upper Basin

DTSC public noticed a plan for no further action for the Upper Basin in April and is planning to hold a public meeting on May 5, 2009. The information regarding the public meeting is as follows:

When: 5 to 9 p.m. May 5

Where: Corona-Norco Unified School District, Learning Center North, 2820
Clark Ave., Norco

The plan is available for public review for 30 days in three repositories. DTSC will respond to all the comments received during the public comment period. Once all the comments are addressed, DTSC will approve the plan. Upon DTSC approval, the 212-acre Upper Basin, will be suitable for unrestricted land use.

The 212-acre Upper Basin is located on the eastern portion of the site. In the Upper Basin, previous contaminants of concern in soil in localized areas were addressed through small, shallow excavations (interim removal action) under a Removal Action Work plan (RAW), which was successfully completed in summer 2008. The soil in these areas was impacted with polychlorinated bi-phenyls (PCB), perchlorate, and lead. The completed Remedial Action Completion Report, completed in fall 2008, provided for the attainment of regulatory closure of the Upper Basin. Additionally, groundwater is not impacted and the levels of contaminants did not exceed risk threshold concentrations. Therefore, DTSC agreed that no further action is appropriate.

Hydraulic Containment System (HCS)

The HCS started operations in March 2008. After operating for approximately a year, the HCS has removed approximately 175 pounds of volatile organic compounds (VOCs) from groundwater.

Activities completed last week

Onsite:

- Continue second quarter 2009 groundwater sampling;
- Conducted routine operations and maintenance (O&M) for HCS;
- Conducted O&M activities for soil vapor extraction system;

Activities planned for this week

Onsite:

- Continue second quarter 2009 groundwater sampling;
- Continue O&M activities for soil vapor extraction system;
- Perform O&M activities for HCS.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Jack Frye, Fire Chief

DATE: May 6, 2009

SUBJECT: Acceptance of Riverside County Anti-Terrorism Approval Authority Grant in the Amount of \$20,000 for the Purchase of Hand-Held Radios

RECOMMENDATION: Adopt **Resolution No. 2009-____**, accepting the grant.

SUMMARY: The City of Norco Fire Department has requested and received a grant for the replacement of new hand-held radios to upgrade current equipment. The new radios have advanced technology that will enable extended use during both routine and emergency activities.

BACKGROUND/ANALYSIS: The Norco Fire Department regularly upgrades equipment as new technology and improvements are made, or as a normal course of replacing worn or out-of-date equipment.

The major effort throughout Riverside County is to have all departments operating within the county to be capable of communications interoperability. This is especially important as resource sharing becomes a more practical approach to meeting personnel and equipment needs during large fires.

During meetings held with all fire departments operating within Riverside County, it was decided to apply for the Homeland Security Grant Funding as a single unit with all participating agencies requesting the new model hand-held radios.

Once delivered, the new radios will provide the communications interoperability that is needed to ensure that emergency units can communicate effectively when assigned to large wildland fires. The ability to communicate provides another level of safety to all personnel by being able to send and receive life-saving messages while working on the fire ground.

FINANCIAL IMPACT: There will be no financial impact to the City. The full cost of purchasing the radios will be covered by the grant.

/jf-72328
Attachment: Resolution No. 2009-____

RESOLUTION NO. 2009-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ACCEPTING A RIVERSIDE COUNTY ANTI-TERRORISM APPROVAL AUTHORITY GRANT IN THE AMOUNT OF \$20,000 FOR THE PURCHASE OF HAND-HELD RADIOS

WHEREAS, the City of Norco desires to partner with Riverside County to purchase new hand-held radios to upgrade current equipment to enable extended use during both routine and emergency activities provided by the Norco Fire Department; and

WHEREAS, a Riverside County Anti-Terrorism Approval Authority Grant has been received by the City of Norco in the amount of \$20,000 to accomplish these goals.

NOW, THEREFORE, the City Council of the City of Norco, does hereby accept the Riverside County Anti-Terrorism Approval Authority Grant in the amount of \$20,000 and in FY2009 increases revenue by \$20,000 (121-000-54607); and increases appropriation and expenditure by \$20,000 (121-761-30425).

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on May 6, 2009.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on May 6, 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 May 6, 2009.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Lori J. Askew, Senior Engineer 

DATE: May 6, 2009

SUBJECT: Temescal Avenue – Second Street to South Norco Channel,
Storm Drain Feasibility Study

RECOMMENDATION: Award a professional design services contract to Armstrong & Brooks Consulting Engineers in the amount of \$8,825 and authorize the City Manager to approve change orders up to 10% of the contract amount.

SUMMARY: The City has solicited from Armstrong & Brooks a cost estimate to provide professional services to look into the drainage issues on Temescal Avenue between Second Street and the South Norco Channel. Armstrong & Brooks responded and submitted what staff feels is an acceptable proposal for the work. Staff is recommending signing of the contract to commence with design and production of construction drawings.

BACKGROUND/ANALYSIS: Armstrong & Brooks is the design civil engineer for the improvements occurring at the Norco Senior High School. While the school site has historically drained to Temescal Avenue, improvements proposed at the school have resulted in increased runoff and some redirected flow to the Temescal Avenue. Temescal Avenue has a history of ponding problems north of Second Street and south of the flood control channel, with only one collection point catching flow and directing flow to the South Norco Channel. This collection point is a cross gutter located around the 2100 block of Temescal Avenue.

As a result of several meetings with Armstrong & Brooks during the plan check process for other issues related to the school improvements, staff concluded that runoff from the site should be contained in pipes for direct release into the flood control channel. At present there is no storm drain line located in Temescal Avenue and flows that enter the street either pond and eventually evaporate or where possible make their way to the cross gutter located in Temescal Avenue toward the northerly portion of the school site. A corrugated metal pipe was installed several years ago by city staff to carry runoff from the cross gutter to the channel. This pipe is decaying and is in need of replacement.

Staff determined that Armstrong & Brooks has knowledge of the issues existing in Temescal Avenue and the necessary information relating to the improvements proposed for the school. They were a logical choice to propose for design services to alleviate the problems that exist in Temescal Avenue. Once improvement plans are signed, the City will contract for construction of the improvements separately.

FINANCIAL IMPACT: Allocate \$8,825 from Street Capital Improvement Fund 149 to Armstrong & Brooks for professional design services.

/lja-72358

Attachment: Storm Drain Feasibility Study for Civil Engineering Services from Armstrong & Brooks Consulting Engineers, dated March 25, 2009.

J.N. 109.937
March 25, 2009

City of Norco - Public Works Department
2870 Clark Ave.
Norco, CA 92860

**Armstrong & Brooks
Consulting Engineers**

Planning-Infrastructure-Site Development-Water Resources

Attn: Mr. Bill Thompson
Public Works Director

Regarding: Civil Engineering Services
Storm Drain Feasibility Study – Temescal Ave. (Second St. to South Norco Channel)

Dear Mr. Thompson:

I would like to thank you for another opportunity to provide the City of Norco Public Works Department with a proposal for Civil Engineering Services. The items listed in this proposal are based on our discussions regarding the City's desire to address the drainage concerns along Temescal Ave. between Second St. and the South Norco Channel.

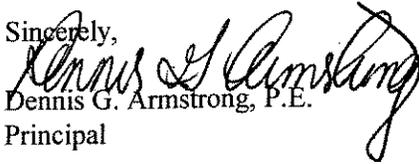
It is our understanding that we are to identify the feasibility of conveying flow northerly along the east side of Temescal Ave. via curb and gutter, storm drain or both toward the existing cross gutter near the South Norco Channel at which point the flow shall be conveyed westerly into the channel via a storm drain. Our office will also be preparing public improvement plans for the east side of Temescal Ave. along this reach to identify any necessary street improvements (curb and gutter removals and replacements and/or asphalt removals and overlays) needed to facilitate the selected design.

The westerly traversing storm drain system shall be sized to capture and convey the flows from the northside of the Norco High School campus, potentially including those flows easterly of Hillside Ave. which had been depicted to drain toward Second St. in County Flood Control's "Norco Area Drainage Plan".

On the succeeding pages of this proposal I have outlined the work included in the preparation and processing of the anticipated feasibility study and public street and storm drain improvement plans. The scope of work in this proposal is subject to your review and approval and any deletion or addition of line items will result in an appropriate fee adjustment.

Our office proposes to complete the feasibility study available within 7 to 10 working days of having received the notice to proceed. The scope and fee proposal are valid for a period of 90-days of this letter. Thank you again for this opportunity to be of service and should you have any questions or comments regarding the contents of this proposal, please do not hesitate to call. I look forward to working with you and your associates on this project.

Sincerely,


Dennis G. Armstrong, P.E.
Principal

Armstrong & Brooks Consulting Engineers
1530 Consumer Circle, Unit "B" ~ Corona, CA. ~ 92880
Ph. (951) 372-8400 ~ Fax (951) 372-8430

J.N. 109.937
March 25, 2009

EXHIBIT "A"

**FEASIBILITY STUDY - TEMESCAL AVE. DRAINAGE – NORCO, CA
PROPOSAL FOR ENGINEERING SERVICES**

SECTION I - Scope of Work and Fees

109.937.1 – Final Engineering

.01	Field Design & Topographic Survey(LS)	\$ 1,730
	* Re-establish horizontal & vertical control	
	* Perform Street Cross-Sectional Survey	
	* Perform Field Topographic Design Survey	
	* Compile Design Survey	
.02	Feasibility Study(LS)	\$ 2,070
	* Prepare preliminary design alternatives to convey flow northerly to the South Norco Channel (curb & gutter only, north-south drain segment)	
	* Prepare Engineer's Construction Cost Estimate of design alternatives	
.03	Public Improvement Plan(LS)	\$ 3,600
	* Prepare and Process a Public Street Improvement Plan (1/2 street plus 10' min.), identifying existing curb and centerline profiles	
	* Prepare and Process X-Section Sheets to identify limits of removals, replacements & overlays needed to achieve desired conveyance	
	* Prepare and Process Public Storm Drain Improvement Plan (approx. 175 lf) including catch basins and accompanying hydraulic calculations	
.04	Project Team Coordination.....(LS)	\$ 1,075
	* Meetings and coord. with project team to prepare and process the feasibility study and Improvement Plans through the City of Norco	
	* Preparation and Processing of Submittal Packages, including digital transfers	
.05	Incidental Expense Allowance.....(T&M)	\$ 350

Estimated Fee – Final Engineering: \$ 8,825

TOTAL ESTIMATED FEE – Engineering: \$ 8,825

EXHIBIT "A"

**FEASIBILITY STUDY - TEMESCAL AVE. DRAINAGE – NORCO, CA
PROPOSAL FOR ENGINEERING SERVICES**

SECTION II - Exclusions and/or Conditions of Proposal

1. Incidental Expenses shall be billed at cost plus 15%.
2. Owner shall be responsible for the payment of all filing, processing and permit fees required by the governing agencies.
3. Excludes negotiations with private parties to acquire Off-Site easements or other rights and permissions.
4. Excludes the preparation and processing of legal descriptions, plat maps and deeds for On-Site and/or Off-Site easements or Rights-of-Way for Public or Private improvements other than those explicitly stated within this proposal.
5. Excludes the preparation and processing of Off-Site Improvement Plans (Public or Private) other than those explicitly stated in this proposal.
6. Excludes the preparation and processing of formal hydrology and hydraulic report.
7. Excludes the preparation and processing of retaining wall calculations, details and profiles.
8. Excludes the preparation, processing and coordination of any dry utility (gas, electric, cable, telephone, etc.) improvement plans.
9. Excludes potholing of existing utilities.
10. Excludes the preparation and processing of a Record of Survey and/or Corner Records.
11. Excludes the preparation and processing of miscellaneous Exhibits (Public Hearings, Team Meetings, etc.)
12. Excludes permit processing with outside agencies (U.S. Army Corps. of Engineers, County Flood Control, Department of Fish and Game, U.S. Wildlife, etc.)
13. Excludes preparation and updating of a project schedule
14. Excludes Construction Support Services for response to RFI's, Review of Contractor Change Order requests, etc.
15. Excludes the preparation and processing of "As-Built" plans.
16. Proposals for the aforementioned, if deemed required, will be prepared upon request.
17. Progress billings shall be issued monthly and upon plan check submittal as follows: 65% at first submittal, 80% at second submittal and 100% upon approval of the engineering plans.

J.N. 109.937
March 25, 2009

EXHIBIT "A"

FEASIBILITY STUDY - TEMESCAL AVE. DRAINAGE – NORCO, CA
PROPOSAL FOR ENGINEERING SERVICES

Billing Rate Schedule
2009

Professional Services ***Rate***

<i>Principal</i>	<i>\$165/Hr.</i>
<i>Civil Engineer</i>	<i>\$140/Hr.</i>
<i>Designer</i>	<i>\$95/Hr.</i>
<i>Draftsperson</i>	<i>\$80/Hr.</i>
<i>2 Man Survey Crew</i>	<i>\$175/Hr.</i>

Miscellaneous Services ***Rate***

<i>Travel Time</i>	<i>\$65/Hr.</i>
<i>Secretary</i>	<i>\$55/Hr.</i>
<i>Reimbursable Expenses</i>	<i>Cost + 15%</i>

Hourly Rates are chargeable in one-quarter hour increments and are subject to change January 1, 2010

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

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

DATE: May 6, 2009

SUBJECT: Establishment of Annual Special Tax for Community Facilities District No. 93-1R for the Fiscal Year 2009-2010.

RECOMMENDATION: Adopt **Resolution No. 2009-___**, Establishing Annual Special Tax for Community Facilities District No. 93-1R for the Fiscal Year 2009-2010.

SUMMARY: Staff is recommending that the City Council adopt a resolution approving the annual special tax levy for Community Facilities District No. 93-1 for the Fiscal Year 2009-2010. The tax levy is necessary to generate funds for the payment of the debt service on the bonds issued for the construction and installation of public facilities in the district. No change in the previously approved tax rate is proposed.

BACKGROUND/ANALYSIS: On December 16, 1992 the City Council adopted Resolution No. 92-73 stating its intent to establish Community Facilities District 93-1 (Gateway) ("District"). A majority of the property owners within the District boundaries voted to approve CFD 93-1 in 1992. Resolution 92-73 provided for the levying of special taxes in FY 1995-96 against each parcel in the District for the construction and installation of certain public facilities, including drainage facilities improvements ("District Facilities"); intersection improvements – Hamner Avenue at First Street and Hamner Avenue at Mountain Avenue; street improvements – First Street from Hamner Avenue to existing Mountain Avenue; signal improvements – Hamner Avenue at First Street Intersection and Hamner Avenue at Mountain Avenue (Yuma Drive) intersection; and water improvements – Hamner Avenue and landscaped median improvements – Hamner Avenue and First Street.

The County of Riverside requires a resolution levying the special taxes to be adopted each fiscal year for the duration of the District. The special tax rate used in the preparation of the Special Tax Levy Report does not exceed the amount previously authorized, and does not exceed the amount approved by the qualified electors of the District. The proceeds of the special tax will be used to pay, in whole or in part, the approved costs of the District.

Adoption of Resolution No. 2009-____ (attached), directs the Auditor-Controller of the County of Riverside to prepare an amended real property statement for each parcel of the District, as well as to perform other administrative actions for FY 2009-10.

The special tax due will be listed opposite each affected lot or parcel of land as a line item designated "Public Improvements, CFD Special Tax" or any other suitable designation in accordance with the resolution. Adoption of the resolution also requires the City to issue the attached statement that CFD 93-1 charges are in compliance with Proposition 218.

FINANCIAL IMPACT: N/A

/jk-72379

Attachments: Resolution No. 2009-____
Exhibit A
Compliance Statement

RESOLUTION NO. 2009-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ESTABLISHING ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 93-1R FOR THE FISCAL YEAR 2009-2010

WHEREAS, the City Council of the City of Norco, California (hereinafter referred to as the "Legislative Body") has initiated proceedings, held a public hearing, conducted an election, and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, all as authorized pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982," being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District shall hereinafter be referred to as "District"; and,

WHEREAS, this Legislative Body, by Ordinance as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said District, and this Legislative Body is desirous to establish the specific rate of the special tax to be collected for the next fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby accept:

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the specific rate and amount of the special tax to be collected to pay for the costs and expenses for FY 2009-10 for the referenced District is hereby determined and established as set forth in the attached, referenced, and incorporated Exhibit "A."

SECTION 3: That the rate as set forth above does not exceed the amount as previously authorized by Ordinance of this Legislative Body and is not in excess of that as previously approved by the qualified electors of the District and is exempt from Proposition 218, Section XIID of the California State Constitution.

SECTION 4: That the proceeds of the special tax shall be used to pay, in whole or in part, the costs of the following:

- A. Payment of principal and interest on any outstanding authorized bonded indebtedness;
- B. Necessary replenishment of bond reserve funds or other reserve funds;
Resolution No. 2009-____ CFD 93-1 Levying of Taxes, 2009-2010;

- C. Payment of costs and expenses of authorized public facilities;
- D. Repayment of advances and loans, if appropriate; and
- E. Costs and expenses related to the administration of the District.

The proceeds of the special taxes shall be used as set forth above and shall not be used for any other purpose.

SECTION 5: The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting any said special tax.

SECTION 6: All monies above collected shall be paid into the District, including any bond fund and reserve fund.

SECTION 7: The Auditor of the County is hereby directed to enter in the next County assessment on which taxes will become due, opposite each lot or parcel of land affected, in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax, and for the exact amount of said tax, reference is made to the attached Exhibit "A."

SECTION 8: The County Auditor shall then, at the close of the tax collection period, promptly render to this Agency a detailed report showing the amount(s) of such special tax installments, interest, penalties, and percentages so collected and from which property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on May 6, 2009.

Mayor of the City of Norco, California

ATTEST:

Brenda K Jacobs, City Clerk
City of Norco, California

Resolution No. 2009-__

Page 3

May 6, 2009

I, BRENDA K JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on May 6, 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 May 6, 2009.

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

/jk-72379

EXHIBIT "A"

City of Norco
 Community Facilities District No. 93-1R
 Fiscal Year 2009/2010 Special Tax Rates

For Fiscal Year 2009/2010, the effective special tax rate for each taxable parcel is \$0.10 per square footage of land and the amount of special tax for each assessor's parcel number is listed below:

APN	LEVY AMOUNT
122-040-022	\$5,052.96
122-040-023	3,136.32
122-040-024	3,702.60
122-040-030	3,702.60
122-040-054	3,963.96
122-040-055	4,704.48
122-040-056	9,539.64
122-040-057	20,386.08
122-050-031	2,787.84
122-050-033	2,962.08
122-050-035	3,441.24
122-050-045	2,962.08
122-050-046	3,005.64
122-050-047	4,138.20
122-050-048	12,545.28
122-050-049	6,403.32
122-070-014	1,481.04
122-070-016	5,967.72
122-070-023	1,524.60
122-070-026	217.80
122-070-028	5,140.08
122-070-034	5,730.30
122-070-035	3,327.10
122-070-036	2,634.06
122-090-053	10,896.52
122-090-054	2,249.86
122-090-055	3,176.38
122-090-056	3,176.38
122-090-057	5,029.00
122-090-058	9,661.16
122-090-059	352.82
122-090-062	6,617.18
122-090-063	1,764.60
122-090-068	135.46
122-090-069	1,265.40
122-090-072	21,621.44
122-120-002	392.04
125-270-025	3,789.72
125-270-030	1,089.00
125-270-034	6,011.28
125-270-035	2,047.32
126-250-029	1,916.64
126-250-057	2,003.76
126-250-058	3,223.44
Total = 44 parcels	\$204,876.42

ORDINANCE NO. 672

COMMUNITY FACILITIES DISTRICT NO. 93-1

Special taxes are for a period not to exceed 25 years from the original levy, Resolution 92-73 provided for the levying of special taxes in Fiscal Year 1995-96 to each parcel in the District.

The City shall administer and collect taxes and determine the amount of special tax revenue needed for the next fiscal year to cover all costs and expenses to pay for facilities, debt service, including principal and interest and replenishment of reserve and other administrative expenses.

Bond issuance to cover various public facilities such as grading, etc. is necessary for the Gateway Specific Plan Area (The District). All properties subsequently annexed shall be subject to the original authorized special taxes, as well as increases to reflect increases in the Engineering News-Record Construction Cost Index (Los Angeles) as of May 1st of any fiscal year after 1993/1994.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Andy Okoro, Director Fiscal and Support Services 

DATE: May 6, 2009

SUBJECT: Fiscal Year 2009 Third Quarter Budget Performance Report

RECOMMENDATION: Staff recommends that the City Council receive and file the Fiscal Year 2009 third quarter budget performance report.

SUMMARY: This report is intended to provide Council with current financial budget performance on the Operating Budget for the first three quarters of fiscal year 2009. It also provides year-end revenue and expenditure projection for the General Fund. Staff recommends that the City Council receive and file this FY09 third quarter budget to actual report.

BACKGROUND/ANALYSIS: This report is part of an ongoing effort to provide City Council with current financial information on the City's Operating Budget. Attachment 1 provides a summary analysis between budgeted and actual revenues/expenditures for each Operating Fund. Using the data available through March 31, 2009, staff has projected year-end revenues, expenditures and fund balance for the General Fund to assist with better understanding of the proposed FY 2010 budget. This information is presented as attachment 2 and is a significant influence in projecting revenues and expenditures for next year's budget.

General Fund Revenues

Total year-end estimated General Fund revenues is nearly \$900,000 below amended budget amount due to nearly \$911,000 estimated shortfall from lowered sales tax budget. Property tax receipts are also projected to come below budget by \$113,000 due to lower receipts from supplemental property taxes. Additionally, community services revenues are estimated to come below budget primarily due to lower receipts from the Wee People Program. On the other hand, strike team reimbursement revenues are estimated to exceed budget by \$390,000 due to higher than anticipated strike team call outs.

Total General Fund revenues (see attachment 2), excluding transfers in from DAG Fund for partial prepayment of GASB 45 post retirement healthcare liabilities, is

estimated to be \$14.9 million compared to amended budget amount of \$15.8 million for an anticipated unfavorable budget variance of \$0.9 million. Attachment 2 reflects estimated year-end revenue by major revenue category.

General Fund Expenditures

Based on year-end projections (see attachment 2), all departments except for Fire, Animal Control and Citizens on Patrol are expected to come within reasonable amounts of authorized budgets. Fire department is expected to exceed budget due to overtime expenditures associated with strike team call out. This overage will be offset by additional strike team revenues as discussed in the revenue section. Citizens on Patrol and Animal Control expenditures will exceed budget due to non-budgeted workers compensation claims expenditures. This overage will be adjusted against workers compensation claims reserve at the end of the fiscal year. Total year-end General Fund expenditures excluding \$1.9 million for GASB 45 funding are projected to be \$16.7 million compared to total budget of \$17.0 for favorable budget variance of \$0.3 million.

Fund Balance

Attachment 2 (page 2) provides projected year-end fund balance information. Fund balance amount is estimated using actual beginning fund balance and FY09 estimated year-end revenues and expenditures. It is estimated that fund balance will decrease by \$1.8 million by the end of Fiscal Year 2009. This would be the second consecutive year that General Fund reserves would have decreased. The projected fund balance amount has been divided into various components or designations to reflect City Council's intended use.

Other Funds

Through March 31, 2009, the Redevelopment Agency Operating Fund has received slightly less than half of FY09 budgeted tax increment revenues. However, based on historic receipt trends, it is projected that the Agency's tax increment revenues at year end will be at or slightly above the budget amount. Expenditures at year-end are projected to exceed budget by \$0.5 million due to higher pass-through payments to other agencies. At year-end, it is estimated that total expenditures will exceed total revenues by \$1.3 million. This is mainly due to the ERAF and loan disbursements. The fund balance is estimated to be \$10.7 million at year end.

Overall Water Fund revenues are tracking to budget while expenditures are tracking slightly ahead of budget due to higher purchased water costs. It is projected that total Water Fund revenues will exceed total expenditures (including debt service) by \$0.5 million. This would be the third consecutive year that Water Fund operating revenues have exceeded expenditures and the first year in more than six years that the Fund would end the year without a working capital (fund balance) deficit. The Water Fund began Fiscal Year 2009 with working capital deficit of \$0.1 million. This favorable situation over the last three years has been due to the water rate adjustments approved by the City Council.

Total Sewer Fund operating revenues are tracking significantly ahead of budget due to the rate change implemented at the beginning of the fiscal year after the budget was adopted. The budget was not amended to reflect the impact of the rate adjustment. Sewer Fund operating expenditures are tracking below budget due to lower debt service costs realized by not making the second debt service installment due to re-financing. It is estimated that total Sewer Fund revenues will exceed expenditures by \$0.2 million at year end.

Other miscellaneous operating Funds are projected to end the year in line with the approved budget.

FISCAL IMPACT: This report is for information only.

/jk-72382

Attachments: Budget Comparative Analysis
Summary of Estimated General Fund Revenues, Expenditures

City of Norco
Budget and Actual Comparative Analysis
For the three Quarters Ended March 31, 2009

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
GENERAL FUND					
REVENUES					
Property taxes	1,594,965	1,594,965	855,315	739,650	54%
Sales taxes	5,356,000	5,356,000	2,193,463	3,162,537	41%
Other taxes	807,603	727,603	530,262	197,341	73%
Total taxes	7,758,568	7,678,568	3,579,040	4,099,528	47%
Franchise Fees	1,097,827	1,097,827	438,663	659,164	40%
Motor vehicle in-lieu fees	2,350,000	2,350,000	1,177,397	1,172,603	50%
Intergovernmental	113,585	113,585	37,844	75,741	33%
Fines and Penalties	504,065	504,065	347,410	156,655	69%
Interest income/Lease	292,513	292,513	158,858	133,655	54%
Community Development fees	688,140	518,140	354,176	163,964	68%
Community Services/Recreation	957,779	957,779	584,798	372,981	61%
Other revenues	1,152,350	1,152,350	1,446,627	(294,277)	126%
Operating transfers	1,125,096	3,025,096	2,701,076	324,020	89%
Total revenues	16,039,923	17,689,923	10,825,889	6,864,034	61%
EXPENDITURES					
Legislative					
City Council	51,642	51,642	36,296	15,346	70%
City Attorney	75,527	75,527	54,621	20,906	72%
City Clerk	134,491	134,491	118,182	16,309	88%
City Manager	156,442	156,442	111,313	45,129	71%
Parks, Recreation & Community Services					
Recreation	1,051,911	988,793	612,025	376,768	62%
Wee People	430,403	430,403	206,248	224,155	48%
Park Maintenance	792,185	792,185	544,192	247,993	69%
Senior Citizens	214,048	214,048	102,508	111,540	48%
Public Buildings	390,184	390,184	190,082	200,102	49%
Animal Control	639,896	639,896	506,468	133,428	79%
Planning					
Community Development	240,683	240,683	173,912	66,771	72%
Code Enforcement	51,055	51,055	18,295	32,760	36%
Building & Safety	473,943	394,800	305,967	88,833	77%
Public Works/Engineering					
Engineering	243,220	243,220	172,506	70,714	71%
Inspection	126,254	126,254	94,270	31,984	75%
Parkway Maintenance	69,611	69,611	46,802	22,809	67%
Fire Department					
Fire Suppression	3,315,369	3,206,983	2,444,294	762,689	76%
Paramedic	1,628,367	1,602,728	1,253,774	348,954	78%
Emergency Services	960	960	226	734	24%
Police Protection					
Sheriff	5,758,495	5,614,742	2,681,966	2,932,776	48%
Citizens on Patrol	31,862	31,862	65,301	(33,439)	205%
Crossing Guards	80,954	80,954	45,238	35,716	56%
Fiscal and Support Services					
Administrative	411,511	395,579	277,030	118,549	70%
Non-Departmental	3,085,445	3,008,786	2,730,745	278,041	91%
Total Expenditures	19,454,458	18,941,828	12,792,261	6,149,567	68%

City of Norco
Budget and Actual Comparative Analysis
For the three Quarters Ended March 31, 2009

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
<u>REDEVELOPMENT AGENCY</u>					
<u>REVENUES</u>					
Tax Increment	13,126,805	13,126,805	6,200,717	6,926,088	47%
Interest and Lease Income	362,000	362,000	344,132	17,868	95%
Contributions	161,683	161,683	7,699	153,984	5%
School Bond	1,078,570	1,078,570	343,450	735,120	32%
Total Revenues	<u>19,928,232</u>	<u>19,928,232</u>	<u>9,605,811</u>	<u>10,322,421</u>	<u>48%</u>
<u>EXPENDITURES</u>					
Redevelopment Administration	1,860,193	4,376,659	2,325,440	2,051,219	53%
Redevelopment Agency Debt Service	5,199,174	5,199,174	5,212,174	(13,000)	100%
Pass Thru Agreement	6,960,000	6,960,000	3,793,594	3,166,406	55%
Total Expenditures	<u>14,019,367</u>	<u>16,535,833</u>	<u>11,331,208</u>	<u>5,204,625</u>	<u>69%</u>
<u>LOW-MOD INCOME HOUSING</u>					
<u>REVENUES</u>					
Tax Increment	3,234,556	3,234,556	1,550,179	1,684,377	48%
Interest and Lease Income	90,000	90,000	65,650	24,350	73%
Other Revenue	-	-	63,750	(63,750)	N/A
Total Revenues	<u>3,324,556</u>	<u>3,324,556</u>	<u>1,679,579</u>	<u>1,644,977</u>	<u>51%</u>
<u>EXPENDITURES</u>					
Low-Mod Income Housing Program	508,446	508,446	374,670	133,776	74%
Grant Programs	5,488,000	5,892,077	842,435	5,049,642	14%
Redevelopment Agency Debt Service	1,030,152	1,030,152	1,030,152	-	100%
Total Expenditures	<u>7,026,598</u>	<u>7,430,675</u>	<u>2,247,257</u>	<u>5,183,418</u>	<u>30%</u>
<u>COMMUNITY DEVELOPMENT</u>					
<u>BLOCK GRANT</u>					
Revenues	907,246	907,246	351,457	555,789	39%
Expenditures	907,246	907,246	351,457	555,789	39%
Net revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>-</u>		
<u>WATER FUND</u>					
Revenues	7,130,710	7,130,710	4,808,191	2,322,519	67%
Expenditures	6,406,510	6,401,441	4,541,869	1,859,572	71%
Net profit (loss)	<u>724,200</u>	<u>729,269</u>	<u>266,322</u>		
<u>SEWER FUND</u>					
Revenues	3,840,762	3,840,762	2,594,315	1,246,447	68%
Expenditures	-	-	-		
Net profit (loss)	<u>3,840,762</u>	<u>3,840,762</u>	<u>2,594,315</u>		
<u>GAS TAX</u>					
Revenues	584,000	584,000	396,993	187,007	68%
Expenditures	491,122	491,122	303,972	187,150	62%
Net revenues and expenditures	<u>92,878</u>	<u>92,878</u>	<u>93,021</u>		

City of Norco
Budget and Actual Comparative Analysis
For the three Quarters Ended March 31, 2009

	Original Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
<u>NPDES FUND</u>					
Revenues	110,000	110,000	75,992	34,008	69%
Expenditures	96,438	96,438	74,887	21,551	78%
Net revenues and expenditures	<u>13,562</u>	<u>13,562</u>	<u>1,105</u>		
<u>MISCELLANEOUS GRANTS</u>					
Revenues	261,992	447,867	127,417	320,450	28%
Expenditures	242,707	428,582	214,900	213,682	50%
Net revenues and expenditures	<u>19,285</u>	<u>19,285</u>	<u>(87,483)</u>		

Summary of Budget and Actual General Fund Revenues and Expenditures - FY 2009

<i>Revenue Summary</i>	<i>FY 2009 Amended Budget</i>	<i>Actuals at 3/31/2009</i>	<i>Estimated FYE 6/30/09</i>
Property Taxes	\$ 1,594,965	855,315	1,481,102
Sales Taxes	5,356,000	2,193,463	4,445,802
Other Taxes	727,603	530,262	709,334
Franchise Fees	1,097,827	438,663	1,129,879
Motor Vehicle in- Lieu Fees	2,350,000	1,177,397	2,329,000
Intergovernmental	113,585	37,844	85,477
Fines & Penalties	504,065	347,410	445,916
Interest Income/Lease	292,513	158,858	285,006
Community Development Fees	518,140	354,176	519,665
Community Services/Recreation	957,779	584,798	782,303
Other Revenues	1,152,350	1,446,627	1,593,412
Adminstrative O/H and Transfers	3,025,096	2,701,076	2,989,534
<i>Total</i>	<i>17,689,923</i>	<i>10,825,889</i>	<i>16,796,430</i>
<i>Expenditure Summary</i>			
City Council	\$ 51,642	36,296	48,697
City Attorney	75,527	54,621	78,788
City Clerk	134,491	118,182	153,221
City Manager	156,442	111,313	150,250
Recreation	988,793	612,025	923,935
Wee People	430,403	206,248	328,957
Park Maintenance	792,185	544,192	716,796
Senior Citizens	214,048	102,508	131,824
Public Buildings	390,184	190,082	378,154
Animal Control	639,896	506,468	703,033
Community Development	240,683	173,912	248,012
Code Enforcement	51,055	18,295	23,013
Building and Safety	394,800	305,967	401,949
Engineering	243,220	172,506	234,831
Inspection	126,254	94,270	121,388
Parkway Maintenance	69,611	46,802	73,078
Fire Suppression	3,206,983	2,444,294	3,246,718
Paramedic	1,602,728	1,253,774	1,659,959
Emergency Services	960	226	412
Sheriff	5,614,742	2,681,966	5,486,372
Citizens on Patrol	31,862	65,301	93,446
Fiscal and Support Services	395,579	277,030	381,733
Non-Departmental	3,008,786	2,730,745	2,966,114
Crossing Guards	80,954	45,238	80,954
<i>Total</i>	<i>\$ 18,941,828</i>	<i>12,792,261</i>	<i>18,631,634</i>

Estimated General Fund Balance

Beginning Balance June 30, 2008	\$ 7,500,681
FY 2009 Estimated Revenues/Transfers	16,796,430
FY 2009 Estimated Expenditures/Transfers	18,631,634
Ending Fund Balance 6/30/09	<u>\$ 5,665,477</u>

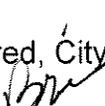
Designations of Fund Balance

Designated for Emergency	\$ 4,182,909
Designated for Future Projects	850,000
Designated for Facilities Replacement	150,000
Designated for Rate stabilization	36,500
Designated for Lease Payment	75,087
Designated for Self-Insurance	500,000
Undesignated Fund Balance	(129,019)
Estimated Total General Fund Designations	<u>\$ 5,665,477</u>

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: Brian K. Petree, Director 
Parks, Recreation and Community Services Department

DATE: May 6, 2009

SUBJECT: Request for Qualifications and Proposals (RFQ/P) for Animal Control and/or Shelter Operations Services

RECOMMENDATION: Authorize the distribution of an RFQ/P to qualified agencies for animal control and/or shelter operations services.

SUMMARY: Based on direction given at its April 1, 2009 meeting, the City Council will consider the distribution of a RFQ/P to invite proposals from qualified agencies in order to obtain information on available service delivery options. This is an information gathering exercise that will enable the City Council to determine whether viable options exist in providing services to this community that values its animal-keeping traditions and lifestyle.

BACKGROUND/ANALYSIS: The City's Animal Control Division currently provides a comprehensive level of services to the community at an annual cost of over \$650,000 while generating revenues of more than \$100,000. At its meeting of February 23, 2009, the City Council discussed the national and state-wide financial crisis and its impacts on the City of Norco for the upcoming 2009-10 fiscal year. As part of these discussions, the concept of exploring contract services for animal control and/or shelter operations has been raised as one of several potential actions for consideration to address the City's financial challenges.

The matter was again discussed by the City Council with considerable public input on April 1, 2009. At that meeting the Council voted to table the RFQ/P for at least 30 days to make modifications to the document before bringing it back for Council consideration. The Council's desire was to ensure that the RFQ/P adequately describes the unique animal-keeping needs and expectations of the Norco community.

Several neighboring local government jurisdictions currently contract for animal control services including the cities of Riverside, Chino Hills, Chino, Ontario, Lake Elsinore, Murrieta, etc.

Proposals for Animal Control and/or Shelter Management Services

Page 2

May 6, 2009

Based on the foregoing, it would be prudent for the City to solicit proposals from qualified governmental agencies and private non-profit organizations such as the Riverside County Department of Health and Animal Control Services, the Animal Friends of the Valley/SPCA based in Lake Elsinore, the Inland Valley Humane Society/SPCA based in Pomona and the Riverside Humane Society. Any responses to the RFQ/P received by the City will undergo a thorough review and evaluation process before proposals and recommendations are forwarded to the City Council for consideration.

The revised RFQ/P thoroughly describes Norco's unique animal-keeping lifestyle and service needs. The document has been modified to include language regarding the need to provide support to, and interact with, animal-keeping organizations such as the FFA and 4H as well as overseeing and coordinating with organizations that conduct animal-related events such as rodeos.

/bp-72445

Attachment: RFQ/P

**City of Norco
Request for Qualifications &
Proposals (RFQ/P)
for
Animal Control
and/or
Animal Shelter Operations Services
98 Sixth Street, Norco, California**



**City of Norco
Request for Qualifications and Proposals (RFQ/P)
Animal Control
and/or
Animal Shelter Operations Services
98 Sixth Street, Norco, California**

I. Overview

The City of Norco is issuing this Request for Qualifications and Proposals (RFQ/P) to qualified entities for the management and operation of the City's Animal Control Division and/or Animal Shelter in the City of Norco. The facility is located on City-owned land adjacent to the George Ingalls Equestrian Event Center.

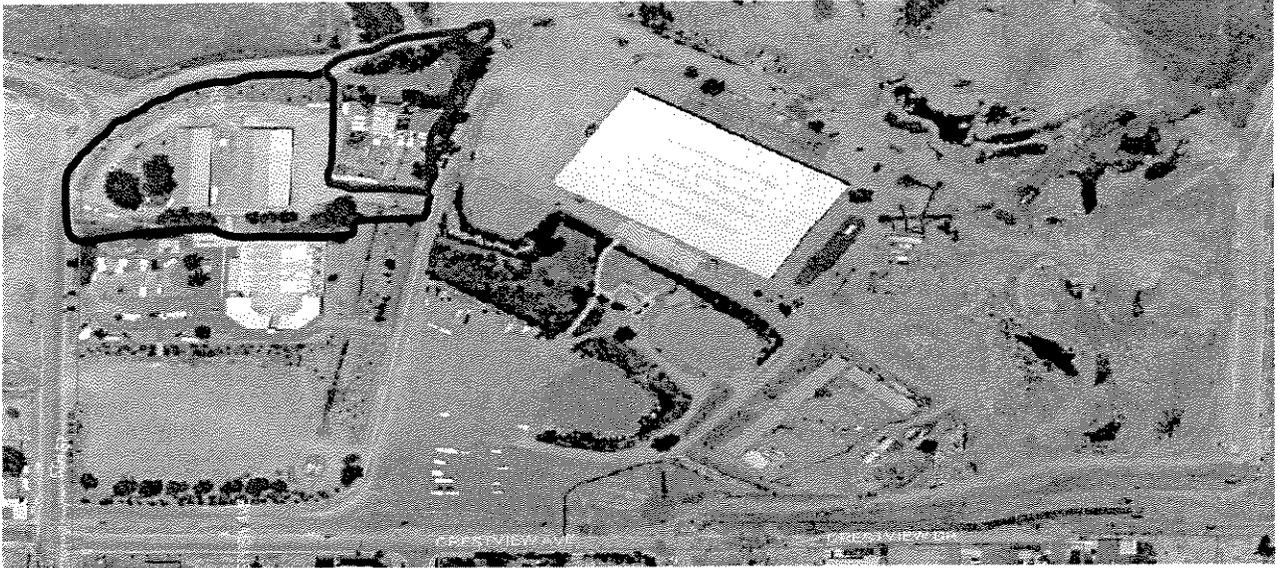
This RFQ/P process is intended to enable qualified agencies to submit proposals to manage and/or operate the City of Norco Animal Shelter and field services within the Norco City Limits through a services agreement. The services agreement will provide the successful proposer with full responsibility for the management and/or operation of animal control services in a suburban community that includes domestic, equine, and livestock animals both small and large.

Proposals shall include all costs associated with the facility operation and maintenance, care of animals, canvassing for licensing, equipment, personnel, marketing, regulatory compliance, liability and Workers Compensation insurance. In addition, proposals that include expansion of service delivery outside of Norco (coverage to other jurisdictions) involving the Norco Animal Shelter will be subject to negotiation.

The City is soliciting proposals pursuant to its desire to continue the delivery of high quality animal control services and to manage and operate its current and future shelter. The current operation provides support to public safety when called upon. All officers respond and handle calls to the public related to both domestic and wild animals. The Norco Animal Control Division handles all investigation and code enforcement related to animal care, facilitation and regulatory compliance. This includes, but is not limited to, loose dogs, vicious dogs, all injured animals, excessive number of animal units permitted on property, illegal kennels, fowl and rooster (cock fighting investigations) compliance, 597 investigations, bites from all animal related incidents, quarantine notices, dog feces issues, unlicensed dogs, court case preparations, citation issuance, compliance notices, wild animal permits, trapping for animal nuisance, conditional use permits (CUP) investigation and report preparation, rodeo inspections, equine and animal event inspections and BLM mustang permanent registration. The Division also coordinates with the volunteer Norco Animal Rescue Team (NART) that operates under the auspices of the Norco Fire Department and includes training and use of an Anderson Sling as well as glides and sleds. The Animal Control Division also coordinates with the Public Works Department on enforcement of the City's Manure Management Ordinance. The Division responds to and investigates dog bites, cat bites and maintains patrol throughout the City for loose dogs. The City vaccinates all dogs entering the shelter for kennel cough, dogs under the age of 12 months with a 7-n-1 and all cats with a 4-n-1. All impounded livestock animals are adopted from the facility and are not taken to auction. The successful proposer must demonstrate how their proposal will maintain existing levels of service or provide alternative options for consideration in its operational plan.

II. The City of Norco

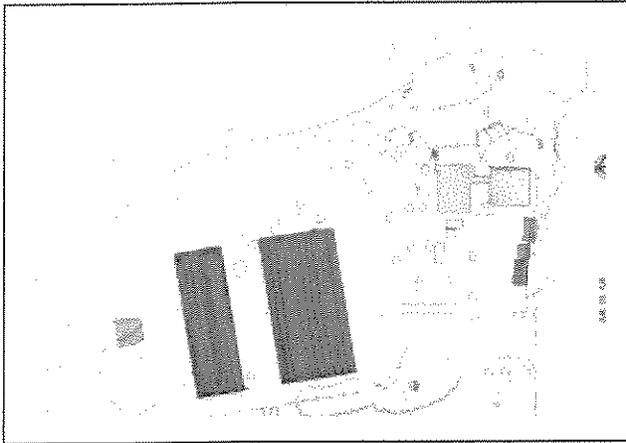
The City of Norco incorporated as a general law City in 1964 and subsequently became a Charter City in 2003 for the purpose of preserving its predominant animal-keeping lifestyle and traditions. It operates under the Council/Manager form of government and has a 5-member City Council, with the Council also serving as the Redevelopment Agency Board. Norco is an



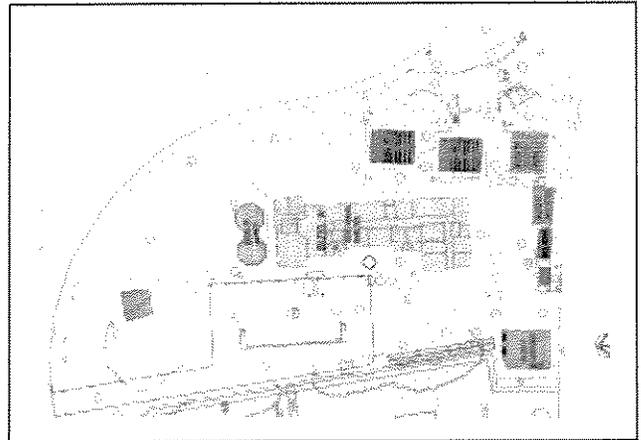
Aerial of the George Ingalls Equestrian Event Center

- Red Outline depicts existing Animal Control Shelter administration and operation site
- Blue Outline depicts future expanded Animal Control Shelter site to be combined with Red Outline

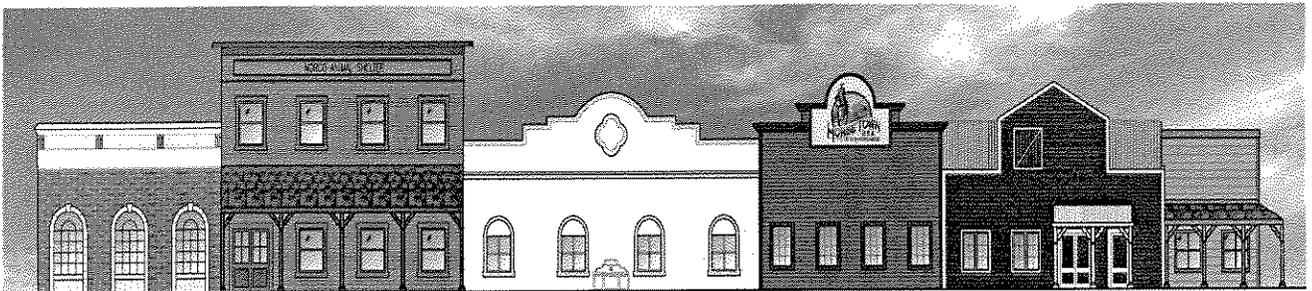
Current Site Plan



Future Site Plan



Architectural rendering of future Animal Shelter and Administrative/Operation Facilities



Norco Animal Shelter

Plans are currently being prepared by GMID Architects to replace the current dated facility; which was built when the purpose of the “dog pound” was merely to protect the public from rabies and control stray animals. Since then, because of legislation and changing community values, the scope of work has broadened. Additionally, because the current building is old, the systems are inefficient and frequently break down resulting in high maintenance and operation costs.

The City’s planned Animal Shelter complex will include a 13,000 square foot Administration building, barn, garage, outdoor kennels, wet and dry bird aviaries, and an 8,500 square foot corral with seven covered horse stalls. The detailed construction plans include installation of outdoor exercise/play yards for the dogs to exercise, 48 individual dog kennels with extended indoor/outdoor runs with noise abatement systems; and over-size free roam cattery as well as approximately 100 individual cages for each feline; separate, fully-ventilated dog and cat quarantine areas to help control disease at the shelter; a private animal receiving area equipped with cleaning facilities; a “prep” room where the incoming animals will be examined prior to housing; a private exam room where animals will be examined and treated; a euthanasia room, and a laundry for cleaning blankets and kennel wraps. It will also include holding areas, an adoption center, a medical services room and a training/classroom for meetings and community outreach programs such as: adopt-a-thons, seminars, and other events to teach people how to take care of their pets.

The Architect has designed a shelter that is nearly three times the size of the existing facility currently serving the Norco community. The additional square footage alone will help alleviate the overcrowded conditions at the current Animal Control Shelter. The architectural design for the Animal Shelter will be constructed with a western theme, will be a true community asset and will enhance animal welfare to provide a more efficient, healthier and safer environment for the animals in our care. The facility will be constructed utilizing available energy-saving and environmental-friendly materials and concepts.

The new facility will be more than a shelter for homeless animals; we envision a resource for all animal issues including education, training and socialization, and a place to celebrate the bond between animals and humans. We will be providing a safe and comfortable haven for the care and housing of abandoned animals today, tomorrow and into the future. By providing this valuable public resource we hope to encourage residents to visit our shelter when they are looking for a new pet, volunteer and donate, and get involved with the Norco Shelter community. Construction is expected to start in September 2009 with completion in 2010.

IV. Animal Control and Shelter History

The Current Norco Animal Control Shelter was dedicated in 1984 and has served the City continuously for 25 years. Prior to 1984 the City of Norco and City of Corona shared an animal control shelter facilitating staffing from one location for both communities. Both communities soon out grew the facility and alternative sites were constructed. The Shelter today provides services to an area of approximately 15 square miles with a permanent population of approximately 22,500 residents with homes built on minimum ½ acre lots or larger, with an estimated horse population of approximately 15,000. The City is home to a wide variety of animals and livestock on each property (example 5 horses are allowed on a ½ acre parcel). The community prides itself on the rural atmosphere of residential neighborhoods, where “animal keeping” is the rule rather than the exception. The City consists of 108 miles of streets and 120 miles of equestrian/pedestrian trails. The animal shelter cares for more than 1,500 impounded animals each year and takes pride in its success as being one the shelters with the highest adoption rate for dogs and cats in the Inland Empire.

Norco Animal Control Profile

The Animal Shelter is located at 98 Sixth Street and staff is available 7 days a week for care of the animals. The City maintains a weekly work schedule for full time personnel of 36 hours a week with 9 hours shifts.

- Operational hours – Open to the public
 - Office M-Th 9:00 AM – 6:00 PM
 - Office Sat 10:00 AM – 2:00 PM

Current Table of Organization and assignment for Animal Control:

Personnel	Primary Functions	Status	Classification
Superintendent Animal Control Services	Administers and Oversees division function, provides backup and fill in when officers are not available. Manages shelter operation, field response, investigations, animal compliance, code enforcement and ensure all federal, state and local laws are imposed	FT	Mid-Management
Administrative/Facilities Coordinator	Assist the Superintendent in clerical operation and management of the shelter and coordination of assignment and dispatching to field personnel.	FT	Mid-Management
Animal Control Supervisor	Operational Supervisor overseeing staff, field officers and kennel operations.	FT	Non-Exempt – General Employees
Animal Control Officer	Field operation, enforcement, court assignment and investigation along with CUP and kennel inspection and assist with euthanasia	FT	Non-Exempt – General Employees
Animal Control Officer	Field operation, enforcement, primary licensing and canvassing officer and adoption coordination, fills in for Kennel Officer when needed Maintains City adoption web site	FT	Non-Exempt – General Employees
Kennel Officer	Maintenance and operation of kennels, coordination and care of impound animals, medical assistance, spay and neutering, euthanasia, adoption coordination and animal transportation to veterinarian services assist in maintaining City adoption web site	FT	Non-Exempt – General Employees
Part-Time Clerk	Clerical, dispatching	PT	Seasonal (20 hrs/wk)
Kennel Attendant I PT	Inventory tracking, care and treatment of impound animals, euthanasia, assistance in adoptions, kennel maintenance, corral and aviary maintenance	PT	Year round hourly (32 hrs/wk)
Kennel Attendant I PT	Inventory tracking, care and treatment of impound animals, euthanasia, assistance in adoptions, kennel maintenance corral and aviary maintenance	PT	Year round hourly (32 hrs/wk)
Kennel Assistant PT	Cleaning, care and treatment of impound animals, janitorial service	PT	Seasonal (20 hrs/wk)
Kennel Assistant PT	Cleaning, care and treatment of impound animals, janitorial service	PT	Seasonal (20 hrs/wk)

Current staffing coverage and schedule:

Staffing	S	M	T	W	T	F	S
Superintendent Animal Control Services		☐	☐	☐	☐		
Administrative/Facilities Coordinator		☐	☐	☐	☐		
Animal Control Supervisor (SB)			☐	☐	☐	☐	
Animal Control Officer (SB)		☐	☐	☐	☐		
Animal Control Officer (SB)				☐	☐	☐	☐
Kennel Officer		☐	☐	☐	☐		
Part-Time Clerk		☐	☐	☐	☐		☐
Kennel Attendant I			☐	☐	☐	☐	☐
Kennel Attendant I	☐	☐	☐	☐	☐		
Kennel Assistant	☐	☐	☐	☐			
Kennel Assistant				☐	☐	☐	☐

SB

Officers rotate Standby for after hour call outs, emergency and non-coverage days. The Superintendent provides back up and fills in as needed.

- ❖ **Standby – Overtime:** The City currently provides after hour calls on specific types of incidents as well as call for service from public safety (police/fire). The City has spent an average of \$40,000 to \$50,000 dollars on overtime and standby in each of the last five fiscal years.

- **Criteria For After Hour Call Out**

- 1) Injured Animal
- 2) Public Safety Response (Police/Fire)
- 3) Stray Dog bites
- 4) Animals attacking livestock
- 5) Traffic, loose livestock
- 6) Non-domesticated/Wild Animal response (rattle snakes, coyote, birds of prey)
- 7) Disaster – EOC call to service
- 8) NART (Norco Animal Rescue Team – Fire Department) assistance

- ❖ **Call for Service and Operations 2006 - 2008**

Number of Calls for Service for Field Operation and Shelter Management	2008	2007	2006
Stray animal : Domesticated dogs:	932	989	895
Stray animal : Domesticated cats:	402	357	338
Miscellaneous stray : Livestock, wild life	176	294	246
Citations issued:	232	236	214
Lost and Found Calls:	1302	1,095	1200
Animal Quarantines:	62	48	54
Field Service Calls:	2927	2421	2117
Adoption Dogs:	429	384	365
Redemption Dogs:	389	338	356
Adoption Cats:	232	264	283
Redemption Cats:	5	5	3
Miscellaneous Adoption: (livestock)	21	36	24
Miscellaneous Redemption: (livestock)	13	10	11
Euthanasia stray/unclaimed dogs:	69	39	54
Euthanasia owner request dogs:	35	44	45
Euthanasia stray/unclaimed cats:	85	79	35
Euthanasia owner request cats:	2	7	9
Miscellaneous Euthanasia: (non-domestic)	53	44	42

❖ **Animal Control Division Vehicle and Equipment Inventory**

Quantity	Vehicles	Miscellaneous Equipment
3	ACO Trucks w/Boxes 2001 Chevy. Super Cab (w/winch) 2005 GMC 1998 Ford	Snares Catch-Alls Ropes Halters Water Buckets Feed Tubs Dog Houses Leases Snake Boxes Snake Poles
1	¼ ton Truck GMC	
2	Stock horse Trailer	
1	2005 E-150 Ford Van (Spay & Neuter – vet van)	
Quantity	Cages	
50	Variety of Kennels and sizes	
2	Dog Traps	
3	Cat Traps	

V. Additional Information

For answers to RFQ/P questions, contact Mr. Brian K. Petree, Director of Parks, Recreation and Community Services by telephone at (951) 270-5631 or via email at bpetree@ci.norco.ca.us. Personal or written contact can be made with Brian K. Petree, Director of Parks, Recreation and Community Services at 2870 Clark Avenue, Norco CA 92680.

VI. RFQ/P Requirements

The proposer shall demonstrate a successful, proven track record of experience in the operation and maintenance of an animal shelter and animal control services including field operations for domestic animals, non-domestic (wild animals) as well as equine and small and large livestock. Such experience will include operation of a shelter that promotes the care of all animals. Past experience conducting business exclusively as only a shelter operator for animals does not satisfy this requirement. The selected proposer will enter into negotiations for an exclusive Service Agreement that will meet the animal control and/or shelter objectives of the City and minimize expenses to the already burdened City General Fund budget.

The term of the Service Agreement will be for a minimum period of five (5) years with renewal clause for an additional five (5) years.

The City shall require the proposer to demonstrate:

- The ability to provide Worker’s Compensation Insurance
- The ability to provide Liability Insurance – covering the City of Norco as an additional insured with minimum limits of \$2 million
- Demonstrate financial and administrative ability to provide the requisite animal control services and operate and maintain a high quality animal shelter
- Prior experience in operating and managing an animal shelter
- Prior experience in managing animal control enforcement and field service in a community with a large population of equine and other domestic and non-domestic animals.
- Proven experience working with community organizations (4-H, FFA, youth and adult rodeo groups, local non-profit organizations special events). Proposers must be able to assist them in education, planning and providing resources for their community activities associated with their missions.

Proposers must possess documented, verifiable financial resources and capabilities necessary to fund, and finance, and deliver the services outlined in the RFQ/P.

VII. Submittal Requirements

Respondents shall submit three (3) copies of their entire RFQ/P documents. One complete set of documents shall contain original signatures, is clearly marked "ORIGINAL" and left unbound. An electronic copy of the entire RFQ/P document is desired, but not required.

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

1. **Cover Letter.** A cover letter signed by an authorized representative of the respondent which provides a summary of the proposer's background and history.
2. **Operational Plan.** Description of the anticipated structure to include staff, administration and key contact person(s). Describe the specific role/responsibility each would play in this project as well as experience these individuals have in similar operations identified in the "Relevant Project Experience" section below.
3. **Relevant Experience.** Describe current and previous experience with operation and maintenance of animal control and shelter management. This information should include previous operation and management structure, photos, program flyers and brochures, types of facilities previously programmed and managed, and any other relevant key information. Also, include contact names, addresses, phone numbers, and other current comparable contacts. Contact persons should be verified to be certain that they are still available to respond to questions from City.
4. **Financial Data.** The proposer will need to describe the capability to provide the cash flow necessary to successfully fund and/or finance the operation and maintenance of the facility. Annual reports, banking references and other such financial data that demonstrate the financial capacity of the proposer should be included.
5. **References.** Provide an accurate list of references (name, title, entity, telephone number and contractual relationship to respondent) that may be contacted with respect to current and past experience.
6. **Legal Actions.** Provide a list and brief description of all relevant legal actions for the past seven years in which the proposer or entities in which he/she/it has had ownership interests, or has been: a debtor in bankruptcy; or a defendant in a lawsuit for deficient performance under a contract; or a defendant in an administrative action for deficient performance related to other like operation; or a defendant in any other related or relevant civil or criminal action.
7. **Equipment:** Provide a list of inventory to be used in the operation.
8. **Optional:** Proposers may propose any development or deployment within their organization of existing personnel and or equipment, or site usage configurations to manage either the shelter and/or field services that would meet acceptable levels of service delivery prevalent to the City of Norco.

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

IX. Evaluation Criteria

The following criteria will be used to evaluate proposer responses:

- The proposer’s experience in formulating and implementing a successful animal control and shelter management business that is consistent with the lifestyle of the City of Norco.
- Demonstrated track record, experience, and financial capacity to start and manage an animal control and shelter under a services agreement.
- Demonstrated financial capacity and means typically required to manage and operate an animal control and shelter function.
- Acknowledge that the City has the right to make any inquiries it deems appropriate to substantiate or supplement information supplied by the proposer, and proposer hereby grants the City permission to make these inquiries

X. Selection Process & Schedule

Three (3) copies of the RFQ/P response must be submitted to Brian K. Petree, Director of Parks, Recreation and Community Services by **6:00 p.m. (PST), on May 7, 2009**. One complete set should contain original signatures, be marked “ORIGINAL”, and be left unbound.

A Screening/Selection Committee comprised of the Director of Parks, Recreation & Community Services, the City Manager and other selected individuals will review all responses to the RFQ/P. This Selection Committee will then interview selected proposers, conduct service agreement negotiations with a finalist proposer and submit recommendations to the City Council for consideration.

SCHEDULE AND DESCRIPTION OF KEY DATES/EVENTS

May 2009	RFQ/P Issued. Copies of the RFQ/P will be distributed to potential proposers. Interested parties may request copies of the RFQ/P by contacting Brian K. Petree, Director of Parks Recreation and Community Services, 2870 Clark Avenue, Norco CA 92680 at bpetree@ci.norco.ca.us
June 2009	Pre-Submittal Conference and Tour: A pre-submittal conference will be held at the Norco Animal Shelter on a date(s) and time(s) to be announced.
June 25, 2009	RFQ/P Responses Due: Responses are due on Thursday, June 25, 2009 at 6:00 p.m.
July/Aug 2009	Selection Process and Negotiations

The City reserves the right to amend the RFQ/P, reject all proposals at its sole discretion and extend time frames at its sole discretion.



ACTION MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
APRIL 29, 2009

1. CALLED TO ORDER: 7:00 p.m.
2. ROLL CALL: Chair Wright, Commission Members Harris and Newton present; Vice-Chair Jaffarian and Commission Member Hedges absent.
3. STAFF PRESENT: Planning Manager King, Senior Planner Robles, 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 April 8, 2009; **Approved, 3-0.**
8. CONTINUED ITEMS: **None**
9. PUBLIC HEARINGS
 - A. Resolution No. 2009-___; A Request for Approval to Allow an Automobile Window Tinting Service within an Existing Building at 1780 Town and Country Drive, Suite 104, Located within the M-1 (Heavy Commercial/Light Manufacturing) Zone. Conditional Use Permit 2009-05 (Miller). *Recommended Action: Approval (Senior Planner Robles); Action: Approved, 3-0. This action is final unless appealed to City Council.*
 - B. Resolution No. 2009-___; A Proposed Ordinance to Amend Title 18 (Zoning) of the Norco Municipal Code to Regulate the Size of Accessory Buildings Allowed in Agricultural and Residential Zones. Zone Code Amendment 2008-09 (City of Norco). *Recommended Action: Recommendation for Approval (Planning Manager King); Action: Recommended approval, 3-0. This item requires a public hearing with the City Council and will be advertised for the June 3, 2009 meeting.*
10. BUSINESS ITEMS:

- A. Status Reports on Temporary Mobile Homes for the Elderly. Recommended Action: Receive and File (Senior Planner Robles). **Action: Received and filed (3-0) with direction that staff begin following through with any permits that need revocation hearings.**
 - B. Monument Sign Approval for Chaparral Center. Recommended Action: Approval. (Planning Manager King). **Action: Approved the new design (3-0) with minor wording changes in the list of materials.**
11. CITY COUNCIL:
- A. City Council Action Minutes dated April 15, 2009
 - B. City Council Minutes dated April 1, 2009
Action: Received and filed 3-0.
12. PLANNING COMMISSION: Oral Reports from Representatives on Various Committees/Commissions. **No reports.**
13. STAFF: Current Work Program; **Received and filed, 3-0.**
14. OTHER MATTERS:
- A. Oral Report on 1308 Sixth Street (Planning Manager King); **no action. Staff reported that the owner is in the process of hiring an architect to begin the design process for a commercial center.**
 - B. Update on Norco Plaza (Palm Trees) (Planning Manager King). **Directed staff to get City Council direction regarding whether palm trees should be prohibited in landscaping plans and what the enforcement procedures should be for landscaping that has been installed per approved plans and then significantly changed after staff has issued a certificate of occupancy.**
15. ADJOURNED: 9:00 p.m.

/sk-72455

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Allred, City Manager 

PREPARED BY: William R. Thompson, Director of Public Works 

DATE: May 6, 2009

SUBJECT: Memorandum of Agreement ("MOA") Between the Naval Weapons Station Seal Beach Detachment Corona and the California Department of Corrections and Rehabilitation and the City of Norco

RECOMMENDATION: Authorize the City Manager to Execute the Memorandum of Agreement between the Naval Weapons Station Seal Beach Detachment Corona and the California Department of Corrections and Rehabilitation and the City of Norco.

SUMMARY: The development of a Memorandum of Agreement between the Naval Weapons Station Seal Beach Detachment Corona ("NWSSB Det Corona") and the California Department of Corrections and Rehabilitation ("CDCR") and the City of Norco has been drafted to identify specific points of understanding to provide potable water distribution, waste water collection and treatment and to accomplish individual and regional benefits.

BACKGROUND/ANALYSIS: The City of Norco provides a full range of water distribution and waste water collection and treatment services within the City's incorporated area. The City of Norco currently provides potable water service to both NWSSB Det Corona and the CDCR through a single metered connection on Western Avenue. The NWSSB Det Corona and the CDCR discharge their waste stream into the Santa Ana Regional Interceptor ("SARI") line for collection and treatment.

The proposed MOA will identify specific steps and tasks to effectively provide potable water connections to each facility and to redirect both waste streams into the City's collection system and ultimately discharge into the Western Riverside County Regional Wastewater Authority ("WRCRWA") for treatment.

With the execution of this agreement the City would be required to design, fund, construct and maintain additional water service connections to provide separate services to the CDCR and NWSSB DET Corona. The City would design, construct and maintain sewer connections and discharge facilities to accept waste streams from the CDCR and NWSSB Det Corona. The 2008/09 Water and Sewer Capital Improvement Funds have identified funding to carry out the proposed public facility improvements.

Agenda Item 4.A.

Memorandum of Agreement

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The agreement would obligate the City of Norco to maintain the water levels at Lake Norconian which would also include the reflecting ponds at no cost to the Navy.

The City would accept a transfer of ownership of Parcel D, a 12.75 acre property (APN 121-110-001) located on Bluff Street and River Road. The CDCR will transfer ownership of 250,000 gallons per day of SARI treatment and pipeline capacity to the City of Norco.

The City will establish an institutional sewer rate for services provided to the CDCR and NWSSB Det Corona. All water service connections will include meter facilities and will be billed at the adopted residential water rate.

FINANCIAL IMPACT: Funding is available in the Water and Sewer Capital Improvement Funds.

/wrt-72441

Attachment: Memorandum of Agreement

MEMORANDUM OF AGREEMENT

BETWEEN

THE NAVAL WEAPONS STATION SEAL BEACH DETACHMENT CORONA

AND

THE CITY OF NORCO

AND

THE CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION,

This Memorandum of Agreement is entered into as of this ____ day of _____, 2009, by and between the Naval Weapons Station Seal Beach Detachment Corona ("NWSSB") and the City of Norco ("City"), and the California Department of Corrections & Rehabilitation ("CDCR").

RECITALS

WHEREAS, the California Rehabilitation Center Corona Division ("CRC"), functioning under the direction of the CDCR, and the Naval Weapons Station Seal Beach (NWSSB) Detachment Corona, functioning under the direction of Commander, Navy Region Southwest, are located adjacent to one another within the City of Norco; and

WHEREAS, the City of Norco provides a full range of water treatment and distribution services as well as sewage collection and treatment services within the City's incorporated service area; and

WHEREAS, the City possesses multiple potable water sources that enable the supply of water to its distribution system that include local groundwater facilities, the Chino Desalter Authority ("CDA"), and the Arlington Desalter ("Arlington") as well as the Mills Filtration Plant ("Mills"); and

WHEREAS, the City currently provides approximately 800 gallons per minute (gpm) of potable water to the CRC and NWSSB Det Corona at a single water connection located on Western Avenue; and

WHEREAS, the City has designed and is constructing a recycled water system to provide an alternative water irrigation source to users within its service area; and

WHEREAS, the City operates a sewage collection system with the ability to accept the CRC and the NWSSB Det Corona daily sewage discharges for distribution to its treatment facility at the Western Riverside County Regional Wastewater Authority (WRCRWA); and

WHEREAS, the CRC contracts and owns 750,000 gallons per day (gpd) of Santa Ana Regional Interceptor (SARI) treatment and pipe line capacity, which accepts daily sewage discharges from the property; and

WHEREAS, the City is prepared to obtain additional treatment capacity from WRCRWA to provide sufficient treatment capabilities to accommodate additional wastewater flow from the CRC and NWSSB Det Corona.

POINTS OF UNDERSTANDING

NOW, THEREFORE, in consideration of the foregoing recitals, and the points of understanding hereinafter stated, the parties to this Memorandum of Agreement understand the following:

1. Potable Water Service.

a. The City will design, fund, construct, operate and maintain additional potable water connections to provide separate services to the CRC and NWSSB Det Corona.

b. Specifically, the City will design, fund, install, and maintain 2 potable water connections for CRC, a new connection located on Fifth Street and the existing connection located on Western. The City will design, fund, install, and maintain an additional water connection for NWSSB Det Corona on Fourth Street at or near the new entrance to the facility.

c. The quantities of water delivered to the CRC and NWSSB Det Corona will be measured by individual meters and billed at the standard rates in effect for Industrial users within the City. Beginning July 1, 2009, each Agency will be billed separately for water supplied by the City.

d. The CRC and NWSSB Det Corona will design, fund, construct, operate and maintain all facilities on their respective properties from the point of the City's meter connection.

e. The City will not require an assessment of development impact fees for the proposed water service connection. The City reserves the right to assess all appropriate water and sewer connection and development fees associated with this property if the State of California transfers ownership or develops the property for use other than by the State of California.

2. Sewer Service.

a. The City will design, fund, construct, operate and maintain sewer line connections and discharge facilities including a bar screen and/or grinders to accept daily wastewater flows from the CRC and NWSSB Det Corona. The City will provide sewer connections at two locations. The first will connect to the CRC on Western Avenue, south of Fifth Street. The second sewer connection will be designed from the existing sewer lift station located on NWSSB Det Corona property to the City's sewer main on Third Street, within the Riverside Community College (RCC) Norco campus.

b. The City will establish an institutional rate for sewer services provided to the CRC and NWSSB Det Corona. Beginning July 1, 2009, each Agency will pay separately for sewer service based on usage established by meters.

c. The City will obtain additional sewer treatment capacity at WRCRWA, at its own expense, to accept and treat the CRC and NWSSB Det Corona sewer discharges. Each Agency will be responsible for maintaining their respective sewer laterals which connect into the main trunk line.

d. The CDCR will transfer ownership 250,000 gallons of SARI treatment and pipe line capacity to the City.

3. Recycled Water. The City will design, fund, construct, operate and maintain recycled water connections to the CRC and NWSSB Det Corona.

4. Conveyance of Well-field Property. The CDCR, through the Department of General Services, will transfer ownership of the 12.75-acre parcel located on Bluff Street between River Road and Vine Avenue in the City of Norco, identified as APN 121-110-001 (Parcel D), to the United States of America. Conditions of transfer are as required by the vesting deed. The United States of America will simultaneously transfer the 12.75-acre parcel to the City to enable the City to design, fund, construct, operate and maintain the needed water facilities to ensure continued service delivery to the CRC.

5. Design Review. The design of the metering, connection, flow control and pressure reducing facilities shall be subject to review and approval by all parties to this agreement.

6. Inspection of Facilities. The facilities constructed by the CRC or NWSSB Det Corona referenced in this Memorandum of Agreement shall be subject to inspection and approval by the City during construction and again before activation.

7. Transfer of Obligation. Upon completion of the transfer of title to Parcel D the City will assume the obligation for filling and maintaining the water levels at Lake Norconian, to include the reflecting ponds, at no cost to the Navy. The City will ensure that the water quality delivered to the lake meets or exceeds all regional water quality discharge permit standards.

8. Changes. Changes/amendments may be made to this agreement by mutual written consent of all parties, and will be recorded and published as addenda to this agreement.

9. Effective Date. This MOA will become effective upon the completion of signatures.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the date first above written.

CITY OF NORCO

JEFF ALLRED, City Manager
City Hall
2870 Clark Avenue
Norco, CA 92860

CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION

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/wrt-72443