



AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
AUGUST 5, 2009

CALL TO ORDER: 6:00 p.m.

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

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

Section 54956.8 – Conference with Real Property Negotiator

Street Address or Parcel Number: APNs 125-090-029, 030, & 031

Negotiating Parties: Norco Redevelopment Agency and DCSR
Auto Investors

Points Under Negotiation: Price and Terms of Payment

Street Address or Parcel Number: APNs 152-060-004-0; 152-060-011-6;
152-070-001-8; 152-070-002-9; & 152-
070-011-7

Negotiating Parties: Norco Redevelopment Agency, Kosmont
Companies and Belstarr Sports
Management, LLC

Points Under Negotiation: Price and Terms of Payment

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

Number of Potential Cases: 1

RECONVENE PUBLIC SESSION: 7:00 p.m.

PLEDGE OF ALLEGIANCE: Council Member MacGregor

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PRESENTATIONS: Norco 9/10 “Blue Team” All-Stars

Certificate of Achievement for Excellence
in Financial Reporting

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

Next CRA Resolution No. 2009-17

1. CRA CONSENT CALENDAR ITEM: *(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 July 15, 2009. **Recommended Action: Approve the CRA Minutes** (City Clerk)
2. JOINT CITY COUNCIL/CRA CONSENT ITEM:
 - A. Resolution Designating Certain Areas of the City as a Recovery Zone. **Recommended Action: Adopt Resolution No. 2009-___, designating certain areas of the City as a Recovery Zone.** (Interim City Manager/Executive Director)

OTHER CRA MATTERS:

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

Next Ordinance No. 911
Next Resolution No. 2009-60

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. 5 of the Agenda)*
 - A. City Council Minutes, Regular Meeting of July 19, 2009. **Recommended Action: Approve the City Council Minutes** (City Clerk)
 - B. Planning Commission Action Minutes, Regular Meeting of July 29, 2009. **Recommended Action: Receive and File** (Planning Manager)
 - C. Designation of Voting Delegates for the 2009 League of California Cities Annual Conference. **Recommended Action: That the City Council designate Mayor Azevedo as Norco's voting delegate and designate Mayor Pro Tem Miller and Council Member Hall as Norco's alternates.** (City Clerk)

- D. Proposed Cancellation of September 16, 2009 City Council Meeting. **Recommended Action: Cancel the September 16, 2009 City Council meeting.** (City Clerk)
- E. Approval to Declare Various City Assets as Surplus Property. **Recommended Action: Declare Various City assets as surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through auction, donation to charitable organizations or electronic recycling (e-cycle).** (Deputy City Manager/Director of Finance)
- F. Approval of Administrative Clerk Series Class Specification and Salary Range. **Recommended Action: Adopt Resolution No. 2009-____, approving revisions to the Administrative Clerk Class Specification.** (Deputy City Manager/Director of Finance)
- G. Approval of a One Year Maintenance Services Contract Extension with Orange County Striping Service, Inc. to Provide Street Striping Services through June 30, 2010. **Recommended Action: Approve a one year contract extension with Orange County Striping Service, Inc. to provide street striping services through June 30, 2010.** (Director of Public Works)
- H. Approval of a One Year Maintenance Services Contract Extension with Republic ITS, to Provide Traffic Signal Maintenance Service through June 30, 2010. **Recommended Action: Approve a one year contract extension with Republic ITS to provide traffic signal maintenance service through June 30, 2010.** (Director of Public Works)
- I. Approval of a One Year Maintenance Services Contract Extension with National Plant Services, Inc. to Provide Sewer Collection System Maintenance through June 30, 2010. **Recommended Action: Approve a one year contract extension with National Plant Services, Inc. to provide sewer collection system maintenance through June 30, 2010.** (Director of Public Works)

4. CITY COUNCIL CONTINUED PUBLIC HEARING:

A. Confirming Costs for Spring Weed Abatement

The 2009 Spring Weed Abatement Report of Costs lists property owners whose vacant parcels were abated by the Fire Department's weed abatement contractor for the 2009 Spring Weed Abatement Program. After Council adopts the Resolution, property owners will be invoiced for payment of abatement.

Recommended Action: Adopt Resolution No. 2009-____, confirming the report of costs for abatement of weeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City. (Fire Chief)

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-72938



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

CALL TO ORDER: Mayor Azevedo called the meeting to order at 7:02 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: Cooper, Frye, Groves, Jacobs, King, Okoro, Oulman, Petree, and Thompson

City Attorney Harper – **Present**

PLEDGE OF ALLEGIANCE: Council Member Hanna

INVOCATION: Pastor Vernie Fletcher
Grace Fellowship Church

PROCLAMATIONS: Dan Evans, Norco Citizens Patrol
Mayor Azevedo presented the proclamation to Dan Evans, congratulating him on his retirement in June of 2009 and for his contributions to the Norco Citizens Patrol for the past ten years

“National Day of the American Cowboy”
Mayor Azevedo presented the proclamation to the Norco Horseman’s Association and thanked them for their efforts and support in celebration of this special day

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

Mayor Azevedo pulled Item 1.B. for discussion under Item 2.

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

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

1. CRA CONSENT CALENDAR ITEMS:

- A. CRA Minutes, Adjourned Meeting of June 23, 2009.
CRA Minutes, Regular Meeting of July 1, 2009.
Recommended Action: Approve the CRA Minutes (City Clerk)
- B. Award of Contract for the Sheriff Station Expansion Project. **Recommended Action: Award contract to Steve Julius Construction, San Clemente, California.** (Director of Parks, Recreation & Community Services)
- C. Acquisition Agreement for 1549-1569 Second Street (Ro, Et Al) for the Second Street Widening Project. **Recommended Action: Adopt CRA Resolution No. 2009-16, authorizing the approval of an Acquisition Agreement in the amount of \$42,706 and accept the offer of street dedication of real property at 1549-1569 Second Street (APN 125-100-036) to facilitate the Second Street Widening Project, and authorizing the Agency to enter into escrow for said property.** (City Engineer)

2. OTHER CRA MATTERS:

1.B. Award of Contract for the Sheriff Station Expansion Project.

Mayor Azevedo stated that there was a lot of discussion regarding this project and requested information on what the "revised" project involves. In response, Director Petree and Lt. Cooper presented an update on the project. The project will include modifications to the perimeter of outside wall of City Hall, recycled carpet tiles will be laid in City Hall, interior walls will be painted in City Hall, a small public restroom will be added to the reception area in City Hall, employee restrooms will be updated, the IT server room will be upgraded, some duct work will be completed, strobes will be added to the fire system in City Hall, and the generator will be replaced with one that will charge to fully operate City Hall in the case that it loses power. Modifications to the Sheriff's Station include enlarging the area for improved efficiency of design and placement of staff, a restroom will be added for use by the prisoners, lockers will be added, an evidence, interview and logistics room will be added, and the parking lot in the rear area will be enlarged. Lt. Cooper noted that this remodel should meet Norco's Sheriff Department needs for the next five years.

In response to Mayor Pro Tem Miller, Director Petree stated that the rebate program for the toilets and lighting in City Hall is being looked into. Director Petree also noted that an update to the current irrigation system is being discussed with the School District, which is a shared contract.

The contractor was present and stated that they are anxious to begin the construction within the next month.

M/S Azevedo/Hall to award contract to Steve Julius Construction, San Clemente, California. The motion was carried by the following roll call vote:

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

ADJOURNMENT OF CRA: 7:35 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

M/S Hanna/Hall 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

3. CITY COUNCIL CONSENT CALENDAR ITEMS:
 - A. City Council Minutes Adjourned Meeting of June 23, 2009.
City Council Minutes Regular Meeting of July 1, 2009.
Recommended Action: Approve the City Council Minutes (City Clerk)
 - B. Planning Commission Action Minutes, Regular Meeting of July 8, 2009.
Recommended Action: Receive and File (Planning Manager)
 - C. Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments to Add Water Districts to the WRCOG Governing Board. **Recommended Action: Approve the Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments.** (Interim City Manager)
 - D. Approval of Quarterly Investment Report for Quarter Ended June 30, 2009.
Recommended Action: Receive and File. (Deputy City Manager/Director of Finance)
 - E. Authorization for the Interim City Manager to Exclusively Negotiate with Blenheim Facility Management, LLC for a Lease Agreement to Operate the River Trails Riding Stables. **Recommended Action: Authorize Interim City Manager to negotiate exclusively with Blenheim Facility Management, LLC for an operational lease for River Trails Riding Stables.** (Director of Parks, Recreation & Community Services)

4. CONTINUED CITY COUNCIL PUBLIC HEARING:

A. Confirming Costs for Spring Weed Abatement

The 2009 Spring Weed Abatement Report of Costs lists property owners whose vacant parcels were abated by the Fire Department's weed abatement contractor for the 2009 Spring Weed Abatement Program. Staff has been informed that the abatement contractor has not completed the preparation of the property owner's list; therefore, staff is recommending the public hearing be continued to August 5, 2009.

Recommended Action: Continue the Public Hearing to August 5, 2009. (Fire Chief)

M/S Hall/Miller to continue the public hearing to August 5, 2009. The motion was carried by the following roll call vote:

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

5. CITY COUNCIL PUBLIC HEARING:

A. Continuation of Landscape Maintenance Districts for 2009-10 Fiscal Year

Each of the previously established Landscape Maintenance Districts (LMD's) within the City require a public hearing on the annual levy of assessments on a fiscal year basis. The City Engineer has prepared the required Engineer's Reports for continuation of the LMD's which indicated that the boundary diagrams are unchanged from the previous fiscal year. No increases are proposed on the previously adopted assessment rates for LMD Nos. 1, 2, 3, and 5. The annual Consumer Price Index (CPI) adjustment per parcel assessment in all districts is 0% according to the 2008 CPI. In the case of LMD No. 4 (Norco Ridge Ranch), the proposed assessment for Fiscal Year 2009-10 is increasing to \$814.38, which is \$101.27 lower than the maximum allowed assessment set with the formation of the District plus previous CPIs. Surplus within the District not set aside for a trail improvement project is being credited to the assessment.

Recommended Actions:

- 1.) Adopt Resolution No. 2009-____, (Beazer) Ordering the Continuation of Landscaping Maintenance District No. 1 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy

- 2.) Adopt Resolution No. 2009-____, (Western Pacific) Ordering the Continuation of Landscaping Maintenance District No. 2 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy
 - 3.) Adopt Resolution No. 2009-____, (Centex) Ordering the Continuation of Landscaping Maintenance District No. 3 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy
 - 4.) Adopt Resolution No. 2009-____, (Hawk's Crest) Ordering the Continuation of Landscaping Maintenance District No. 5 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy
 - 5.) Adopt Resolution No. 2009-____, (Norco Ridge Ranch) Ordering the Continuation of Landscaping Maintenance District No. 4 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy
- (City Engineer)

City Engineer Milano presented the City Council Item.

Council Member Hall referenced the email received from property owners located in LMDs and asked what the City is doing in regards to the requests and statements. In response, Director Thompson stated that yes, we had reduced the repairs completed because we are in the process of analyzing the alternative trail fence materials. Director Thompson also noted that there is some confusion amongst the residents regarding what areas are maintained by the LMD and what areas are maintained by the City or property owner. He further clarified the tree issues and stated that the majority of the trees are not watered by the LMD, but are the responsibility of the property owner or the City.

Mayor Pro Tem Miller asked about the results of the testing of the synthetic fencing. In response, Director Thompson stated that the most recent prototype failed and that the vendor has committed to try to produce a better quality material for this environment.

Council Member Hanna asked City Engineer Milano about the drains installed on the alternative trail material on Fresian and if more were going to be installed, or if the City was going to see how they hold up in the event of a significant rain. City Engineer Milano stated that we will see how they stand up after major rains and will then decide what is best to use on the trails.

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

Roy Hungerford, 3201 Cutting Horse. Mr. Hungerford stated that he is speaking on behalf of the residents in the LMD areas and that they are OK with the assessment amount, but are concerned with the service provided (pictures were provided for the record). He stated that the erosion control measures are working out well and they also like the speed humps that were installed on the horse trails, but do not like the soil cement as it gets slippery. Mr. Hungerford stated that the trail fencing should be addressed and they would suggest not using crushed gravel in the sandbags on the trails in the slopes.

He stated that he had submitted a list of 28 trail fencing sites to Public Works that needed to be addressed and most of them had been addressed. He referenced a few of the pictures that had been submitted that need to be addressed. Mr. Hungerford stated that the concern is that the City Council and staff understand LMD issues and the service that is expected. He also noted that a check list should be used to accurately record problems. He stated that some street trees needed to be addressed noting 3121 Cavaletti where there is an overgrown volunteer tree, and 3220 Stable Way where a tree needs to be removed. Mr. Hungerford invited the Mayor and City Manager to take a tour with him to see the neighborhood from their view.

Director Thompson stated that the City has been in the process of evaluating the service level for the past two years and added that the new contractor is doing a better job. He further noted that the City needs to provide the service level that residents will be satisfied with.

Mayor Azevedo asked about the composition of the soil cement. In response, Director Thompson stated that it is a combination of DG and cement and added that the feedback is important from the trail riders.

Mayor Azevedo CLOSED the public hearing.

Council Member MacGregor stated that the trees need to be maintained so they don't blow over and noted that it looks like some of the irrigation is non-functional. In response, Director Petree stated that if it looks like it is non-functional, it is not in the LMD.

Council Member Hanna asked about the trail fence in Old Town on Sixth Street, and on Valley View and Hillside where people are cutting up trail fence for fire wood. He also asked how staff responds to these trail fence problems. In response, Director Thompson stated that the City recovers the rails and replaces them, hopefully before they are cut up for fire wood. Director Thompson also noted that the City will put gaps in the distances between the trail fencing to create openings so that it will not need to be broken in the case of an emergency.

Council Member Hall asked about the funding and if it is at the proper level for maintaining. In response, Director Thompson stated that at a day-to-day basis yes, but in the future we don't have a reserve to cover it. He noted that typically, seven to eight years is the lifespan of the trail fence.

M/S Hall/MacGregor to Adopt:

- 1.) **Adopt Resolution No. 2009-55, (Beazer) Ordering the Continuation of Landscaping Maintenance District No. 1 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy**
- 2.) **Adopt Resolution No. 2009-56, (Western Pacific) Ordering the Continuation of Landscaping Maintenance District No. 2 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy**
- 3.) **Adopt Resolution No. 2009-57, (Centex) Ordering the Continuation of Landscaping Maintenance District No. 3 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy**

- 4.) Adopt Resolution No. 2009-58, (Hawk's Crest) Ordering the Continuation of Landscaping Maintenance District No. 5 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy
- 5.) Adopt Resolution No. 2009-59, (Norco Ridge Ranch) Ordering the Continuation of Landscaping Maintenance District No. 4 and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy.

The motion was carried by the following roll call vote:

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

6. CITY COUNCIL ITEMS FOR ACTION:

- A. Request for a Waiver of Fees Not Yet Paid for a Proposed Conditional Use Permit

On January 21, 2009 the City Council adopted Resolution 2009-03 establishing new fees for City services based on a breakdown study of the hours needed for various applications for services and/or City approvals. The fee for a minor conditional use permit (CUP) for a resident (plus environmental and recording fees) is \$1,271 and the applicant is asking the City Council to waive the fees if the Planning Commission denies his conditional use permit request.

Recommendation: That a waiver of fees be approved if the Planning Commission denies a conditional use permit request. (Planning Manager)

Planning Manager King presented the City Council item.

Council Member Hanna asked if this is the parcel where the new retaining wall was placed. In response, Raul Moreno, the applicant, stated yes it is.

Raul Moreno, Applicant. Mr. Moreno requested that the Council approve the waiver of fees.

M/S Hanna/Hall to approve a waiver of fees for the proposed conditional use permit if the Planning Commission denies the conditional use permit request. The motion was carried by the following roll call vote:

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

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

8. PUBLIC COMMENTS OR QUESTIONS:

Vern Showalter, 2345 Corona. Mr. Showalter stated that he is concerned regarding the disrepair at Parmenter Park. In response, Director Petree stated that this project is out to bid and once the bids are received and processed, it will come back to the Council for approval and a notice to proceed will be issued.

9. OTHER MATTERS - COUNCIL OR STAFF:

Council Member MacGregor thanked staff for the great Job they did in hosting the Riverside County Division of the League of California Cities meeting held on Monday night.

Mayor Pro Tem Miller thanked the department heads for providing the monthly update reports and stated he appreciates the information. In response to his question about the lights at Wayne Makin Park, Director Petree stated that information was submitted for analysis purposes in regards to rebates and/or the use of stimulus funds and when the application is available, it will be completed and submitted. In response to Mayor Pro tem Miller's question regarding rebates from Edison, Director Petree stated that an analysis will need to be completed prior to a submittal to Edison. Mayor Pro Tem Miller noted that the article in the *Press Enterprise* regarding the renewable energy project highlighted the fact that there has been no success in securing a site for this project at the wastewater treatment plant, but that there is a deal in the works where we may get the River Road at Bluff Street property, which would be an alternate site that would work for this project.

Mayor Azevedo stated that there were several events coming up that she encourages everyone to attend, first being the Silverlakes kickoff celebration this Saturday at Pikes Peak Park from 10 a.m. – 2 p.m.; second, on July 25, the events will be held celebrating the National Day of the American Cowboy; and third, the Hall of Fame will be holding an open house at City Hall on August 1.

10. ADJOURNMENT: There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 8:26 p.m.

BRENDA K. JACOBS
CITY CLERK

CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, Interim City Manager/Executive Director 

DATE: July 28, 2009

SUBJECT: Resolution Designating Certain Areas of the City as a Recovery Zone

RECOMMENDATION: Adopt **Resolution No. 2009-_____**, designating certain areas of the City as a Recovery Zone.

SUMMARY: The American Recovery and Reinvestment Act of 2009 (Act) authorizes State and local governments to issue Recovery Zone Bonds. A provision of the Act imposes a national bond volume limitation ("volume cap") of \$10 billion for Recovery Zone Economic Development Bonds and \$15 billion for Recovery Zone Facility Bonds. The volume cap for Recovery Zone Bonds is allocated among the States and counties and large municipalities within the States based on relative declines in employment in 2008 and population size. The Economic Development Bonds can be used for public infrastructure and the Facility bonds can be utilized for the construction of facility improvements. It is anticipated that the Silverlakes Property could be eligible for these new financing programs

The City of Norco has a population under 100,000 people and for that reason was not given its own allocation under the Economic Development Bonds or the Facility Bonds programs. The City will have to participate under the County of Riverside program for both the Economic Development Bonds and Facility Bonds. Therefore, the City Council is designating the Redevelopment Project Area 1 and Silverlakes areas of the City as a Recovery Zone for the purpose of becoming eligible to participate in these two programs. These designated areas fit the program's definition of a Recovery Zone as having "general distress" due to flooding and access/circulation issues that persist in these areas. Representatives of the City will be meeting with Riverside County to request allocations of these bonds for the Silverlakes project which is located in the proposed Recovery Zone. Both types of bonds made available by this program may eventually be utilized, subject to the County allocation and authorization process, and subsequent project specific approvals by the City of Norco.

FINANCIAL IMPACT: None

/bj-73221

Attachments: Resolution No. 2009-_____

RESOLUTION NO. 2009-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA DESIGNATING A CERTAIN AREA OF THE CITY AS A RECOVERY ZONE

WHEREAS, Section 1401 of Title I of Division B of the American Recovery and Reinvestment Act of 2009 added §§ 1400U-1 through 1400U-3 to the Internal Revenue Code ("Code") authorizing State and local governments to issue Recovery Zone Bonds; and

WHEREAS, Section 1400U-1 imposes a national bond volume limitation ("volume cap") of \$10 billion for Recovery Zone Economic Development Bonds and \$15 billion for Recovery Zone Facility Bonds; and

WHEREAS, the volume cap for Recovery Zone Bonds is allocated among the States and counties and large municipalities within the States based on relative declines in employment in 2008; and

WHEREAS, Section 1400U-1(b) of the Code requires, in part, that issuers "designate" eligible recovery zones based on certain specified criteria; and

WHEREAS, the City of Norco (the "City") desires to designate eligible recovery zones (the "Recovery Zones") as required by Section 1400U-1(b) of the Code; and

WHEREAS, the City desires to request the County of Riverside to assist the City by applying its volume cap allocation received for Recovery Zone Economic Development Bonds and Recover Zone Facility Bonds for projects within the Recovery Zone.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORCO AS FOLLOWS:

Section 1. Recitals True and Correct. The City Council does hereby find and declare that the above recitals are true and correct.

Section 2. Designation of Recovery Zone. The area depicted in Exhibit A attached hereto and generally described as the area within the boundaries of the Norco Redevelopment Project Area 1 and the adjacent property commonly referred to as "Silverlakes" are hereby designated as having general distress and accordingly designated as an eligible recovery zone. The Silverlakes property is impaired by flooding issues that limit its use and which may cause negative impacts to neighboring properties. Both the Silverlakes property and the Norco Redevelopment Project area 1 are in need of improved roadway access. Development of the Silverlakes property and the associated public infrastructure upgrades involved will greatly improve access to both areas as well as decrease potential flooding impacts.

Section 3. Assistance From the County. The City Council does hereby authorize staff to request the County of Riverside to assist the City by applying its volume cap allocation received for Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds for projects within the Recovery Zone.

Section 4. Effective Date. This Resolution shall take effect from and after the date of approval and adoption hereof.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on August 5, 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 August 5, 2009, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on August 5, 2009.

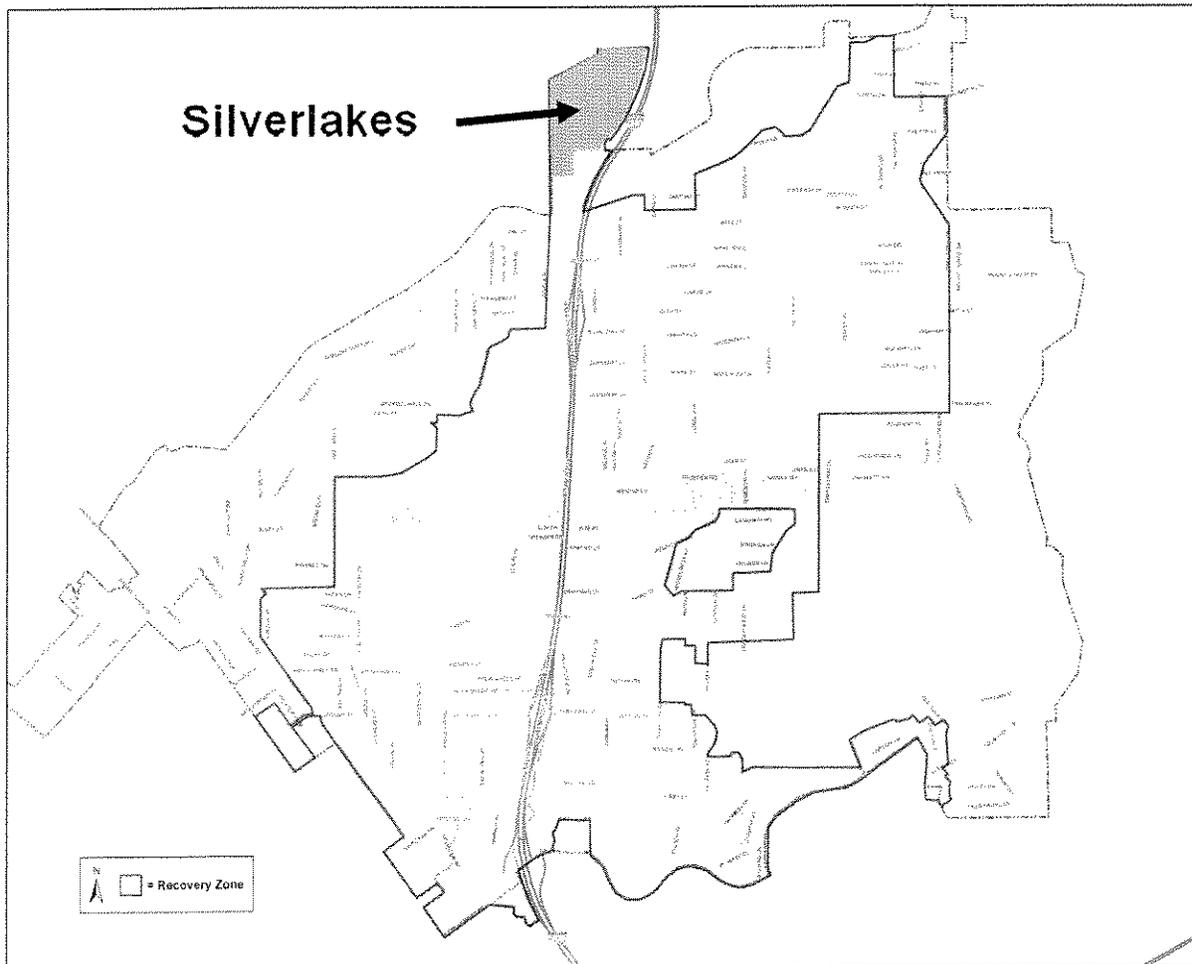
Brenda K. Jacobs, City Clerk
City of Norco, California

/bj-73220

EXHIBIT A

Area Designated Recovery Zone

The Recovery Zone shall include those areas as approximated in the map below and generally described as the area within the boundaries of the Norco Redevelopment Project Area 1 and the adjacent property commonly referred to as "Silverlakes".





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

1. CALLED TO ORDER: **7:00 p.m.**
2. ROLL CALL: **Vice-Chair Jaffarian, Commission Members Harris, Hedges, Newton (Chairman Wright absent)**
3. STAFF PRESENT: **Planning Manager King**
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:

Pat Overstreet spoke of the Friends of Norco Hills being ramped up again to look at options for what the City wants to accomplish with the former Wyle Labs properties. All who are involved at this point are of the opinion that more homes is not what the City needs and that the City needs to look at the current zoning (M-2) and determine what is the best fit for what the residents and neighbors want, whether it be with the current zoning or some other zone.

Dave Henderson reiterated what the previous speaker said adding an encouragement to the Planning Commission to get involved in reviewing M-1 and M-2 zones to see if that is what the Commission envisions for the Wyle Labs property.
7. APPROVAL OF MINUTES: Minutes of July 8, 2009. **Approved with a minor revision.**
8. CONTINUED ITEMS: Review of Draft Land Use Element Update (Planning Manager King) (from July 8, 2009). **Reviewed the last preliminary update section of the document with some recommended changes. The next review will be a draft copy of the entire proposed Land Use Element Update document that will be advertised for a public hearing.**
9. PUBLIC HEARINGS: **None**
10. BUSINESS ITEMS: **None**

11. CITY COUNCIL:
 - A. City Council Action Minutes dated July 15, 2009
 - B. City Council Minutes dated June 23, 2009
Received and filed.
12. PLANNING COMMISSION: Oral Reports from Representatives on Various Committees/Commissions. **None**
13. STAFF: Current Work Program. **Received and filed.**
14. OTHER MATTERS

Commission Member Newton congratulated Commission Member Hedges on her diligence in following through on getting used cars from being sold on the vacant lot at the northeast corner of Sixth Street and Valley View Avenue, and noted that it seems those same cars are now being displayed for sale in front of the Community Center in the area of the proposed Park n Ride lot, and requested that the City take action to stop it.
15. ADJOURNED: 8:00 p.m.

/sd-73237

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: August 5, 2009

SUBJECT: Designation of Voting Delegates for the 2009 League of California Cities Annual Conference

RECOMMENDATION: Staff recommends that the City Council designate Mayor Azevedo as Norco's voting delegate and designate Mayor Pro Tem Miller and Council Member Hall as Norco's alternates.

SUMMARY: The League of California Cities will be hosting its Annual Conference on September 16 – 18, 2009. An important part of the Annual Conference is the Annual Business Meeting. In order to vote at that meeting, the City Council must designate a voting delegate, along with up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

BACKGROUND/ANALYSIS: The League of California Cities will be hosting its annual conference on September 16 – 18, 2009 in San Jose. One important aspect of the annual conference is the Annual Business Meeting when the membership takes action on conference resolutions. Annual resolutions guide cities and the League in our efforts to improve the quality, responsiveness and vitality of local government in California.

To expedite the conduct of business, each city is requested to designate a voting representative and up to two alternates. Mayor Azevedo, Mayor Pro Tem Miller, Council Member Hall, and Council Member Hanna are planning to attend the League of California Cities Annual Conference. The recommendation is that the City Council designate Mayor Azevedo as Norco's voting delegate and Mayor Pro Tem Miller and Council Member Hall be designated as Norco's voting alternates at the Annual Conference.

FINANCIAL IMPACT: N/A

/bj-72896

Attachment: Designation Procedures and Form

Council Action Required by August 21, 2009

RECEIVED
CITY OF NORCO

JUN 17 2009

TIME: _____
CITY CLERK

June 5, 2009

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 16-18, San Jose**

The League's 2009 Annual Conference is scheduled for September 16-18 in San Jose. An important part of the Annual Conference is the Annual Business Meeting, scheduled for 3:15 p.m., Friday, September 18, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

In order to establish voting delegate/alternates' records prior to the conference, please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 21, 2009.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. In order to cast a vote, at least one person must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

-more-

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 16, 10:00 a.m.; Thursday, September 17, 7:30 a.m.; and September 18, 7:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting, but not during a roll call vote, should one be undertaken.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 21st. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2009 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2009 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates) and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a separate area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2009 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 21, 2009. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this special area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Title: _____ Phone: _____

Date: _____

Please complete and return by Friday, August 21 to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mccullom@cacities.org
(916) 658-8247

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: August 5, 2009

SUBJECT: Proposed Cancellation of September 16, 2009 City Council Meeting

RECOMMENDATION: Cancel the September 16, 2009 City Council meeting.

SUMMARY: The 2009 League of California Cities Annual Conference will be held on September 16 – 18. A conflict arises as the regular meeting of the City Council/Norco Redevelopment Agency is also scheduled for that night and the majority of the City Council Members, as well as the Interim City Manager, are confirmed to attend the League Conference. Therefore, it is recommended that the September 16, 2009 City Council meeting be cancelled.

BACKGROUND/ANALYSIS: The League of California Cities has scheduled its annual conference this year on September 16 – 18, which is a Wednesday through Friday. The League has tried to accommodate the attendees this year by condensing the events to three full days, which would only require two nights of hotel reservations. This Annual Conference is a very important time for elected officials and staff to learn, network and dialogue with persons from around the State of California in support of each other's efforts.

Mayor Azevedo, Mayor Pro Tem Miller, Council Member Hall, Council Member Hanna and Interim City Manager Groves will be attending the League Conference and are scheduled to leave for that Conference the morning of September 16th. The absence of the majority of the City Council results in a lack of a quorum at the September 16th City Council regular meeting scheduled to be held that same night. Therefore, it is recommended that the City Council cancel the September 16, 2009 regular meeting.

/bj-70718

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Beth Groves, Interim City Manager 

PREPARED BY: Andy Okoro, Deputy City Manager/Director of Finance 

DATE: August 5, 2009

SUBJECT: Approval to Declare Various City Assets as Surplus Property

RECOMMENDATION: Declare Various City Assets as Surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through auction, donation to charitable organizations or electronic recycling (e-cycle).

SUMMARY: Staff has identified various obsolete pieces of equipment and other assets that are no longer needed for City operations. It is recommended that the City Council declare the assets as surplus and authorize staff to dispose of them through public auction, donation to charity or electronic re-cycling.

BACKGROUND/ANALYSIS: In the course of business, the City purchases new equipment to replace obsolete items. Other assets simply break down and cannot be repaired or maintained in a cost effective manner. These obsolete equipment/assets have served their useful lives and are either no longer in service or inadequate for City needs due to software upgrades, excessive maintenance cost and normal wear and tear. Other assets have simply become surplus due to reduction in work force.

FINANCIAL IMPACT: Minimal revenues may be generated through this process and will be credited to the Fund that owns the asset.

/jk-72731

Attachment: Surplus List

Surplus Property List

Page 2

July 15, 2009

Dept.	Asset#	Description	VIN#	License
PW	141	1999 Ford Ranger P/U	1FTYR10V7XUB42701	1026178
PW	106	1988 Case Tractor (diesel)	17003470TG10337	61517
PW	143	1999 Ford, F350 Svc Body	1FDSF34S7XED68706	1031034
Fire	148	1999 Crown Victoria	2FAFP71W2XX218749	1048811
Fire	629	ATV Arctic Cat	4UFO2ATV52T216427	
Sheriff	152	1998 Ford Explorer	1FMZU32E7WZB90627	1070952
Sheriff	185	2000 Ford Excursion	1FMNU43S1YEB87323	1155536
Sheriff	362	2004 BMW Motorcycle	WB10499A04ZE95354	42K72

Other Miscellaneous Items:

office furniture

miscellaneous cell phones and parts

broken, aged and not to current standard fire hydrants removed from service

1 - multiquip vibraplate - more expensive to repair than to replace

3 - UHF FM Transceivers, ADI Corp. Model: AR446 (S/N: 6S20010062, 6S20010063, 7210000076)

1 - Mobile Radio, Motorola Model: Radius M100, (S/N: 7787ZW0682)

Printers / Copiers:

- 1 – HP LaserJet 5
- 2 – HP DeskJet 940c
- 1 – HP DeskJet 932c
- 1 – HP DeskJet 970cxi
- 1 – HP LaserJet 4050
- 1 – Canon PC795
- 1 – HP PhotoJet P1000
- 1 – Xerox WorkCenter PE120

Computers:

- 3 – Intel Pentium P4 2.7
- 3 – Intel Pentium P4 2.4
- 2 – Intel Pentium P4 2.8
- 1 – Intel Pentium P4 3.0
- 1 – Laptop AMD 266
(Enpower)

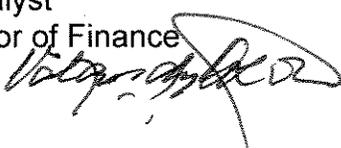
Monitors:

- 2 – Viewsonic Optiquest Q7
- 1 – Viewsonic Optiquest Q9
- 1 – Acer AL1711

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

PREPARED BY: Myrna Paakkonen, Human Resource Analyst
Andy Okoro, Deputy City Manager/Director of Finance 

DATE: August 5, 2009

SUBJECT: Approval of Administrative Clerk Series Class Specification and Salary Range

RECOMMENDATION: Adopt Resolution No. 2009__, approving revisions to the Administrative Clerk Class Specification

SUMMARY: Staff is requesting City Council's approval to expand the existing Administrative Clerk Class Specification by adding the title of Senior Administrative Clerk. This modification will establish a growth path for employees hired as Administrative Clerks to move to the Senior Administrative Clerk position after they meet relevant experience and skills requirements. The Administrative Clerk position is the least full-time rank position in the organization and was designed to be an entry level position for those with minimum prior clerical experience.

BACKGROUND/ANALYSIS: The Administrative Clerk Class Specification was last approved by the City Council on July 5, 2006. The Administrative Clerk's position is an entry level position whose primary function is to perform routine clerical tasks including typing and customer service. Currently there is one incumbent in the Administrative Clerk Class Specification. Over the years, the incumbent has gained substantial experience and due to the re-organization of the City Clerk and Administration Departments, it has been necessary for the incumbent to take on additional duties and responsibilities above the job duties currently outlined in the Administrative Clerk Class Specification. In addition to the additional tasks associated with the day-to-day clerical needs of the City Clerk and City Manager Departments, the incumbent Administrative Clerk also assists the Housing Manager with the processing of documents related to the Redevelopment Agency's Housing Programs.

In order to adequately reflect the duties of the incumbent Administrative Clerk, staff is recommending that the Administrative Clerk Class Specification be expanded to include the title of Senior Administrative Clerk. With this revision, employees hired at the entry level Administrative Clerk position may, after meeting necessary experience and skills

Administrative Clerk Class Specification

Page 2

August 5, 2009

requirement, be administratively re-classified into the position of Senior Administrative Clerk without further City Council review or approval.

FINANCIAL IMPACT: The approved annual salary range for the position of Administrative Clerk is \$23,556 - \$28,644. This will remain unchanged. The recommended annual salary range for the Position of Senior Administrative Clerk is \$29,124 - \$35,400. This position is funded 25% General Fund, 25% RDA Operating Fund and 50% Low-to-Moderate Income Housing Fund.

/mp-73113

Attachments: Resolution No. 2009_
Administrative Clerk Series Class Specification

RESOLUTION NO. 2009-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO,
CALIFORNIA, REVISING THE ADMINISTRATIVE CLERK CLASS
SPECIFICATION TO ADD SENIOR ADMINISTRATIVE CLERK IN THE
NORCO GENERAL EMPLOYEES ASSOCIATION.**

WHEREAS, the Administrative Clerk Class Specification was approved by the City Council on July 5, 2006 and is represented by the Norco General Employees Association (NGEA) of the City of Norco ("City"); and

WHEREAS, due to the reorganization of the City Clerk and Administration Departments, it has become necessary to expand the Administrative Clerk Class Specification to include the title of Senior Administrative Clerk as described in the attached (Attachment "A-1"); and

WHEREAS, the NGEA has reviewed and concurs with the proposed revisions;
and

WHEREAS, the annual salary range for the position of Administrative Clerk has not changed and remains at \$23,556 - \$28,644 and the proposed annual salary range for the position of Sr. Administrative Clerk is \$29,124 - \$35,400.

NOW THEREFORE, BE IT RESOLVED that effective August 6, 2009, the revised Class Specification and salary range of the Administrative Clerk Series is approved;

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on August 5, 2009.

Mayor of the City of Norco, California

ATTEST:

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

Resolution No. 2009-_____

Page 2

August 5, 2009

I, BRENDA JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on August 5, 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 August 5, 2009.

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

Attachments:

“A-1”- Administrative Clerk Series Class Specification

ADMINISTRATIVE CLERK SERIES

DEFINITION:

Under close supervision, performs routine clerical, typing and customer service for the City of Norco.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TYPICAL DUTIES & RESPONSIBILITIES:

Answers and directs phone calls; greets customers and directs to appropriate staff or department, and assists customers with routine requests for information; opens, sorts, distributes and collects mail for distribution or processing; maintains log of requests and information, materials or services provided; follows up on requests not closed in established amount of time; addresses and mails information requested when possible.

Maintains office supplies and office equipment; maintains inventory of supplies or goods and records all sales transactions; scans public documentation and places in designated files; adds and balances account payments; types memoranda and correspondence; types and edits a variety of materials; prepares routine responses to mail inquiries; maintains and updates department database; edits and reviews forms for conformance with established regulations and procedures to assist other staff as assigned.

Assembles and types financial and statistical data for various reports; processes cash receipts and makes change; posts and balances ledgers and creates warrants for check generation; maintains and posts fixed assets and inventories; maintains and distributes lists and schedules; files, retrieves and re-files reports and documents; pulls files and microfiche data as necessary for licensure or permits; copies files, reports and handouts; performs other related duties as assigned.

CLASS CHARACTERISTICS:

This is a general employee position throughout the City. This position performs a variety of clerical duties.

Administrative Clerk: Incumbents perform a wide variety of clerical duties. Incumbents normally work under direct supervision, but are also expected to work productively on an individual basis and/or in the absence of a supervisor. Based on experience and performance incumbents may advance to Sr. Administrative Clerk at the discretion of the Department Head subject to budget availability.

Sr. Administrative Clerk: Sr. Administrative Clerk is distinguished from the administrative Clerk class by the performance of more difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative. Sr. Administrative Clerks perform their duties with a limited amount of direction/supervision, are expected to solve most work related problems independently.

ADMINISTRATIVE CLERK SERIES

CONTACTS AND RELATIONSHIP:

This position has the majority of their interaction with the public and other City employees.

QUALIFICATION GUIDELINES:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

DESIRABLE QUALIFICATIONS:

ADMINISTRATIVE CLERK

Experience: One-year general office experience.

Education: High School Diploma or equivalent. Some areas of assignment may require additional certification(s).

Knowledge: Knowledge of office, clerical and customer service methods and techniques; basic bookkeeping practices; computer hardware, software and peripherals; business English usage, spelling, grammar and punctuation.

Ability: Skill in responding to routine inquiries and complaints from citizens; assembling information and statistical data; type 45 WPM. Skill in oral and written communications and in establishing and maintaining effective working relationships. Good customer service skills. Prompt and regular attendance.

A typical way to obtain the knowledge and abilities is as follows:

Education: Obtain a High School Diploma or equivalent
AND

Experience: One-year general office experience. Any combination of experience and education that would provide the required knowledge and skills would be qualifying.

SR. ADMINISTRATIVE CLERK

Experience: Three-years general office experience.

Education: High School Diploma or equivalent. Some areas of assignment may require additional certification(s).

Knowledge: Knowledge of office, clerical and customer service methods and techniques; basic bookkeeping practices; basic budget development and budget monitoring practices and principles; computer hardware, software and peripherals; business English usage, spelling, grammar and punctuation. Basic knowledge of federal, state and city laws, rules, regulations and codes relating to the area of assignment.

ADMINISTRATIVE CLERK SERIES

A typical way to obtain the knowledge and abilities is as follows:

Education: Obtain a High School Diploma or equivalent

AND

Experience: Three-years general office experience. Any combination of experience and education that would provide the required knowledge and skills would be qualifying.

License Required: Valid California Drivers License.

PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work requires occasional standing, walking, bending and lifting up to 25 pounds.

SUPERVISION RECEIVED Department Supervisor

SUPERVISION EXERCISED None.

FAIR LABOR STANDARDS ACT DESIGNATION: Non-Exempt

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

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

DATE: August 5, 2009

SUBJECT: Approval of a One Year Maintenance Services Contract Extension with Orange County Striping Service, Inc. to Provide Street Striping Services through June 30, 2010

RECOMMENDATION: Staff recommends City Council approve a one year extension to the Street Striping Maintenance Services Agreement to Orange County Striping Service, Inc.

SUMMARY: Orange County Striping Service, Inc. has requested the City of Norco approve a one-year extension of the street striping service agreement through June 30, 2010. Orange County has indicated they are willing to provide street striping services without an increase in the 2008/09 pricing levels. Staff anticipated an across the board increase of approximately 3 percent for these services during the 2009/10 budget process.

BACKGROUND/ANALYSIS: Orange County Striping Services, Inc. has performed street striping and street legend painting for the City of Norco since 1996. Their team is familiar with and understands the unique challenges of providing striping services to streets located within the city. Staff has worked with this contractor over the past several years and has been satisfied with their professionalism and commitment to maintain high performance standards.

Based on the request to provide street striping services without an increase, Staff recommends the City Council authorize the extension of the street striping contract with Orange County Striping Service, Inc. through June 30, 2010.

FINANCIAL IMPACT: Funds are allocated in FY 2009/10 Gas Tax (Street Operations Budget) and the Measure "A" Capital Improvement Fund

/wrt-73099

Attachment: Request Letter



CA Contractor's License #346095

183 N. PIXLEY STREET • ORANGE • CALIFORNIA 92868 • PHONE (714) 639-4550 • FAX (714) 639-6353 or 639-2608

July 9, 2009

Bill Thompson
City of Norco
2870 Clark Avenue, P.O. Box 428
Norco California 90760

Dear Mr. Thompson

I have reviewed our current pricing with you for re-stripping and other misc. work we do in your city. Despite the cost increases in labor, insurance, materials and the ever fluctuating prices of fuel we will be able to hold our prices for the following year. These prices will be good until June 30, 2010. Here is a breakdown of those prices.

Paint 4" Skip Yellow or White Stripe	\$0.06	L.F.
Paint 4" Solid Yellow or White Stripe	\$0.10	L.F.
Paint 8" Solid Stripe	\$0.12	L.F.
Paint 8" Skip Stripe	\$0.12	L.F.
Paint Broken Double Yellow Stripe	\$0.14	L.F.
Paint Double Yellow Stripe	\$0.16	L.F.
Layout Misc. Lining	\$0.07	L.F.
Paint 12" solid crosswalk Stripe	\$1.50	L.F.
Paint Stop Ahead Legend	\$72.00	EA.
Paint Signal Ahead Legend	\$88.00	EA.
Paint Slow School Xing Legend	\$112.00	EA.
Paint Keep Clear Legend	\$72.00	EA.
Paint Stop & Bar Legend	\$58.00	EA.
Paint Type IV Turn Arrow	\$6.00	EA.
Paint Straight Arrow	\$6.00	EA.
Paint Misc. Letter	\$10.00	EA.

Orange County Stripping Service has enjoyed working with and developing relationships with all of you at the City of Norco. We look forward to working with you this next Year. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Kevin Ebnit
(V.P. Operations)

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

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

DATE: August 5, 2009

SUBJECT: Approval of a One Year Extension of the Traffic Signal Maintenance Services Contract with Republic ITS, through June 30, 2010

RECOMMENDATION: Staff recommends City Council approve a one year extension of the Traffic Signal Maintenance Services Agreement to Republic ITS.

SUMMARY: Republic ITS has requested the City of Norco approve an extension of the traffic signal maintenance services agreement through June 30, 2010. Republic ITS, has indicated they are willing to provide traffic signal maintenance services without an increase to the 2008/09 pricing levels. Staff is recommending Council approve the requested one-year extension period.

BACKGROUND/ANALYSIS: On December 20, 2006 the City of Norco entered into a traffic signal maintenance service agreement. The agreement stipulates that an annual adjustment of fees and charges for labor and materials is warranted. Republic ITS has requested the existing signal maintenance agreement be extended without a service price increase through June 30, 2010.

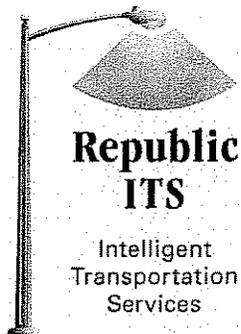
Staff has worked with this contractor over the past few years and is satisfied with their prompt on-call response times and professional performance. Staff anticipated an increase of approximately 3 percent during the 2008/09 budget process.

Staff recommends the City Council authorize the extension without cost adjustments to Republic ITS through June 30, 2010.

FINANCIAL IMPACT: Funds are allocated in the FY 2009/10 Gas Tax Budget

/wrt-73207

Attachments: Request Letter



July 10th 2009

Mr. Bill Thompson
City of Norco
2870 Clark Avenue
Norco, Ca. 92860

City Traffic Signal Maintenance and Extra Ordinary Call out Contract Extension July 1, 2009 to June 30th 2010

Mr. Thompson,

At this time we are offering extend our Traffic Signal Maintenance & Extra Ordinary Call out agreement. The current agreement has expired on June 30th 2009; I have attached a copy of the pricing schedule with our rates. Please note that there has not been a CPI increase from the past years contract rates. All emergency work is to be completed on a time & material bases at the prices listed, or by written and accepted proposals. Please feel free to contact me with any questions or concerns.

This offer shall expire 60 days from the date hereof and may be withdrawn by us at any time prior thereto with or without notice. This offer supersedes any prior offers, commitment or orders, contains all terms, conditions and warranties and when accepted, constitutes the entire contract between the parties. The resulting contract shall not be modified except by formal written amendment. This offer shall be accepted by delivery of a copy of this offer duly signed by the City of Norco Representative.

Respectfully,

A handwritten signature in black ink, appearing to read "Jill Petrie", is written over a horizontal line.

Jill Petrie
Republic ITS
Riverside Office
(951) 784-6600 Office
(951) 784-6700 Fax
(909) 376-5692 Cell
jpetrie@republicITS.com

NORCO CONTRACT ITEMS	CURRENT RATES	JUNE 09 CPI 0%	NEW RATES
Routine maintenace of traffic signal and highway lighting system to be performed monthly (per location)	\$82.21	\$0.00	\$82.21
Extraordinary Maintenance Certified Traffic Signal Technician	\$83.27	\$0.00	\$83.27
Extraordinary Maintenance Non-Certified Traffic Signal Technician	\$63.24	\$0.00	\$63.24
Extraordinary Maintenance: Pickup Truck	\$5.27	\$0.00	\$5.27
Extraordinary Maintenance: Bucket Truck	\$28.99	\$0.00	\$28.99
Extraordinary Maintenance: Markup for Material Cost	20%	0%	20%
Extraordinary Maintenance: Markup for Subcontractors	10%	0%	10%
Replace Type E (6' Diameter Loop Detector)	\$368.90	\$0.00	\$368.90

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager 

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

DATE: August 5, 2009

SUBJECT: Approval of a One Year Maintenance Contract Extension with National Plant Services, Inc. to Provide Sewer Collection System Maintenance through June 30, 2010

RECOMMENDATION: Staff recommends City Council approve a one year extension of the collection system maintenance services contract to National Plant Services, Inc.

SUMMARY: National Plant Services, Inc. has requested the City of Norco approve a one-year extension of the sewer collection system maintenance agreement. National Plant Services, Inc. has indicated they are willing to provide sewer maintenance and collection system cleaning services without an increase to the 2007 pricing levels, through June 30, 2010. Staff is recommending Council approve the requested one-year extension period.

BACKGROUND/ANALYSIS: National Plant Services performs sewer collection system and lift station cleaning, pipeline video taping, and storm drain cleaning. Their team is familiar with our sewer system infrastructure and facilities which translates into efficient working conditions. Staff will be preparing formal request for proposals for maintenance services contracts prior to preparation of the FY 2010/11 budget.

Staff has requested informal budget quotes to perform the sewer maintenance services from other contractors and municipalities to determine which direction to pursue. The results indicated that National Plant Services, Inc. would be very competitive with the proposed rates. Staff had anticipated an increase of approximately 3 percent during the 2009/10 budget process.

Staff has worked with the contractor over the past several years and has been satisfied with their service performance and professionalism. It is recommended that the City Council authorize the extension of their contract through June 30, 2010.

FINANCIAL IMPACT: Funds are allocated in FY 2009/10 Sewer Operation Budget

/wrt-73211

Attachment: Letter of Request



NATIONAL PLANT SERVICES, INC.

Specializing in today's needs for environmental protection.

1461 Harbor Avenue ■ Long Beach, CA 90813-2741 ■ 562-436-7600 ■ Fax: 562-495-1528

July 23, 2009

City of Norco
3421 Valley View
Norco, CA 9176

Attention: Mr. Bill Thompson

Re: 2009-2010 Sewer Maintenance Cleaning Program

Dear Mr. Thompson,

National Plant Services, Inc. is respectfully proposing to perform the 2009-2010 Sewer Maintenance Cleaning for the City of Norco at the same unit rates as those charged in 2008-2009. We are proposing to continue to provide services with no increase in rates.

The City of Norco is a valued customer and we want to maintain the strong working relationship that has been built over the past 20 years. Should you have any questions regarding this offer or our services, please contact Dennis Keene at your earliest convenience. National Plant Services would welcome the opportunity to work with City of Norco again in 2009-2010.

Respectfully submitted,

Dennis R. Keene

Dennis R. Keene
President

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, Interim City Manager *Beth Groves*

PREPARED BY: Jack Frye, Fire Chief *JF*

DATE: August 5, 2009

SUBJECT: Public Hearing Confirming Costs for Spring Weed Abatement

RECOMMENDATION: Adopt **Resolution No. 2009-____**, confirming the report of costs for abatement of weeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City.

SUMMARY: The 2009 Spring Weed Abatement Report of Costs lists property owners whose vacant parcels were abated by the Fire Department's weed abatement contractor for the 2009 Spring Weed Abatement Program. After Council adopts the Resolution, property owners will be invoiced for payment of abatement.

BACKGROUND/ANALYSIS: At the June 17, 2009 Council meeting, the City Council authorized the Fire Department's weed abatement contractor, Warren Brothers Tractor Work, to remove weeds and hazardous vegetation from vacant parcels for owners who failed to do so by the May 17, 2009 deadline.

This report is a list of property owners whose parcels were abated by the Warren Brothers following Council's authorization ordering the abatement. The list includes the contractor's charge and the Fire Department's administrative fee. Property owners will be invoiced for these costs; and if not paid, property liens will be placed against the parcel through the Riverside County Assessor's Office.

FINANCIAL IMPACT: Costs to abate weeds on vacant property are either paid by the property owner or by property tax liens.

/jf- 73170

Attachment: Resolution No. 2009-____

RESOLUTION NO. 2009- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, CONFIRMING THE REPORT OF COSTS FOR ABATEMENT OF WEEDS AND HAZARDOUS VEGETATION AS A PUBLIC NUISANCE AND IMPOSING SPECIAL ASSESSMENT LIENS ON VACANT PARCELS WITHIN THE CITY.

WHEREAS, the City Council declared that seasonal and recurring weeds and hazardous vegetation growing upon and in front of vacant property in the City of Norco, constitute a public nuisance and also declared its intent to provide for abatement by adopting Resolution No. 2009 -16 on April 15, 2009; and

WHEREAS, the notice to Destroy Weeds and Hazardous Vegetation was given to property owners of vacant property in accordance with Chapter 13, Article 2, Section 39567.1 of the State of California Government Code and Resolution No. 2009 - 16; and

WHEREAS, the City Council held a Public Hearing on June 17, 2009 and all objections to the proposed abatement of weeds and hazardous vegetation on vacant parcels were heard and considered in accordance with the State of California Government Code and Resolution No. 2009 - 16; and

WHEREAS, the City Council ordered the Fire Chief to have such nuisances abated by adopting Resolution No. 2009 - 49 on June 17, 2009; and

WHEREAS, an itemized report showing the cost to abate the nuisances that were on or in front of vacant parcels has been prepared and submitted to the City Council for confirmation; and

WHEREAS, a copy of the report of costs was posted near the door of the Council Chamber at least three days prior to the Public Hearing; and

WHEREAS, the Public Hearing being held by City Council is for the purpose of receiving and considering the report of costs showing abatement costs and hearing objections from property owners liable to be assessed for such costs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, does hereby find and declare that the 2009 Spring Weed Abatement Report of Costs, Exhibit "A" on nuisance abatement for vacant parcels is confirmed, and that the costs are also confirmed as special assessment property liens against the vacant parcels whose property owners do not pay the invoiced amount.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on August 5, 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 August 5, 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 August 5, 2009.

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

NORCO FIRE DEPARTMENT

2008 SPRING WEED ABATEMENT REPORT OF COSTS
Exhibit "A"

PARCEL NO.	OWNER OF RECORD	PARCEL ACREAGE	CONTRACTOR'S FEE	ADMIN FEE	TOTAL CHARGE
130-250-005	Ashok Patel & Kamal Bawa 20 Camarin St. Foothill Ranch, CA 92610	1.80	103.95	103.95	207.90
126-050-017	DW August Inc. 1331 Tiffany Ranch Rd. Arroyo Grande, CA 93420	0.43	70.00	70.00	140.00
131-070-014	George Sinichak 13814 Walnut St. Whittier, CA 90602	4.44	244.20	244.20	488.40
127-050-016	Victor & Nicholetta Meleo PO Box 98 Lindsay, CA 93247	1.77	97.35	97.35	194.70
130-240-031	Vicky Blair 129 Hayden Way Brea, CA 92821	4.10	225.50	225.50	451.00
127-331-012	Pat & Emma Alvarado 7840 Baysinger St. Downey, CA 90241	0.20	70.00	70.00	140.00
133-160-026	Madison Gardens Inv. Group 23811 Washington Ave. Murrieta, CA 92562	0.40	70.00	70.00	140.00
168-023-008	First Pacific Const. & Dev. Inc. 10834 Hole Ave. Riverside, CA 92505	0.38	375.00	375.00	750.00
	Total Charges		\$ 1,256.00	\$ 1,256.00	\$ 2,512.00