



**AGENDA  
CITY OF NORCO**

**CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY/  
NORCO FINANCING AUTHORITY  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
MARCH 17, 2010**

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CALL TO ORDER: 6:00 p.m.

ROLL CALL: Mayor Malcolm G. Miller, M.D.  
Mayor Pro Tem Berwin Hanna  
Council Member Kathy Azevedo  
Council Member Kevin Bash  
Council Member Harvey C. Sullivan

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

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

Number of Potential Cases: 2

RECONVENE PUBLIC SESSION: 7:00 p.m.

PLEDGE OF ALLEGIANCE: Council Member Azevedo

INVOCATION: Pastor Rene Parish  
Assembly of God – Beacon Hill

PROCLAMATIONS: Recognition of Norco College as the 112<sup>th</sup>  
College in the California Community College  
System

Welcome Home Vietnam Veterans Day –  
March 30, 2010

Proclamation of March 28, 2010 as  
“Toby Gerhart Day”

**REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:**

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 Board request specific items be removed from the Consent Calendar)*

A. **CRA Minutes:**  
Special Meeting of March 5, 2010  
Regular Meeting of March 3, 2010  
**Recommended Action: Approve the CRA Minutes (City Clerk)**

2. **CRA PUBLIC HEARING:**

A. Approval of an Owner Participation Agreement, by and between the Norco Redevelopment Agency and GWEN Phoenix, LLC, as part of the Norco Façade Improvement Program, at 3646 Hamner Avenue

*GWEN Phoenix, LLC, the owner of the building located at 3646 Hamner Avenue, has submitted a request to participate in the Façade Improvement Program, initiated through an application by its tenant, HCR Homes & Land. The proposed Owner Participation Agreement ("OPA") will fund the project for an amount not-to-exceed \$34,000 and will be used for a Western-themed enhancement to the building façade, matching Western signage, lighting and landscaping. The Façade Improvement Program helps the Agency meet strategic objectives and promotes Norco's signature theme of "Horsetown USA."*

**Recommended Action: Adopt CRA Resolution No. 2010-\_\_\_\_, approving an Owner Participation Agreement by and between the Norco Redevelopment Agency and GWEN Phoenix, LLC, for a building located at 3646 Hamner Avenue. (Director of Economic Development)**

**JOINT CRA/CITY COUNCIL AGENDA AS FOLLOWS:**

3. JOINT CRA/CITY COUNCIL PUBLIC HEARING:

- A. Ordinance Amending the Redevelopment Plan for Norco Redevelopment Project Area No. One (the "Original Area") and the Territory Added by Amendment No. 1 (the "Amendment No. 1 Area") to Extend by Two Years the Time Limits on the Effectiveness of the Redevelopment Plan and the Time Limits on the Repayment of Indebtedness and the Receipt of Tax Increment from the Original Area and the Amendment No. 1 Area

*The Redevelopment Agency made payments to the Educational Revenue Augmentation Fund ("ERAF") in Fiscal Years 2004-05 and 2005-06. In return, Redevelopment Law allows the Agency to extend the term of the Redevelopment Plan and the last date to collect tax increment by two years.*

**Recommended Action: Adopt Ordinance No. \_\_\_\_ for first reading.**  
(Deputy City Manager/Director of Finance)

4. JOINT CRA/CITY COUNCIL CONTINUED PUBLIC HEARING:

- A. Development of 122 Acres of Property Known as the Silverlakes Equestrian and Sports Park

*This joint public hearing includes several interrelated documents and actions related to the Silverlakes project on Hamner Avenue at the north end of the City. Staff has been working diligently with the Belstarr development team to negotiate the provisions in these complex agreements. Progress continues to be made and the developer has continued to fund the staff and consultant costs associated with the process. Continuing the joint public hearing item will assure that all necessary documents and agreements are ready in order to provide a complete package to the City Council/Agency Board for consideration.*

**Recommended Actions: Continue the CRA/City Council Joint Public Hearing to April 21, 2010.** (Executive Director/City Manager)

**JOINT CRA/CITY COUNCIL/NORCO FINANCING AUTHORITY (NFA) AGENDA AS FOLLOWS:**

5. JOINT CRA/CITY COUNCIL/NFA ITEM FOR ACTION:

A. Norco Redevelopment Agency 2010 Refunding Tax Allocation Bonds

*The issuance of the proposed Refunding Tax Allocation Bonds (the "2010 Bonds") by the Agency will provide estimated net bond proceeds in the approximate amount of \$21,833,000, for the purpose of refunding the outstanding 2000 and 2003 Tax Allocation Bonds (the "Refunded Bonds"). The Agency will realize a debt service savings of approximately \$4 million over the next three years.*

**Recommended Action: 1.) Adopt CRA Resolution No. 2010-\_\_\_, approving the Forms of and Authorizing the Execution of an Indenture of Trust, a Bond Purchase Contract, A Continuing Disclosure Agreement, A Refunded Bonds Escrow Agreement and an Official Statement Relating to the Issuance of the Agency's Tax Allocation Refunding Bonds; 2.) Adopt Resolution No. 2010-\_\_\_, approving the Sale of Tax Allocation Refunding Bonds, Issue of 2010, to Refund the Agency's Outstanding 2000 and 2003 Tax Allocation Bonds; and 3.) Adopt NFA Resolution No. 2010-\_\_\_, approving the Forms of and Authorizing the Execution of an Indenture of Trust, a Bond Purchase Contract, A Continuing Disclosure Agreement, a Refunded Bonds Escrow Agreement and an Official Statement Relating to the Issuance of the Agency's Refunding Tax Allocation Bonds and Approving Certain Actions in Connection Therewith.**  
(Deputy City Manager/Director of Finance)

6. ADJOURNMENT OF CRA and NFA:

**REGULAR CITY COUNCIL AGENDA AS FOLLOWS:**

7. 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. 8 of the Agenda)*

A. City Council Minutes:

Special Meeting of March 5, 2010

Regular Meeting of March 3, 2010

**Recommended Action: Approve the CRA Minutes.** (City Clerk)

- B. Planning Commission Action Minutes, Regular Meeting of March 10, 2010. **Recommended Action: Receive and File** (Planning Director)
  - C. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)
  - D. Authorization for the Destruction of Certain City Records. **Recommended Action: Adopt Resolution No. 2010- \_\_\_\_.** (City Clerk)
  - E. Appointment of One Member to the Economic Development Advisory Council. **Recommended Action: Appoint Robert Leonard to the Economic Development Advisory Council.** (Economic Development Director)
  - F. Award of Contract for Procurement of Water Meter Pit Lids. **Recommended Action: Approve award of contract to Armorcast Products Company.** (Deputy City Manager/Director of Finance)
  - G. Award of Contract for Installation of Smart Water Meters. **Recommended Action: Approve award of contract to Concord Environmental Energy Inc., for installation of smart water meters.** (Deputy City Manager/Director of Finance)
  - H. Approval of an Application for a Certified Local Government Grant. **Recommended Action: Authorize staff to submit the 2010-2011 CLG Grant Application – Historic Context Statement and Phase One Historic Resources Survey.** (Director of Economic Development)
  - I. Approval to Send Congratulatory Letters from the City Council to Norco High School Students. **Recommended Action: Approval** (City Manager)
8. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:
9. 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.
10. OTHER MATTERS – COUNCIL:

11. OTHER MATTERS – STAFF:

12. ADJOURNMENT:

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

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Staff reports are on file in the Office of the City Clerk. Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue.

/bj-74884



**MINUTES**  
**CITY OF NORCO**  
SPECIAL MEETING – STRATEGIC PLANNING WORKSHOP  
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY  
CONFERENCE ROOMS “A” & “B”  
NORCO CITY HALL – 2870 CLARK AVENUE  
MARCH 5, 2010

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1. CALL TO ORDER: Mayor Miller called the meeting to order at 12:06 p.m.
  
2. ROLL CALL:  

Mayor Malcolm G. Miller, M.D., **Present**  
Mayor Pro Tem Berwin Hanna, **Present**  
Council Member Kathy Azevedo, **Present**  
Council Member Kevin Bash, **Present**  
Council Member Harvey C. Sullivan, **Present**

**Staff Present:** Carlson, Cooper, Groves, Jacobs, King, Okoro, Oulman, Petree and Thompson
  
3. PLEDGE OF ALLEGIANCE: Mayor Miller
  
4. PUBLIC COMMENTS OR QUESTIONS: No Public Comments or Questions.
  
5. STRATEGIC PLANNING ITEMS:
  - A. Opening Comments/Review of the 2008/2009 Strategic Plan “Report Card.”  
(City Manager)

**City Manager Groves** provided opening comments and reviewed the 2008-2009 Strategic Plan Report Card, noting that 72% of the goals have been completed. She further commented that the ultimate goal is to “do things on purpose and not to just react.”

- B. Presentation of Anticipated General Fund Deficit for the 2010-2011 Fiscal Year.  
(Deputy City Manager/Director of Finance)

**Deputy City Manager/Director of Finance Okoro** provided a preview of the Fiscal Year 2010-2011 General Fund Budget. He noted that the fund balance has significantly dwindled and will not be sufficient to cover the deficit for the Fiscal Year 2010-2011 Budget. General Fund expenditure data was provided for Fiscal years 2008-2009 through the *preliminary* 2010-2011 estimates, totaling \$17 million. The General Fund Revenue by category data was reviewed for Fiscal years 2008-2009 through the *preliminary* 2010-2011 estimates, totaling \$13 million. The primary message is that we are looking at a \$4 million budget shortfall for Fiscal Year 2010-2011. At the end of Fiscal Year 2009-2010, it is estimated that the ending fund balance will be \$3.8 million. Okoro noted that the City should not rely on using that amount to fix the \$4 million gap, but instead, we need to restructure the way we do business.

- C. Discussion of Critical Issues, Challenges and Opportunities.  
(Management Team and Council)

**City Manager Groves** summarized the priorities and goals as submitted by the Council and the management team. Discussion continued adding any requested additional goals for future consideration.

- D. Identification of Strategic Priorities.

**City Manager Groves** confirmed that the priority of the City Council at this time is to complete research regarding options to generate revenues to the General Fund and bring that information back for review and discussion by the Council at a Study Session prior to March 25.

- E. Next Steps.

A City Council Study Session will be held in the near future for discussion purposes to determine what "next steps" the Council will consider.

- 6. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Miller adjourned the meeting at 4:41 p.m.

/bj-75057



**MINUTES**  
**CITY OF NORCO**  
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
MARCH 3, 2010

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

ROLL CALL: Mayor Malcolm Miller, **Present**  
Mayor Pro Tem Berwin Hanna, **Present**  
Council Member Kathy Azevedo, **Present**  
Council Member Kevin Bash, **Present**  
Council Member Harvey C. Sullivan, **Present**

**Staff Present:** Carlson, Cooper, Groves, Jacobs, King, Okoro, Oulman, Petree and Thompson

City Attorney Harper – **Present**

**APPROVED 5-0 to add one (1) Anticipated Litigation to Closed Session.**

THE CITY COUNCIL/CRA RECESSED 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 Groves and Deputy City Manager/Director of Finance Okoro

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

RECONVENE PUBLIC SESSION: With nothing to report from Closed Session, Mayor Miller reconvened the meeting at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Hanna

INVOCATION: Pastor Vernie Fletcher

PRESENTATION: Norco Bengals Jr. Pee Wee Div. 1 -- SCJAAF  
2009 Superbowl Champions

**Mayor Miller presented all of the Team participants present with a Certificate of Recognition of Outstanding Performance and Contributions to their Team.**

**REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:**

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

**AYES: AZEVEDO, BASH, HANNA, MILLER, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**1. CRA CONSENT CALENDAR ITEMS:**

A. CRA Minutes:  
Regular Meeting of February 17, 2010  
**Recommended Action: Approve the CRA Minutes (City Clerk)**

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

**ADJOURNMENT OF CRA: 7:13 p.m.**

**REGULAR CITY COUNCIL AGENDA AS FOLLOWS:**

**Mayor Pro Tem Hanna Pulled Item 3.G.**

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

**AYES: AZEVEDO, BASH, HANNA, MILLER, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**3. CITY COUNCIL CONSENT CALENDAR ITEMS:**

A. City Council Minutes:  
Special Meeting – Study Session of February 10, 2010  
Regular Meeting of February 17, 2010  
**Recommended Action: Approve the CRA Minutes (City Clerk)**

B. Planning Commission Action Minutes, Regular Meeting of February 24, 2010. **Recommended Action: Receive and File (Planning Director)**

- C. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)
  - D. Resolution Supporting the United States Census – Make Yourself Count Month March 2010. **Recommended Action: Adopt Resolution No. 2010-09.** (City Clerk)
  - E. 2010 Vacant Parcel Spring Weed Abatement Program. **Recommended Action: Adopt Resolution No. 2010-10, setting the Public Hearing for May 5, 2010.** (Fire Chief)
  - F. Approval of a Change Order for the Senior Center Renovation Project. **Recommended Action: Approve a Change Order in the Amount of \$26,983.07, and authorize the City Manager to sign the Change Order.** (Housing Manager)
  - G. Accept Bids, Award Contract and Appropriate Additional Funds for the Community Center Parking Lot Expansion and Hamner Avenue Improvements Project. **Recommended Action: Award the contract for the Community Center Parking Lot Expansion and Hamner Avenue Improvements Project to Hardy & Harper, Inc. in the amount of \$1,974,034; authorize the City Manager to approve contract change orders up to 10 percent of the contract amount; and Adopt Resolution No. 2010-11, appropriating additional funds in the amount of \$671,000 to complete the project.** (Director of Public Works)
  - H. Request for a Twelve-Month Extension of Time for Tentative Parcel Map 33317 (McMillan) at 3538 Center Avenue. **Recommended Action: Approve the extension of time for recording a final map for Tentative Parcel Map 33317 with a new expiration date of February 1, 2011.** (Planning Director)
4. ITEM PULLED FROM CITY COUNCIL CONSENT CALENDAR:
- 3.G. Accept Bids, Award Contract and Appropriate Additional Funds for the Community Center Parking Lot Expansion and Hamner Avenue Improvements Project. **Recommended Action: Award the contract for the Community Center Parking Lot Expansion and Hamner Avenue Improvements Project to Hardy & Harper, Inc. in the amount of \$1,974,034; authorize the City Manager to approve contract change orders up to 10 percent of the contract amount; and Adopt Resolution No. 2010-11, appropriating additional funds in the amount of \$671,000 to complete the project.** (Director of Public Works)

**Mayor Pro Tem Hanna** requested information from Director Thompson regarding the turn lanes designed for this project and stated concerns about the businesses that could possibly be affected. **Director Thompson** stated that a median will be put in from Sixth Street to Alhambra, as well as a three-way signal. He noted that the access to

businesses and the horse trail were designed in a safe manner. Director Thompson also commented on the fact that there are currently no agreements made with Caltrans on the Park and Ride site.

**Council Member Bash** stated he met with a business property owner located on Sixth and Hamner as he was concerned about the entrance into his business.

**Council Member Azevedo** commented on the medians as they help slow down the traffic and allow for horses to safely cross traffic. She also noted that sometimes slowing down the traffic will attract people to the local businesses.

**Council Member Sullivan** stated that that he is in favor of the layout of the project.

**Rob Koziel.** Mr. Koziel stated concerns he had regarding the modifications on Hamner Avenue that have not been addressed. He noted the bottleneck that forms on both the south and north ends of the Hamner Bridge. He further noted that this project was premature at this time until the other Hamner Avenue improvements are completed. Mr. Koziel stated concerns that no consideration was made for businesses on the east side of Hamner Avenue. He also commented that he is concerned about the safety of a staging area on the new Community Center Parking Lot so close to Hamner Avenue.

**Shari Maney.** Ms. Maney stated that she was present at this meeting to hear information regarding this project and that no paving agreements have been made with her. Director Thompson noted that every piece of property along Hamner Avenue included in this project will have improvements completed, which will result in an attractive entrance into the City.

**Council Member Azevdo** asked for clarification on the landscaping at the Community Center Parking Lot. **Director Thompson** stated that included in this project is a negotiated decrease from the original bid package. He noted that the sprinklers are included and only bark will be used for ground cover initially. He also noted negotiations are still in process and if this item is approved tonight, staff will try to get a street lamp that meets Norco's décor.

**M/S Sullivan/Bash to award the contract for the Community Center Parking Lot Expansion and Hamner Avenue Improvements Project to Hardy & Harper, Inc. in the amount of \$1,974,034; authorize the City Manager to approve contract change orders up to 10 percent of the contract amount; and Adopt Resolution No. 2010-11, appropriating additional funds in the amount of \$671,000 to complete the project. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, MILLER, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

5. CITY COUNCIL ITEM FOR ACTION:

A. Sheriff's Department Annual Report for 2009

*The City Council's actions to increase law enforcement staffing in 2005 significantly improved the 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, crime was down significantly in 2008; it was reduced even further in 2009. Crime has not been this low at any time in the last 20 years. Since 2005:*

- *Crime decreased 37%;*
- *Arrests increased 34%;*
- *Traffic safety significantly increased; there were no fatal and fewer injury and non-injury collisions in 2009 than in any of the prior 10 years. Grant funding has been used to target alcohol and drug impaired drivers. Although traffic enforcement staffing was decreased in 2009 from four to three motor officers, the number of citations issued remained relatively unchanged compared to 2008.*
- *City Council's goal to reduce emergency response times has been achieved. In 2009, deputies arrived at high-priority calls for service in less than 5 minutes; 14% more quickly than they did in 2005.*

*Citizens in Norco are less likely to be crime victims or traffic accident victims than at any other time in recent history.*

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

**Lt. Cooper** summarized the Sheriff's Department Annual Report for 2009 and presented the details from the Report as noted in the summary. Lt. Cooper commented on the Sheriff's Station Improvement Project, grant funds requested/received, focus on enhanced traffic safety/DUI enforcement, work with the UNLOAD Committee, and critical issues/challenges/opportunities/solutions. Lt. Cooper responded to the question from Mayor Miller that the DMV is in the process of identifying who the repeat DUI offenders are in the City of Norco and will present that to the Sheriff's Department.

**The City Council Members** all commented positively on the report and commended Lt. Cooper for his work and the service to the City from the Sheriff's Department

**Vern Showalter.** Mr. Showalter thanked Cooper for the excellent job. He noted that last year, the Streets, Trails and Utilities Commission requested data from the Sheriff's Department on certain traffic areas. **Lt. Cooper** noted that with the hand written tickets issued, those statistics are difficult to compile and that when automated citations are used, that data could be done. Mr. Showalter also noted concerns about cut-through traffic.

**Mayor Miller** stated that this report will be received and filed.

6. PUBLIC COMMENTS OR QUESTIONS:

**Tommy Vaughan.** Mr. Vaughan commented on his displeasure with the Council chastising the Norco Chamber.

**Lois Loock.** Ms. Loock read her own personal comments relating to the City and the Council and noted her displeasure with Mayor Miller.

**Jeanine Adams.** Ms. Adams commented on the criticisms made and noted her support for the current Council Members.

**Joy Kline.** Ms. Kline noted her support for Mayor Miller and his wife.

**Danny Azevedo.** Mr. Azevedo commented on the criticisms made against the Council and noted his support for the Council Members.

7. OTHER MATTERS – COUNCIL:

A. Report from UNLOAD Committee Meeting.

- ✚ **Council Member Azevedo, as Chairman of UNLOAD,** commented on the awareness brought to the UNLOAD Committee from the Norco High School Friday Night Live group regarding smoke-free parks in the City of Norco. The Norco High School Friday Night Live group spent 2 hours in the City's parks and collected 1,617 cigarette butts. They requested that an ordinance be prepared addressing smoke-free parks in the City of Norco. Director Petree noted that a discussion regarding this issue has previously been addressed through the Parks and Recreation Commission and a draft ordinance has been prepared for their review and discussion at the next Commission meeting.
- ✚ **Donna Newton.** Ms. Newton stated that she works with the Friday Night Live group at Norco High School. She commented on the need to adopt an ordinance mandating smoke-free parks and added that over 90 cities or counties have already adopted policies at the local level. Ms. Newton stated that there is a State-wide ordinance in place that prohibits smoking within 25 feet of tot lots in parks, but the big issue is enforcement. Ms. Newton provided educational materials to the Council for their review. She noted that the City of Roseville has the best ordinance that she has seen and added that if the Council adopts an ordinance, her agency can assist with the necessary signage.
- ✚ **Council Member Bash** stated that he supports the adoption of an ordinance.
- ✚ **Mayor Miller** stated that he very strongly supports this idea of making Norco's parks smoke-free and noted that it is not only harmful to the person that smokes, but also to the persons that do not smoke. He stated that the Parks and Recreation Commission, along with the UNLOAD Committee, will bring forward the ordinance for Council approval.

B. City of Norco General Municipal Election Cycle.

- ↓ **City Manager Groves** stated that the information provided to the Council was in preparation for this policy discussion amongst the Council Members. She added that additional information was provided to the Council noting that in 2005, an Advisory Vote was brought to the people of Norco and was voted down, followed by no action taken by the Council.
- ↓ **Council Member Bash** stated that he supports realigning the election cycle and noted that his sole intent in initiating this discussion was his concern in having a Norco representative serving on the Corona Norco Unified School Board.
- ↓ **Council Member Sullivan** stated that he is not in favor of switching the election to even years and noted that he agrees that he would like to see some Norco representation on the School Board.
- ↓ **Council Member Bash** stated that he was interested in the creation of a ward system for the School District.
- ↓ **Council Member Sullivan** noted that we could send a letter to the State Superintendent stating the City's non-representation on the School Board.
- ↓ **Council Member Azevedo** noted that ward idea was hers and that she has already discussed this with the City Manager. She added that this matter will be added to the next Corona-Norco School's Committee Agenda for discussion. Council Member Azevedo commented on the need for one representative from Norco and one representative from Eastvale to serve on the School Board and added that research needs to be done regarding how this can be achieved.
- ↓ **Mayor Pro Tem Hanna** noted that he is not in favor of extending Council terms, as the citizens elected them for 4-year terms. He added that he agrees with the need to be represented on the School Board.
- ↓ **Vern Showalter.** Mr. Showalter stated that he voted against changing the election cycle in 2004 and is still against this now. He further noted that Council terms should be shortened instead of extending them. Mr. Showalter commented that Norco's representation on the School Board has been an ongoing problem.
- ↓ **Mayor Miller** stated for the record that the option for shortening the Council terms is a complex procedure.
- ↓ **Richard Hallam.** Mr. Hallam commented on the most recent election and noted that the number of votes cast was an embarrassment.
- ↓ **Frank Hall.** Mr. Hall noted that it is important that the history is noted regarding why Norco is on the odd-year cycle. He further stated that it is important to be on the cycle with the bigger elections and this needs to be addressed. Mr. Hall

commented on his confidence in ~~this~~ City Council in making this decision.

- ↓ Following further Council discussion, **City Attorney Harper** noted that the change in the election cycle from odd to even years does not need to be placed on the ballot, but simply requires the adoption of an ordinance by the Council.
- ↓ **Mayor Miller** noted his support for representation on the School Board and is also in favor of changing the election cycle at a time when the Council terms would not be extended.

**Council Member Azevedo:**

- ↓ Highlighted the upcoming Census and a short video was shown.

**Mayor Miller:**

- ↓ Stated that there will be a celebration held on Friday, March 5<sup>th</sup> from 5:30 to 8:00 p.m. at Nellie Weaver Hall for Norco College commemorating the initial accreditation of them becoming California's 112<sup>th</sup> Community College.

**Council Member Sullivan:**

- ↓ Inquired about the traffic signal at North Street and received confirmation from Director Thompson that the project is very close to completion.

**Council Member Bash:**

- ↓ Requested that letters be sent to Norco High School students from the Council congratulating them on their athletic and academic achievements. The City Manager received confirmation from all of the Council Members that a draft letter will be prepared and presented to the Council for approval.
- ↓ Commented on the ten-year anniversary of the Pedley Field picture and noted that there will be a celebration held at the Navy Base.
- ↓ Stated that the Lake Norconian Club Foundation will be hosting an event on May 21<sup>st</sup> in remembrance of the Norco Bank Robbery.
- ↓ Noted that he did not realize that we are perceived as the Norco Chamber of Commerce and stated that we need to be impeccable in how we deal with our local businesses.

**Mayor Pro Tem Hanna:**

- ↓ Commented that if we are going to make Norco a destination point, an ideal would be to put up a digital sign above Sixth Street advertising events.

8. OTHER MATTERS – STAFF:

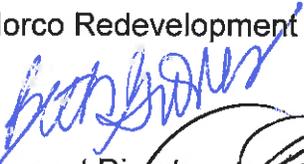
**City Manager Groves:**

- ↓ Confirmed that she would put together information relating to the “ward” discussion for the Council’s review and will also follow up on the banner program.

9. ADJOURNMENT: There being no further business to come before the City Council, Mayor Miller adjourned the meeting at 9:37 p.m.

## CITY OF NORCO STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Beth Groves, Executive Director 

PREPARED BY: Brian Oulman, Economic Development Director 

DATE: March 17, 2010

SUBJECT: Approval of an Owner Participation Agreement, by and between the Norco Redevelopment Agency and GWEN Phoenix, LLC, as part of the Façade Improvement Program, at 3646 Hamner Avenue

RECOMMENDATION: Adopt CRA Resolution No. 2010-\_\_\_\_, approving an Owner Participation Agreement, by and between the Norco Redevelopment Agency and GWEN Phoenix, LLC, for a building located at 3646 Hamner Avenue.

SUMMARY: GWEN Phoenix, LLC ("Participant"), the owner of the building located at 3646 Hamner Avenue, has submitted a request to participate in the Façade Improvement Program, initiated through an application by its tenant, HCR Homes & Land. The proposed Owner Participation Agreement ("OPA") will fund the project for an amount not-to-exceed \$34,000 and will be used for a Western-themed enhancement to the building façade, matching Western signage, lighting and landscaping. The Façade Improvement Program ("Program") helps the Agency meet strategic objectives and promotes Norco's signature theme of "Horsetown USA."

BACKGROUND/ANALYSIS: On December 20, 2006, the Norco Redevelopment Agency ("Agency") adopted CRA Resolution No. 2006-20, approving the creation of the Façade Improvement Program, to be implemented by individual businesses by means of OPAs.

HCR Homes & Land, the tenant at the subject property, initiated an application to participate in the Façade Improvement Program for an amount not-to-exceed \$34,000 with the consent of the property owner, GWEN Phoenix, LLC, who has agreed to enter into an OPA pending Agency Board approval. The existing structure at 3646 Hamner Avenue, situated on the foot of Beacon Hill on the west side of Hamner Avenue, is currently undistinguished, with only a hint of Western flavor. However, the applicant has designed a more dynamic enhancement to the façade that will make it more Western, and has created a matching sign for the property, consistent with the goals of the

Program. Other scheduled improvements include new lighting and, if the budget permits, a new split-rail fence along the extensive driveway.

Pursuant to program guidelines, the Participant was required to submit two (2) bids from general contractors, as well as two (2) bids from specialty sign contractors, ensuring a competitive bidding process. ABS Construction, a licensed California general contractor; and Southwest Sign Company, a sign contractor with a valid license, submitted the low bids and have been approved by the Participant. The total estimated cost of the project is approximately \$48,000, including a standard ten percent (10%) contingency.

**Obligations of Owners:**

Pursuant to the Program, the Participant intends to and shall rehabilitate and redevelop the Site, including the following:

- 1) Create an approved Western-themed architectural façade and articulation on the existing building;
- 2) Install approved exterior signage, lighting and landscaping;
- 3) Install an approved Western-inspired monument sign that matches the proposed façade design;
- 4) Provide for design, architecture, engineering, and permit fees; and
- 5) The Project shall be completed no later than one-hundred-eighty (180) days from issuance of a building permit from the City of Norco.
- 6) Provide an independent investment in the amount of \$14,000 to qualify for matching Agency funds.

**Obligations of Agency:**

- 1) Provide funding for an amount not-to-exceed \$34,000 (a \$20,000 grant for signage and landscaping, and dollar-for-dollar matching funds for the additional \$14,000) to cover the rehabilitation and improvement of the building located at 3646 Hamner Avenue;
- 2) Provide payment to contractors in stipulated installments upon proof of work completed as defined in Attachment 6 of the OPA.

FINANCIAL IMPACT: Funding for the Façade Improvement Program has been allocated in the current Capital Improvement Program Budget.

/rg-74620

Attachments: CRA Resolution No. 2010-\_\_\_\_  
Owner Participation Agreement (OPA)  
Illustrations of Proposed Improvements

## **CRA RESOLUTION NO. 2010-\_\_\_\_\_**

**A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING AN OWNER PARTICIPATION AGREEMENT BY AND BETWEEN THE NORCO REDEVELOPMENT AGENCY AND GWEN PHOENIX, LLC AS PART OF THE FAÇADE IMPROVEMENT PROGRAM FOR AN AMOUNT NOT TO EXCEED \$34,000 TO PROVIDE FOR THE REHABILITATION AND IMPROVEMENT OF THE PROPERTY LOCATED AT 3646 HAMNER AVENUE**

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

WHEREAS, on December 20, 2006, the Agency adopted CRA Resolution No. 2006-20, establishing the Façade Improvement Program to be implemented through individual Owner Participation Agreements (OPAs); and

WHEREAS, the Agency has negotiated an OPA with the GWEN Phoenix, LLC for the rehabilitation and redevelopment of the building located at 1491 Sixth Street in Norco in an amount not-to-exceed \$34,000; and

WHEREAS, the Agency has duly considered all terms and conditions of the proposed OPA and believes that the rehabilitation and improvement of the Site pursuant to the subject OPA is in the best interest of the City and Agency, and the health, safety and welfare of its residents, and is in accord with the public purposes and provisions of applicable State and local law requirements; and

WHEREAS, the Agency has received and considered the proposed development to be carried out pursuant to said OPA.

NOW, THEREFORE, the Agency does hereby find, determine, order and resolve as follows:

**SECTION 1:** The Agency consents to the approval of the OPA.

**SECTION 2:** Funding for this project, not to exceed \$34,000, has been included in the current Capital Improvement Program Budget for the Façade Improvement Program.

March 17, 2010

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on March 17, 2010.

\_\_\_\_\_  
Chairman, Norco Redevelopment Agency

ATTEST:

\_\_\_\_\_  
Secretary, Norco Redevelopment Agency

I, Brenda K. Jacobs, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco Redevelopment Agency at a regular meeting thereof held on March 17, 2010, by the following vote of the Norco Redevelopment Agency Members:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on March 17, 2010.

\_\_\_\_\_  
Secretary, Norco Redevelopment Agency

/rg-74619

## OWNER PARTICIPATION AGREEMENT

THIS AGREEMENT is entered into on this 17<sup>th</sup> day of March 2010, by and among the **NORCO REDEVELOPMENT AGENCY**, a public body corporate and politic ("Agency"), and **GWEN PHOENIX, LLC** ("Participant"). The Agency and the Participant agree as follows:

### I. SUBJECT OF AGREEMENT

#### A. Purpose of the Agreement

The purpose of the Agreement is to effectuate the Façade Improvement Program ("Program") for the Norco Redevelopment Project Area No. One ("Project Area") by providing for the rehabilitation and improvement of a portion of said Project Area (the "Site") pursuant to this Agreement, which is in the best interests of the City of Norco (the "City") and the welfare of its residents, and in accord with the public purposes and provisions of applicable federal, state and local laws and requirements. This Agreement furthers meeting the need to rehabilitate and revitalize commercial properties within the Project Area.

#### B. The Program

This Agreement is subject to the provisions of the Program which was approved and adopted by the Redevelopment Agency of the City of Norco by Resolution No. 2006-20. Said Resolution and the Program so approved are incorporated herein by this reference.

#### C. The Site

The Site consists of an improved parcel of real property located within the Project Area. The legal description for the Site is attached hereto as Attachment No. 1, incorporated herein by reference (the "Legal Description"). The site is currently improved with a commercial/retail building located at **3646 Hamner Avenue, Norco, California** (APN 130-25-003).

#### D. Participant Improvements

Pursuant to the Program, the Participant intends to and shall rehabilitate and redevelop the Site, including one or more of the following:

- 1) Freestanding sign with western-themed frontage improvements;
- 2) Western themed architectural embellishments and articulation;
- 3) Landscaping (may include hardscape treatment/paving);
- 4) Exterior or display lighting (may include decorative parking lot lights);
- 5) Painting/stucco or other exterior enhancement;
- 6) Design, architecture, engineering, and permit fees.

All collectively referred to herein as the "Improvements" and all more specifically set out in Attachment No. 2 "Participant Improvements" attached hereto and incorporated herein by this reference.

The following items are considered ineligible for funding under the Program:

- 1) Interior improvements except as necessary to complete exterior work;
- 2) Roof repair;
- 3) Painting not associated with exterior wall and roof cladding;
- 4) Furniture;
- 5) Any routine, normal, or deferred maintenance;
- 6) Alterations and improvements made prior to entering into the Agreement;
- 7) Any items that are not allowed under any City of Norco Code or Ordinance.

**E. Parties to the Agreement**

**1. The Agency**

The Agency is the public body, corporate and politic, exercising governmental functions and powers, organized and existing under the Community Redevelopment Law of the State of California.

The principal office of the Agency is located at:

NORCO REDEVELOPMENT AGENCY  
2870 Clark Avenue  
Norco, California 92860  
Attention: Economic Development Director

"Agency," as used in this Agreement, includes any assignee or successor to its rights, powers, and responsibilities.

**2. The Participant**

The Participant is GWEN Phoenix, LLC, represented by Kurt Bierschenk, 136 South El Camino Drive, Beverly Hills, CA 90212. The Participant is the owner of fee simple title in and to the Site. Whenever the term "Participant" is used herein such term shall include assignees and successors in interest to the Participant.

**F. Compliance with Laws**

**1. City Development Services**

The Participant shall at its sole expense apply for, obtain from and effect to final inspection from all required City development services divisions, including the

Planning Division, Building Division, and Public Works Division, and other governmental agencies or entities the approvals, permits, and authorizations, for the design/construction through completion of the Participant Improvements prior to commencing any work or improvement under this Agreement.

## 2. Prevailing Wages

The Participant shall carry out the construction of the Participant Improvements as described in Attachment No. 2 in conformity with all applicable, laws, including federal, state, and local labor standards. The Participant recognizes and is aware of the existence of legislation adopted by the California State Legislature in 2001 and generally referred to as SB 975 regarding prevailing wages, for which the Participant shall determine the manner of compliance required pursuant thereto as to all undertakings of Participant and Participant Affiliates pursuant to this Agreement. The Agency has made no representation nor given any assurances or warranties that this Agreement, the approval hereof or the implementation of any aspect of this Agreement in any manner complies with said SB 975 and all other prevailing wage requirements of applicable California law.

## G. Property Ownership Requirement

Property owners shall prove legal title to the Site. A copy of a Preliminary Title Report verifying the identity of the consenting Property Owner is included as Attachment No. 3.

## H. Lease Requirement

Commercial tenants shall have a minimum of three (3) years remaining on their lease from the date the Agreement is signed and executed. A copy of the building lease indicating the lessee's authority for property renovation and repair is included as Attachment No. 4.

## I. Economic/Functional Life

The Site shall have a minimum ten (10)-year Economic/Functional life. The Agency shall make a finding that the Site or Participant Improvements will be usable for at least ten (10) years from project completion. Proof of ten-year economic/functional life may require a building inspection.

## II. AGENCY ASSISTANCE

### A. Agency Assistance

Pursuant to the method of financing described in Paragraph II.D. hereof, and as an incentive to the Participant to rehabilitate and redevelop the Site with the Participant Improvements and to maintain the entire Site in accordance with the Agreement, the Agency shall fund through progress payments a portion or all of the costs of the construction and completion of the Participant Improvements. Progress payments are referred to herein as the "Agency Assistance."

## B. Bids

Application for funding shall be submitted with the design review application together with a cost estimate. Two (2) bids from a contractor(s) licensed in the State of California shall be required to determine the cost of the Participant Improvements. Only the amount of the lowest bid will qualify for progress payments, unless proven to be inadequate. The selected contractor must have a valid California State Contractor's License, a business license in the City of Norco, and insurance with a minimum of \$1,000,000 per incident. The Participant shall submit a Contractor Selection Form to Agency staff. The Contractor Selection Form identifies the contractor(s) that have been selected by the Applicant and states contractor requirements. The Contractor Selection Form is included as Attachment No. 5.

## C. Phasing and Installment Plan

The Participant agrees that the construction and installation of the Participant Improvements will be in accordance with all provisions hereof. Participants will be awarded grant and/or match money through progress payments for work completed in construction phases ("Phase"). The Applicant and contractor(s) shall establish milestones for Agency Assistance and completion of Participant Improvements. The schedule of Agency Assistance and Phase completion is attached hereto as Attachment No. 6, incorporated herein by reference (the "Phasing and Installment Plan"). Changes to the Phasing and Installment Plan shall not be made without the approval of Agency staff.

## D. Notice to Proceed/Project Completion

The Participant has thirty (30) days from the date the Agreement is signed and executed to execute contract with the contractor and to issue a Notice to Proceed allowing contractor(s) to begin work. If the Participant has not authorized the contractor(s) to begin work within thirty (30) days from the date the Agreement is signed and executed, the Agency shall have the right to terminate the Agreement and utilize the reserved grant funds for other projects.

The Project shall be completed no later than one-hundred-eighty (180) days from issuance of a building permit from City of Norco.

## E. Payment of Agency Assistance

Agency staff shall, in their sole discretion, determine the total amount of the Participant's costs which are eligible for progress payments by the Agency and shall also determine the appropriate amount of the Agency Assistance to the Participant. The amount of Agency Assistance shall be based on certain allowable costs for completion of each Phase. Payment of Agency Assistance shall follow one of the following processes:

### 1. Direct Payment to Contractor(s)

The contractor(s) shall promptly, upon the completion of each Phase, complete and submit to the Agency a Phase Completion Notice and all invoices, check requests, and other information evidencing the actual costs for the construction and

development of each Phase. The completion of each Phase, in accordance with the milestones established in the Phasing and Installment Plan, shall be deemed to be a condition precedent to the Agency's funding of Agency Assistance. The Agency shall directly pay the contractor(s) for eligible invoices upon receipt and review of the Phase Completion Notice and cost information and only after each Phase has been completed as solely determined by the Agency.

## 2. Phase Reimbursements to Participant

The Participant shall promptly, upon the completion of each Phase, complete and submit to the Agency a Phase Completion Notice and all invoices, receipts, cancelled checks, and other information evidencing the actual costs incurred for the construction and development of each Phase. The completion of each Phase, in accordance with the milestones established in the Phasing and Installment Plan, shall be deemed to be a condition precedent to the Agency's funding of Agency Assistance. Such amount shall be reimbursed to the Participant after the Phase Completion Notice and cost information has been reviewed by Agency staff and only after each Phase has been completed as solely determined by the Agency.

## F. Change Orders

Contractor/architect change orders shall not be made without the approval of Agency staff. The Applicant shall be responsible for any approved change orders which may affect the approved bid price.

## G. Filing of Certificate of Project Completion

The Participant shall promptly, upon the completion of all Phases, complete and submit to the Agency the Certificate of Project Completion in the form provided as Attachment No. 7.

# III. USE OF THE SITE

## A. Uses

The Participant covenants and agrees for itself, its successors, its assigns, and every successor in interest to the Site or any part thereof, that the Participant, such successors and such assignees, shall devote the Site to the uses specified in the Program and this Agreement for the periods of time specified therein. The foregoing covenant shall run with the land.

## B. Maintenance

The Participant covenants and agrees for itself, its successors, its assigns, and every successor in interest to the Site that it shall properly maintain all improvements and keep storefronts as well as sides and back of building clean and in good condition at the Participant's own cost and expense for a minimum of five (5) years from the filing of the Certificate of Project Completion. Any damage to the façade is to be repaired immediately by the Participant so that the building remains in good condition and positively contributes to the business area. The maintenance shall include, but not be limited to: landscape maintenance, clean-up maintenance, exterior façade

maintenance, all in good condition and in accordance with the custom and practice generally applicable to commercial buildings and shopping areas within the City of Norco. The Participant agrees to remove all unauthorized or un-permitted banners from the property as a condition of the Agency Assistance.

C. Alterations

The Participant shall agree not to change or alter the improved façade, excluding necessary maintenance as described in Paragraph III.B. above, without prior written approval from the Agency for five (5) years from the filing of the Certificate of Project Completion.

D. Non-Discrimination

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

The Participant shall refrain from restricting the rental, sale or lease of the property on the basis of race, color, creed, religion, sex, marital status, national origin or ancestry of any person. All such deeds, leases or contracts shall contain or be subject to substantially the following nondiscrimination or non-segregation clauses:

1. In deeds: "The grantee herein covenants by and for himself or herself, his or her heirs, executors, administrators, and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land herein conveyed, nor shall the grantee himself or herself or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number or occupancy of tenants, lessees, subtenants, sublessees or vendees in the land herein conveyed. The foregoing covenants shall run with the land."
2. In leases: "The lessee herein covenants by and for himself or herself, his or her heirs, executors, administrators, and assigns, and all persons claiming under or through them, that this lease is made and accepted upon and subject to the following conditions:"

"There shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin or ancestry in the leasing, subleasing, transferring, use, occupancy, tenure or enjoyment of the premises herein leased nor shall the lessee himself or herself or any person claiming under or through him or her, establish or permit any such

practice or practices of discrimination or segregation with reference to the selection, location, number or occupancy of tenants, lessees, subtenants, sublessees or vendors in the premises herein leased.”

3. In contracts: “There shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex marital status, national origin or ancestry in the sale, lease, sublease, transfer, use occupancy, tenure or enjoyment of the premises herein leased nor shall the lessee himself or herself or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number or occupancy of tenants, lessees, subtenants, sublessees or vendees of the premises.”

The covenants established in this Agreement shall without regard to technical classification and designation, be binding for the benefit and in favor of the Agency, its successors and assigns, the City, and any successor in interest to the Site or any part thereof. The covenants, contained in this Agreement shall remain in effect for a period of ten (10) years from date hereof. The covenants against racial discrimination shall remain in effect in perpetuity.

#### E. Access to the Site

The Agency, the City and the Participant shall have the reasonable right of access to the Site without charges or fees, at normal construction hours during the period of construction and thereafter during the term of the Program for the purpose of this Agreement, including, but not limited to, the inspection of the work being performed in constructing the Participant Improvements, and determination of compliance with the long-term covenants concerning use, maintenance, and non-discrimination.

#### F. Banner/Sign

The Participant agrees to post a banner or sign, provided by the Agency, on the building or in the window advertising the Facade Improvement Program. Participant agrees to post banner or sign during construction and for not less than four weeks after completion of the project.

### IV. INSURANCE AND INDEMNITY

A. The Participant hereby agrees to defend, indemnify and hold harmless the City and Agency, and their offices, agents and employees, from and against any and all liability, damages, costs, losses, claims and expenses, however caused, resulting directly or indirectly from or connected with the Participant’s performance of this Agreement, including, but not limited to such liability, cost, damage, loss, claim or expense arising from the death or injury to any person, or damage to real or personal property of the Participant or a contractor, or the City, or the Agency, except where such liability, damages, costs, losses, claims or expenses area caused solely by the negligent or wrongful acts of the City and/or Agency or any of their agents or employees including negligent omissions or commissions of City and/or Agency, their agents, officers or employees.

B. The Participant shall comply with all of the provisions of the Workers' Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Divisions 4 and 5 of the California Government Code, SB975, and all amendments thereto; and all similar state or federal acts or laws applicable; and shall indemnify, defend and hold harmless City and Agency and their agents, officers and employees from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs presented, brought or recovered against City and/or Agency and their agents, officer and employees, for or on account of any liability under any of said acts which may be incurred by reason of any work to be performed by the Participant under this Agreement.

V. DEFAULTS, REMEDIES AND TERMINATION

A. Defaults – General

Failure or delay by either party to perform any covenant, condition, or provision of this Agreement to be observed or performed by such party within the time provided herein constitutes a default under this Agreement.

The injured party shall give written notice of default to the party in default, specifying the default complained of by the injured party. Failure or delay in giving notice shall not constitute a waiver of any default, nor shall it change the times of default. The defaulting party shall immediately commence to cure such default and shall complete such cure within thirty (30) days from the date of the notice or such longer period if the nature of the default is such that more than thirty (30) days is required to cure such default.

Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or any such rights or remedies or deprive either such party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.

B. Legal Actions

1. Institution of Legal Actions

In addition to any other rights or remedies, either party may institute legal action to cure, correct or remedy any default, to recover damages for any default, or to obtain any other remedy consistent with the purposes of this Agreement. Such legal actions must be instituted in the Superior Court of the County of Riverside, State of California, in an appropriate municipal court in that County, or in the Federal District Court for the Central District of California.

2. Applicable Law

The laws of the State of California shall govern the interpretation and enforcement of this Agreement.

### 3. Acceptance of Service Process

In the event that any legal action is commenced by the Participant against the Agency or the City, service of process on the Agency shall be made by personal service upon the Secretary of the Agency, and on the City by personal service upon the City Clerk, or in such other manner as may be provided by law.

In the event that any legal action is commenced by the Agency or the City against the Participant, service of process on the Participant shall be made in such manner as may be provided by law, whether made within or without the State of California.

### C. Rights and Remedies are Cumulative

Except as otherwise expressly stated in this Agreement, the rights and remedies of the parties are cumulative, and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same time or different times, or any other rights or remedies for the same default or any other default by the other party.

### D. Conflicts of Interest

No member, official or employee of the Agency shall have any personal interest, direct or indirect, in this Agreement, nor shall any members, official or employee participate in any decision relating to the Agreement which affects his personal interests or the interests of any corporation, partnership or association in which he is directly or indirectly interested. No member, official or employee of the Agency shall be personally liable to the Participant, or any successor in interest, in the event of any default or breach by the Agency, or for any amount which may become due to the Participant or successor or on any obligation under the terms of this Agreement.

### E. Non-Liability of Officials and Employees of the Commission

No member, official or employee of the Agency shall be personally liable to the Participant, or any successor in interest, in the event of any default or breach by the Agency, or for any amount which may become due to the Participant or successor or on any obligation under the terms of this Agreement.

## VI. ENTIRE AGREEMENT, WAIVERS

This Agreement is executed in three (3) duplicate originals, each of which is deemed to be an original. This Agreement includes pages 1 through 11 and Attachment Nos. 1 through 7 which constitutes the entire understanding and agreement of the parties.

This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties or their predecessors in interest with respect to all or any part of the subject matter hereof.

All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the Agency and Participant, and all amendments hereto must be in writing by the appropriate authorities of the Agency and the Participant.

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

NORCO REDEVELOPMENT AGENCY

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Malcolm Miller, Agency Chairman

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs  
Agency Secretary

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
GWEN Phoenix, LLC, Participant  
Kurt Bierschen, Representative

Approved as to Form:

\_\_\_\_\_  
John Harper  
Agency Counsel

/rg-74622

## ATTACHMENT 1

### LEGAL DESCRIPTION

#### PARCEL 1

THE NORTHERLY 100 FEET AS MEASURED AT RIGHT ANGLES TO THE NORTHERLY LINE OF THE FOLLOWING DESCRIBED PROPERTY:

ALL THAT PORTION OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 6 WEST, AND SECTION 1, TOWNSHIP 3 SOUTH, RANGE 7 WEST, SAN BERNARDINO BASE AND MERIDIAN, AS SHOWN ON A MAP OF RANCHO LA SIERRA, RECORDED IN BOOK 6, PAGE 70 OF MAPS, IN THE OFFICE OF COUNTY RECORDER OF RIVERSIDE COUNTY, CALIFORNIA.

#### PARCEL 2

THE SOUTHERLY 150 FEET MEASURED AT RIGHT ANGLES TO THE SOUTHERLY LINE OF THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 6 WEST, AND SAN BERNARDINO BASE AND MERIDIAN, AS SHOWN ON A MAP OF RANCHO LA SIERRA, RECORDED IN BOOK 6, PAGE 70 OF MAPS, IN THE OFFICE OF COUNTY RECORDER OF RIVERSIDE COUNTY, CALIFORNIA.

SAID LAND IS SITUATED IN THE CITY OF NORCO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

## **ATTACHMENT 2**

### **PARTICIPANT IMPROVEMENTS**

1. Creation of a new front façade to create a more Western theme;
2. Patch and paint façade and retaining wall;
3. Approved façade signage;
4. Reconstruction of existing sign, consistent with new Western facade;
5. Addition of new lighting, including providing Western design elements to an existing light standard;
6. Installation of vinyl split-rail fencing along driveway;
7. Architectural and engineering fees; and
8. Permit and dump fees.

**ATTACHMENT 3**  
**PRELIMINARY TITLE REPORT**



P.O. Box 1193  
Whittier, CA 90609  
Tel # (562) 325-8351  
Fax # (714) 783-3038

## Lot Book Report

Order Number: **21111**

**Customer:**

CITY OF NORCO  
2870 Clark Avenue  
Norco CA 92860

Attn: Deborah DeGrado  
Reference: 130-250-003-6  
IN RE: GWEN-PHOENIX

Order Date: 1/7/2010  
Dated as of: 1/6/2010  
County Name: Riverside

FEE(s):  
Report: \$70.00

Property Address: 3646 Hamner Avenue  
Norco CA 92860

Assessor's Parcel No. : 130-250-003-6

**Assessments:**

Land Value:	\$900,000.00
Improvement Value:	\$200,000.00
Exemption Value:	\$0.00
Total Value:	\$1,100,000.00

## Tax Information

Property Taxes for the Fiscal Year	2009-2010
First Installment	\$5,913.82
Penalty	\$0.00
Status	PAID (PAID THRU 01/31/2009)
Second Installment	\$5,913.82
Penalty	\$0.00
Status	OPEN NOT-PAID (DUE DATE 04/10/2010)



P.O. Box 1193  
Whittier, CA 90609  
Tel # (562) 325-8351  
Fax # (714) 783-3038

Order Number: 21111

Reference: 130-250-003-6

## Property Vesting

The last recorded document transferring title of said property

Dated	03/19/1991
Recorded	03/28/1991
Document No.	100644
D.T.T.	\$1,430.00
Grantor	QEM Companies
Grantee	Gwen-Phoenix, a California General Partnership

## Deeds of Trust

No Deeds of Trust of Record

## Additional Information

NO JUDGMENTS AND/OR LIENS FOUND.

## Legal Description

THE LAND REFERRED TO IN THIS REPORT IS LOCATED IN AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

THE NORTHERLY 100 FEET AS MEASURED AT RIGHT ANGLES TO THE NORTHERLY LINE, OF THE FOLLOWING DESCRIBED PROPERTY;

ALL THAT PORTION OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 6 WEST, AND SECTION 1, TOWNSHIP 3 SOUTH, RANGE 7 WEST, SAN BERNARDINO BASE AND MERIDIAN, AS SHOWN ON A MAP OF RANCHO LA SIERRA RECORDED IN BOOK 6, PAGE 70, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH BEARS SOUTH 01° 47' EAST, A DISTANCE OF 542.26 FEET FROM THE SOUTHEAST CORNER OF LOT 4, BLOCK 1 OF THE TOWNSITE OF NORCO AS PER MAP RECORDED IN BOOK 11, PAGE 4, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY; THENCE WEST A DISTANCE OF 315.56 FEET; THENCE SOUTH 04° 34' WEST, A DISTANCE OF 434.74 FEET FOR THE POINT OF BEGINNING OF THE PARCEL OF LAND TO BE DESCRIBED; THENCE SOUTH 04" 34'



P.O. Box 1193  
Whittier, CA 90609  
Tel # (562) 325-8351  
Fax # (714) 783-3038

Order Number: 21111

Reference: 130-250-003-6

WEST, A DISTANCE OF 116.85 FEET, THE LAST TWO COURSES AND DISTANCES BEING FORMERLY OF RECORD AS 04° 34' WEST, 550.73 FEET; THENCE SOUTH 15° 25' WEST, A DISTANCE OF 283 FEET; THENCE SOUTH 33° 55' WEST, A DISTANCE 174.82 FEET; THENCE EAST A DISTANCE OF 405.68 FEET TO THE WESTERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY; THENCE NORTH 07' 29' EAST ALONG THE WESTERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, A DISTANCE OF 299.62 FEET; THENCE ON A CURVE TO THE LEFT, HAVING A RADIUS OF 2,940 FEET, THROUGH AN ANGLE OF 04° 37' 40" A DISTANCE OF 237.46 FEET; THENCE WEST 284.01 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM ONE-HALF OF ALL OIL, GAS OR OTHER HYDROCARBON SUBSTANCES, LYING OR FLOWING BENEATH A SURFACE DEPTH OF 200 FEET WITHOUT, HOWEVER, RIGHT OF SURFACE ENTRY TO DEVELOP OR EXTRACT SAME, AS SET OUT IN DEED FROM CLARENCE E. SHERMAN, ET UX, RECORDED JULY 22, 1957 AS INSTRUMENT NO. 53519, OFFICIAL RECORDS.

PARCEL 2:

THE SOUTHERLY 150 FEET MEASURED AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 6 WEST, AND SAN BERNARDINO BASE AND MERIDIAN, AS PER MAP OF RANCHO LA SIERRA RECORDED IN BOOK 6, PAGE 70, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 4 IN BLOCK 1 OF THE TOWNSITE OF NORCO AS PER MAP RECORDED IN BOOK 11, PAGE 4, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY; THENCE SOUTH 1° 47' EAST, 642.32 FEET; THENCE WEST 71.42 FEET TO A POINT ON THE WESTERLY LINE OF THAT PORTION CONDEMNED FOR PUBLIC HIGHWAY BY ORDER OF THE COUNTY OF RIVERSIDE RECORDED MARCH 2, 1943 IN BOOK 571, PAGE 330, OFFICIAL RECORDS, FOR THE POINT OF BEGINNING; THENCE CONTINUING WEST, 78.58 FEET; THENCE NORTH 1° 47' WEST, 100.06 FEET; THENCE WEST 165.56 FEET; THENCE SOUTH 4° 34' WEST, 434.74 FEET; THENCE EAST 284.10 FEET TO A POINT ON THE WESTERLY LINE OF SAID PORTION CONDEMNED FOR PUBLIC HIGHWAY, HEREIN REFERRED TO BEING A POINT ON A CURVE CONCAVE WESTERLY WITH A RADIUS OF 2,940 FEET; THENCE NORTHERLY ON THE ARC OF SAID CURVE AND SAID WESTERLY LINE 333.57 FEET TO THE POINT OF BEGINNING.

SAID LAND IS SITUATED IN THE CITY OF NORCO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.



NATIONAL TITLE INSURANCE COMPANY  
AND WHEN RECORDED MAIL THIS DEED AND, UNLESS  
OTHERWISE SHOWN BELOW, MAIL TAX STATEMENTS TO:

NAME  
**GWEN-PHOENIX, a General Partnership**  
STREET ADDRESS  
**c/o Mr. Michael Niven  
G & N Management Inc.  
4333 Woodman Avenue  
Sherman Oaks, CA 91423**

**PAID**  
Doc. Transfer Tax  
**WILLIAM E. CONROY**  
Riv. Co. Recorder

**RECEIVED FOR RECORD**  
AT 10:30 O'CLOCK A.M.  
At Request of  
**FIDELITY NAT'L TITLE COMPANY**

**MAR 28 1991**

Recorded in Official Records  
of Riverside County, California  
*[Signature]*  
Recorder  
Fees \$

**SURVEYORS  
Monument Fund  
\$10.00**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

130-	250-	003-	6	ALL PTN
------	------	------	---	------------

Title Order No. **104673**  
Escrow or Loan No. **8328**

### Partnership Grant Deed

The undersigned grantor(s) declare(s):  
Documentary transfer tax is \$ **1,430.00**  
(  ) computed on full value of property conveyed, or  
( ) computed on full value less value of liens and encumbrances remaining at time of sale.  
( ) Unincorporated area: (  ) City of **NORCO**, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**QEM COMPANIES,**

a **General** partnership organized under the laws of the State of **California**

hereby **GRANTS** to

**GWEN-PHOENIX, a California General Partnership**

the following described real property in the **City of Norco**  
County of **Riverside**, State of California:

**EXACT LEGAL DESCRIPTION IS ATTACHED HERETO AND BY THIS REFERENCE MADE A PART  
HEREOF, MARKED EXHIBIT "A"**

Dated: **March 19, 1991**

STATE OF CALIFORNIA } ss.  
COUNTY OF **Orange**

On this **21<sup>st</sup>** day of **March**  
19 **91**, before me, the undersigned, a Notary Public in and  
for said County and State, personally appeared **VICTOR H.  
BOYD, II and GREGORY D. McCLELLAND**

\_\_\_\_\_ personally known to me to be  
**two**

of the partners of the partnership that executed the within instrument,  
and acknowledged to me that such partnership executed the same  
WITNESS my hand and official seal

Signature *[Signature]*

Name (Typed or Printed)

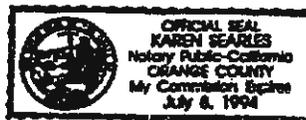
**QEM COMPANIES, a General Partnership**

By: *[Signature]*  
**VICTOR H. BOYD, II** Partner

By: *[Signature]*  
**GREGORY D. McCLELLAND** Partner

By: \_\_\_\_\_ Partner

By: \_\_\_\_\_ Partner



(This area for official use)

104673-77  
Mar. 28, 1991

EXHIBIT A

Parcel 1:

The Northerly 100 feet as measured at right angles to the Northerly line, of the following described property:

All that portion of Section 6, Township 3 South, Range 6 West, and Section 1, Township 3 South, Range 7 West, San Bernardino Base and Meridian, as shown on a map of Rancho La Sierra recorded in Book 6, page 70, of Maps, in the Office of the County Recorder of Riverside County, Described as follows:

Beginning at a point which bears South 01° 47' East, a distance of 542.26 feet from the Southeast corner of Lot 4, Block 1 of the Townsite of Norco as per map recorded in Book 11, page 4, of Maps, in the Office of the County Recorder of Riverside County; thence West a distance of 315.56 feet; thence South 04° 34' West, a distance of 434.74 feet for the point of beginning of the parcel of land to be described; thence South 04° 34' West, a distance of 116.85 feet, the last two courses and distances being formerly of record as 04° 34' West, 550.73 feet; thence South 15° 25' West, a distance of 283 feet; thence South 33° 55' West, a distance 174.82 feet; thence East a distance of 405.68 feet to the Westerly right of way line of the state highway; thence North 07° 29' East along the Westerly right of way line of the state highway, a distance of 299.62 feet; thence on a curve to the left, having a radius of 2,940 feet, through an angle of 04° 37' 40" a distance of 237.46 feet; thence West 284.01 feet, more or less, to the point of beginning.

Excepting therefrom one-half of all oil, gas or other hydrocarbon substances, lying or flowing beneath a surface depth of 200 feet without, however, right of surface entry to develop or extract same, as set out in Deed from Clarence E. Sherman, et ux, recorded July 23, 1957 as Instrument No. 53519, Official Records.

Parcel 2:

The Southerly 150 feet measured at right angles from the Southerly line of that portion of the Southwest quarter of Section 6, Township 3 South, Range 6 West, San Bernardino Base and Meridian, as per map of Rancho La Sierra recorded in Book 6, Page 70, of Maps, in the Office of the County Recorder of Riverside County, described as follows:

Beginning at the Southeast corner of Lot 4 in Block 1 of the townsite of Norco as per map recorded in Book 11, page 4, of Maps, in the Office of the County Recorder of Riverside County; thence South 1° 47' East, 642.32 feet; thence West 71.42 feet to a point on the Westerly line of that portion condemned for public highway by order of the County of Riverside recorded March 2, 1943 in Book 571, page 330, Official Records, for the point of beginning; thence continuing West, 78.58 feet; thence North 1° 47' West, 100.06 feet; thence West 165.56 feet; thence South 4° 34' West, 434.74 feet; thence East 284.10 feet to a point on the Westerly line of said portion condemned for public highway, herein referred to being a point on a curve concave Westerly with a radius of 2,940 feet; thence Northerly on the arc of said curve and said Westerly line 333.57 feet to the point of beginning.

Said land is situated in the City of Norco, County of Riverside, State of California.

1-22-91-7-7

Mar. 28, 1991

**ATTACHMENT 4**

**COPY OF BUILDING LEASE**

**[EXCERPT— COMPLETE LEASE AVAILABLE AT ECONOMIC DEVELOPMENT DEPARTMENT]**

**SECOND AMENDMENT TO STANDARD INDUSTRIAL/COMMERCIAL  
SINGLE-TENANT LEASE - NET**

THIS SECOND AMENDMENT TO STANDARD INDUSTRIAL/ COMMERCIAL LEASE (this "Amendment") is entered into as of May 1 2009, ("Effective Date"), by and between GWEN Phoenix llc a Delaware limited liability company ("Lessor") as successor in interest through merger with GWEN Phoenix a California general partnership and Ron L. Barnard ("Lessee") (together "the Parties")

A. Lessor and Lessee entered into that certain Standard Industrial/ Commercial Lease dated March 20th 2001 and First Amendment dated April 5<sup>th</sup>, 2008 (the "Lease") for that certain 5,500 square foot premises located at 3646 Hamner Avenue, Riverside California 92860 (the "Premises").

B. Lessee and Lessor now desire to modify and reaffirm the Lease under the terms outlined below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Rent.

a. for period May 1, 2009 to December 31, 2009

- i. Monthly Base Rent shall be shall be partially abated to \$5,275 per month;
- ii. Additional Rent for real property taxes will continue on at \$725 per month;
- iii. Resulting total rent payment due May 1, 2009 through December 31<sup>st</sup>, 2009 (i+ii above) equals \$6,000.

b. for the period January 1, 2010 through March 31, 2013

- i. Monthly Base Rent shall resume at \$7,500 per month until again becoming subject again to a 3% annual increases on April 1<sup>st</sup> 2011 and April 1<sup>st</sup> 2012.
- ii. Payments for real property taxes will continue to be made on Lessee's behalf by Lessor who shall bear all responsibility for making such payments on time. Lessee shall reimburse Lessor on a monthly basis for the direct costs in the form of additional rent which shall be added to Base Rent otherwise due under the Lease.

For the period of January 1<sup>st</sup> 2010 through March 31<sup>st</sup> 2011 the total monthly amount of this additional payment shall be \$725 and shall be adjusted on an annual basis thereafter as may be required to equal Lessor's direct costs.

iii. Resulting total rent payment due January 1, 2010 (i+ii above)  
equals \$8,225.

2. Miscellaneous.

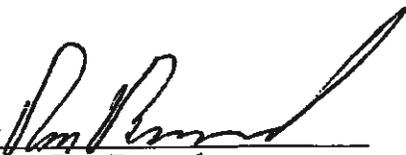
- a. All other terms and provisions of the Lease shall remain unchanged and the Lease shall continue in full force and effect.
- b. Lessee acknowledges that time is of the essence with regard to this Amendment. In the event that two fully executed original Amendments are not delivered to Lessor within 10 business days of the Effective Date, Lessor shall bear no duty or obligation to accept the terms of this Amendment.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the Effective Date.

LESSEE

Ron Barnard  
3646 Hamner Avenue  
Riverside California 92860

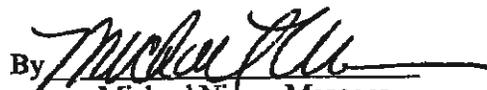
By

  
Ron Barnard

LESSOR

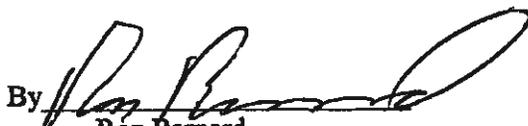
GWEN Phoenix llc  
a Delaware limited liability company  
136 So. El Camino Drive  
Beverly Hills, California 90212

By

  
Michael Niven, Manager

GUARANTORS

By

  
Ron Barnard

**PLANNED**  
Date:

**FIRST AMENDMENT TO STANDARD INDUSTRIAL/COMMERCIAL SINGLE-TENANT LEASE - NET**

THIS FIRST AMENDMENT TO STANDARD INDUSTRIAL/ COMMERCIAL LEASE (this "Amendment") is entered into as of April 5th 2008. ("Effective Date"), by and between GWEN Phoenix llc a Delaware limited liability company ("Lessor") as successor in interest through merger with GWEN Phoenix a California general partnership and Ron L. Barnard ("Lessee") (together "the Parties")

A. Lessor and Lessee entered into that certain Standard Industrial/ Commercial Lease dated March 20th 2001 (the "Lease") for that certain 5,500 square foot premises located at 3646 Hamner Avenue, Riverside California 92860 (the "Premises").

B. Lessee and Lessor now desire to reaffirm and extend the Lease under the terms outlined below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Option to Extend. Lessee is hereby granted one five-year option to renew the Lease for the period of the Effective Date through March 31<sup>st</sup> 2013 ("Option Term"). Notice of exercise of this option is served by Lessee concurrent with execution of this Amendment.
2. Rent.
  - a. Monthly Base Rent shall be set back to \$7,500 per month until again becoming subject again to a 3% annual increases on April 1<sup>st</sup> 2010, April 1<sup>st</sup> 2011 and April 1<sup>st</sup> 2012.
  - b. Payments for real property taxes will continue to be made on Lessee's behalf by Lessor who shall bear all responsibility for making such payments on time. Lessee shall reimburse Lessor on a monthly basis for the direct costs in the form of additional rent which shall be added to Base Rent otherwise due under the Lease. For the period of May 1<sup>st</sup> 2008 through March 31<sup>st</sup> 2013 the total monthly amount of this additional payment shall be \$725 and shall be adjusted on an annual basis thereafter as may be required to equal Lessor's direct costs.
  - c. Resulting total rent payment due May 1, 2008 (a+b above) equals \$8,225.
3. Miscellaneous.
  - a. Lessor shall continue to bear all responsibility for costs related to septic tank / sewer connection projects for the Premises.

- b. All other terms and provisions of the Lease shall remain unchanged and the Lease shall continue in full force and effect.
- c. Lessee acknowledges that time is of the essence with regard to this Amendment. In the event that two fully executed original Amendments are not delivered to Lessor within 10 business days of the Effective Date, Lessor shall bear no duty or obligation to accept the terms of this Amendment.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the Effective Date.

**LESSEE**

Ron Barnard  
3646 Hamner Avenue  
Riverside California 92860

By   
Ron Barnard  
6/4/08

**LESSOR**

GWEN Phoenix llc  
a Delaware limited liability company  
116 So. El Camino Drive  
Beverly Hills, California 90212

By   
Michael Niven, Manager

**GUARANTORS**

By   
Ron Barnard

By   
~~Maria L. Malo-Barnard~~

**ATTACHMENT 5**

**CONTRACTOR SELECTION FORMS**

**[SELECTED GENERAL CONTRACTOR AND SELECTED SIGN CONTRACTOR]**

THE REDEVELOPMENT AGENCY OF THE CITY OF NORCO  
FAÇADE IMPROVEMENT PROGRAM

CONTRACTOR BID FORM

**PROJECT INFORMATION**

Business Name: HCA Homes and Land

Business Address: 3646 Hammen Ave, Norco CA 92860

**CONTRACTOR INFORMATION**

Contractor's Name: A.B.S. CONSTRUCTION

Contractor's License No.: B 915820

Mailing Address: PO BOX 33307, Riverside CA 92519

Telephone Number(s): (951) 685-5551

Fax Number: (951) 479-9065

Email: absconstruction@live.com

**IMPROVEMENTS**

Specific improvements to be completed by the contractor:

See attached list

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**CONSTRUCTION COST**

Total Construction Cost: 31,320

**CERTIFICATIONS**

1. State of California Contractor's License

I (We) certify that the contractor has a valid State of California Contractor's License.

2. City of Norco Business License

I (We) certify that the contractor has a valid City of Norco business license.

3. Insurance

I (We) certify that the contractor has insurance with a minimum of \$1,000,000 per incident.

4. Prevailing Wage

I (We) certify that the contractor shall pay established prevailing wage rates to all employees performing work at the project site, pursuant to the requirements of the California Labor Code, Section 1771.

I (We) certify that the contractor shall provide the City with the necessary support documentation as required by law.

5. Equal Employment Opportunity (EEO)

I (We) certify that the contractor shall comply with EEO provisions relative to Executive Order 11246 and related acts, rules, and regulations.

I (We) certify that the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

Bill Feist  
SIGNATURE OF CONTRACTOR

2/10/10  
DATE

Bill Feist  
PRINT NAME

[Signature]  
SIGNATURE OF APPLICANT

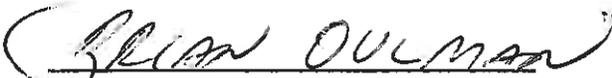
2/10/10  
DATE

Ron Bonnard  
PRINT NAME

APPROVED:

  
\_\_\_\_\_  
SIGNATURE OF AGENCY

3-2-2010  
DATE

  
\_\_\_\_\_  
PRINT NAME

THE REDEVELOPMENT AGENCY OF THE CITY OF NORCO  
FAÇADE IMPROVEMENT PROGRAM

CONTRACTOR BID FORM

**PROJECT INFORMATION**

Business Name: HCA Homes and Land

Business Address: 3646 Hammer Ave Norco, CA 92860

**CONTRACTOR INFORMATION**

Contractor's Name: Southwest Sign Company

Contractor's License No.: #724929

Mailing Address: 1611 Jenks Dr. Corona CA 92880

Telephone Number(s): (951) 734-6275

Fax Number: (951) 735-9667

Email: WWW.SOUTHWESTSIGN.COM

**IMPROVEMENTS**

Specific improvements to be completed by the contractor:

New Sign on Front of Building - Per Design

**CONSTRUCTION COST**

Total Construction Cost: 11,968.00 + Permits

**CERTIFICATIONS**

1. State of California Contractor's License

I (We) certify that the contractor has a valid State of California Contractor's License.

2. City of Norco Business License

I (We) certify that the contractor has a valid City of Norco business license.

3. Insurance

I (We) certify that the contractor has insurance with a minimum of \$1,000,000 per incident.

4. Prevailing Wage

I (We) certify that the contractor shall pay established prevailing wage rates to all employees performing work at the project site, pursuant to the requirements of the California Labor Code, Section 1771.

I (We) certify that the contractor shall provide the City with the necessary support documentation as required by law.

5. Equal Employment Opportunity (EEO)

I (We) certify that the contractor shall comply with EEO provisions relative to Executive Order 11246 and related acts, rules, and regulations.

I (We) certify that the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

  
SIGNATURE OF CONTRACTOR

1/20/10  
DATE

Jack Fovell  
PRINT NAME

  
SIGNATURE OF APPLICANT

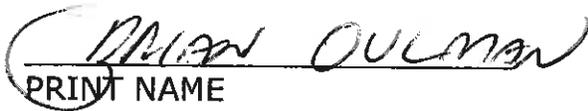
1/15/10  
DATE

Paul Bernard  
PRINT NAME

APPROVED:

  
SIGNATURE OF AGENCY

3-2-2010  
DATE

  
PRINT NAME

## ATTACHMENT 6

### PHASING & INSTALLMENT PLAN

The contractors for the project shall be paid in the following not-to-exceed installments, upon acceptance of invoices by owner:

General Contractor:

**\$6,600**, or one-third of total, less ten percent (10%) retention, when construction is one-third completed.

**\$6,600**, or one-third of total, less ten percent (10%) retention, when construction is two-thirds completed.

**\$6,600**, or one-third of total, less ten percent (10%) retention, when construction is 100 percent (100%) completed.

A final retention payment of **\$2,200** will be released after all OPA provisions have been met, and a Certificate of Completion has been recorded with Riverside County.

Sign Contractor:

**\$5,400**, or one-half of total, less ten percent (10%) retention, when construction is one-half completed.

**\$5,400**, or one-half of total, less ten percent (10%) retention, when construction is 100 percent (100%) completed.

A final retention payment of **\$1,200** will be released after all OPA provisions have been met, and a Certificate of Completion has been recorded with Riverside County.

**ATTACHMENT 7**  
**CERTIFICATE OF COMPLETION**

**RECORDING REQUESTED BY:** )  
 Norco Redevelopment Agency )  
 2870 Clark Avenue )  
 Norco, CA 92860 )  
 )  
**AND WHEN RECORDED MAIL TO:** )  
 Norco Redevelopment Agency )  
 2870 Clark Avenue )  
 Norco, CA 92860 )  
 Attention: Agency Secretary )  
 )

(Space above for Recorder's Use Only)

**CERTIFICATE OF COMPLETION  
 FOR  
 CONSTRUCTION AND DEVELOPMENT**

WHEREAS, the **Norco Redevelopment Agency**, a public body, corporate and politic, hereinafter referred to as "Agency," and **GWEN Phoenix, LLC**, hereinafter referred to as "Participant," entered into an Owner Participation Agreement dated **March 17, 2010** (the "OPA") regarding certain real Property situated in the City of Norco, California described on Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, pursuant to the OPA, the Agency shall furnish the Participant with a Certificate of Completion ("Certificate") upon completion of construction and development, which Certificate shall be in such form as to permit it to be recorded in the Recorder's Office of Riverside County; and

WHEREAS, such Certificate shall be conclusive determination of satisfactory completion of the construction and development required by the OPA on the Site; and

WHEREAS, the Agency has conclusively determined that the construction and development on the above described real property required by the OPA on the Site has been satisfactorily completed.

NOW, THEREFORE,

1. As provided in said OPA, the Agency does hereby certify that the construction and development on the Site has been fully performed and completed. Any requirements for operation pursuant to the OPA which is on file with the Agency as a public record and incorporated herein by reference, shall remain enforceable according to their terms.
2. Nothing contained in this instrument shall modify in any other way any other provisions of the OPA.

IN WITNESS WHEREOF, the Agency has executed this Certificate this \_\_\_\_ day  
of \_\_\_\_\_, 2010.

NORCO REDEVELOPMENT AGENCY,  
a public body, corporate and politic

By: \_\_\_\_\_  
Malcolm Miller

Its: Chair Person

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs  
Secretary, Norco Redevelopment Agency



# *Proposed Façade Improvements*

## **3646 Hamner Avenue Existing Condition**





# *Proposed Façade Improvements*

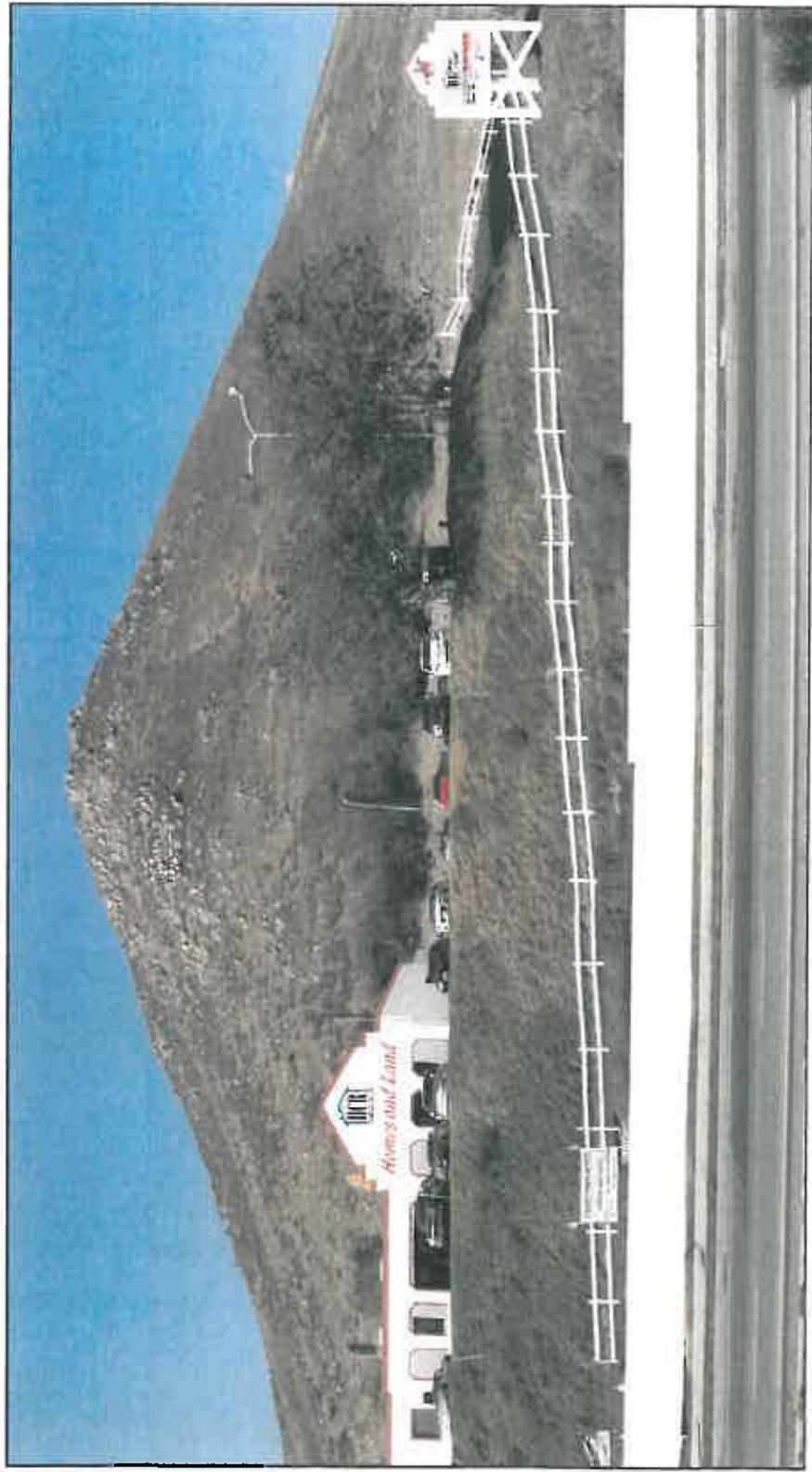
## *New Façade with New Sign*





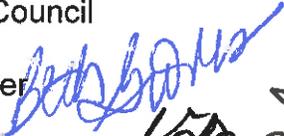
# *Proposed Façade Improvements*

## *Final Appearance*



# CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, Executive Director/City Manager 

PREPARED BY: Andy Okoro, Deputy City Manager / Finance Director   
Marshall F. Linn, Financial Advisor to the City/Agency

DATE: March 17, 2010

SUBJECT: Proposed Ordinance Amending Certain Time Limitations with Respect to the Redevelopment Plan for the Norco Redevelopment Project Area No. One

RECOMMENDATION: Adopt Ordinance Amending Certain Time Limitations with Respect to the Redevelopment Plan for the Norco Redevelopment Project Area No. One for first reading.

**SUMMARY:** As required by state law, the Redevelopment Agency made payments to the Educational Revenue Augmentation Fund ("ERAF") in Fiscal Years 2004-05 and 2005-06. In return, Redevelopment Law allows the Agency to extend the term of the Redevelopment Plan and the last date to collect tax increment by two years.

**BACKGROUND/ANALYSIS:** The proposed Ordinance will extend the effectiveness date of the Redevelopment Plan for the original area (the "Original Plan") and 1983 Amendment area (the "1983 Amendment Plan") by two years. The time limit to repay indebtedness for the Original Plan and the 1983 Amendment Plan will also be extended by two years, pursuant to Health & Safety Code Section 33681.12.

The new final dates to collect tax increment and repay indebtedness will be July 15, 2034 for the Original Plan, and November 16, 2036 for the 1983 Amendment Plan.

A Public Hearing will be held to receive any comments regarding the proposed Ordinance. At the conclusion of the Public Hearing, the City Council may consider the Ordinance for first reading.

**FINANCIAL IMPACT:** Based on the additional two years of tax increment allocation, the estimated additional tax increment to be allocated to the Agency in the final two years of the Redevelopment Plan is approximately \$14 million.

/bj-75055

Attachment: Ordinance for First Reading

## ORDINANCE NO. \_\_\_\_\_

### **AN ORDINANCE OF THE CITY OF NORCO AMENDING CERTAIN TIME LIMITATIONS WITH RESPECT TO THE REDEVELOPMENT PLAN FOR THE NORCO REDEVELOPMENT PROJECT AREA NO. ONE**

WHEREAS, the City Council of the City of Norco (the "City Council" and the "City," respectively) has previously adopted a redevelopment plan (the "Original Plan") prepared in accordance with the California Community Redevelopment Law (the "Redevelopment Law"; Health and Safety Code, Section 33000 et seq.) for the Norco Redevelopment Project Area No. One, a redevelopment project area, by Ordinance No. 458 on July 15, 1981, encompassing certain land (the "Original Area") within the City; and

WHEREAS, pursuant to Ordinance No. 502 adopted on November 16, 1983, the City Council approved Amendment No. 1 to the Redevelopment Plan for the Norco Redevelopment Project Area No. One (the "1983 Amendment Plan"), which added certain territory (the "Added Territory") to the Original Area (collectively, the "Amended Plan" and the "Amended Project Area"); and

WHEREAS, with respect to redevelopment plans adopted on or before December 31, 1993 for which an Educational Revenue Augmentation Fund ("ERAF") payment is made pursuant to Section 33681.12 of the Redevelopment Law, Section 33333.6 of the Redevelopment Law provides that when a redevelopment agency is required to make payments pursuant to Health and Safety Code Section 33681.12, the legislative body may amend the redevelopment plan to extend by one year, for each year a payment is made, the time limit on the effectiveness of the redevelopment plan and the time limit to repay indebtedness or receive property taxes pursuant to Section 33670 of the Redevelopment Law by adopting an ordinance, without the necessity of compliance with Section 33354.6 of the Redevelopment Law or Article 12 (commencing with Health and Safety Code Section 33450) or any other provision of the Redevelopment Law related to the amendment of redevelopment plans, provided that certain findings are made pursuant to Section 33333.6(e)(2)(D); and

WHEREAS, the Agency made the Fiscal Year 2004-05 and Fiscal Year 2005-06 payments for deposit in the Riverside County ERAF pursuant to Section 33681.12 of the Redevelopment Law; and

WHEREAS, the Agency and the City Council desire that the Original Plan and the 1983 Amendment Plan be amended to extend by an additional two years the time limit on the effectiveness of each Plan and the time limit to repay indebtedness or receive property taxes pursuant to Section 33670(b) of the Redevelopment Law on account of the Agency's Fiscal Year 2004-05 and Fiscal Year 2005-06 ERAF payments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and a substantive part of this Ordinance.

Section 2. The City Council hereby finds and determines with respect to the Amended Plan as follows:

(a) Funds used to make the Fiscal Year 2004-05 and the Fiscal Year 2005-06 ERAF payments would otherwise have been used to pay the cost of projects and activities necessary to carry out the goals and objectives of the Amended Plan.

(b) The Agency is in compliance with the requirements of Health and Safety Code Section 33334.2.

(c) The Agency has adopted an implementation plan in accordance with the requirements of Health and Safety Code Section 33490.

(d) The Agency is in compliance with subdivisions (a) and (b) of Health and Safety Code Section 33413.

(e) The Agency is not subject to sanctions pursuant to Health and Safety Code Section 33334.12 for failure to expend, encumber or disburse excess surplus.

Section 3. On March 17, 2010, the City Council held a duly noticed public hearing on the adoption of this Ordinance.

Section 4. Pursuant to Section 33333.6(e)(2)(C) of the Redevelopment Law, the Council hereby establishes July 15, 2024 as the date upon which the effectiveness of the Original Plan shall terminate.

Section 5. Pursuant to Section 33333.6(e)(2)(C) of the Redevelopment Law, the Council hereby establishes November 16, 2026 as the date upon which the effectiveness of the 1983 Amendment Plan shall terminate.

Section 6. Pursuant to Section 33333.6(e)(2)(C) of the Redevelopment Law, the Council hereby establishes July 15, 2034 as the latest date on which the Agency shall pay indebtedness with respect to the Original Area or receive property taxes from the Original Area pursuant to Section 33670(b) of the Redevelopment Law, except as provided in Section 33333.6(f) and Section 33333.6(g) of the Redevelopment Law.

Section 7. Pursuant to Section 33333.6(e)(2)(C) of the Redevelopment Law, the Council hereby establishes November 16, 2036 as the latest date on which the Agency shall pay indebtedness with respect to the Added Territory or receive property

taxes from the Added Territory pursuant to Section 33670(b) of the Redevelopment Law, except as provided in Section 33333.6(f) and Section 33333.6(g) of the Redevelopment Law.

Section 8. EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

Section 9. SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

Section 10. POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

Section 11. The enactment of this Ordinance is not a project pursuant to the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) and CEQA Guidelines (14 Cal. Code Regs Section 15000 et seq.), and specifically Section 15378(b)(4) because the actions described herein are the continuation of an existing governmental funding mechanism and a fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. Because enactment of this Ordinance is not a project for CEQA purposes, this action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), and the City Clerk is directed to file a Notice of Exemption with the County Clerk pursuant to CEQA Guidelines Section 15062 within five days of the adoption date of this Ordinance.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held April 7, 2010.

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on March 17, 2010 and thereafter at a regular meeting of said City Council duly held on April 7, 2010, it was duly passed and adopted by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on April 7, 2010.

---

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

/bj-75007

## **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, City Manager/Executive Director

**DATE:** March 17, 2010

**SUBJECT:** Development of 122 Acres of Property Known as the  
Silverlakes Equestrian and Sports Park

**RECOMMENDATION:** Continue the Joint Public Hearing to April 21, 2010.

**SUMMARY:** This public hearing includes several interrelated documents and actions related to the Silverlakes project on Hamner Avenue at the north end of the City. Staff has been working diligently with the Belstarr development team to negotiate the provisions in these complex agreements. Progress continues to be made and the developer has continued to fund the staff and consultant costs associated with the process. Continuing the joint public hearing item will assure that all necessary documents and agreements are ready in order to provide a complete package to the City Council/Agency Board for consideration.

/bj-74123

# CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, Executive Director/City Manager

PREPARED BY: Andy Okoro, Deputy City Manager/Finance Director  
Marshall F. Linn, Financial Advisor to the City/Agency

DATE: March 17, 2010

SUBJECT: Norco Redevelopment Agency 2010 Refunding Tax Allocation Bonds

RECOMMENDATION: Adopt **CRA Resolution No. 2010-\_\_\_**, approving the Forms of and Authorizing the Execution of an Indenture of Trust, a Bond Purchase Contract, A Continuing Disclosure Agreement, A Refunded Bonds Escrow Agreement and an Official Statement Relating to the Issuance of the Agency's Tax Allocation Refunding Bonds;

Adopt **Resolution No. 2010-\_\_\_**, approving the Sale of Tax Allocation Refunding Bonds, Issue of 2010, to Refund the Agency's Outstanding 2000 and 2003 Tax Allocation Bonds; and

Adopt **NFA Resolution No. 2010-\_\_\_**, approving the Forms of and Authorizing the Execution of an Indenture of Trust, a Bond Purchase Contract, A Continuing Disclosure Agreement, a Refunded Bonds Escrow Agreement and an Official Statement Relating to the Issuance of the Agency's Refunding Tax Allocation Bonds and Approving Certain Actions in Connection Therewith.

**SUMMARY:** The issuance of the proposed Refunding Tax Allocation Bonds (the "2010 Bonds") by the Agency will provide estimated net bond proceeds in the approximate amount of \$21,833,000, for the purpose of refunding the outstanding 2000 and 2003 Tax Allocation Bonds (the "Refunded Bonds"). The Agency will realize a debt service savings of approximately \$4 million over the next three years.

**BACKGROUND/ANALYSIS:** The Agency has previously issued Tax Allocation Bonds in 2000 (the "2000 Bonds"), 2001 (the "2001 Bonds"), 2003 (the "2003 Bonds"), and 2005 (the "2005 Bonds"). In order to create a cash flow savings over the next three fiscal years, the proposed 2010 Bonds will refund the 2000 Bonds and the 2003 Bonds. The 2001 Bonds and 2005 Bonds will remain outstanding, and will have a parity claim on tax increment revenues with the proposed 2010 Bonds. A cash flow savings will be created by extending the bond debt term, and by funding a capitalized interest account from bond proceeds to make the interest payments on the 2010 Bonds through September 1, 2011.

The 2010 Bonds will be issued in the approximate principal amount of \$24.5 million, and provide net proceeds of approximately \$21.8 million, after funding the capitalized interest account, paying all costs of issuance, underwriter's discount, and funding a debt service reserve fund. From the net proceeds, the Agency will provide for the repayment of the 2000 Bonds and 2003 Bonds.

The 2010 Bonds will have a final maturity date of March 1, 2036 based on the newly extended Project Area term dates ("ERAF Extension"). The cash flow savings created by the issuance of the 2010 Bonds will be approximately \$1.5 million in FY 2010-11 and in FY 2011-12, and approximately \$1 million in FY 2012-13.

It is anticipated that the 2010 Bonds will be priced and sold by the third week of April, with a bond closing tentatively scheduled for May 11, 2010. Forms of the preliminary Official Statement, Indenture of Trust, Bond Purchase Agreement, Refunding Escrow Agreement and Continuing Disclosure Agreement are on file with the City Clerk. Representatives from the Finance Team will be in attendance at the combined City/Agency/ Financing Authority meeting to answer any questions.

**FINANCIAL IMPACT:** The 2010 Bonds are not a debt of the City of Norco, State of California, or any of its political subdivisions (except for the Agency) and neither said City or State are liable for repayment of the 2010 Bonds. The repayment of the 2010 Bonds is payable solely from Pledged Tax Revenues, which is tax increment revenues generated in the Redevelopment Project Area.

/bj-75053

Attachments:

CRA Resolution No. 2010-\_\_\_\_

Resolution No. 2010-\_\_\_\_

NFA Resolution No. 2010-\_\_\_\_

*Complete bond issuance documents are on file with the Office of the City Clerk.*

## **CRA RESOLUTION NO. 2010-\_\_\_\_**

### **RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING THE FORMS OF AND AUTHORIZING THE EXECUTION OF AN INDENTURE OF TRUST, A BOND PURCHASE CONTRACT, A CONTINUING DISCLOSURE AGREEMENT, A REFUNDED BONDS ESCROW AGREEMENT AND AN OFFICIAL STATEMENT RELATING TO THE ISSUANCE OF THE AGENCY'S TAX ALLOCATION REFUNDING BONDS**

WHEREAS, the Agency is a redevelopment agency (a public body, corporate and politic) duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the Community Redevelopment Law (Part 1 of Division 24 (commencing with Section 33000) of the Health and Safety Code of the State of California), and the powers of the Agency include the power to issue Bonds or Bonds for any of its corporate purposes; and

WHEREAS, the Redevelopment Plan for a redevelopment project known and designated as the "Norco Redevelopment Project Area No. One" has been adopted and approved by Ordinance No. 458 of the City of Norco on July 15, 1981 and has been amended by Ordinance No. 502 adopted and approved on November 16, 1982 and Ordinance No. 537 adopted on May 1, 1985, Ordinance No. 683 adopted on December 1, 1993, Ordinance No. 896 adopted on July 2, 2008, and Ordinance No. \_\_\_ to be adopted on April 7, 2010 and all requirements of law for and precedent to the adoption and approval of the Redevelopment Plan, as amended, have been duly complied with; and

WHEREAS, the Agency has previously issued its Norco Redevelopment Agency, Norco Redevelopment Project Area No. One, 2000 Tax Allocation Bonds and its Norco Redevelopment Project No. One, 2003 Tax Allocation Bonds ("Refunded Bonds"); and

WHEREAS, for the corporate purposes of the Agency, the Agency deems it necessary to issue at this time tax allocation refunding Bonds in a principal amount Not to Exceed Twenty-Six Million Dollars (\$26,000,000) and to use the proceeds of such Bonds to refund the Outstanding Refunded Bonds, to pay costs in connection with the issuance of the Bonds and to make certain other deposits as required by the Indenture; and

WHEREAS, the purposes stated above will be accomplished by issuing at this time such Bonds pursuant to the Indenture and this resolution of the Agency.

WHEREAS, there have been prepared and submitted to this meeting forms of:

- (1) a draft of the Indenture of Trust; and

- (2) a draft of the Preliminary Official Statement to be used in connection with the sale of the Bonds (such Preliminary Official Statement in the form presented at this meeting with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as "Preliminary Official Statement"); and
- (3) a draft of the proposed Bond Purchase Contract among the Agency, the Underwriter and the Authority; and
- (4) a draft of the proposed Continuing Disclosure Agreement; and
- (5) a draft of the Refunded Bonds Escrow Agreement.

WHEREAS, the Agency now desires to authorize the execution of such documents and the performance of such acts as may be necessary or desirable to affect the issuance and sale of the Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Norco Redevelopment Agency as follows:

Section 1. Subject to the provisions of Section 2 hereof, the issuance of the Bonds in the aggregate principal amount Not to Exceed Twenty-Six Million Dollars (\$26,000,000) on the terms and conditions set forth in, and subject to the limitations specified in, the Indenture, is hereby authorized and approved. The Bonds will be dated, will bear interest at the rates, will mature on the dates, will be issued in the form, will have such sinking fund installments, will be subject to redemption, and will be as otherwise provided in the Indenture, as the same will be completed as provided in this Resolution. The proceeds of the sale of the Bonds shall be applied as provided in the Indenture of Trust.

Section 2. The Indenture of Trust, in substantially the form submitted at this meeting and made a part hereof as though set forth in full herein, be and the same is hereby approved. The Chairman and the Secretary of the Agency are hereby authorized and directed to execute and deliver the Indenture of Trust in the form presented at this meeting with such changes insertions and omissions as may be requested by Bond Counsel and approved by the Chairman, said execution being conclusive evidence of such approval.

Section 3. The Bond Purchase Contract with the Norco Financing Authority, in substantially the form submitted at this meeting and made a part hereof as though set forth in full herein, be and the same is hereby approved. The Executive Director of the Agency is hereby authorized and directed to execute the Bond Purchase Contract in the form presented at this meeting with such changes, insertions and omissions as may be approved by the Executive Director, said execution being conclusive evidence of such approval.

Section 4. The Preliminary Official Statement in substantially the form presented at this meeting and made a part hereof as though set forth in full herein, be and the same is hereby approved and the use of the Preliminary Official Statement in connection with the offering and sale of the Bonds is hereby authorized and approved.

Section 5. The preparation and delivery of an Official Statement, and its use by the Authority and Wedbush Morgan Securities (the "Underwriter"), in connection with the offering and sale of the Bonds, be and the same is hereby authorized and approved. The Official Statement shall be in substantially the form of the Preliminary Official Statement with such changes, insertions and omissions as may be requested by Bond Counsel or the Underwriter and approved by the Chairman of the Agency, such approval to be conclusively evidenced by the execution and delivery thereof. The Chairman is hereby authorized and directed to execute the final Official Statement and any amendment or supplement thereto, in the name of and on behalf of the Agency, and thereupon to cause the final Official Statement and any such amendment or supplement to be delivered to the Underwriter.

Section 6. The Continuing Disclosure Agreement, in substantially the form submitted at this meeting and made a part hereof as though set forth in full herein, is hereby approved. The Executive Director of the Agency is hereby authorized and directed to execute and deliver the Continuing Disclosure Agreement in the form presented with such changes, insertions or deletions as may be requested by Bond Counsel and approved by the Executive Director, said executive being conclusive evidence of such approval.

Section 7. The Refunded Bonds Escrow Agreement, in substantially the form submitted at this meeting and made a part of hereof as though set forth in full, is hereby approved.

Section 8. The Chairman of the Agency, the Treasurer, the Secretary of the Agency, and any other proper officer of the Agency, acting singly, be and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments, including any agreements with the Authority relating to the Bonds, and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by the Indenture, the Bond Purchase Contracts, the Official Statement, this Resolution and any such agreements.

Section 9. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the Norco Redevelopment Agency at a regular meeting held on March 17, 2010.

\_\_\_\_\_  
Chairman, Norco Redevelopment Agency

ATTEST:

\_\_\_\_\_  
Secretary, Norco Redevelopment Agency

I, Brenda K. Jacobs, Secretary of the Norco Redevelopment Agency do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco Redevelopment Agency at a regular meeting held on the March 17, 2010, by the following vote of the Norco Redevelopment Agency Members:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Norco Redevelopment Agency on March 17, 2010.

\_\_\_\_\_  
Secretary, Norco Redevelopment Agency

/bj-75072

## **RESOLUTION NO. 2010-\_\_\_\_**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE SALE OF 2010 REFUNDING TAX ALLOCATION REFUNDING BONDS TO REFUND THE AGENCY'S OUTSTANDING 2000 AND 2003 TAX ALLOCATION BONDS**

WHEREAS, the Norco Redevelopment Agency (the "Agency") is a redevelopment agency duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the Community Redevelopment Law (Part 1 of Division 24 (commencing with Section 33000) of the Health and Safety Code of the State of California) and the powers of the Agency include the power to issue bonds for any of its corporate purposes; and

WHEREAS, a Redevelopment Plan known as the "Norco Redevelopment Agency, Norco Redevelopment Project Area No. One" has been adopted and approved by Ordinance No. 458 of the City of Norco (the "City"), adopted on July 18, 1981 and Ordinance No. 502 adopted on November 16, 1982 and Ordinance No. 537 adopted on May 1, 1985, Ordinance No. 683, adopted on December 1, 1993, Ordinance No. 896 adopted on July 2, 2008 and Ordinance No. \_\_\_\_ to be adopted on April 7, 2010 and all requirements of law for and precedent to the adoption and approval of said Redevelopment Plan have been duly complied with; and

WHEREAS, the Agency has adopted its Resolution entitled:

**"RESOLUTION OF THE NORCO REDEVELOPMENT  
AGENCY APPROVING THE FORMS OF AND  
AUTHORIZING THE EXECUTION OF AN INDENTURE OF  
TRUST, A BOND PURCHASE CONTRACT, A  
CONTINUING DISCLOSURE AGREEMENT, A REFUNDED  
BONDS ESCROW AGREEMENT AND AN OFFICIAL  
STATEMENT RELATING TO THE ISSUANCE OF THE  
AGENCY'S 2010 REFUNDING TAX ALLOCATION"**

and

WHEREAS, under and pursuant to the above Resolution, the Agency has authorized the issuance and sale of Not to Exceed Twenty-Six Million Dollars (\$26,000,000) Norco Redevelopment Project Area No. One, Tax Allocation Refunding Bonds, Issue of 2010 (the "Bonds")

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AS FOLLOWS:

Section 1. Approval of Issuance of Bonds. The issuance of a principal amount Not to Exceed Twenty-Six Million Dollars (\$26,000,000) Norco Redevelopment Agency, Norco Redevelopment Project Area No. One, Tax Allocation Refunding Bonds, Issue of 2010, in order to refund the Agency's outstanding Tax Allocation Bonds as defined in the Indenture, approved by the resolution referred to in the recitals hereof and for other purposes related thereto, is hereby authorized and approved pursuant to Health and Safety Code Section 33640.

Section 2. Effective Date. This Resolution shall take effect upon adoption.

PASSED AND APPROVED by the City Council of the City of Norco, California, at a regular meeting held on March 17, 2010.

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Mayor of the City of Norco, California

ATTEST:

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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 at a regular meeting thereof held on the March 17, 2010, 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 on March 17, 2010.

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Brenda Jacobs, City Clerk  
City of Norco, California

/bj-75073

## **NFA RESOLUTION NO. 2010-\_\_\_\_\_**

### **RESOLUTION OF THE NORCO FINANCING AUTHORITY APPROVING THE FORMS OF AND AUTHORIZING THE EXECUTION OF AN INDENTURE OF TRUST, A BOND PURCHASE CONTRACT, A CONTINUING DISCLOSURE AGREEMENT, A REFUNDED BONDS ESCROW AGREEMENT AND AN OFFICIAL STATEMENT RELATING TO THE ISSUANCE OF THE AGENCY'S REFUNDING TAX ALLOCATION BONDS AND APPROVING CERTAIN ACTIONS IN CONNECTION THEREWITH**

WHEREAS, the Norco Financing Authority (the "Authority") is a joint powers authority organized pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California; and

WHEREAS, for the corporate purposes of the Norco Redevelopment Agency (the "Agency"), the Agency has determined to issue at this time tax allocation bonds in a principal amount Not to Exceed Twenty-Six Million Dollars (\$26,000,000) and to use the proceeds of such Bonds to refund the Agency's outstanding Norco Redevelopment Project No. One, 2000 Tax Allocation Bonds and the Norco Redevelopment Project No. One, 2003 Tax Allocation Bonds and to pay costs in connection with the issuance of the Bonds and to make certain other deposits as required by the Indenture; and

WHEREAS, the purposes stated above will be accomplished by the Authority purchasing such Bonds from the Agency and selling such Bonds to Wedbush Morgan Securities (the "Underwriter") pursuant to the Marks-Roos Local Bond Pooling Act of 1985 (Government Code Section 6584 et seq.).

WHEREAS, there have been prepared and submitted to this meeting forms of:

- (1) a draft of the Indenture of Trust of the Agency; and
- (2) a draft of the Preliminary Official Statement of the Agency to be used in connection with the sale of the Bonds (such Preliminary Official Statement in the form presented at this meeting with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as "Preliminary Official Statement"); and
- (3) a draft of the proposed Bond Purchase Contract among the Agency, the Underwriter and the Authority; and
- (4) a draft of the proposed Continuing Disclosure Agreement between the Authority and the Underwriter; and
- (5) a draft of the Refunded Bonds Escrow Agreement.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the Norco Financing Authority at a regular meeting held on this March 17, 2010.

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Chairman of the Norco Financing Authority

Attest:

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Secretary, Norco Financing Authority

I, Brenda K. Jacobs, Secretary of the Norco Financing Authority, do hereby certify that the foregoing Resolution was introduced and adopted at a meeting held on March 17, 2010 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Secretary, Norco Financing Authority

/bj-75074



**ACTION MINUTES  
CITY OF NORCO  
PLANNING COMMISSION  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
MARCH 10, 2010**

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1. CALLED TO ORDER: 7:00 p.m.
2. ROLL CALL: **Vice-Chair Hedges, Commission Members Harris, Newton, Wright. ABSENT: Chair Jaffarian**
3. STAFF PRESENT: **Planning Director King, Executive Secretary Dvorak**
4. PLEDGE OF ALLEGIANCE: **Commissioner Member Wright**
5. APPEAL NOTICE: **Read by staff.**
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA:

**John Box: handed out a written paper (attached) which he read basically stating that the City should not be trying to control the size of accessory structures as it is taking away property owners rights and reducing the value of property.**

*(Staff response), the City Attorney has responded previously to this allegation stating that the proposed code amendment is well within the powers of land use management granted to local agencies by state law and there is no taking involved. With regards to the assertion that there would be a drop in property values from the code amendment, staff does not agree and there has been no substantiation to that effect. Even with the amendment, Norco standards for accessory structures are more flexible than many communities.*

**Nancy Kohl: agreed that the proposed code amendment for accessory structures will take away property rights and questioned how homes in the hills are suddenly being included in the discussion when it started out just to be for homes in the A-1 zone.**

*(Staff response), the proposed code amendment did start out to address the size, number, and allowed coverage of accessory structures in the A-1 zone, but with the understanding that once the A-1 code amendment was done, whatever of the new regulations that could be applicable in the hillside Specific Plans would then be processed. During Planning Commission discussions, and as the proposed text of the code amendment became more clear, it was realized that the only issue that would be applicable in the Specific Plans is the allowed height of accessory structures (currently at 35 feet) and the effect this can have on neighbors' views. The size and coverage*

*for accessory structures in the Specific Plans already have better controls on them than the A-1 zone does. Staff advised the Planning Commission at the last discussion meeting regarding the proposed code amendment that the public notice would also include the amendments to the Specific Plans but only in regards to the height of accessory structures. Current standards in the Specific Plans for size and coverage of accessory structures would remain the same. And all accessory structures, whether in A-1 zone or in the Specific Plans would be subject to the same review process. The reason for including the Specific Plans now is just to expedite the process while it is all under discussion.*

**Curtis Coombs:** Agreed with previous two and felt that with all of the discussions and analyses that have occurred over the last year and a half, that since it is so difficult maybe nothing should be done and the code should be left the way it is.

*(Staff response), same as previous two discussions.*

**Bill Kohl:** Also expressed opposition to the proposed code amendment and felt that it originally was not supposed to include the hillside areas. The new regulations will increase costs to homeowners with more City staff time needed to process and review, and the City should carefully consider any proposed restrictions.

*(Staff response), the new regulations will represent increased costs for obtaining a building permit and it will require more staff (and Planning Commission) time for the review process; but staff is on board with the City Council and Planning Commission that the code needs to be cleaned up to avoid more excessively-size accessory structures and the impacts to surrounding properties and the community. Staff has already been considering ways to minimize the impact to future permittees and will be proposing to the City Council at the same time the Council is considering the recommended code amendment, a reduced application processing fee. Staff is also considering a more expedited way for the review process that will be formalized with Planning Commission once a code amendment has been adopted. The process being considered would be something similar to the City Council's consent agenda.*

7. APPROVAL OF MINUTES: Minutes of February 24, 2010, **Approved with minor changes.**
8. CONTINUED ITEMS: **None**
9. PUBLIC HEARINGS: **None**

10. BUSINESS ITEMS:

- A. Discussion and Direction for Possible Amendment to the Sign Code. Recommendation: Provide Direction (Director King). **Action: Agreed that the Sign Code needs to be revised and that the Planning Commission was appointed to do such tasks, and that it could be done sections at a time as was done with the Housing Element and the Land Use Element. The Commission did, however, want to get input from the Economic Development Advisory Commission (EDAC) on what had been discussed in terms of a way-finding sign program for City businesses, and any input that the City Council wants to give. For the next discussion staff will provide: 1) a write-up of the concept that was discussed by EDAC; 2) example codes from other cities and what the primary points of difference are to see if there are better ideas and approaches; 3) a copy of the current Norco Sign Code with those areas marked where there are on-going problems and where the Planning Commission has given different discretionary review direction that is different from the Code; and 4) responses from local sign companies and the Realty Board and whether they would like to have some participation in the process.**
- B. Discussion of a Zone Change Request at 1921 First Street within the Gateway Specific Plan. Recommendation: Provide Direction (Director King). **Action: The Planning Commission had reviewed this same proposal in 2008 and recommended denial to the City Council, and the Council concurred. For this particular row of houses (First Street) in the Gateway Specific Plan there is a provision that when a majority of property owners come forward for a zone change to commercial, the City would process the zone change request and not charge the application fee. The property owner asked again if it could be considered and the Planning Commission determined the same that was determined in 2008, that the City should not entertain a zone change request without a development plan but that a zone change request could be considered on this piece of property by itself since it is adjacent to commercial zoning on two sides. This action is final and does not need to come before the City Council unless upon appeal.**

11. CITY COUNCIL:

- A. City Council Action Minutes dated March 3, 2010
- B. City Council Minutes dated February 10 and February 17, 2010  
**Received and filed.**

12. **PLANNING COMMISSION: Oral Reports from Various Committees, Vice-Chair Hedges reported on the first Norconian Preservation Strategic Plan Committee meeting and described the course of action the Committee will be taking over the next several weeks in coming up with a strategic plan that will ultimately be reviewed by the Planning Commission, the Historic Preservation Commission, and the City Council.**

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

14. **OTHER MATTERS:**

**Commission Member Newton asked again if the City could take action on getting the unfinished office building on Fourth Street (next to Circle K) boarded up and secured against possible injuries to the public. PD King said he would follow-up on the request to the Building Division.**

**Vice-Chair Hedges extended thanks to the City Manager on getting signs posted at the Community Center prohibiting the "selling" of vehicles, but that the grammar/spelling was wrong. PD King reported that the Parks and Recreation Director was aware and taking action to correct the misspellings.**

15. **ADJOURNMENT: 8:30 p.m.**

/sk-75099

Attachment

## Issues Surrounding Accessory Buildings

### **Where did it come from?**

Can you actually substantiate where and why this requirement was initiated? And what the “True” intent is?

Is it possible that the City of Norco and specific members are actually discriminating against the property owners? Many residents enjoy horses and rural community. That is why they moved here!! But many are not going to own horses..... That doesn't mean that you have the right to limit their property rights just because you think every person should own a Horse!! Records indicate that this is another attempt to force property owners to own horses or get out of town!

### **Questions & Opinions**

Can anyone on the planning name a place on this planet where “all” households within a community own horses?

It is much too late to regulate buildings that are already up. If your goal is to attract residents you may want to reconsider your approach. I moved to Norco because it was rural and there was this beautiful community in the hills and I had more freedom. As you try to control this unique population you will intern destroy what you may be trying to preserve! Some times it is better to leave good enough alone!

### **Facts**

With a survey of Hills Properties of approx. 690 homes I have discovered a very small percentage of accessory buildings of significance. And most of these discovered don't appear to restrict any views or property rights of adjacent homes.

As a general observation, with exception to city managed trails the hills have taken much more pride in their property. Consider the Specific Zones as a successful zoning model!

Some of the Flat Landers side of Norco is very poorly maintained which I am hoping shames the city of Norco.

Per recorded minutes and code Grossly Oversized Accessory Buildings and Garages already have a specific code section. Therefore your discussion is uncalled for.

John Harper the well respected City Attorney stated as follows, “Clearly, any restriction on the use of property may have the effect of reducing the value of the property”

Mr. Harper is very clear that what you are proposing will likely be reducing the value of the property!!  
SEE ATTACHED!

**Steve King - Accessory Structures**

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**From:** john harper <jrharper@harperburns.com>  
**To:** Steve King <SKING@ci.norco.ca.us>  
**Date:** 02/18/2010 1:54 PM  
**Subject:** Accessory Structures

---

Steve.

Pursuant to your request, I have reviewed the draft Accessory Structures ordinance (18.13.02 et seq) with regard to concerns expressed that the ordinance unlawfully took a property interest by devaluing properties subject to the ordinance; i.e., inverse condemnation.

Clearly, any restriction on the use of property may have the effect of reducing the value of the property, but in order to rise to the level of a regulatory taking, the restriction must deprive the property of all economically beneficial use. This ordinance clearly does not do so.

If there are other different or more specific concerns, let me know, but the ordinance enactment appears lawful.

John

**EXHIBIT 'E'**

### **Hocus-pocus**

Did you know that the president of the Horseman's Association was misspoken? He stated that he was representing "all" the Horseman's association members. I beg his pardon, because the good standing citizens I have talked to, that are Horseman's Association members are opposed to losing any property rights as drafted!! And they were unaware of such a measure being considered.

Reality is that the large property owners in the flat lands will be impacted the most from your proposition. These are the property owners that have more than ½ acre. And my guess is that these members have been in the community the longest. And now you are going to tell them that you are going to reduce their property value....? BE CAREFUL!!

### **Suggestions**

Reject the issue in its entirety!!

In order to preserve the real Norco identity "use" may be a better targeted issue over the size and design of Accessory Buildings. Also "enforcement" may have prevented much of the disasters the currently exist.

As I understand this issue arose out of a planning individual's personal agenda. Shouldn't you be providing what the residents request? It shouldn't be a "good old boy's" town which is a few select individuals!! Need I remind this commission who is on top of the Organizational Chart? (see attached)

After my city survey it is clear that numerous property owners own RV, large vehicles and alike. Consider improving the community by allowing residents the option to hide these vehicles in garages as long as the buildings match primary residence!! Some of the nicest communities in the nation appeal to this approach. Don't you think that Norco is good enough for it?

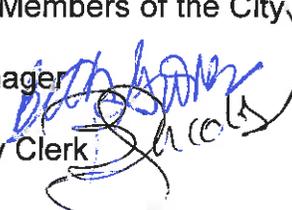
What about a program that compliments the desires of the city, such as a matched dollar amounts for improvements enhancing Horsetown USA? Or awards of recognition in achievement? Positive programs have proven to be more successful over pushing people around especially without notice!

### **Conclusion**

It is much better to create specific guidelines for homeowners and the commission in the Agricultural and Residential zones. Planning should not be subjectively managing property rights. By allowing planning to subjectively issue Minor C.U.P.'s there will be "Discrimination" that is unacceptable in today's society. Not to mention that you will be taking away property rights which are rightfully protected under the Constitution?

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: March 17, 2010

SUBJECT: Authorization for the Destruction of Certain City Records

RECOMMENDATION: Adopt **Resolution No. 2010-\_\_\_**, authorizing the destruction of certain City records as shown in Exhibit "A."

**SUMMARY:** Several times a year, the City Clerk's office assembles a list of records from the various departments that may be destroyed in accordance with the records retention manual. Staff recommends that the City Council adopt the attached Resolution authorizing the destruction of those records shown in Exhibit "A."

**BACKGROUND/ANALYSIS:** The attached resolution, which includes a list of records to be destroyed (Exhibit "A"), has been reviewed by staff and the City Attorney and all records fall under the statutes for destruction of records. These are either duplicate records or are more than two years old and not required to be retained.

Following approval to destroy these records, the City Historian Ron Snow will be furnished a list of these records so that any historical materials can be identified for archival purposes.

**FINANCIAL IMPACT:** N/A

/di-74716

Attachments: **Resolution No. 2010-\_\_\_**  
**Exhibit "A"**

## **RESOLUTION NO. 2010-**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS**

WHEREAS, Section 34090 of the California Government Code authorizes the destruction of City records upon approval of the legislative body of the City and the written consent of the City Attorney provided that said records do not fall within certain specified categories and are not less than two years old; and

WHEREAS, the City Clerk has requested authority for the destruction of certain records, which do not fall within the excepted categories and all of which records are more than two years old; and

WHEREAS, the City Attorney has reviewed the listed records and has provided written consent as shown by the signature at the bottom of this Resolution.

NOW THEREFORE, be it resolved by the City Council of the City of Norco that records as listed on the attachments hereto, marked Exhibit "A," and incorporated herein, may be destroyed.

PASSED AND ADOPTED by the City Council of the City of Norco at a meeting held on March 17, 2010.

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Malcolm G Miller, M.D., Mayor  
City of Norco, California

ATTEST:

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

APPROVED:

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John Harper, City Attorney  
City of Norco, California

Resolution No. 2010-\_\_\_\_

Page 2

March 17, 2010

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a meeting held on March 17, 2010 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 March 17, 2010.

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

/di-74717

DEPARTMENT OF THE CITY CLERK  
DESTRUCTION OF RECORDS  
March 2010

DOCUMENTS:

BOX 1

1. Norco City Store Receipts for 2007
2. Public Records Request Forms received and completed for 2007
3. Affidavit of Postings – 2007 (agendas, ordinances, public hearing notices)

## 2004 CLOSED CODE ENFORCEMENT CASE FILES

<u>DATE RECEIVED</u>	<u>CASE NUMBER</u>	<u>ADDRESS</u>	<u>DATE CLOSED</u>
12/1/1998	98-315	3996 HAMNER	2/27/2004
3/31/1998	99-046	3221-31 HAMNER	5/18/2004

## 2005 CLOSED CODE ENFORCEMENT CASE FILES

<u>DATE RECEIVED</u>	<u>CASE NUMBER</u>	<u>ADDRESS</u>	<u>DATE CLOSED</u>
1/3/2005	05-003	2365 CHATTERTON LANE	8/2/2005
3/17/2005	05-050	2237 CORONA AVENUE	3/29/2005
1/12/			

## 2006 CLOSED CODE ENFORCEMENT CASE FILES

<u>DATE RECEIVED</u>	<u>CASE NUMBER</u>	<u>ADDRESS</u>	<u>DATE CLOSED</u>
12/13/2005	05-299	1543 THIRD STREET	1/12/2006
4/3/2003	03-103	208 GARDEN GROVE AVENUE	1/9/2006
4/20/1998	98-118	2503 WAGON WHEEL RD.	2/16/2006
4/12/2005	05-068	4344 VALLEY VIEW AVENUE	7/18/2006
4/18/2003	03-109	947 SIXTH STREET	1/31/2006
12/6/2002	02-372	343 SIXTH STREET	1/31/2006
5/10/2005	05-095	2508 SIERRA AVENUE	3/23/2006
5/2/2005	05-086	3608 SIERRA AVENUE	5/22/2006
8/3/2005	05-178	1355 SEVENTH STREET	4/11/2006
1/22/2004	04-017	4959 ROUNDUP RD.	1/19/2006
5/3/2005	05-090	2141 PARKRIDGE AVENUE	1/11/2006
5/28/2003	03-135	277 MT. SHASTA DR.	1/11/2006
10/13/2003	03-275	811 GARDEN GROVE AVENUE	1/9/2006
2/24/2003	03-043	1252 FIRST ST.	3/28/2006
6/14/2002	02-159	1442 DETROIT ST.	6/13/2006
1/28/2004	04-019	2487 CORONA AVENUE	11/7/2006
1/15/2004	04-013	1347 ARROYO LN.	4/10/2006
2/11/2003	03-039	1050 FIRST ST.	1/9/2006

/am/sd-74927

2007 CLOSED CODE ENFORCEMENT CASE FILES  
PAGE 1 OF 5

DATE RECEIVED	CASE NUMBER	ADDRESS	DATE CLOSED
2/13/2007	07-023	4188 CEDAR AVE	2/26/2007
1/2/2004	04-001	2385 KIPS KORNER	1/18/2007
1/4/2007	07-002	821 LA QUINTA WAY	7/30/2007
11/19/2007	07-148	3341 KIPS KORNER	12/27/2007
5/16/2006	06-287	3370 HAMNER	1/8/2007
12/29/2005	05-313	3699 HAMNER AVE STE.G	1/9/2007
7/19/2006	06-166	1307 DETROIT ST.	3/7/2007
7/25/2006	06-168	2920 CRESTVIEW DR.	1/8/2007
7/26/2006	06-174	3320 CUTTING HORSE RD.	1/8/2007
7/26/2006	06-173	3300 CUTTING HORSE RD.	1/8/2007
7/25/2006	06-167	2890 CRESTVIEW DR.	1/8/2007
7/18/2006	06-164	3570 CRESTVIEW DR.	1/8/2007
7/26/2006	06-172	3280 CUTTING HORSE RD.	1/8/2007
8/13/2006	06-222	2656 CORYDON AVE.	1/23/2007
8/13/2006	06-221	2646 CORYDON AVE.	1/23/2007
7/13/2006	06-157	3314 CORONA AVE.	7/24/2007
7/13/2006	06-158	3318 CORONA AVE.	2/28/2007
10/10/2006	06-237	4218 CENTER AVE.	1/18/2007
9/26/2006	06-228	1471 FOURTH ST.	1/16/2007
12/21/2004	04-429	1555 FOURTH ST.	1/16/2007
6/14/2005	05-131	179 FRIESIAN ST.	1/16/2007
11/22/2006	06-273	2290 GOLDEN WEST LN.	2/13/2007
5/14/2004	04-146	269 HAFLINGER RD.	1/16/2007
4/11/2007	07-061	1417 BARNHART LN.	5/3/2007
9/19/2007	07-128	3511 BROKEN TWIG DR.	10/8/2007
7/23/2007	07-114	3691 CENTER AVE.	8/16/2007
7/24/2007	07-112	4249 CENTER AVE.	8/28/2007
7/31/2007	07-115	3738 CENTER DR.	10/2/2007
6/18/2007	07-102	4515 CENTER AVE.	10/2/2007
9/17/2007	07-127	1500 CORONA AVE.	9/19/2007
12/3/2007	07-156	2410 CORONA AVE.	12/27/2007
6/14/2007	07-099	2970 CORONA AVE.	8/28/2007
7/11/2007	07-106	3569 CALIFORNIA	7/24/2007
1/10/2007	07-005	4466 CORONA AVE.	4/24/2007
4/11/2007	07-059	3110 CORONA AVE.	4/18/2007
6/18/2007	07-103	2845 CORYDON AVE.	7/9/2007
5/17/2007	07-080	3061 CURLY HORSE WAY	6/14/2007
10/17/2007	07-138	2940 DRIFTWOOD PL.	10/18/2007
6/1/2007	07-085	1473 HARNESS LN.	6/11/2007
7/13/2006	06-184	1402 HARNESS LN.	1/16/2007
7/31/2006	06-185	1422 HARNESS LN.	1/16/2007
11/1/2005	05-266	1161 HIDDEN VALLEY PKWY	1/16/2007
7/27/2006	06-175	931 HILLSIDE LN.	1/9/2007
3/22/2007	07-044	2838 HILLSIDE AVE.	6/10/2007
2/25/2004	04-050	1428 DETROIT ST.	1/10/2007
1/12/2005	05-013	3006 HILLSIDE AVE.	1/16/2007
7/24/2007	07-113	210 8TH ST.	9/20/2007

2007 CLOSED CODE ENFORCEMENT CASE FILES  
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6/30/2005	06-145	485 8TH ST.	1/10/2007
5/12/2003	03-232	1362 EL PASO DR.	1/10/2007
5/11/2006	06-107	1492 EL PASO DR.	1/10/2007
2/21/2007	07-029	1201 FIRST ST.	5/10/2007
3/14/2007	07-036	687 FIFTH ST.	5/1/2007
12/19/2006	06-288	557 FIFTH ST.	2/7/2007
9/11/2006	06-219	778 FIFTH ST.	1/29/2007
5/7/2004	04-136	866 FIFTH ST.	1/9/2007
7/3/2006	06-154	1316 FIFTH ST.	8/28/2007
11/21/2005	05-286	1900 FIFTH ST.	1/9/2007
8/3/2006	06-189	1510 FIFTH ST.	1/9/2007
2/13/2007	07-026	1050 FIRST ST.	2/17/2007
8/2/2006	06-188	2880 BRONCO LN	2/13/2007
6/28/2006	06-149	2987 BROKEN ARROW ST.	2/20/2007
9/20/2007	07-129	2410 BROKEN LANCE DR.	9/26/2007
4/17/2007	07-070	3087 CORONA AVE.	6/14/2007
9/21/2005	05-222	4131 CALIFORNIA AVE.	7/24/2007
3/21/2005	05-051	4320 CALIFORNIA AVE.	1/8/2007
10/8/2007	07-133	4336 CALIFORNIA AVE..	12/27/2007
6/7/2006	06-134	4520 CALIFORNIA AVE.	2/1/2007
6/7/2007	07-097	4520 CALIFORNIA AVE.	7/25/2007
12/20/2006	06-290	4550 CALIFORNIA AVE.	1/17/2007
1/10/2007	07-003	4570 CALIFORNIA	1/22/2007
7/2/2007	07-104	5093 CALIFORNIA AVE.	7/25/2007
10/22/2007	07-140	3516 VALLEY VIEW	10/30/2007
2/16/2005	05-032	661 SEVENTH ST.	7/26/2007
7/16/2007	07-109	661 SEVENTH ST.	7/26/2007
12/28/2006	06-292	832 SIXTH ST.	1/18/2007
1/17/2007	07-009	759 SEVENTH ST.	1/22/2007
12/19/2006	06-289	1052 SEVENTH ST.	1/3/2007
1/24/2006	06-020	3218 SIERRA AVE.	1/9/2007
4/10/2007	07-062	4043 SIERRA AVE.	5/7/2007
11/8/2005	05-275	4304 SIERRA AVE.	1/9/2007
7/12/2007	07-108	3605 SILVER CLOUD	8/13/2007
9/25/2006	06-225	1044 W. PARKRIDGE AVE.	5/7/2007
9/6/2007	07-125	1116 PARKRIDGE AVE.	9/18/2007
9/4/2007	07-123	1399 PARKRIDGE AVE.	10/16/2007
5/2/2006	06-094	2007 PARKRIDGE AVE.	1/9/2007
6/8/2006	06-136	2010 PARKRIDGE AVE.	2/2/2007
7/11/2007	07-105	2033 PARKRIDGE AVE.	7/24/2007
10/17/2006	06-239	2033 PARKRIDGE AVE.	1/29/2007
10/25/2007	07-141	2010 PARKRIDGE AVE.	1/22/2007
10/25/2007	07-141	4185 PEDLEY	10/30/2007
9/5/2007	07-124	4867 PEDLEY	10/1/2007
9/25/2007	07-132	4780 PEDLEY	9/26/2007
8/7/2007	07-117	180 PINTO PL.	8/7/2007
10/11/2007	07-136	5075 PINTO PL.	10/16/2007
10/31/2006	06-256	199 POMAPNO PL.	1/17/2007
11/16/2006	06-265	3283 RANCH RD.	1/9/2007
3/29/2007	07-053	2140 ROAN CT.	4/18/2007

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7/21/2005	05-165	2570 RESERVOIR DR.	3/5/2007
5/17/2007	07-080	789 RIVER RD.	8/22/2007
3/29/2007	07-053	2140 ROAN CT.	4/18/2007
7/25/2006	06-169	1468 SECOND ST.	2/1/2007
3/27/2007	07-048	1900 SECOND ST.	4/3/2007
6/15/5004	04-236	2753 SECOND ST.	3/5/2007
1/17/2007	07-011	3068 SECOND ST.	7/9/2007
3/30/2005	05-059	217 SEVENTH ST.	3/15/2007
11/21/2005	05-287	619 SEVENTH ST.	3/15/2007
7/24/2007	07-111	653 SEVENTH ST.	8/28/2007
6/1/2007	07-086	305 SILVER SPRINGS PL.	8/14/2007
3/20/2007	07-042	197 SIXTH ST.	3/26/2007
10/8/2007	07-135	209 SIXTH ST.	11/6/2007
3/16/2006	06-073	405 SIXTH ST.	8/28/2007
9/13/2004	04-342	652 SIXTH ST.	3/7/2007
3/16/2006	06-074	653 SIXTH ST.	2/5/2007
3/6/2006	06-051	1060 SIXTH ST.	2/1/2007
3/16/2007	07-007	1010 STAYNER WAY	2/5/2007
1/8/2007	07-004	4465 SUTTON PL.	2/20/2007
11/8/2005	05-276	2903 TEMESCAL AVE.	3/15/2007
2/21/2007	07-028	3141 TEMESCAL AVE.	7/9/2007
8/29/2007	07-121	3244 TEMESCAL AVE.	10/16/2007
5/14/2004	04-147	3279 TEMESCAL AVE.	3/5/2007
1/3/2007	07-001	4199 TEMESCAL AVE.	1/17/2007
5/23/2007	07-078	4845 TRAIL STREET	7/16/2007
11/20/2007	07-149	1917 TROTTER TRAIL	11/26/2007
6/4/2007	07-087	1931 TROTTER TRAIL	6/30/2007
11/20/2007	07-150	1931 TROTTER TRAIL	11/26/2007
11/20/2007	07-151	1982 TROTTER TRAIL	11/26/2007
12/11/2006	06-285	2570 VALLEY VIEW AVE.	2/7/2007
11/21/2006	06-271	1535 VALLEY VIEW AVE.	1/16/2007
7/27/2006	06-178	223 WYATT PLACE	1/18/2007
7/27/2006	06-179	233 WYATT PLACE	1/18/2007
7/27/2006	06-181	253 WYATT PLACE	1/18/2007
7/27/2006	06-182	263 WYATT PLACE	1/18/2007
7/27/2006	06-183	273 WYATT PLACE	1/18/2007
5/18/1999	99-223	1531 ELM ST	1/9/2007
5/18/1999	99-123	433 SIXTH ST.	8/28/2007
7/21/2004	04-287	2501 VALLEY VIEW AVE.	3/5/2007
3/19/2007	07-043	2942 VANDERMOLEN DR.	3/26/2007
11/5/2007	07-144	3042 VANDERMOLEN DR.	11/27/2007
8/14/2007	07-119	2400 VINE AVE.	8/14/2007
6/14/2007	07-100	2787 WALKING HORSE RANCH DR.	8/28/2007
12/14/2006	06-286	2857 WALKING HORSE RANCK DR.	1/18/2007
9/20/2007		1480 WILLOW DR.	10/2/2007
4/9/2007	07-058	130-240-032	7/9/2007
2/22/2007	07-032	4369 WOODWARD AVE.	3/5/2007
10/12/2006	07-030	127-020-030	2/15/2007
2/22/2007	07-030	125-300-018	7/9/2007
2/7/2007	07-020	129-020-042	2/21/2007

2007 CLOSED CODE ENFORCEMENT CASE FILES  
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1/18/2007	07-014	126-240-005	2/13/2007
2/7/2007	07-019	129-020-043	2/13/2007
2/7/2007	07-021	129-020-042	2/13/2007
7/31/2007	07-116	2460 VALLEY VIEW AVE.	8/28/2007
7/17/2006	06-161	1660 VALLEY VIEW AVE.	1/18/2007
4/12/2005	05-071	3054 CORONA AVE.	8/28/2007
11/13/2007	07-146	3826 VALLEY VIEW AVE.	11/19/2007
5/3/2007	07-077	2400 VINE ST.	6/14/2007
6/4/2007	07-088	2400 VINE ST.	6/14/2007
9/7/2006	06-212	2449 VINE ST.	1/16/2007
11/20/2006	06-267	2541 VINE AVE	1/8/2007
8/24/2006	06-204	1315 THIRD ST.	1/4/2007
8/24/2006	06-205	1369 THIRD ST.	1/18/2007
2/28/2007	07-033	1450 THIRD ST.	7/18/2007
7/18/2006	06-165	159 TRAKEHNER PLACE	2/2/2007
4/9/2007	07-057	4845 TRAIL STREET	4/25/2007
6/6/2006	06-135	1931 TROTTER TRAIL	1/18/2007
9/28/2005	05-238	1931 TROTTER TRAIL	1/18/2007
6/6/2006	06-128	4582 PALOMINO	2/6/2007
3/14/2006	06-057	620 PARKRIDGE AVE.	1/10/2007
11/17/2004	04-399	3800 PEDLEY AVE.	10/2/2007
3/13/2007	07-039	830 LA QUINTA WAY	4/3/2007
9/24/2007	07-131	880 LA QUINTA WAY	10/2/2007
10/8/2007	07-134	880 LA QUINTA WAY	11/26/2007
7/19/2007	07-110	2580 LOOK OUT POINT	7/24/2007
10/18/2006	06-240	333 MAPLE ST.	1/16/2007
8/8/2003	03-267	3407 MORGAN DR.	1/16/2007
1/18/2007	07-016	1491 MOUNTAIN AVE.	2/20/2007
1/18/2007	07-015	1521 MOUNTAIN AVE.	2/13/2007
11/8/2006	06-260	1658 MOUNTAIN AVE.	1/16/2007
1/18/2006	06-012	1943 MOUNTAIN AVE.	1/16/2007
1/17/2007	07-008	SE CORNER OF MOUNTAIN	1/18/2007
7/1/2007	07-105	221 MT. SHASTA DR.	8/28/2007
8/3/2006	06-190	3600 NORCONIAN DR.	1/16/2007
8/7/2007	07-118	NORTH/CALIFORNIA	8/8/2007
12/20/2006	06-291	220 OLDENBURG LANE	1/29/2007
4/19/2005	03-033	1602 SHETLAND CIRCLE	1/8/2007
10/6/2003	03-291	1510 SECOND STREET	1/31/2007
4/1/2003	03-098	1204 SIXTH STREET	2/6/2007
6/30/2003	03-176	202 SEVENTH STREET	2/15/2007
6/29/2005	05-140	3482 PEDLY AVE.	2/1/2007
5/23/2005	05-107	3840 PEDLEY AVE.	2/1/2007
10/12/2005	05-248	2630 RESERVOIR DR.	8/20/2007
1/23/2006	06-017	1468 RIVER DR.	4/24/2007
6/30/2005	05-142	4150 OLD HAMNER RD.	1/24/2007
10/8/2003	03-264	2200 NORCO DR.	2/28/2007
7/23/1999	99-181	2370 MOUNTAIN AVE.	1/23/2007
1/12/2006	06-007	2115 MOUNTAIN AVE.	1/29/2007
5/14/1997	97-121	2345 FIFTH STREET	1/15/2007
10/27/2005	05/262	1330 FOURTH STREET	8/20/2007

2007 CLOSED CODE ENFORCEMENT CASE FILES  
PAGE 5 OF 5

4/26/2005	05-083	1405 FOURTH STREET	2/1/2007
4/19/2005	05/074	2856 HAMNER AVE.	2/28/2007
4/11/2002	02/123	1640 HILLSIDE AVE.	1/17/2007
7/10/2001	01-160	3100 HILLSIDE AVE.	1/17/2007
4/7/2003	03-104	1960 LAREDO LANE	1/23/2007
8/26/1999	99-203	1120 LYNDEE DR	1/17/2007
5/12/2005	05-104	3196 MELANIE AVE.	1/23/2007
8/18/2005	05-196	623 SIXTH STREET	3/26/2007
1/15/2002	02-009	1464 SIXTH STREET	2/1/2007
8/2/2002	02-259	1871 FIRST STREET	1/6/2007
12/13/2001	01-296	1132 EL PASO DR.	1/16/2007
12/13/2001	01/297	1162 EL PASO DR.	1/16/2007
12/13/2001	01-298	1182 EL PASO DR.	1/16/2007
9/8/2003	03-238	1391 EL PASO DR	1/16/2007
5/21/2003	03-132	2625 CORYDON AVE	1/6/2007
12/27/2005	05-310	190 CROSS TRAIL LANE	1/16/2007
3/15/2005	05-047	1492 ANDALUSIAN DR.	2/1/2007
13/31/2005	05-265	5337 BLUFF STREET	5/1/2007
9/28/2004	04-361	1546 BODIE PLACE	1/16/2007
12/30/2003	03-332	3047 BRONCO LANE	1/16/2007
8/26/2004	04-325	3985 CALIFORNIA AVE.	3/26/2007
7/2/2002	02-230	1333 ABILENE PL.	1/16/2007
2/11/2003	03-030	992 CANYON VIEW PL.	1/16/2007
5/16/2002	02-164	3650 CENTER AVE.	1/16/2007

# 2008 CLOSED CODE ENFORCEMENT CASE FILES

## Partial List up to April 2008

DATE RECEIVED	CASE NUMBER	ADDRESS	DATE CLOSED
11/27/2007	07-154	3454 VALLEY VIEW	1/3/2008
11/7/2006	06-258	129-230-033	1/3/2008
10/19/2005	05-256	131-162-039	1/3/2008
7/31/2006	06-186	153-222-009	1/3/2008
1/9/2008	08-004	210 6TH STREET	1/10/2008
12/11/2007		1963 PACIFIC AVE.	1/8/2008
12/31/2007		2851 HUERTA WAY	1/14/2008
12/31/2007	07-165	2851 HUERTA WAY	1/14/2008
12/13/2007	07-161	2547 HAMNER AVE.	1/14/2008
9/20/2007	07-130	1500 HAMNER AVE	1/7/2008
1/3/2008	08-003	3110 CORONA AVE	1/7/2008
<del>8/5/2008</del>	<del>08-228</del>	<del>1470 SIXTH ST.</del>	<del>4/21/2008</del>
11/20/2007	07-152	10 CLUBHOUSE	3/13/2008

**DESTRUCTION FILES**  
**CITY OF NORCO FIRE DEPARTMENT**  
**DAILY RESPONSE REPORTS/ INCIDENT REPORTS**

MONTH	YEAR
JANUARY	1982
FEBRUARY	1982
MARCH	1982
APRIL	1982
MAY	1982
JUNE	1982
JULY	1982
AUGUST	1982
SEPTEMBER	1982
OCTOBER	1982
NOVEMBER	1982
DECEMBER	1982
JANUARY	1983
FEBRUARY	1983
MARCH	1983
APRIL	1983
MAY	1983
JUNE	1983
JULY	1983
AUGUST	1983
SEPTEMBER	1983
OCTOBER	1983
NOVEMBER	1983
DECEMBER	1983
JANUARY	1984
FEBRUARY	1984
MARCH	1984
APRIL	1984
MAY	1984
JUNE	1984
JULY	1984
AUGUST	1984
SEPTEMBER	1984
OCTOBER	1984
NOVEMBER	1984
DECEMBER	1984
JANUARY	1985
FEBRUARY	1985
MARCH	1985
APRIL	1985
MAY	1985
JUNE	1985

JULY	1985
AUGUST	1985
SEPTEMBER	1985
OCTOBER	1985
NOVEMBER	1985
DECEMBER	1985

JANUARY	1986
FEBRUARY	1986
MARCH	1986
APRIL	1986
MAY	1986
JUNE	1986
JULY	1986
AUGUST	1986
SEPTEMBER	1986
OCTOBER	1986
NOVEMBER	1986
DECEMBER	1986

JANUARY	1987
FEBRUARY	1987
MARCH	1987
APRIL	1987
MAY	1987
JUNE	1987
JULY	1987
AUGUST	1987
SEPTEMBER	1987
OCTOBER	1987
NOVEMBER	1987
DECEMBER	1987

JANUARY	1988
FEBRUARY	1988
MARCH	1988
APRIL	1988
MAY	1988
JUNE	1988
JULY	1988
AUGUST	1988
SEPTEMBER	1988
OCTOBER	1988
NOVEMBER	1988
DECEMBER	1988

JANUARY	1989
FEBRUARY	1989
MARCH	1989
APRIL	1989
MAY	1989
JUNE	1989

JULY	1989
AUGUST	1989
SEPTEMBER	1989
OCTOBER	1989
NOVEMBER	1989
DECEMBER	1989

JANUARY	1990
FEBRUARY	1990
MARCH	1990
APRIL	1990
MAY	1990
JUNE	1990
JULY	1990
AUGUST	1990
SEPTEMBER	1990
OCTOBER	1990
NOVEMBER	1990
DECEMBER	1990

JANUARY	1991
FEBRUARY	1991
MARCH	1991
APRIL	1991
MAY	1991
JUNE	1991
JULY	1991
AUGUST	1991
SEPTEMBER	1991
OCTOBER	1991
NOVEMBER	1991
DECEMBER	1991

JANUARY	1992
FEBRUARY	1992
MARCH	1992
APRIL	1992
MAY	1992
JUNE	1992
JULY	1992
AUGUST	1992
SEPTEMBER	1992
OCTOBER	1992
NOVEMBER	1992
DECEMBER	1992

**FISCAL AND SUPPORT SERVICES DEPARTMENT/FINANCE**  
**DESTRUCTION OF RECORDS**  
 March 2010

Administration

**BOX#1**

Miscellaneous Claim Reports	1990-1999
Asset Mgmt Recovery service, 1 small claims case \$110.13	2003
Law Office Resume (Smith & Peckham)	1988
Claims- Form letters	1976-1985
Accident Reports	1979-1986
Claims, Opinions Recommendations	1980-1982
Closed Claims- Parks & Recreation Fire	1989
Traffic accident, Taurus	1989
Claims settled in house	2001
Release of all claims	2001
City Motorcycle Damage Claim	2003
Parks & Recreation Department Public Accident reports	1975-1984
Claims Logs	1983-2002
Legal Letters	200-2003
Surplus Vehicles & Equipment	1985-1990
Sale of Property, Donated Land	2000
Vehicle Equipment Replacement	1997-2000
Quarterly Investment Reports	2000-2002
<b>BOX #2</b>	
Property Insurance	7/1/97-6/30/98 7/1/98-6/30/99
Property Coverage, Employers Casualty Company	10/10/78- 8/20/93
Property Insurance Industrial Indemnity	7/1/88
Auto Physical Damage & Commercial Property Insurance Policies	2001-2002
Insurance Fidelity & Deposit Co. of Maryland Blanket Bond, City Clerk & City Treasurer	7/14/69- 10/16/02
Reinsurance Corporation	6/5/79-8/13/85
Excess Workers Compensation	7/1/97-7/1/99
City Clerk, City Treasurer Ect., Employee Dishonesty Bond Continuous	7/14/88-10/6/02
Employee Dishonesty Bonds	7/1/98-6/30/99
CIMA Companies, Inc Volunteer Insurance	11/10/95-7/1/03
Liability Coverage	7/1/97-7/1/98
City Insurance, General Pittenger & Alair	2/14/77-1/27/81
Liability Insurance	7/1/97-7/1/98
Liability Insurance Plant Insurance	12/16/83- 12/16/89
Municipal Liability Planet Insurance	2/15/81-3/11/95 9/20/05-7/20/09

CBIZ Property Site Evaluation	2007
Southern California Risk Management Association Inc., Workers Comp	9/92-3/1/01
Insurance Information Police	3/12/96
Employee Dishonesty Bonds	7/1/97-7/1/98
Cable Television Franchise Agreement	2/11/02
Cal Net CMAS Contract (Data lines, internet)	11/13/01
CDC Funding Corp. Agreement	1/16/02
County of Riverside Crowing Fowl Ordinance	8/10/00
CRC Waste Contract	3/1/00
Agreement, Deferred Compensation	6/8/93-5/6/97
<b>BOX #3</b>	
Liability Insurance Proposal	1/94-3/94
Bid No. 1999-2000 4& B Vehicles	99-00
Bid No. 1996-1997 4 (5 vehicle)	96-97
Bid No. 1997-1998 40, 1999 Ford Police Crown Victoria	97-99
Fire Department Vehicle	7/9/99
Bid No. 1993-1994 6-15 Passenger Van	93-94
Bid No. 1998-99, 01, 02, 03, 04, 05,06, 08 Vehicle bid	98-08
Bid No. 35 Crown Victoria Police Package	97-98
Truck Bids 26-32, 1998-99, 01, 02, 03, 04, 05, 06, 08	98-08
Bid No. 1999-2000 Park Grills & Picnic tables	99-00
Bid No. 1997-98 25 Trailer- P.W.	97-98
Bid No. 1997-98 31 Skip Loader	97-98
Bid No. 1998-99 11 Emulsion Spray	98-99
Bid No. 1998-99 10 3-yard Dump with electric hydraulic	98-99
Insertor Folder, Pitney Bowes	2/22/99
Bid No. 1997-98 33 Mobile Traffic Monitor System	97-98
Motorcycle Information	12/1/99
Bid No. 1998-99 09 Multiquip Roller	98-99
Bottled Water	2/29/00
Bid No. 1998-99 07 Backhoe Loader	98-99
RFP-GASB 45 Actuarial Consulting	10/07
RFP-Utility Bill Mailing Service	4/2006
<b>BOX #4</b>	
Norco Community Facilities District No 97-1	
District 195	11/18/96- 9/11/00
Carma Renewal Information	7/1/97-98
Service Agreement Carl Warren & Co.	7/1/91
Insurance	1/18/94
District 97-1 Payment Receipts	00/01

AD 195, Delinquent Payments Receipts	98/99
Amortization Schedule	01
Contract Agreements	93-95
General Bid Conditions	
City Treasurer, Carett Bruinsma	2/21/05
Vendor List CAP Firms, Mayer Hoffman McCann P.C.	12/7/07
Electric Restructuring	11/97-2/98
HDL Companies	8/1/05
Legal Opinions	12/9/03
<b>BOX #5</b>	
Transportation Fund Ernst & Young	2000/2001
RCTC Financial Report	2001
Western Riverside County Regional Wastewater Authority	1/02
Coachella Valley Joint Powers Authority	6/60/86-11/5/96
Agreement, Coachella Valley Joint Powers Insurance	7/25/85-4/5/95
Lincoln National Annuity Contract Deferred Compensation	7/1/92
Burtronics Maintenance Agreement-Cancellation	9/3/03
Electric Car File, Saturn	2/02
Agreement Eden Systems	7/31/90-8/3/99
Agreement Employee Assistance Services	8/7/91-7/7/92
Audited Combined Financial Statements	
Battalion Chief Services City Norco/Corona	3/21/01
Franchise Tax Board Agreement	12/14/01- 1/31/03
Agreement, Fee Study David M. Griffith & Associates, LTD	7/1/98
HDL Appeals Reports	12/18/01-2/4/02
JDI Technologies, Inc. Warranty, Lexmark Optra Printer	7/8/99
Lexmark Opta 3455n Printer	6/19/01
Liberty Mutual	3/00
Mobile Modular Lease Agreement	7/24/90
Agreement, Munifinancial CFD Services	9/21/00-2/28/02
Leased Property File	3/17/81-9/10/03
Lucent Technologies Warranty Telephone System Senior Center	1/20/98
Maintenance Agreement, Tally Printer	7/28/03
Wilcox Miller & Nelson Contract	8/29/01
Assessment District & Bonds MBIA Munifinancial For A.D. Services	5/7/98
Norco Chamber of Commerce	2/27/02
Mario Contract	7/5/01
Norcia Copy Settlement	8/1/01
Norco Mounted Lease Agreement	3/20/02
Novell License	1/25/02
Revenue & Cost Specialist, LLC Fee Study	1/31/02

MBIA Ins. Corp. Agreement	11/5/96-1/31/02
Pacific Bell State Agreement	7/20/99
UKW Benefit Agreement	4/29/98
Washington Mutual-Deferred Comp.	2/5/01
<b>Box #6</b>	
Court Case, Norco vs. Brent Richards	4/2/93
Court Case, Norco vs. Michael J. Kulick	7/25/94
Court Case, Norco vs. Norco News	6/30/94
Court Case, Norco vs. Norco News	6/15/95
Court Case, Norco vs. Michael J. Kulick	6/16/94
Invoices, payment check copies, summaries	1993
Invoices, payment check copies, summaries	1992/93
Invoices, payment check copies, summaries	1991/92
Invoices, payment check copies, summaries	1990/91
Colich Law Suit Information Copies	2/90-2/92
Agreement- Colich & Sons	3/8/91
Invoices, check copies	1989/90
<b>Box #7</b>	
Annual Salary Adjustments	5/5/98
Office Supplies, Purchases only Eden	9/18/02
ARM Tech-Risk Management	11/30/98
Risk Management Budget Perma	1999-00
Riverside Sheriffs Department. Patrol rate	1998/99
California Debt Limit Allocation	11/30/98
Norco Budget Estimates City Council	1998/99
Norco Budget Justification City Council	1999/00
Norco Budget Estimates Utility Billing	1998/99
Norco Assessed Values	1998/99
ERAF Worksheets	1998/99
Norco Capital Projects	1999/00
U.S. Department Bureau of Census	6/30/97
Expenditure Prep. Worksheets	5/13/99
Redevelopment, Budget Justifications	1999/00
NPDES Assessment	4/15/98
CRA Minutes	3/19/97
Proposition 218	4/30/97
Community Facility District 97-1	1/11/94
Community Facilities 91-3	12/16/92- 11/8/99
Coachella Valley Joint Powers insurance	4/26/99
Budget Bulletin Fiscal Year	1997/98
Budget, Expenditures Worksheets, Justification	1998/99
Budget, Justifications, Worksheets	1999/00
Revenue	1998/99

Capital Investment Program	1999/00- 2004/05
Budget	1999/00
<b>Box #8</b>	
Vacant City Parcel Corona/Hidden Valley, Sold	5/7/04
Audited Financial-Measure A Transportation (5 copies)	6/30/98-6/30/99
Norco 1999 All Funds	4/26/99
Capital Improvement Program	1996/2002
Six Year Capital Improvement	1997/98- 2002/03
Adopted 6 Year Capital Improvement	1998/99- 2003/04
Perma Meetings	4/26/00
Finance Letters	2/14/95
Budget Resolutions (Adoption)	7/5/00
Annual Information Statement	1998/99
Fund Balance Adjustment	1999/00
Insurance Requirements, Manual	1/93
CIP FY Budget Capital Improvement	1997/98
Proposal-Arbitrage Rebate	1997
Agreement, David Griffith Assoc.	1998/99
City Rancho Cucamonga Revised Purchasing Ordinance	1998
Budgets, Annual Information	1998/99
Beginning Ending Balances	1998/99
<b>Box # 9</b>	
SCE Rebate Program	2001
Air Quality Management	1999/01
Air Quality AQMD-AB2766 Reports	2000/02
Business License Information Contract	2000/02
Fuel maker Gas Equipment File	2001
Air Quality Improvement Fund	1999/05
Audit Services Agreement Lance, Soll, Lunghard	1998
Audit Proposal For June	2001, 2002, 2003
Auditors Files, Audits to be mailed	2002/04
City Treasurer Information	2001
Lien, Release	1998
Warranties	
<b>Box #10 Financial Reports &amp; Statements</b>	
Norco Air Quality Improvement Fund	6/30/98-99
Norco Community Redevelopment Agency	6/30/2000
Norco Purchasing Manual	1/1980
Norco Measure A Transportation Fund	6/30/01-6/30/02
Air Quality Improvement Fund	6/30/01

West Riverside Waste Water Authority	6/30/02
Measure A Transportation Fund	6/30/03-02
General Purpose	6/30/00
Norco Budget	2001/02
Norco Redevelopment Agency	6/30/01
Single Audit Report, Federal Award Programs	6/30/02
Redevelopment Agency Draft	6/30/02
Redevelopment Agency Draft (2 copies)	6/30/02
Norco Budget	2002/03
General Purpose	6/30/01
General Purpose	6/30/02
Single Audit Report, Federal Awards Pro (2 copies)	6/30/03
Arbitrage Rebate Computation	1996
City Norco, Risk Management Information Reports	6/98-12/98
Community Facilities Districts Report	2003/04
Assessment District No. 195 R	2003/04
City Norco Risk Management Information Reports	1/99, 2/99, 4/99

Business License  
Expired 2007/2008  
Reconciliation of Daily Business License Receipts 2007/2008

Utility Billing  
Water Tickets 2007

Human Resources

Scanned File Name	File Contents	Closing Dates
1994 Federal Recording Data	Animal Control Officer Trainee	7/1994
	Account Clerk I	7/12/1994
	Receptionist	7/27/1994
1995 Federal Recording Data	Clerk Typist Part - Time	1/18/1995
	Fire Chief	4/14/1995
	Public Works Trainee	11/27/1995
	Clerk Typist Part - Time	8/3/1995
1996 Federal Recording Data	Executive Secretary	3/29/1996
	Executive Secretary	8/5/1996
	Account Clerk I	12/13/1996
	City Clerk	10/2/1996
	Public Works Exec Secretary	8/5/1996
	Fire Engineer	11/15/1996
	Assistant Planner	11/18/1996
	Animal Control Officer	3/22/1996

	Animal Control Trainee	
	Parks Supervisor	2/23/1996
	Account Clerk II	6/28/1996
	Fire Chief	4/12/1996
	Clerk Typist	3/29/1996
	Clerk Typist part time	3/29/1996
	Code Enforcement Officer	11/18/1996
1997 Federal Recording Data	Clerk Typist	7/23/1997
	Kennel Officer	8/11/1997
	Part-Time Minutes Clerk	5/9/1997
	Executive Secretary	7/23/1997
	Director of Admin Services	1/17/1997
2001 Misc Unsolicited Data Record Sheets-01	Unsolicited Position Info Sheets	
2001 Misc Unsolicited Data Record Sheets-02	Unsolicited Position Info Sheets	
2001 Minutes Clerk	Data Recording Information Sheets	
2001 Account Clerk I-Cashier-01	Data Recording Information Sheets	
2001 Account Clerk I-Cashier-02	Data Recording Information Sheets	
2001 Account Clerk I-Cashier-03	Data Recording Information Sheets	
2001 Superintendent - Recreation	Data Recording Information Sheets	
2001 Minutes Clerk-02	Data Recording Information Sheets	
2001 Clerk Typist-01	Data Recording Information Sheets	
2001 Clerk Typist-02	Data Recording Information Sheets	
2001 Clerk Typist-03	Data Recording Information Sheets	
2001 Clerk Typist-04	Data Recording Information Sheets	
2001 CIS Tech-01	Data Recording Information Sheets	
2001 CIS Tech-02	Data Recording Information Sheets	
2002 Bus Driver	Data Recording Information Sheets	7/26/2002
2002 Public Works Trainee-01	Data Recording Information Sheets	6/21/2002
2002 Public Works Trainee-02	Data Recording Information Sheets	6/21/2002
2002 Public Works Trainee-03	Data Recording Information Sheets	6/21/2002
2002 Recreation Services Coordinator	Data Recording Information Sheets	7/5/2002
2002 Receptionist/Scan-01	Data Recording Information Sheets	4/5/2002
2002 Receptionist/Scan-02	Data Recording Information Sheets	4/5/2002
2002 Fire Prevention Intern-01	Data Recording Information Sheets	3/8/2002
2002 Fire Prevention Intern-02	Data Recording Information Sheets	3/8/2002
2002 Executive Secretary	Data Recording Information Sheets	7/26/2002
2002 Misc-Unsolicited-01	Data Recording Information Sheets	
2002 Misc-Unsolicited-02	Data Recording Information Sheets	
2002 Misc-Unsolicited-03	Data Recording Information Sheets	
2002 Accounting Supervisor	Data Recording Information Sheets	7/12/2002
2002 Construction Inspector	Data Recording Information Sheets	
2002 Clerk Typist-01	Data Recording Information Sheets	7/26/2002
2002 Clerk Typist-02	Data Recording Information Sheets	7/26/2002
2002 Clerk Typist-03	Data Recording Information Sheets	7/26/2002
2002 Clerk Typist-04	Data Recording Information Sheets	7/26/2002
2002 Maintenance Worker-01	Data Recording Information Sheets	10/11/2002

FSS – Destruction List  
Page 8  
October 7, 2009

2002 Maintenance Worker-02	Data Recording Information Sheets	10/11/2002
2002 Custodian-01	Data Recording Information Sheets	9/27/2002
2002 Custodian-02	Data Recording Information Sheets	9/27/2002
2002 Custodian-03	Data Recording Information Sheets	9/27/2002
2002 Custodian-04	Data Recording Information Sheets	9/27/2002
2002 Entry Level Firefighter-01	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-02	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-03	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-04	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-05	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-06	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-07	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-08	Data Recording Information Sheets	6/28/2002
2002 Entry Level Firefighter-09	Data Recording Information Sheets	6/28/2002
2003 Account Clerk I-01	Data Recording Information Sheets	June 2003
2003 Account Clerk I-02	Data Recording Information Sheets	June 2003
2003 Account Clerk I-03	Data Recording Information Sheets	June 2003
2003 Account Clerk I-04	Data Recording Information Sheets	June 2003
2003 Misc.-Unsolicited	Data Recording Information Sheets	February 2003
2003 Accounting Intern	Data Recording Information Sheets	February 2003
2003 Accountant-01	Data Recording Information Sheets	February 2003
2003 Accountant-02	Data Recording Information Sheets	February 2003
2003 Building Official	Data Recording Information Sheets	January 2003
2003 Building Permit Technician-01	Data Recording Information Sheets	February 2003
2003 Building Permit Technician-02	Data Recording Information Sheets	February 2003
2004 Firefighter/Paramedic	Data Recording Information Sheets	May 2004
2004 Unsolicited Misc. Applications	Data Recording Information Sheets	
2004 Unsolicited Misc. Applications No2	Data Recording Information Sheets	
2004 Firefighter/Paramedic	Data Recording Information Sheets	October 2004
2005 Building Inspector	Data Recording Information Sheets	January 2005
2005 Public Works Trainee	Data Recording Information Sheets	June 2005
2005 Unsolicited Applications	Data Recording Information Sheets	
2006 Parks-Rec-Comm-Svcs Supervisor	Data Recording Information Sheets	January 2006
2006 Public Works Trainee	Data Recording Information Sheets	May 2006
2007 Account Clerk	Data Recording Information Sheets	January 2007
2007 Account Clerk No2	Data Recording Information Sheets	January 2007
2007 Public Works Trainee	Data Recording Information Sheets	March 2007
2007 P/T Customer Svc Specialist	Data Recording Information Sheets	June 2007

ijk

## MEMORANDUM

TO: Brenda Jacobs, City Clerk

FROM: Brian K. Petree, Director  
Parks and Recreation Department

PREPARED BY: Kristen Estrada, Clerical Assistant

DATE: March 2, 2010

SUBJECT: **Records Destruction List 2010**

Noted below is the list of items requested for destruction.

Box 1 Purchasing Requisitions Receipts - 1998/2003-2005  
Memorandums - 2001-2004  
Purchase order/invoices - 1994/1998/2004  
Warrant Requests - 1998  
City Council Meetings - 2000

Box 2 Western Art Show agenda 2003: press release memorandum, agenda, radio media info, press packet, rental contracts, warrants, invoices, receipts, sponsorships, mailing lists, prospectus, premier artists, awards, publicity, miscellaneous, and art show draft.

Western Art Show 2004: draft, art show contact list, budget, invoices, receipts, awards, judge agreements, sponsorships, volunteers, publicity, entertainment contract agreement, mailing list, security info, miscellaneous, and participant agreement.

Western Art Show 2006: miscellaneous

Jamboree 2004: meeting agendas, fireworks booklet, budget, sponsor info, concessionaires' info, fireworks invoices, warrants, donation list, receipts and invoices.

Voice and Image Release Form - 2006

PLANNING DIVISION				
DOCUSHARE LOG FOR DESTRUCTION				
TENTATIVE PARCEL MAPS				
74795				
<u>Description</u>	<u>No. of Pages</u>	<u>Date Scanned/Verified</u>	<u>By</u>	<u>Comments</u>
(Following Temporary Parcel Maps "TPM" are from 1984-2001)				
TPM 16716	5	2/1/2010	sdvorak	
TPM 16881	6	2/1/2010	sdvorak	
TPM 16882	6	2/1/2010	sdvorak	
TPM 17131	7	2/3/2010	sdvorak	
TPM 17492	15	2/1/2010	sdvorak	
TPM 17617	4	2/1/2010	sdvorak	
TPM 17671	7	2/1/2010	sdvorak	
TPM 17733	7	2/1/2010	sdvorak	
TPM 17753	8	2/1/2010	sdvorak	
TPM 17948	11	2/2/2010	sdvorak	
TPM 18164	9	2/2/2010	sdvorak	
TPM 18200	8	2/2/2010	sdvorak	
TPM 18218	4	2/2/2010	sdvorak	
TPM 19067	2	2/2/2010	sdvorak	
TPM 19374	7	1/5/2010	sdvorak	
TPM 19409	5	2/2/2010	sdvorak	
TPM 19446	21	2/2/2010	sdvorak	
TPM 19454	4	2/2/2010	sdvorak	
TPM 19532	4	2/2/2010	sdvorak	
TPM 19968	6	2/2/2010	sdvorak	
TPM 20002	16	1/5/2010	sdvorak	
TPM 20042	6	1/5/2010	sdvorak	

<u>Description</u>	<u>No. of Pages</u>	<u>Date Scanned/Verified</u>	<u>By</u>	<u>Comments</u>
TPM 20230	4	1/5/2010	sdvorak	
TPM 20262	4	1/5/2010	sdvorak	
TPM 20424	3	1/5/2010	sdvorak	
TPM 20453	9	2/2/2010	sdvorak	
TPM 20680	1	2/2/2010	sdvorak	
TPM 20815	10	2/2/2010	sdvorak	
TPM 20978	1	2/3/2010	sdvorak	
TPM 21119	14	1/5/2010	sdvorak	
TPM 21134	5	2/3/2010	sdvorak	
TPM 21607	12	2/3/2010	sdvorak	
TPM 21928	7	2/3/2010	sdvorak	
TPM 22145	9	2/3/2010	sdvorak	
TPM 22541	12	2/3/2010	sdvorak	
TPM 22553	8	2/3/2010	sdvorak	
TPM 22648	35	2/3/2010	sdvorak	
TPM 22721	8	2/3/2010	sdvorak	
TPM 22996	11	2/3/2010	sdvorak	
TPM 24005	16	1/5/2010	sdvorak	
TPM 24006	7	2/3/2010	sdvorak	
TPM 24345	13	1/5/2010	sdvorak	
TPM 24377	19	2/1/2010	sdvorak	
TPM 24639	20	2/3/2010	sdvorak	
TPM 25027	33	1/5/2010	sdvorak	
TPM 25091	21	1/5/2010	sdvorak	
TPM 25220	18	1/5/2010	sdvorak	
TPM 25256	20	1/5/2010	sdvorak	

<u>Description</u>	<u>No. of Pages</u>	<u>Date Scanned/Verified</u>	<u>By</u>	<u>Comments</u>
TPM 25412	11	1/5/2010	sdvorak	
TPM 25595	6	1/5/2010	sdvorak	
TPM 25687	11	1/5/2010	sdvorak	
TPM 25754	11	1/6/2010	sdvorak	
TPM 25989	10	1/6/2010	sdvorak	
TPM 26190	20	1/6/2010	sdvorak	
TPM 26340	35	1/6/2010	sdvorak	
TPM 26432	22	2/2/2010	sdvorak	
TPM 26538	15	1/6/2010	sdvorak	
TPM 26571	22	1/6/2010	sdvorak	
TPM 26841	12	1/6/2010	sdvorak	
TPM 26985	18	1/20/2010	sdvorak	
TPM 27207	13	1/6/2010	sdvorak	
TPM 27296	8	2/1/2010	sdvorak	
TPM 27505	14	1/20/2010	sdvorak	
TPM 27571	22	1/6/2010	sdvorak	
TPM 27744	7	1/20/2010	sdvorak	
TPM 27871	14	1/5/2010	sdvorak	
TPM 27879	23	1/5/2010	sdvorak	
TPM 27917	1	1/20/2010	sdvorak	Also see CUP 94-04
TPM 27951	26	1/20/2010	sdvorak	
TPM 28078	1	2/2/2010	sdvorak	
TPM 28269	10	1/6/2010	sdvorak	
TPM 28301	12	1/6/2010	sdvorak	
TPM 28379	11	1/20/2010	sdvorak	
TPM 28406	10	1/20/2010	sdvorak	

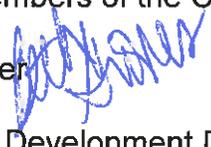
<u>Description</u>	<u>No. of Pages</u>	<u>Date Scanned/Verified</u>	<u>By</u>	<u>Comments</u>
TPM 28466	15	1/21/2010	sdvorak	
TPM 28883	13	2/1/2010	sdvorak	
TPM 28989	15	11/10/2009	sdvorak	
TPM 29427	3	11/10/2009	sdvorak	
TPM 29427	3	1/26/2010	sdvorak	
TPM 29683	16	11/10/2009	sdvorak	x Variance 2005-05
TPM 29941	14	11/10/2009	sdvorak	
TPM 30218	8	11/10/2009	sdvorak	
TPM 30277	15	11/10/2009	sdvorak	
TPM 30376	10	11/10/2009	sdvorak	

**PLANNING DIVISION**  
**DOCUSHARE LOG**      **FOR DESTRUCTION; FEBRUARY 2010**  
**ZONE CODE AMENDMENTS**  
**#74942**

<u>Description</u>	<u>No. of Pages</u>	<u>Date Scanned / Verified / QC</u>	<u>By</u>	<u>Comments</u>
ZTA/ZCA 78-01	7	2/23/2010	sdvorak	
ZCA 81-01	15	2/23/2010	sdvorak	
ZCA 81-02	24	2/23/2010	sdvorak	
ZCA 81-03	50	2/23/2010	sdvorak	
ZCA 81-04	35	2/23/2010	sdvorak	
ZCA 81-05	0	N/A		VOIDED
ZCA 81-06	27	2/23/2010	sdvorak	
ZCA 81-07	103	2/23/2010	sdvorak	
ZCA 82-01	0	N/A		VOIDED
ZCA 82-02	11	2/23/2010	sdvorak	
ZCA 82-03	28	2/23/2010	sdvorak	
ZCA 82-04	0	N/A		VOIDED
ZCA 82-05	5	2/23/2010	sdvorak	
ZCA 83-01	4	2/23/2010	sdvorak	
ZCA 83-02	52	2/23/2010	sdvorak	
ZCA 83-03	0	N/A		Planning file n/a; see Clerk's records
ZCA 83-04	18	2/23/2010	sdvorak	
ZCA 83-05	18	2/23/2010	sdvorak	
ZCA 83-06	18	2/23/2010	sdvorak	
ZCA 83-07	35	2/23/2010	sdvorak	
ZCA 84-01	20	2/23/2010	sdvorak	
ZCA 84-02	22	2/23/2010	sdvorak	
ZCA 84-03	28	2/23/2010	sdvorak	

**CITY OF NORCO  
STAFF REPORT**

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Brian Oulman, Economic Development Director 

DATE: March 17, 2010

SUBJECT: Appointment of One Member to the Economic Development Advisory Council

RECOMMENDATION: Appoint Robert Leonard to the Economic Development Advisory Council.

**SUMMARY:** The Economic Development Advisory Council (EDAC) recommended the City Council appoint Robert Leonard to the EDAC to fill one of its two vacant positions and re-advertise for the remaining vacancy.

**BACKGROUND/ANALYSIS:** On January 11, 2010, the City Clerk advertised for the acceptance of applications for the two vacancies on the Economic Development Advisory Council (EDAC). Two applications were received by the deadline date of February 1, 2010.

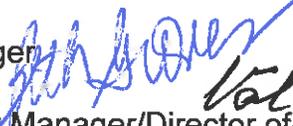
At the February 25, 2010 EDAC meeting, the Committee reviewed the two applications and unanimously recommended the City Council appoint Robert Leonard, one of the applicants; and requested the second applicant, Gary Yellis, attend the next EDAC meeting on March 25, 2010. The Committee also recommended the City Clerk re-advertise for one vacant position and suggested a special EDAC meeting be called shortly after the deadline date of March 29, 2010 for acceptance of applications.

**FINANCIAL IMPACT:** N/A

/mb-74972

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor, Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: March 17, 2010

SUBJECT: Award of Contract for Procurement of Water Meter Pit Lids

RECOMMENDATION: Approve award of contract to Armorcast Products Company

**SUMMARY:** The City desires to replace its existing water meters with an automated water meter reading solution. The preferred solution will improve the timeliness and accuracy of water billing; enhance revenue collection; improve customer service; reduce staff time on routine functions; and improve water management/conservation efforts. The City Council has already awarded contracts for the procurement of automated water meters, technology integration and project management. After a competitive bid process staff is recommending award of contract to the lowest responsible and responsive bidder, Armorcast Products Company of North Hollywood for the supply of meter pit lids in the amount not exceeding \$146,300 plus 5% contingency.

**BACKGROUND:** The Norco Water System is operated as an Enterprise Fund of the City of Norco. The System currently serves over 7,000 customers and delivers over 3 billion gallons of water annually. Currently, monthly reading of over 7,500 meters is performed manually by two maintenance workers in the Public Works Department. After a comprehensive technology evaluation process, staff determined that a fixed network automated meter reading infrastructure will improve efficiencies and enhance revenues due to more accurate meters and readings. In November 2009, Council approved a contract for the acquisition of smart meters and deployment of necessary technology for the fixed network solution. In order to install the meters, lids that will ensure successful radio frequency transmission are needed.

**SELECTION PROCESS:** Triton Water Technologies (project manager) and Public Works staff developed bid specifications for water meter pit lids. Request for bids were advertised on January 7, 2010. Bids were due and received on January 28, 2010. The specifications were designed to ensure that meter assembly box covers are capable of handling different weights depending on location – driveways, yards, sidewalks, parking lots, alleys, horse trails, etc.

The following four vendors submitted bids with the identified base amount:

1. Armorcast Products Company, North Hollywood, California - \$132,219
2. Measurement Control Systems, Santa Ana, California - \$291,614.
3. B.L. Wallace Distributor Inc. - \$255,909
4. Oldcastle Precast/inland Concrete enterprises - \$209,537

The bids were reviewed by Triton Water Technologies and Public Works staff. The base bid amount is based on the City's tentative estimate based on a mix of meter sizes developed from the billing database. Due to the fact that the City may upgrade meter sizes for some customers, the recommended not to exceed amount of \$146,300 plus 5% contingency will provide sufficient budget to accommodate any upsize of meters. The project manager, Triton Water Technologies has conducted reference checks on the lowest responsible and responsive bidder and has concluded that the references are acceptable. Staff is recommending that the City Council award the contract for the supply of water meter pit lids to Armorcast Products Company of North Hollywood.

FISCAL IMPACT: The total estimated cost for the AMI systems implementation is \$3.0 million. The entire cost of the project will be funded with Water and Sewer Funds bond proceeds. The total cost for the procurement of water meter pit lids will depend on the actual number of each meter size installed. Based on staff's initial estimate of the number of various size meters to be installed, the total contract cost is estimated to be \$146,300 plus 5% contingency.

/ao- 75067

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor, Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: March 17, 2010

SUBJECT: Award of Contract for Installation of Smart Water Meters

RECOMMENDATION: Approve award of contract to Concord Environmental Energy Inc., for installation of smart water meters

**SUMMARY:** The City desires to replace its existing water meters with an automated water meter reading solution. The preferred solution will improve the timeliness and accuracy of water billing; enhance revenue collection; improve customer service; reduce staff time on routine functions; and improve water management/conservation efforts. The City Council has already awarded contracts for the procurement of automated water meters, technology integration and project management. A necessary component of the project is the installation of smart water meters. After a competitive selection process, staff is recommending that the installation and programming of smart water meter contract be awarded to Concord Environmental Energy Inc. in the amount not exceeding \$290,000.

**BACKGROUND:** The Norco Water System is operated as an Enterprise Fund of the City of Norco. The System currently serves over 7,000 customers and delivers over 3 billion gallons of water annually. Currently, monthly reading of over 7,500 meters is performed manually by two maintenance workers in the Public Works Department. After a comprehensive technology evaluation process, staff determined that a fixed network automated meter reading infrastructure will improve efficiencies and enhance revenues due to more accurate meters and readings. In November 2009, Council approved a contract for the acquisition of smart meters and deployment of necessary technology for the fixed network solution. A critical component of the project is the installation and programming of smart water meters.

**SELECTION PROCESS:** Working with staff from Finance and Public Works Departments, Triton Water Technologies (project manager) developed a Request for Proposals (RFP) for the installation and programming of smart water meters. The RFP was circulated to qualified firms on January 7, 2010. Seven proposals were received in response to the City's RFP prior to the City's deadline for submission. After preliminary evaluation, three of the proposals were disqualified for not meeting the minimum requirements of the City's RFP.

The remaining four proposals were further evaluated based on the following criteria:

<b>EVALUATION CRITERIA</b>	<b>Weighted Value</b>	<b>i-water, Inc</b>	<b>Measurement Control Systems, Inc.</b>	<b>West Valley Construction Company</b>	<b>Concord Environmental Energy, Inc.</b>
<b>Cost</b>	<b>30</b>	30	26	12	30
<b>References</b>	<b>30</b>	25	25	20	30
<b>Technical Experience</b>	<b>30</b>	30	30	30	30
<b>Exceptions to Agreement</b>	<b>10</b>	10	10	5	10
<b>Total Score</b>	<b>100</b>	95	91	67	100

Concord Environmental was invited for an oral interview to further discuss their experience and approach to accomplishing the project needs of the City. Based on the results of the evaluation of the proposals submitted and subsequent meeting attended by a representative of Concord Environmental Energy, the project manager, director of Public Works and Deputy City Manager, staff is recommending that the contract for the installation and programming of smart water meters be awarded to Concord Environmental Energy Inc., of Murrieta, California.

**FISCAL IMPACT:** The total estimated cost for the AMI systems implementation is \$3.0. The entire cost of the project will be funded with Water and Sewer Funds bond proceeds. The total cost for installation and programming of smart water meters will depend on the actual number of each meter size installed. Based on staff's initial estimate of the number of various size meters to be installed and programmed, the total contract cost is estimated to be \$290,000.

/ao- 75078

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Brian Oulman, Economic Development Director   
Bill Wilkman, Historic Preservation Consultant

DATE: March 17, 2010

SUBJECT: Approval of an Application for a Certified Local Government Grant

RECOMMENDATION: Authorize staff to submit the 2010-2011 CLG Grant Application – Historic Context Statement and Phase One Historic Resources Survey.

**SUMMARY:** In the fall of 2009, the City of Norco became the State of California's 57<sup>th</sup> Certified Local Government. CLG status recognizes Norco as having a professionally qualified historic preservation program. Among the City's obligations to retain this status is the requirement that it conduct surveys to determine which properties may qualify for historic designation at the local, state, and national levels. The attached grant application is intended to fund the first two phases of a five-phase survey plan.

**BACKGROUND/ANALYSIS:** CLG status qualifies the City for grant money to assist in accomplishing the work necessary to implement a comprehensive historic preservation program. An essential component in any historic preservation program is a survey to determine which properties qualify for historic designation. To initiate the City's survey effort, the attached application for a \$24,900 grant has been prepared. At its March 1, 2010 meeting, the Historic Preservation Commission reviewed the draft application and recommended its approval by the City Council. CLG grants are offered on a matching basis, with the City contributing 40% of the overall grant value in the form of cash in-kind or services. Adding in this 40% component, the total value of the grant is \$47,821.08. The City proposes to meet its matching share via money paid to its contract historic preservation consultant, staff time, and volunteer time.

The proposed CLG grant has nine basic components, as follows:

- **Historic Context Research:** An examination of available documents, photographs, and other media containing information about Norco's history.
- **Windshield Survey:** An overview survey of all properties with structures 50 years old and older to assist in understanding the locations, trends, and nature of potentially

historic properties.

- **Oral History Interviews:** Three sessions in which persons familiar with the history of the City will be interviewed to gain information not generally available in written records.
- **Historic Context Statement:** The assembly and analysis of the above information to develop a written history of the City of Norco as expressed in its physical development.
- **Historic Resources Property Survey:** A physical survey of all properties with structures dating between 1900 and 1945. Work will include photographing, recording, and evaluating all properties in this date range to determine which properties qualify for historic designation. (Survey to be accomplished by a separate contracted consultant.)
- **Archaeological Resources:** The development of policies and procedures to determine when an archaeological survey should be a development review requirement.
- **Equestrian Trails Survey:** A survey of Norco's equestrian trails to identify any trail segments that qualify for historic designation. (Work to be largely done by volunteers.)
- **Emergency Response and Disaster Preparedness:** The development of policies and procedures for including consideration of historic structures in the City's response to fires, earthquakes, and other emergency and disaster situations.
- **Preservation Incentives:** The development of incentives to encourage owners of eligible properties to designate them as local, state, or national historic resources.
- **Final Report:** The assembly of the above work and findings into a written report.

The final application will include appendices with historic photographs, resumes, and other supplemental information. These appendices have yet to be developed.

Accomplishment of the above work will include a significant amount of public outreach so as to help educate the public, secure public buy-in, and encourage a sense of ownership with regard to the preservation program.

CLG grants are very competitive, with more applicants typically applying than there are funds available. Grants are awarded on the basis of a point system tied to the quality of the application. Grant applications are due by the end of April, with the results announced in June. The grant cycle starts on October 1 and runs through September 30 of the following year.

**FINANCIAL IMPACT:** As detailed in the application's budget, the City will be obligated to contribute at least \$16,600 in the form of cash and/or in-kind services. The proposed budget calls for an in-kind cash contribution of \$16,681.08 consisting of the cash value of time devoted to the project by the City's historic preservation contract consultant and staff, along with costs associated with supplies, printing, etc. In-kind volunteer time is valued at \$6,240, resulting in a total local contribution value of \$22,921.08, well in excess of the minimum requirement.

/mb-75058

Attachments: Draft Certified Local Government Grant Application

**City of Norco**  
**2010-2011 CLG Grant Application**  
**Historic Context Statement and Phase One Historic Resources Survey**  
**March 5, 2010**

**1. PROJECT SUMMARY**

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In the fall of 2009, the City of Norco was recognized as California's 57<sup>th</sup> Certified Local Government. This application for a CLG grant is intended to establish the foundation of the City's comprehensive preservation planning effort. To advance this effort, the City is requesting a grant of \$24,900 to facilitate the development of a historic context statement and the initiation of a citywide historic resources survey. The project will be implemented using the services of professional consultants, city staff, and volunteers. The project is consistent with the State Historic Preservation Plan and warrants consideration for bonus points as detailed below.

In its CLG application, the City of Norco detailed a five year plan for the survey and documentation of potential historic resources. (See Appendix) In reexamining the phasing of the proposed survey program, the City of Norco concluded that the effectiveness of its historic preservation program would benefit from a more aggressive approach regarding the numbers of properties surveyed in the first phase. The CLG five-year plan called for archaeological resources and resources dating from between 1900 and 1945 to be addressed in the second year. This grant application proposes to survey these resource categories in this first year survey effort. Other aspects of the first two years of the survey plan will be completed independently of the CLG grant program or with future CLG grant moneys.

**2. PROJECT SCOPE**

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**a. Need:** Despite the presence of numerous cultural resources throughout the City, there has never been a comprehensive survey. Norco has already lost two of its most significant cultural resources, including one of its oldest houses and its oldest commercial building. (See Appendix) For the remaining resources to be given due consideration as the City grows, it is critical that decision makers know ahead of time the nature, locations, and relative importance of the City's cultural resources, along with the benefits of their preservation. The current economic downturn offers a unique opportunity to prepare for historic preservation in the future growth of the City.

**City of Norco Preservation Plan:** This project directly implements the City of Norco's General Plan Historic Preservation Section (See Appendix) as follows:

- **HISTORICAL RESOURCES GOAL** – Preserve from development to the extent possible, the City's historical and archaeological resources.
- **Policy 2.7.1: HISTORICAL BUILDING PRESERVATION POLICY:** The City will identify and preserve the unique historical buildings that significantly identify and establish the community's history and character.
- **Policy 2.7.2: ARCHAEOLOGICAL RESOURCES POLICY:** The City will identify and catalog any archaeological resources, and will take measures to preserve those resources that are considered unique and significant to the area's history.

**Statewide Preservation Plan:** This project is consistent with the Statewide Preservation Plan, particularly with regard to the following goal/objective areas:

- **Land Use Planning:** The project will better integrate cultural resources preservation into the City's planning, emergency/disaster response, and redevelopment programs.
- **Outreach:** The project includes specific measures intended to help involve, inform, and educate the public regarding cultural resources preservation needs.
- **Archaeology:** The project will lead to the provision of tools for the identification, management, and protection of archaeological resources.
- **Cultural Landscapes:** The project will identify and facilitate the preservation of one of the most significant aspects of Norco's cultural landscape, its equestrian trails.
- **Incentives:** The project will include the development of a comprehensive preservation incentives program.

**Priority of Proposed Project:** There is no greater preservation priority than this project. The City cannot move forward with an effective historic preservation program without a comprehensive context statement and survey. This first survey will lay the foundation for an effective preservation program and for the completion of all future surveys.

**Community Benefit:** Through this project Norco's residents and decision makers will gain a greater appreciation of the resources that represent the City's history. In this regard, it will help the City build a strong sense of place and identity. The survey effort will also lead to a more thorough incorporation of preservation into planning, development review, emergency response, and disaster preparedness programs.

**b. Project Activities:** The proposed project has been designed to make effective use of federal and city funds by maximizing the use of the Cultural Resources Consultant already under contract with the City, and by delegating as many tasks as possible to volunteers. The following are the key components of the proposed project:

- **Historic Context Research:** The City's Cultural Resources Consultant will research how Norco's history, as expressed in development patterns, population characteristics, and values, has influenced the City's built environment. This will aid the understanding of historic contexts, themes, property types, and character defining features, and the establishment of eligibility criteria and integrity thresholds.
- **Windshield Reconnaissance Survey:** The City's Cultural Resources Consultant will perform a broad-based windshield survey of all properties 45 years-old or older. This will help solidify an understanding of contexts, themes, property types, and character defining features to be applied in the context statement and survey.
- **Oral History Interviews:** Volunteers and the City's Cultural Resources Consultant will conduct least three oral history sessions with persons familiar with Norco's history. These interviews will add depth to the historic context statement.
- **Historic Context Statement:** Drawing upon the above, and with the assistance of volunteers, the City's Cultural Resources Consultant will write a historic context statement. The historic context statement will form a key component of the survey, addressing the City's development history in terms of contexts, themes, property types, and character defining features. It will also lay a foundation for identifying and evaluating historic resources through integrity thresholds and eligibility criteria.

- **Historic Resources Property Survey:** A contracted consultant will survey, document, and evaluate the following resources:
    - At-risk properties: Potentially historic properties within previously approved economic development areas. (See Appendix)
    - Known Potential Historic Resources: Thirteen properties identified by the City Historian In 1996 as potentially historic.
    - Structures Built Between 1900 and 1945: Sixteen properties with a build date between 1900 and 1920 and 295 structures built between 1921 and 1945.
  - **Archaeological Resources:** The City's Cultural Resources Consultant and a volunteer archaeologist will formulate policies and procedures to assure the consideration of archaeological resources in city decisions.
  - **Equestrian Trails (Cultural Landscapes):** Volunteers will study the City's 120 miles of trails including consideration of contexts, themes, trail types, and character defining features. The City's Cultural Resources Consultant will evaluate the trails. Through this work, the role of trails in Norco's cultural landscape will be recognized and a foundation will be laid for directing restoration and improvement efforts.
  - **Emergency Response and Disaster Preparedness Planning:** Drawing upon the above survey work, the City's Cultural Resources Consultant will develop policies, and procedures for protecting cultural resources.
  - **Preservation Incentives:** Using information and insights from the survey effort, City staff and the City's Cultural Resources Consultant will develop historic preservation incentives. The incentives will encourage resources designation and maintenance.
- c. Public Involvement:** Public involvement will include the Historic Preservation Commission, Historical Society, Lake Norconian Club Foundation, NHA (Norco Horseman's Association) and RURAL (Residents of Norco Urging Protection of Rural and Animal Keeping Lifestyles). Volunteers will assist in a variety of ways, including context research, oral histories, trail surveys, government records research, and policy formulation. The City will use its web site, mailings, presentations to organizations, and flyers to encourage public involvement and to disseminate information.
- d. Deliverables:** OHP will be invited to comment on draft survey products, including the RFP, context statement, and report. At the end of the project, the City will deliver to OHP, the final report (one camera ready and one electronic copy), field check sheets, the project database in Access format, and oral history audio, video, and transcript records. Locally, these products will be used to educate the public, encourage property designations, formulate cultural resource protection policies and procedures, create incentive programs, and guide future planning and local government decision making.

### 3. ADMINISTRATION

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#### a. Personnel:

The proposed project will be managed by a team of City staff, volunteers, and consultants experienced in the history of Norco, historic context statements, resources

surveys, analysis and grants administration. Resumes of these participants are included in the appendix to this grant application.

**City Staff:**

**Brian Oulman, MPA, City of Norco Economic Development Director and Cultural Resources Administrator:** Assist volunteers as needed, administer project and consultant contract, provide background and resource materials, organize and attend scoping/progress meetings, prepare progress reports, review and comment on draft reports.

**Steve King, BA, Urban and Regional Planning, AICP, City of Norco Planning Manager:** Assist volunteers as needed, coordinate survey information with development review databases and procedures, assist survey consultant with acquisition of property data, review and comment on draft reports

**Michael Daley, BA, Information Technology Manager:** Prepare maps for survey consultant field work, map historic resources on City's GIS system, incorporate data into development review and emergency response/disaster preparedness databases.

**City Cultural Resources Consultant:**

**Bill Wilkman, MA, City of Norco Cultural Resources Consultant:** Assist volunteers as needed, manage/coordinate overall survey effort, conduct windshield survey of properties 45 years-old and older, coordinate/supervise oral history interviews, prepare historic context statement, assist with equestrian trails survey, review and comment on draft reports. (Meets the Professional Qualification Standards for Architectural History)

**Volunteers:**

**Ron Snow, BS, City Historian:** Assist in preparation of historic context statement, assist in documentation of equestrian trails, review and comment on draft reports.

**Kevin Bash, MFA, City Councilman, Local Historian:** Assist in preparation of historic context statement, assist in documentation of equestrian trails, and help arrange and conduct oral history interviews.

**Linda Dixon, Chairwoman, Historic Preservation Commission:** Assist in preparation of historic context statement, assist in documentation of equestrian trails, research government records, review and comment on draft reports.

**Matthew Potter: Vice Chairman, Historic Preservation Commission:** Assist in preparation of historic context statement, assist in documentation of equestrian trails, research government records, review and comment on draft reports.

**Virginia Austerman, MA, RPA, Member Historic Preservation Commission:** Assist in preparation of historic context statement, assist in preparation of Archaeological Sensitivity documentation, review and comment on draft reports.

(Meets the Professional Qualification Standards for Historic and Prehistoric Archaeology)

**Su Bacon, BA, Member Historic Preservation Commission:** Assist in preparation of historic context statement, assist in documentation of equestrian trails, research government records, review and comment on draft reports.

**Terri Jacquemain, MA, Member Historic Preservation Commission:** Assist in preparation of historic context statement, advise on survey procedures and evaluation, review and comment on draft reports. (Meets the Professional Qualification Standards for History)

**Contract Consultant:**

A survey consultant will be selected through a competitive proposal process. The consultant selected will meet the Secretary of the Interior's Standards for Professional Qualifications and will demonstrate knowledge, skills, and experience with preservation planning, survey projects, historic contexts and historic research, meeting

**b. Schedule:**

1. Project Initiation October 1- October 31, 2010
  - Conduct kick-off meeting – City/City Cultural Resources Consultant/Volunteers
  - Finalize work program and schedule - City/City Cultural Resources Consultant
  - Gather existing background information on the survey area – City
  - Prepare GIS survey maps – City
  - Issue press releases - City
  - Incorporate information on survey in City web site – City/City Cultural Resources Consultant
  - Develop handouts describing the survey process - City/City Cultural Resources Consultant
  - Mail information on the proposed survey program to community groups, offering to explain the program at group meetings – City/City Cultural Resources Consultant
  
2. Windshield Survey November 1 – December 31, 2010
  - Assemble and organize existing maps identifying properties by build date – City
  - Conduct archival research on the City's history - City Cultural Resources Consultant/Volunteers
  - Conduct a citywide windshield survey, noting how contexts and themes are expressed in the distribution of property types, integrity of character defining features, and preservation issues and opportunities– City Cultural Resources Consultant/Volunteers
  - In the course of the survey, take notes and photographs for use in the development of the context statement and for use in refining the property-by-property survey – City Cultural Resources Consultant/Volunteers

- In the course of the survey, take notes and photograph good examples of property types, character defining features, maintenance and integrity issues – City Cultural Resources Consultant/Volunteers
  - Progress Report #1 – City
3. Context Statement January 1 – March 30, 2011
- Refine contexts, themes, property types, and character defining features - City Cultural Resources Consultant
  - Determine integrity thresholds and eligibility criteria - City Cultural Resources Consultant
  - Conduct at least three historic oral interview sessions – City/Volunteers/City Cultural Resources Consultant
  - Prepare Draft Context Statement - City Cultural Resources Consultant
  - Submit draft to OHP, Historic Preservation Commission, and City Council for comments – City/City Cultural Resources Consultant
  - Progress Report #2 - City
4. Request for Proposals January 1, 2011 – February 15, 2011
- Prepare list of qualified consultants - City Cultural Resources Consultant
  - Prepare RFP for Survey Consultant - City/City Cultural Resources Consultant
  - Submit to OHP for review and comment – City/City Cultural Resources Consultant
  - Submit to Historic Preservation Commission and City Council for review and approval – City/City Cultural Resources Consultant
5. Survey Consultant Selection February 15, 2011 – March 15, 2011
- Mail and publish RFP – City
  - Review proposals – City/City Cultural Resources Consultant/Volunteers
  - Conduct interviews – City/City Cultural Resources Consultant/Volunteers
  - Execute contract - City
6. Historic Resources Survey March 15, 2011 – June 30, 2011
- Provide Survey Consultant with background information and resources to conduct survey – City/City Cultural Resources Consultant
  - Conduct survey – Survey Consultant
  - Research all trails on the City's trails map to determine dates of construction – Volunteers
  - Survey and document trail segments 45 years-old or older – Volunteers
  - Review all previous cultural resources reports at Eastern Information Center – City Cultural Resources Consultant/Volunteer Archaeologist
  - Consult with volunteer archaeologist regarding the incorporation of archaeological considerations in development review and emergency/disaster response policies and procedures – City/City Cultural Resources Consultant/Volunteer Archaeologist
  - Prepare Progress Report #3 - City
7. Survey Follow-Up July 1, 2011 – July 30, 2011
- Assemble property survey photographs and field sheets, annotated with locations and proposed status codes – Survey Consultant

- Assemble trails survey photographs and field sheets, annotated with locations and proposed status codes – City Cultural Resources Consultant
  - Meet to review findings and recommendations – Survey Consultant/City/City Cultural Resources Consultant
  - Develop archaeological sensitivity policies and procedures – City/City Cultural Resources Consultant/ Volunteer Archaeologist
  - Develop emergency response/disaster policies and procedures – City/City Cultural Resources Consultant/ Volunteer Archaeologist
  - Develop incentive policies and programs - City/City Cultural Resources Consultant
8. Draft Final Products August 1, 2011 – August 31, 2011
- Draft Final Report– Survey Consultant
  - Prepare DPR Forms for eligible properties – Survey Consultant
  - Prepare DPR Forms for eligible equestrian trails – City Cultural Resources Consultant
  - Progress Report #4 – City
9. Final Products (Deliverables) September 1, 2011 – September 30, 2011
- Submit all project deliverables, as detailed in 2d above, to OHP for review and approval – City/Survey Consultant/ City Cultural Resources Consultant
  - Present survey results to the Historic Preservation Commission for review and recommendations to City Council –Survey Consultant/City Cultural Resources Consultant
  - Present survey results to the City Council and secure Council approval of survey results – Survey Consultant/City Cultural Resources Consultant
10. Follow-Up October 1, 2011 – December 31, 2011
- Submit proposed policies/procedures related to archaeological resources, emergency/disaster response programs, and cultural resource incentives to the Historic Preservation Commission and City Council for review and approval
  - Incorporate approved policies/procedures related to archaeological resources, emergency/disaster response programs, and cultural resource incentives into existing policies and procedures
  - Initiate a program of public outreach to encourage the designation of eligible properties and to inform the public regarding programs to encourage historic preservation. Outreach efforts will include Web based information, brochures, public presentations, and selected mailings

#### **4. BUDGET**

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##### **a. Federal Funds and Local Matching Share:**

Federal Funds Requested:	Minimum Matching Share:
\$24,900.00	\$16,600.00

##### **b. Source of Non-Federal Match:**

1. Donor: City of Norco  
 Source: Redevelopment Fund  
 Kind: Cash wages, supplies, etc.  
 Amount: \$16,681.08

2. Donor: City of Norco  
 Source: Volunteers  
 Kind: In-kind services  
 Amount: \$6,240.00

Total Local Matching Share: \$22,921.08

(Note: exceeds required Minimum amount of local matching share of \$16,600.00)

**c. Matching Share Calculations:**

<b>Cost Categories</b>	<b>Rate Used to Calculate Cost (# hrs @ \$ per hr)</b>	<b>Cash From Grant</b>	<b>Other Cash</b>	<b>In-Kind Services</b>
<b>Contracted Services*</b> Cultural Resources Consultant Fee (Survey)		\$24,900.00		
<b>Contracted Services*</b> City Cultural Resources Consultant Fee (Context Statement)	120 hours @ \$75/hour		\$9,000.00	
<b>Salaried Employee*</b> Brian Oulman  Fringe	60 hours @ \$53.55/hour 9.45%		\$3213.00  \$303.63	
<b>Salaried Employee*</b> Steve King  Fringe	40 hours @ \$44.41/hour 23.12%		\$1,776.40  \$410.70	
<b>Salaried Employee*</b> Michael Daly  Fringe	30 hours @ \$44.66/hour 17.73%		\$1,339.80  \$237.55	
<b>Volunteer*</b> Virginia Austerman (Meets Standards)	32 hours @ \$75/hour			\$2,400.00
<b>Volunteer*</b> Terri Jacquemain (Meets Standards)	32 hours @ \$75/hour			\$2,400.00
<b>Volunteer**</b> Linda Dixon	36 hours @ \$8/hour			\$288.00
<b>Volunteer**</b> Matthew Potter	36 hours @ \$8/hour			\$288.00
<b>Volunteer**</b> Su Bacon	36 hours @			

	\$8/hour			\$288.00
<b>Volunteer**</b> Ron Snow	36 hours @ \$8/hour			\$288.00
<b>Volunteer**</b> Kevin Bash	36 hours @ \$8/hour			\$288.00
<b>Supplies, copying, postage, etc.</b> Supplies, postage, printing, draft & final reports, 30 copies at \$10/each)			\$400.00	
<b>Total Grant Funds</b>		\$24,900.00		
<b>Total Other Cash</b>			16,681.08	
<b>Total In-Kind Services</b>				\$6,240.00

**TOTAL PROJECT COST: \$47,821.08**

\* Rate shall not exceed a salary of \$88.10 per hour or \$705.00 per day.

\*\* Rate shall not exceed \$8.00 per hour, per federal minimum wage for State of California

**SALARIED EMPLOYEES:**

**Brian Oulman, MA, Cultural Resources Administrator**

Project/contract administration: 20 hours  
 Coordinate/attend project meetings: 5 hours  
 Supervise volunteer activities: 5 hours  
 Prepare progress reports: 10 hours  
 Prepare financial reports: 10 hours  
 Review draft and final products: 10 hours  
**TOTAL: 60 hours**

**Steve King, AICP, Planning Manager**

Building permit research: 10 hours  
 Provide background info/resource materials: 5 hours  
 Supervise volunteer activities: 5 hours  
 General support: 10 hours  
 Review draft and final products: 10 hours  
**TOTAL: 40 hours**

**Michael Daly, GIS Programmer Analyst**

Prepare survey maps: 10 hours  
 Incorporate survey results into City database: 15 hours  
 Prepare final GIS maps: 5 hours  
**TOTAL: 30 hours**

**VOLUNTEERS:**

**Virginia Austerman, MA, RPA, Cultural Resources Project Manager, SWCA, Norco Historic Preservation Commissioner**

Assist in preparation of scope of work and RFP:	2 hours
Assist in research/Oral Interviews:	20 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	32 hours

**Terri Jacquemain, MA, Historian, CRM Tech, Norco Historic Preservation Commissioner**

Assist in preparation of scope of work and RFP:	2 hours
Assist in research/Oral Interviews:	20 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	32 hours

**Linda Dixon, Retired, Chairwoman, Norco Historic Preservation Commission**

Assist in preparation of scope of work and RFP:	2 hours
Interview consultants:	4 hours
Assist in research/Oral Interviews:	20 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	36 hours

**Matthew Potter, Housing Authority, County of San Bernardino, Vice-Chairman, Norco Historic Preservation Commission**

Assist in preparation of scope of work and RFP:	2 hours
Interview consultants:	4 hours
Assist in research/Oral Interviews:	20 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	36 hours

**Su Bacon, Co-Owner Historic Lighting, Monrovia, CA, Norco Historic Preservation Commissioner**

Assist in preparation of scope of work and RFP:	2 hours
Assist in research/Oral Interviews:	24 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	36 hours

**Ron Snow, City of Norco Historian**

Assist in preparation of scope of work and RFP:	2 hours
Interview consultants:	4 hours
Assist in research/Oral Interviews:	20 hours
Review and evaluate survey draft/final results:	<u>10 hours</u>
TOTAL	36 hours

**Kevin Bash, MFA, Norco City Councilman**

Assist in preparation of scope of work and RFP:	2 hours
Interview consultants:	4 hours
Assist in research/Oral Interviews:	<u>30 hours</u>
TOTAL	36 hours

### **CONTRACT CONSULTANT (CONTEXT STATEMENT):**

Research/prepare historic context statement, assist in oral interviews, assist/train volunteers, assist survey consultant, assist City staff, coordinate with OHP, prepare DPR forms and other historic documentation for horse trails, assist in preparation of archaeological sensitivity policies/procedures, assist in preparation of emergency/disaster response policies/procedures, assist in preparation of incentives policies/procedures, assist in presentation of survey report to the Historic Preservation Commission and the City Council.  
(In-Kind cash from City of Norco)

### **CONTRACT CONSULTANT (SURVEY):**

Conduct survey, document all surveyed resources with photographs and a table of results, prepare DPR forms for resources and districts eligible for Status Codes of 1 through 5, prepare final report, present final report to Historic Preservation Commission and City Council.  
(Flat fee from grant)

## **5. BONUS POINTS**

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The City seeks bonus points for the following aspects of this proposal:

**Disaster Preparedness and Response Planning:** The identification of the City's cultural resources will assist the City in making informed decisions with regard to resources impacted by earthquakes, floods, fires and other emergencies/disasters. Historic resources will be identified on the City's GIS mapping software and policies/procedures for protecting cultural resources will be developed. These maps, policies, and procedures will be incorporated into the standard operating procedures of emergency responders.

**Incentives:** A better understanding of the City's cultural resources will assist in the crafting and implementing preservation incentives. Using information from the survey, the City will develop a set of incentives programs to encourage the designation, restoration, and maintenance of cultural resources. Possible incentive programs could include the establishment of funds for historic property restoration/maintenance, reduced fee schedules, streamlined review processes, and a Mills Act program.

**Cultural Landscapes:** Norco's equestrian trail systems are an integral part of its cultural landscape, including its recreational use of street rights-of-way, hillsides, parks, and river frontages.. Historic trails often have associated historic tree plantings, markers, and other improvements. The proposed survey will include the documentation of trails 45 years old and older and the identification of trail contexts, character defining features, integrity standards, and eligibility for historic designation. This information will help the City direct resources toward the maintenance and restoration of its historic trails.

**Archaeology and Historic Preservation:** Among the City's most important resources are the remnants of the use of the area by Gabrielino Indians. These irreplaceable resources can be found in areas of the City's hillsides, river frontages, and other areas. An important part of this survey effort will be the development of policies and procedures for systematically incorporating consideration of archaeological resources into the City's development review processes.

**6. DEVELOPMENT POINTS**

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As a new CLG, this is the City of Norco's first application for a CLG grant. As such, this grant qualifies for the extra points available to first-time CLG grant applicants.

**REQUIRED SIGNATURE**

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\_\_\_\_\_  
**Authorized Representative Signature and Title**

\_\_\_\_\_  
**Date**

/75059

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: March 17, 2010

SUBJECT: Approval to Send Congratulatory Letters from the City Council to Norco High School Students

RECOMMENDATION: Staff recommends that the City Council provide detailed requests to the City Clerk for the preparation of congratulatory letters to be sent to Norco High School Students.

**SUMMARY:** A Council Member has requested that congratulatory letters be sent to Norco High School students signed by all of the Council Members. As the adopted Norco City Council Norms and Procedures require approval from a majority of the Council Members for this action, staff is requesting Council's approval to proceed with this request.

**BACKGROUND/ANALYSIS:** At the City Council meeting held on March 3, 2010, one of the Council Members requested that an item be brought back to the Council regarding his request that letters be sent to Norco High School students from the Council congratulating them on their athletic and academic achievements.

The adopted Norco City Council Norms and Procedures state as follows under Section B. -- City Council Interaction and Communication with Staff:

*A Council Member will not direct staff to initiate any project or prepare any extensive report (requiring more than an hour of staff time) or initiate any study or ongoing course of action without the approval of a majority of the City Council.*

Therefore, a sample congratulatory letter has been attached, which will be amended to reflect the specific achievement. The final form of the letters will include digital signatures from all of the Council Members. It is also recommended that requests for such letters be provided to the City Clerk. The requests should include detailed lists, with the names of the students and their achievement/s, so that staff time is not utilized to complete the research.

/bj-75083

Attachment: Sample Letter



# CITY of NORCO

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

[date]

[student letter addressed to]

Re: Congratulations on Your Athletic Achievement

Dear Mr. \_\_\_\_\_:

The Norco City Council would like to take this opportunity to personally congratulate you for receiving the Football Most Valuable Player – Offensive Award, as well as the All CIF Award for your Running Back position.

The City of Norco is proud of the quality of athletes that participate at Norco High School. The City is also proud of the accomplishments of the students, both athletically and academically.

Please know that your achievements have not gone un-noticed and that the entire Norco City Council offers its sincere congratulations to you. We wish you the very best in all of your future endeavors. *Go Cougars!*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor Pro Tem

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

## CITY COUNCIL

MALCOLM MILLER  
Mayor

BERWIN HANNA  
Mayor Pro Tem

KATHY AZEVEDO  
Council Member

KEVIN BASH  
Council Member

HARVEY SULLIVAN  
Council Member