



AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
SEPTEMBER 15, 2010

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 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: 7:00 p.m.

PLEDGE OF ALLEGIANCE: Council Member Azevedo

INVOCATION: Assembly of God – Beacon Hill
Pastor Rene Parish

PROCLAMATION: Designation of September 17 – 23, 2010 as
Constitution Week

PRESENTATIONS: Norco Fair Committee

Southern California Edison
Louis Davis

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:**
Regular Meeting of September 1, 2010
Recommended Action: Approve the CRA Minutes (City Clerk)

- B. Acquisition Agreement for 1533 Second Street for the Second Street Widening Project. **Recommended Action: Adopt CRA Resolution No. 2010-___, authorizing the approval of an Acquisition Agreement in the amount of \$13,974 and accept the offer of street dedication of real property at 1533 Second Street (A.P.N. 125-100-015) to facilitate the Second Street Widening Project, and authorizing the Agency to enter into escrow for said property.** (City Engineer)

2. **OTHER CRA MATTERS:**

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

3. **CITY COUNCIL CONSENT CALENDAR ITEMS:** *(All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No. 5 of the Agenda)*

- A. **City Council Minutes:**
Regular Meeting of September 1, 2010
Recommended Action: Approve the City Council Minutes (City Clerk)
- B. Recap of Actions Taken at the Planning Commission Regular Meeting of September 8, 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. Approval of a Citywide Records Management Policy and Retention Schedule. **Recommended Action: Adopt Resolution No. 2010-____, adopting a Citywide Records Management Policy and Retention Schedule.** (City Clerk)
 - E. **Beacon Hill Telecommunication Tower;** (Public Safety Enterprise Communication Project (PSEC)): A Proposed Radio Tower to be Located next to the Existing AT&T Telecommunication Tower on Beacon Hill. **Recommended Action: Receive and File** (Planning Director)
 - F. Acceptance of the Reservoir No. 5 Water Storage Tank Project as Complete. **Recommended Action: Accept the Reservoir No. 5 Potable Water Storage Tank Project as complete and direct the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Director of Public Works)
 - G. Acceptance of the Ingalls Park Grading – Phase I Project as Complete. **Recommended Action: Accept the Ingalls Park Grading – Phase I Project as complete and direct the City Clerk to file a Notice of Completion with the County Recorder's Office.** (Director of Parks, Recreation & Community Services)
 - H. Western Riverside Energy Leadership Partnership. **Recommended Action: Adopt Resolution No. 2010-____, supporting, endorsing and participating with Southern California Edison, Western Riverside Council of Governments and its participating member cities in an energy leadership partnership to be known as “the Western Riverside Energy Leadership Partnership.** (City Manager)
4. LEGISLATIVE MATTERS -- SECOND READING: *(No new evidence will be heard from the public as the public hearing has been closed regarding all items listed.)*
- A. **Ordinance No. 927, Second Reading.** City-Initiated Proposal to Add Chapter 5.50 “Employment of Undocumented Workers “to the Norco Municipal Code (Code Change 2010-04). **Recommended Action: Adopt Ordinance No. 927 for Second Reading.** (City Clerk)
5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

6. CITY COUNCIL ITEMS FOR ACTION:

A. Approval of the Norconian Strategic Plan

The purpose of the Norconian Strategic Plan is to establish a unified program for the City of Norco to influence the preservation of, and planning for, the historic Norconian property. It is anticipated that the Norconian Strategic Plan will play an important role in the preservation of the Norconian. In this regard, it will signify the City's commitment to this objective, and will provide a vehicle through which to carry out that commitment.

Recommended Action: Approve the Norconian Strategic Plan (City Manager)

B. Request for a Waiver of Fees for the Approval of Variance 2010-01 (Lopez)

On August 25, 2010, the Planning Commission approved Variance 2010-01 to allow a variance from the required 60-foot rear yard setback in the A-1-20 zone to allow the construction of a 288-square foot patio cover on property located 4100 Corona Avenue. The variance application and fees were submitted so that the application could be processed, along with a letter requesting a waiver of fees from the City Council so that a refund could be issued.

Recommended Action: That a waiver of fees be denied. (Planning Director)

C. Report on Current Code Compliance Procedures

The City currently operates under a code compliance procedure where a reported violation in a residential or agricultural zone is not acted upon without a formal written complaint. A formal written complaint is not required in commercial and industrial zones.

Recommended Action: Review current procedures and make recommendations as appropriate. (City Manager)

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

8. OTHER MATTERS – COUNCIL:

9. OTHER MATTERS – STAFF:

- A. Update on Traffic and Parking Issues at and around Norco Elementary School.

10. ADJOURNMENT:

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

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

/bj-76201



MINUTES
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
SEPTEMBER 1, 2010

CALL TO ORDER: Mayor Pro Tem Hanna called the meeting to order at 7:04 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 and Thompson

Deputy City Attorney Burns – **Present**

PLEDGE OF ALLEGIANCE: Council Member Bash

INVOCATION: Calvary Chapel – Norco
Pastor Louie Montieth

PRESENTATION: Introduction of Miss Norco and Miss Teen Norco
Cara McCray, representing the Norco Chamber of Commerce, presented Miss Norco Kylie Campbell who then introduced Princess Baylee Curran, Princess Magen Lopez, Miss Teen Norco Mari Rocha, Teen Princess Katie Estrella. Teen Princess Kelly Smith, Teen Princess Rachel Argandona and Teen Princess Katlyn Plecas.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

1. CRA CONSENT CALENDAR ITEMS:

M/S Azevedo/Bash to approve the CRA Consent Calendar items. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, MILLER, SULLIVAN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- A. CRA Minutes:
Regular Meeting of August 18, 2010
Recommended Action: Approve the CRA Minutes (City Clerk)

2. OTHER CRA MATTERS: No other CRA matters.

ADJOURNMENT OF CRA: 7:10 p.m.

Agenda Items 1.A. & 3.A.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

3. CITY COUNCIL CONSENT CALENDAR ITEMS:

Mayor Pro Tem Hanna (for the public) and Sullivan pulled Items 3.D., 3.E., and 3.F.

M/S Bash/Azevedo to approve the Amended City Council Consent Calendar items. The motion was carried by the following roll call vote:

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

- A. City Council Minutes:
Regular Meeting of August 18, 2010
Special Meeting of August 23, 2010
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Planning Commission Action Minutes, Regular Meeting of August 25, 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. **Ordinance No. 924, Second Reading.** Zone Code Amendment 2010-01 (City): A Proposed Ordinance to Amend Title 18 (Zoning) of the Norco Municipal Code to Regulate the Size, Height, and Approval Process of Accessory Structures Allowed in Agricultural-Residential Zones.
Recommended Action: Adopt Ordinance No. 924 for Second Reading. (City Clerk) **PULLED FOR COUNCIL DISCUSSION**
- E. **Ordinance No. 925, Second Reading.** Specific Plan 91-02, Amendment 5 (City): A proposed Ordinance to Amend the Norco Hills Specific Plan to Regulate the Height and Approval Process of Accessory Structures Allowed in the Equestrian Residential District. **Recommended Action: Adopt Ordinance No. 925 for Second Reading.** (City Clerk) **PULLED FOR COUNCIL DISCUSSION**
- F. **Ordinance No. 926, Second Reading.** Specific Plan 99-01, Amendment 4 (City): A Proposed Ordinance to Amend the Norco Ridge Ranch Specific Plan to Regulate the Height and Approval Process of Accessory Structures Allowed in the Equestrian Residential District. **Recommended Action: Adopt Ordinance No. 926 for Second Reading.** (City Clerk) **PULLED FOR COUNCIL DISCUSSION**

- G. Second Amendment to the Agreement for Law Enforcement Services Eliminating the Front Office Community Service Officer Position. **Recommended Action: Authorize the Mayor to sign the Amendment to the Agreement.** (Lt. Cooper)
- H. Request for Use of the City Seal. **Recommended Action: Approve the request to use the City Seal on a joint-letter of invitation to Navy personnel, as well as on programs and signage, for a December 7 remembrance event hosted by the Lake Norconian Club Foundation.** (City Manager)

4. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

Deputy City Attorney Burns stated the following:

"It is our recommendation that the Council take public comment on the accessory structure ordinances during the public comment portion of the meeting. That is because the Council has already held a public hearing on this item during which a substantial amount of evidence was taken. The Council then closed the public hearing. Because the public hearing was closed at the last meeting, the public will expect that the Council has taken all of the evidence it is going to consider on this item and that the Council will not take new evidence."

Council Member Sullivan commented on the public comments taken at the August 18th Council Meeting and noted the number of votes in favor and against the ordinances. He also commented on the petition submitted which had 376 signed signatures asking for a no vote. He noted the Council comments made during that meeting and stated that he hoped that the Council Members would reconsider their votes. He further noted his desire to continue the existing moratorium and address the accessory structure issue and not animal keeping rights, which he believes would open ourselves up to litigation.

Council Member Azevedo commented on the petition submitted at the August 18th Council meeting and added that she received comments from persons wishing to remove their names from the petition. She stated that the Council makes decisions that are best for the majority of the residents in the City. She further stated that, in her mind, this is an animal keeping issue and the reason for these ordinances is only because people have abused the system. Council Member Azevedo stated that she is still in full support of the three ordinances.

Council Member Bash stated that he also received calls from persons who signed the petitions and wished to remove their names. He noted that his comments at the August 18th meeting regarding his properties were provided as an example to the obvious and did not believe there was an ethical problem in making those comments.

Mayor Miller thanked Mayor Pro Tem Hanna for filling in for him. He noted that he took issue with Council Member Sullivan for his misrepresentation and also noted that you don't

make deductions on opinion polls, as there is a proper petition process that needs to be followed. He commented on the lengthy process the ordinances went through, with a number of variations considered. Present conditions, his property will satisfy. Make deductions on opinion polls and he takes exception for that. Mayor Miller stated that he personally believes that the ordinances serve the purpose for which they were written and added that a lot of hard work went into them and believes it is as good as it is going to get at this point.

Mayor Pro Tem Hanna stated that this matter does affect the animal keeping lifestyle and noted that it is important to protect the future of Horsetown USA. He commented on the petition received and noted that there are currently 11,416 registered voters in the City of Norco and a petition submitted would need to have 1,142 signatures from registered voters in order for the ordinances to be required to be re-considered by the Council.

Council Member Sullivan commented on statements made by the Council and noted that some were unethical. He stated that the Council should have acknowledged the petition submitted and added that he thinks the Council ignored the people in the Norco hills.

Discussion was held regarding Ordinance No. 924, Section 18.13.20 (c) regarding the contiguous open animal area on lots one acre or less. Council Member Sullivan stated that he would have liked to see an added definition for lots over one acre. Planning Director King noted that the only restriction is placed on one acre or less for this purpose.

- 3.D. **Ordinance No. 924, Second Reading.** Zone Code Amendment 2010-01 (City): A Proposed Ordinance to Amend Title 18 (Zoning) of the Norco Municipal Code to Regulate the Size, Height, and Approval Process of Accessory Structures Allowed in Agricultural-Residential Zones. **Recommended Action: Adopt Ordinance No. 924 for Second Reading.** (City Clerk)

M/S Miller/Bash to adopt Ordinance No. 924 for Second Reading. The motion was carried by the following roll call vote:

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

- 3.E. **Ordinance No. 925, Second Reading.** Specific Plan 91-02, Amendment 5 (City): A proposed Ordinance to Amend the Norco Hills Specific Plan to Regulate the Height and Approval Process of Accessory Structures Allowed in the Equestrian Residential District. **Recommended Action: Adopt Ordinance No. 925 for Second Reading.** (City Clerk)

M/S Azevedo/Bash to adopt Ordinance No. 925 for Second Reading. The motion was carried by the following roll call vote:

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

- 3.F. **Ordinance No. 926, Second Reading.** Specific Plan 99-01, Amendment 4 (City): A Proposed Ordinance to Amend the Norco Ridge Ranch Specific Plan to Regulate the Height and Approval Process of Accessory Structures Allowed in the Equestrian Residential District. **Recommended Action: Adopt Ordinance No. 926 for Second Reading.** (City Clerk)

M/S Azevedo/Bash to adopt Ordinance No. 926 for Second Reading. The motion was carried by the following roll call vote:

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

5. CITY COUNCIL PUBLIC HEARING:

- A. City-Initiated Proposal to Add Chapter 5.50 "Employment of Undocumented Workers" to the Norco Municipal Code (Code Change 2010-04)

A proposed ordinance has been drafted based on the City Council's recommendation on August 4, 2010. The draft ordinance proposes adding Chapter 5.50 "Employment of Undocumented Workers" to the Norco Municipal Code and effectively defines the E-Verify requirements for all City contractors and their sub-contractors, and all City businesses and their sub-contractors. The proposed ordinance, if passed, would apply to all City contracts awarded after January 1, 2011.

Recommended Action: Adopt Ordinance No. _____ for first reading.
(City Manager)

City Manager Groves stated that at its August 4, 2010 meeting, the Council voted to have an ordinance drafted that includes E-Verify requirements for all City employees, City

contractors and their sub-contractors, and all City businesses and their sub-contractors. She noted that the proposed ordinance before the Council does just that and requires that an Affidavit of Compliance with the Norco Municipal Code "E-Verify" be completed.

Mayor Pro Tem Hanna OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak.

Karen Leonard. Ms. Leonard stated concerns regarding the enforcement of the ordinance. .

Curtis Coombs. Mr. Coombs stated that as a business owner in the community, he supported the ordinance as it encourages businesses that follow the rules.

Kaye O'Mara. Ms. O'Mara encouraged the Council to pass this ordinance as the City has an opportunity to participate in maintaining the rule of law for our Country.

Wendie Stevens-Rodriquez. Ms. Stevens-Rodriquez spoke in favor of this ordinance.

Julie Waltz. Ms. Waltz encouraged the Council to pass the ordinance.

Mayor Pro Tem Hanna CLOSED the public hearing.

Mayor Miller complemented staff on a well written report and ordinance and is fully in support of this.

Council Member Bash stated that he supports the ordinance.

Council Member Azevedo stated that she supports the ordinance.

M/S Sullivan/Miller to adopt Ordinance No. 927 for First Reading. The motion was carried by the following roll call vote:

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

6. PUBLIC COMMENTS OR QUESTIONS:

Dave Henderson. Mr. Henderson commented on the improvements on Sierra Avenue. He also commented on traffic calming measures and added that speed humps can be an effective way to control the speed of traffic without damaging vehicles and trailers.

Pat Overstreet. Ms. Overstreet noted that she is not impressed with a petition of 300 signatures. She further commented on the animal-keeping issues discussed at the previous Council meeting and noted that this is a real estate issue. Ms. Overstreet stated that the Charter is in place to preserve Horsetown USA.

Larry Palmer. Mr. Palmer stated that he keeps hearing a phrase about this not being an animal-keeping issue and noted that this is Horsetown USA. He commented on the City being pulled apart by this issue.

Pamela Smith. Ms. Smith thanked everyone that came to the 11th annual cook off and noted that it was the most successful to date with over 200 attendees.

John Box. Mr. Box stated that he was hoping to speak on the ordinances when they were discussed on the agenda. He noted that he submitted a letter stating violations under the Brown Act and expects a response in 30 days. He stated that the greater issue is the division of the community and commented on the signatures he received on the petition and that he polled the community and felt they were honest. He further stated that the goal has always been to preserve animal-keeping and added that the "Norco hills" people believe that the process has been violated.

Vern Showalter. Mr. Showalter stated that he removes signs in the community in violation and noted that if they do not have a date on them or if they are in the public right-of-way, they are history.

Jodie Webber. Ms. Webber stated disfavor on the decision to disallow the public and noted the language on the agenda on the Consent Calendar. She noted the comments made regarding the division in Norco and stated that the specific plans divided the City. She added that the City has already dictated that the persons living in the specific plan areas are treated differently.

Bill Kohl. Mr. Kohl stated disfavor on the process that was followed in the adoption of the ordinances. He commented on the different versions of the ordinances and noted that a public process should be followed when changes are made.

Karen Leonard. Ms. Leonard commented on the petition and noted that it was invalid. She also invited everyone to attend the upcoming Fair.

Alan Smith. Mr. Smith commented on the traffic issues and dangers surrounding Norco Elementary School and asked that this be addressed.

Kathy Thistlethwaite. Ms. Thistlethwaite commented on the traffic safety issues at Norco Elementary. She also commented on the water bill, which is due by Sunday September 5th and noted that this is a long weekend with Labor Day on Monday and City Hall is not open. She added that she is concerned about the payments that are placed in the outside drop box.

Bobbie Pope. Ms. Pope commented on the arundo project and noted that it started today. She added that the plan will improve our trails and noted that signs will be placed to let the riders know what trails are open and/or closed.

Doug Roberts. Mr. Roberts stated that a group of volunteers who are concerned about the trails produced a map of the trails and presented it to the City. He noted that 100 man hours of survey work went into this project and added that it should be extremely accurate.

Robert Swindell. Mr. Swindell presented a document for the record addressing Council Member Azevedo's statements at the August 18th meeting regarding accessory structures. He stated his disfavor on what the Council approved and noted that this was a reduction of property rights. He added that he is trying to look out for the rights of fellow Norconians.

Kay O'Mara. Ms. O'Mara commented on the division in the City and noted that we do not want the rural atmosphere of Norco to disappear.

Julie Waltz. Ms. Waltz commented on divisions in Horsetown USA and noted that the Council should not ignore petitions.

Denise Shoemaker. Ms. Shoemaker thanked the Council for passing the ordinances. She encouraged everyone to attend the first annual Norco Fair this weekend and added that over 90 vendors would be participating.

Donna Miller. Ms. Miller commented on the ordinances and wondered how they affect the "Norco hills" people.

Greg Newton. Mr. Newton commented on the Home and Land Realty "thank you" sent to the City and stated that these are the things we need to be working on. He commented on the email he received from the Norco Hills News inviting residents to attend the Council meeting to voice displeasure and noted his displeasure over this e-mail.

Michael Harris. Mr. Harris commented on his disappointment for no public comments allowed when the ordinances were considered on the agenda. He also asked about the financial condition of the City and how the deficit was being met.

Danny Azevedo. Mr. Azevedo commented as a citizen of Norco and asked for respect from one of the Councilmen. He also commented on the petitions and the use of them in the voting process. He further commented on the purpose of the PAKAs.

Su Bacon. Ms. Bacon commented on how miscommunication can cause problems throughout a community noting the months leading up to the upcoming Fair run by a citizens group. She noted that this is the same thing with the ordinances and now is a perfect time to come together for a Norco united.

7. OTHER MATTERS – COUNCIL:

Council Member Bash:

- ✦ Commented on the traffic safety problems at the schools and submitted a motion that this item be placed on an agenda for discussion. Council Member Sullivan seconded that motion. Under discussion, Council Member Azevedo stated that she planned to ask for an update on that item tonight. Public Works Director Thompson stated that he met today with representatives from the Corona-Norco Unified School District Facilities Management Department at which time they discussed Norco Elementary specifically. He noted that they have some ideas and will implement them between now and the Holiday break at which time the District will get back to the City. City Manager Groves asked for clarification on this item. Council Member Bash requested staff updates in lieu of placing this on the agenda and withdrew his motion.
- ✦ Stated that he has concerns with the City's current Code Compliance Policy and submitted a motion to place this item on the next agenda for discussion. He added that he is concerned about the code compliance issues in residential and commercial areas and noted the problems occurring because of how the complaint is required to be received. City Manager Groves commented on code enforcement resources available and noted that the City has only one part-time officer. Council Member Bash stated that he would like to know what we have in the current policy and where we can go from here.

M/S Bash/Azevedo to place an item on the next agenda regarding the City's Code Compliance Policy. The motion was carried by the following roll call vote:

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

Council Member Azevedo:

- ✦ Noted that there are 94 participants in the Talent Show at the upcoming Fair.

Council Member Sullivan:

- ✦ Reflected on the meeting and stated disfavor in his character being questioned. He noted that he will be cancelling his City e-mail and will be happy to have discussions with anyone on his cell phone. He added that he does not want to provide a platform to slam him. He further commented on the process of the approval of the ordinances and added that the City needs to unite.

8. OTHER MATTERS – STAFF: No staff items to report.

9. ADJOURNMENT: There being no further business to come before the City Council, Mayor Pro Tem Hanna adjourned the meeting at 9:08 p.m.

BRENDA K. JACOBS
CITY CLERK

/bj-76477

CITY OF NORCO STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Beth Groves, Executive Director 

PREPARED BY: Dominic C. Milano, City Engineer 

DATE: September 15, 2010

SUBJECT: Acquisition Agreement for 1533 Second Street for the Second Street Widening Project

RECOMMENDATION: Adopt **CRA Resolution No. 2010-___**, authorizing the approval of an Acquisition Agreement in the amount of \$13,974 and accept the offer of street dedication of real property at 1533 Second Street (A.P.N. 125-100-015) to facilitate the Second Street Widening Project, and authorizing the Agency to enter into escrow for said property.

SUMMARY: In order for the Second Street Improvement Project to proceed, 1164.5 square feet of real property at 1533 Second Street needs to be acquired with an additional temporary construction easement by the Norco Redevelopment Agency ("Agency") for the widening of Second Street and the realignment of Valley View Avenue into Second Street. Negotiation with the affected property owner has been successful and an agreement has been reached to purchase the property for \$13,974, including the temporary easement.

BACKGROUND/ANALYSIS: On December 1, 2004, the Agency Board authorized the execution of the contract for professional services with DMC Design Group, Inc, for preparation of plans and specifications for the construction of the Second Street improvements between I-15 Freeway and Corona Avenue. The accepted design resulted in the need for certain properties along Second Street to relinquish portions of their frontage to accommodate the widening of Second Street. On September 7, 2005, the Agency Board authorized DMC Design Group to proceed with obtaining appraisals for those affected properties.

DMC Group retained Overland, Pacific & Cutler, Inc (OPC) as the Agency's acquisition consultant and to answer questions the property owners may have. The Agency also contracted with Boznanski & Company, an independent appraisal firm, to appraise all the affected properties. The Agency is in receipt of a three-volume report, prepared by Boznanski & Company, containing a complete appraisal of the 17 affected properties.

After the acquisition of two of the seventeen parcels, the Agency Board directed staff to obtain updated appraisals for a "sampling" of the remaining properties and for City staff to negotiate the purchases. City staff received the updated appraisals and has successfully negotiated this last parcel of the seventeen properties.

Acceptance of Real Property known
As 1533 Second Street
Page 2
September 15, 2010

It is recommended that the Agency Board formally approve the Agreement for this property acquisition (1533 Second Street, APN 125-100-015) and authorize the Agency to enter into escrow. Escrow fees are estimated to be an additional \$1,000 over the purchase price.

FINANCIAL IMPACT: Funds are appropriated in the FY 2010-11 Agency CIP Budget for the Second Street Right-of-Way Acquisition with a current fund balance of \$6,542. A fund deficit of \$8,432.00 will occur with the purchase of this final parcel, but with the receipt of the \$12,000 down payment of the previously approved Agency sale of surplus Second Street property (1468 Second Street) which is now in escrow, the fund deficit will be cured.

/76513

Attachments: CRA Resolution No. 2010-____
Agreement for Acquisition of Real Property

CRA RESOLUTION NO. 2010-__

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY AUTHORIZING APPROVAL OF AN ACQUISITION AGREEMENT IN THE AMOUNT OF \$13,974.00 TO PURCHASE REAL PROPERTY AT 1533 SECOND STREET IN ORDER TO OBTAIN RIGHT-OF-WAY TO FACILITATE THE SECOND STREET WIDENING PROJECT, AND AUTHORIZING THE AGENCY TO ENTER INTO ESCROW FOR SAID PROPERTY

WHEREAS, the Norco Redevelopment Agency ("Agency"), under provision of the California Community Redevelopment Law, is engaged in activities necessary for the execution of the Redevelopment Plan for Norco Redevelopment Project Area No. One ("Project Area"); and

WHEREAS, in order to effectuate the provisions of that Redevelopment Plan, the Agency proposed to purchase certain real property within the Project Area for the Second Street Widening Project; and

WHEREAS, the Agency and Owner have entered into agreement to purchase 1,164.5 square feet of property located at 1533 Second Street in Norco, California for the widening of Second Street; and

WHEREAS, the terms of negotiations have been reached and a value has been reached to purchase the right-of-way in the amount of \$13,974.00.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The payment for funds for the acquisition of these properties is in accordance with Section 33445 (a) of the Community Redevelopment Law of the State of California, more particularly "that improvements are of benefit to the Project Area of or the immediate neighborhood in which the project is located."

SECTION 2. The Norco Redevelopment Agency in regular session assembled on September 15, 2010 hereby approves the acquisition of the real property at 1533 Second Street and authorizes the Agency to enter into escrow.

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on September 15, 2010.

Chairman, Norco Redevelopment Agency

ATTEST:

Secretary, Norco Redevelopment Agency

I, Brenda 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 September 15, 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 September 15, 2010.

Secretary, Norco Redevelopment Agency

APN: 125-100-015
TITLE REPORT NO: O-SA-1970819 (08)
PROJECT: Norco – Second Street Improvements

**AGREEMENT FOR ACQUISITION OF REAL PROPERTY
AND JOINT ESCROW INSTRUCTIONS**

THIS AGREEMENT is entered into this _____ day of _____, 2010 by and between the City of Norco (hereinafter called "Buyer"), and Terry McCoy (hereinafter called "Seller") for acquisition by Buyer of certain real property hereinafter set forth.

IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. AGREEMENT TO SELL AND PURCHASE. Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, upon the terms and conditions set forth in this Agreement (hereinafter called "Agreement"), all that certain real property (hereinafter called "Property") situated in the City of Norco, County of Riverside, State of California, and legally described as follows:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO
AND BY THIS REFERENCE MADE A PART HEREOF

2. PURCHASE PRICE. The total purchase price, payable in cash through escrow, shall be the sum of

Thirteen Thousand, Nine Hundred Seventy Four Dollars
(\$13,974.00)

3. CONVEYANCE OF TITLE. Seller agrees to convey by Grant Deed to Buyer fee simple title to the property free and clear of all recorded and unrecorded liens, encumbrances, assessments, easement, leases, and taxes EXCEPT:
 - a. Non-delinquent taxes for the fiscal year in which this transaction closes which shall be cleared and paid in the manner required by Section 4986 of the Revenue and Taxation Code, if unpaid at the close of this transaction.
 - b. Quasi-public utility, public alley, public alley easements, and rights of way of record (except rights in any such items conveyed under this Agreement).
 - c. Item number 6 in the above referenced preliminary title report issued by First American Title Company, dated June 16, 2005.
4. TITLE INSURANCE POLICY. Escrow Agent shall, following recording of said deed(s) to Buyer, provide the City with CLTA Standard Coverage Policy of Title Insurance in the amount of \$13,974.00 issued by First American Title Company. Title Company showing the title to the property vested in Buyer, subject only to the exceptions set forth in Paragraph 3 of this Agreement and the printed

exceptions and stipulations in said policy. Buyer agrees to pay the premium charged therefore.

5. **ESCROW.** Buyer agrees to open an escrow in accordance with this Agreement at an escrow company of Buyer's Choice. This Agreement constitutes the joint escrow instructions of the Buyer and Seller, and Escrow Agent to whom these instructions are delivered is hereby empowered to act under this Agreement. The parties hereto agree to perform all acts reasonably necessary to close escrow in the shortest possible time.

Seller shall execute and deliver said deed(s) as referenced in Paragraph 3, above, to Escrow Agent concurrently with this Agreement, or as soon as possible thereafter when said deeds are available. After opening of escrow, Buyer will deposit an executed Certificate of Acceptance with Escrow Agent. Buyer agrees to deposit the purchase price upon demand of Escrow Agent. Buyer and Seller agree to deposit with Escrow Agent any additional instruments as may be reasonably necessary to complete this transaction.

All funds received in this escrow shall be deposited with other escrow funds in a general escrow account(s) and may transferred to any other such escrow account in any State or National Bank doing business in the State of California. All disbursements shall be made by check from such account.

6. **ESCROW AGENT IS AUTHORIZED TO, AND SHALL:**
- a. Pay and charge Seller, upon Seller's written approval, for any amount necessary to place title in the condition necessary to satisfy Paragraph 3 of this Agreement;
 - b. Pay and deduct from the amount shown in Paragraph 2 above, any amount necessary to satisfy any delinquent taxes together with penalties and interest thereon, and/or delinquent or non-delinquent assessments or bonds except those which title is to be taken subject to accordance with the terms of this Agreement;
 - c. Pay and deduct from the amounts payable to Seller under Paragraph 2 of this Agreement, up to and including the total amount of unpaid principal and interest on note(s) secured by mortgage(s) or deed(s) of trust, if any, and all other amounts due and payable in accordance with terms and conditions of said trust deed(s) or mortgage(s) including late charges, if any, except penalty (if any), for payment in full advance of maturity, shall, upon demand(s) be made payable to the mortgagee(s) or beneficiary(ies) entitled thereunder;
 - d. Pay and charge Buyer for all recording fees incurred in this transaction including payment of reconveyance fees and forwarding fees for partial or full reconveyances of deeds of trust or release or mortgage by Buyer.

- e. Pay and charge Buyer for any escrow fees, charges, and costs payable under Paragraph 7 of this Agreement;
- f. Disburse funds and deliver deeds when conditions of this escrow have been fulfilled by Buyer and Seller.

The term "close of escrow", if and where written in these instructions, shall mean the date necessary instruments of conveyance are recorded in the office of the County Recorder. Recordation of instruments delivered through this escrow is authorized if necessary or proper in the issuance of said policy of title insurance.

All time limits within which any matter herein specified is to be performed may be extended by mutual agreement of the parties hereto. Any amendment of, or supplement to, any instructions must be in writing.

TIME IS OF THE ESSENCE IN THESE INSTRUCTIONS AND ESCROW IS TO CLOSE AS SOON AS POSSIBLE.

- 7. **ESCROW FEES, CHARGES, AND COSTS.** Buyer agrees to pay all Buyer's and Seller's usual fees, charges, and costs which arise in this escrow.
- 8. **FULL AND COMPLETE SETTLEMENT.** Seller hereby acknowledges that the compensation paid to Seller through this Agreement constitutes full and complete settlement of any and all claims against Buyer, by reason of Buyer's acquisition of the Property, specifically including, but not limited to, any and all damages to Seller's remainder property by reason of the acquisition of the subject Property or the installation of the improvement project in the manner proposed, the value of improvements pertaining to the realty, leasehold improvements, any and all claims of rental or leasehold value and loss of business goodwill (excluding relocation benefits, if any), and any and all claims in inverse condemnation and for pre-condemnation damages, and any and all other claim Seller may have, whether or not specifically mentioned here, relating directly or indirectly to the acquisition by Buyer of this subject Property; however, Seller and Buyer, and each and all of their collective agents representatives, attorneys, principals, predecessors, successors, assigns, administrators, executors, heirs, and beneficiaries, hereby release the other party, and each of them, from any and all obligations, liabilities, claims. Costs, expenses, demands, debts, controversies, damages, causes of action, including without limitations those relating to just compensation, damages, which any of them now have, or might hereafter have by reason of any matter or thing arising out or in any way relating to any condemnation action affecting the subject Property.

Buyer acknowledges that Seller's property is currently legal non-conforming in the A-1-20 Zone, i.e. less than 20,000 square feet, and that Buyer's purchase of 1164.51 square feet will not reduce the current legal non-conforming status of the property. All existing rights granted by the City of Norco's Municipal Code will remain in effect, and Buyer agrees to help Seller obtain entitlements as legally granted by the existing code.

9. CONSTRUCTION CONTRACT AND CURATIVE WORK.
- a. It is understood and agreed by and between parties hereto in addition to the compensation shown in Paragraph 2 hereinabove, the Buyer, its contractors or assigns, shall perform the following construction contract items at the time of the installation of the proposed project:
- i. Restore existing yard fencing to new property line. All work performed under this Agreement shall conform to all applicable building, fire, and sanitary laws, ordinances and regulations relating to such work and shall be completed in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated or reconstructed by the Buyer, shall be left in as good condition as found.
10. PERMISSION TO ENTER ON PREMISES. Seller hereby grants to Buyer, its authorized agents, or contractors, if necessary by reason of the above-mentioned improvements, the right to enter upon Seller's property upon 48 hours prior written notice to perform the construction items referred to in Paragraph 9a above and to make necessary and reasonable inspections.
11. RENTAL AND LEASEHOLD INTEREST. Seller warrants that there are no third parties in possession of any portion of the Property as lessees, tenants at sufferance, trespassers, or invitees, and that there are no oral or written recorded or unrecorded leases or other agreements concerning all or any portion of the Property exceeding one month. Seller agrees to hold Buyer harmless and reimburse Buyer for any and all of its losses and expenses occasioned by reason of any lease of said property held by any tenant of Seller for a period exceeding one month, EXCEPT: None.
12. EMINENT DOMAIN DISMISSAL. Seller and Buyer acknowledge that this transaction is a negotiated settlement and there was no threat of condemnation. Seller acknowledges that the sums received from Buyer under this Agreement constitute full payment of just compensation (including, but not limited to, compensation for the fair market value of the real property taken, severance damages, improvements to realty, furniture, fixtures, equipment, the value of any leasehold interest, loss of inventory, loss of business goodwill, court costs, litigation expenses, and any interest which might be due on such matters). Seller acknowledges that the amounts paid under this Agreement constitute to the total amount due Seller, and that no further payment are due, owing or payable. Seller waives any other claims it might have for further payment or further compensation, and also waives any and all claims to any money on deposit in said action and further waives all attorney's fees, costs, disbursements, and expenses incurred in connection therewith.
13. WARRANTIES, REPRESENTATIONS, AND COVENANTS OF SELLER. Seller hereby warrants, represents, and/or covenants to Buyer that:

- a. To the best of Seller's knowledge, there are no actions, suits, material claims, legal proceedings, or any other proceedings affecting the Property or any portion thereof, at law, or in equity before any court or governmental agency, with the exception of the City of Norco's action, domestic or foreign.
- b. To the best of the Seller's knowledge, neither the execution of this Agreement nor the performance of the obligations herein will conflict with, or breach any of the provisions of any bond, note, evidence of indebtedness, contract, lease, or other agreement to which the Seller's property may be bound.
- c. Until closing, the Seller shall not do anything which would impair Seller's title any of the Property.
- d. To the best of the Seller's knowledge, neither the execution of this Agreement nor the performance of the obligations herein will conflict with, or breach any of the provisions of any bond, note, evidence of indebtedness, contract, lease, or other agreement to the instrument to which Seller's property may be bound.
- e. Until closing, Seller shall, upon learning of any fact or condition which would cause any of the warranties and representations in these Warranties, Representations, and Covenants of Seller Section not to be true as of closing, immediately give written notice of such fact or condition to Buyer.
- f. Seller, at time of execution of this Agreement, is seized of the Property in fee simple absolute and is the lawful owner of and has good, indefeasible title to the Property.

14. HAZARDOUS WASTE. Neither Seller nor, to the best of the Seller's knowledge, any previous owner, tenant, occupant, or user of the property used, generated, released, discharges, stored, or disposed of any hazardous waste, toxic substances, or related materials ("Hazardous Materials") on, under in, or about the Property, or transported any Hazardous Materials to or from the Property. Seller shall not cause or permit the presence, use, generation, release, discharge, storage, or disposal of any Hazardous Materials on, under, in, or about, or the transportation of any Hazardous Materials to or from, the Property. The term "Hazardous Material" shall mean any substance, material, or waste which is or becomes regulated by any local governmental authority, the State of California, or the United States Government, including but not limited to, any material or substance which is (i) defined as a "hazardous waste", "extremely hazardous waste", or "restricted hazardous waste" under Section 25115, 25117, or 25122.7, or listed pursuant to Section 25140 of the California Health and Safety Code, Division 20, Chapter 6.5 (Hazardous Waste Control Law), (ii) defined as "hazardous substance" under Section 25316 of the California Health and Safety Code, Division 20, Chapter 6.8 (Carpenter-Presley-Tanner Hazardous Substance Account Act), (iii) defined as "hazardous material", "hazardous substance", or "hazardous waste" under Section 25501 of the California Health and Safety Code, Division 20, Chapter 6.95 (Hazardous

Materials Release Response Plans and Inventory), (iv) defined as a "hazardous substance" under Section 25281 of the California Health and Safety Code, Division 20, Chapter 6.7 (Underground Storage of Hazardous Substances), (v) petroleum, (vi) asbestos, (vii) polychlorinated byphenyls, (viii) listed under Article 9 or defined as "hazardous" or "extremely hazardous" pursuant to Article 11 of Title 22 of the California Administrative Code, Division 4, Chapter 20, (ix) designated as "hazardous substances" pursuant to Section 311 of the Clean Water Act, (33 U.S.C. §1317), (x) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. §6901 et seq. (42 U.S.C. §6903) or (xi) defined as a "hazardous substances" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation, as amended by Liability Act, 42 U.S.C. §9601 et seq. (42 U.S.C. §9601).

15. COMPLIANCE WITH ENVIRONMENTAL LAWS. To the best of the Seller's knowledge, the Property complies with all applicable laws and governmental regulations including, without limitation, all applicable federal, state, and local laws pertaining to air and water quality, hazardous waste, waste disposal, and other environmental matters, including but not limited to the Clean Water, Clean Air, Federal Water Pollution Control, Solid Waste Disposal, Resource Conservation Recovery, and Comprehensive Environmental Response Compensation and Liability Acts, and the California Environmental Quality Act, and the rules, regulations, and ordinances of the city within the subject property is located, the California Department of Health Services, the Regional Water Quality Control Board, the State Water Resources Control Board, the Environmental Protection Agency, and all applicable federal, state, and local agencies, and bureaus.
16. INDEMNITY. Seller agrees to indemnify, defend, and hold Buyer harmless from and against any claim, action, suite, proceeding, loss, cost, damages, liability, deficiency, fine, penalty, punitive damage, or expense (including without limitation, attorney's fees), resulting from, arising out of, based upon (i) the presence, release, use, generation, discharge, storage, or disposal of any Hazardous Material, on, under, in or about, or the transportation, of any such materials to or from, the Property, or (ii) the violation, or alleged violation, of any statute, ordinance, order, rule, regulation, permit, judgment, or license, relating to the use, generation, release, discharge, storage, disposal, or transportation of the Hazardous Materials on, under, un, or about, to or from, the Property. This indemnity shall include, without limitation, any damage, liability, fine, penalty, punitive damage cost, or expense arising from or out of any claim, action, suit, or proceeding for personal injury (including sickness, disease, or death, tangible, or intangible property damage, compensation for lost wages, business income, profits or other economic loss, damage, compensation for lost wages, business income, profits or other economic loss, damage to the natural resource or the environment, nuisance, pollution, contamination, leak, spill, release, or other adverse effect on the environment). This indemnity extends only to liability created prior to or up to the date this escrow shall close. Seller shall not be responsible for acts or omissions to act post close of this escrow.
17. COUNTERPARTS. This agreement may be executed in counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be

deemed an original, and all such counterparts together shall constitute one and the same instrument.

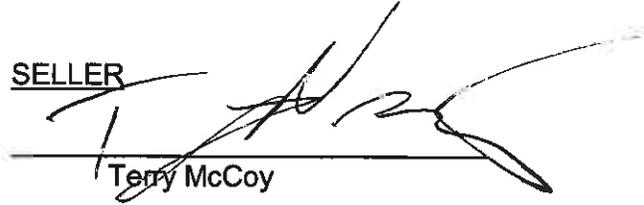
18. CONTINGENCY. It is understood and agreed between the parties hereto that the completion of this transaction, and the escrow created hereby, is contingent upon the specific acceptance and approval of the Buyer herein. The execution of these documents and the delivery of same to Escrow Agent constitute said acceptance and approval.
19. NO BROKERS. Buyer and Seller represents to the other that no brokers have been involved in this transaction. Buyer and Seller agree to indemnify one another against any claims, suits, damages, and costs incurred or resulting from the claims of any person for any fee or remuneration due in connection with this transaction pursuant to a written agreement made with said claimant.
20. JURISDICTION AND VENUE. This Agreement shall be governed by and constructed in accordance with the laws of the State of California. The parties consent to the jurisdiction of the California Courts with venue in Riverside County.
21. ASSIGNMENT. The terms and conditions, covenants, and agreements, set forth herein shall apply to and bind the heirs, executors, administrators, assigns, and successors of the parties hereto. Buyer may freely assign any and all of its interest or rights under this Agreement or under the Escrow without the consent of Seller.
22. COOPERATION. Each party agrees to cooperate with the other in the closing of this transaction and, in that regard, to sign any and all documents, which may be reasonably necessary, helpful, or appropriate to carry out the purposes and intent of this Agreement including, but not limited to, releases or additional agreements.
23. ENTIRE AGREEMENT, WAIVER, AND MODIFICATION. This Agreement is the entire Agreement between the parties with respect to the subject matter of this Agreement. It supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the matters contained in this Agreement. Any waiver, modification, consent or acquiescence with respect to any provision of this Agreement shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby. No waiver by any party of any breach hereunder shall be deemed a waiver of any other or subsequent breach.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year set forth hereinabove.

MAILING ADDRESS OF SELLER

Terry McCoy
1630 Westwood Drive
Las Vegas, NV 89102

SELLER



Terry McCoy

MAILING ADDRESS OF BUYER

City of Norco
2870 Clark Avenue
Norco, CA 92860

BUYER

Approved:

By: _____
Malcolm Miller, Mayor

Date

Attest:

By: _____
Brenda Jacobs, City Clerk

Approved as to Form:

By: _____
John Harper, City Attorney

PARCEL NO.:
TITLE ORDER NO.: O-SA-1970819
ESCROW NO.:
A.P.N.: 125-100-015

PROJECT: NORCO – 2ND STREET IMPROVEMENTS

RECORDING REQUESTED BY:
CITY OF NORCO

WHEN RECORDED MAIL TO:
CITY OF NORCO
2870 CLARK AVENUE
NORCO, CA 92860

DOCUMENTARY TRANSFER TAX \$ NONE
FREE RECORDING REQUESTED Essential to acquisition by
City of Norco, California See Govt. Code 6103

GRANT DEED

Riverside County
APN: 125-100-015 All
 Portion

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

Terry McCoy, a single man

hereby GRANT(S) to the CITY OF NORCO, A MUNICIPAL CORPORATION

all rights, interests, or title to the real property in the City of Norco, County of Riverside, State of California described on Exhibit "A" and shown on Exhibit "B", which exhibits are attached hereto and by reference made a part hereof.

IN WITNESS WHEREOF, the grantor hereto has caused this Grant Deed to be executed as of this _____ day of _____, 2010.

Terry McCoy

EXHIBIT "A"

LEGAL DESCRIPTION

REAL PROPERTY IN THE CITY OF NORCO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THAT PORTION OF LOT 5 IN BLOCK 6 OF RIVERSIDE ORANGE HEIGHTS TRACT, AS PER MAP RECORDED IN BOOK 6 PAGE 74 OF MAPS, RECORDS OF SAID COUNTY, CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT, THENCE EASTERLY ALONG THE NORTHERLY LINE OF SECOND STREET, 685.63 FEET TO THE TRUE POINT OF BEGINNING (TPOB);

THENCE NORTH 00° 37' 12" EAST 16.49 FEET;

THENCE NORTH 87° 52' 49" EAST 67.08 FEET;

THENCE SOUTH 00° 37' 12" WEST 18.27 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF SECOND STREET;

THENCE SOUTH 89° 23' 38" WEST 67.02 FEET ALONG SAID NORTHERLY RIGHT OF WAY LINE TO THE TRUE POINT OF BEGINNING (TPOB).

CONTAINS 0.027 ACRES (1,164.51 SQUARE FEET), MORE OR LESS.

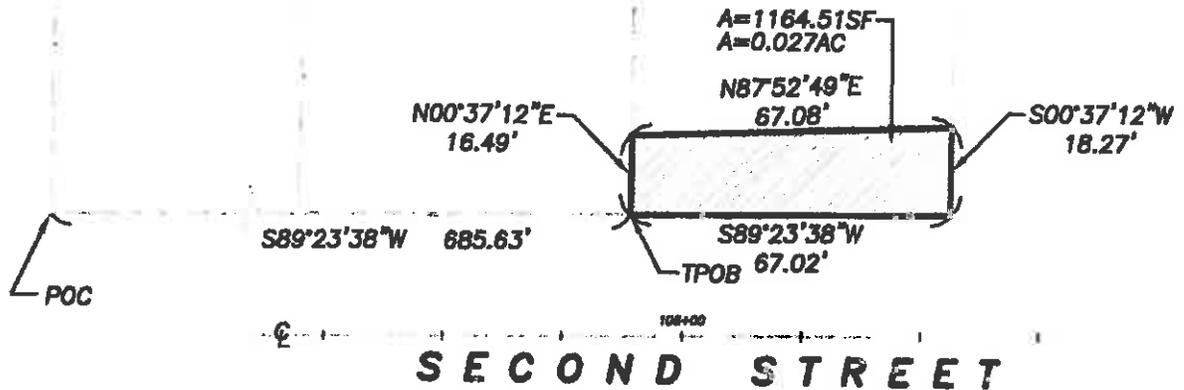
SUBJECT TO ALL RESERVATIONS, RESTRICTIONS, EASEMENTS, OFFERS OF DEDICATIONS AND RIGHT OF WAY RECORDS.


Edward J. Bonadiman, PLS 5-31-06
Date



EXHIBIT "B"
 SKETCH TO ACCOMPANY LEGAL
 DESCRIPTION FOR SECOND STREET
 IMPROVEMENT PLANS

PORTION LOT 5
 BLOCK 6
 RIVERSIDE ORANGE HEIGHTS TRACT
 6/74
 0.34 AC



TPOB = TRUE POINT OF BEGINNING
 POC = POINT OF COMMFCMFMNT

GRAPHIC SCALE



(IN FEET)
 1 inch = 40 ft.

Edward J. Bonadiman 5-31-cl
 EDWARD J. BONADIMAN, L.S.
 P.L.S. 7529
 EXP. 12/31/07

PROJECT CITY OF NORCO		TITLE EXHIBIT B DEDICATION OF RIGHT-OF-WAY	
 DMC Design Group, Inc. 170 N. Maple Street, Suite 101 Corona, CA 92620 Tel: (951) 942-0100 Fax: (951) 942-0102	DATE 5/25/08	FILE NO. 600P003A	Sheet No. 1
	SCALE 1" = 40'		1 of 1

PARCEL NO.:
TITLE ORDER NO.: O-SA-1970819
A.P.N.: 125-100-015

PROJECT: NORCO – 2ND STREET IMPROVEMENTS

RECORDING REQUESTED BY:
CITY OF NORCO

WHEN RECORDED MAIL TO:
CITY OF NORCO
2870 CLARK AVENUE
NORCO, CA 92860

DOCUMENTARY TRANSFER TAX \$ NONE
FREE RECORDING REQUESTED Essential to acquisition
by City of Norco, California See Govt. Code 6103

TEMPORARY CONSTRUCTION EASEMENT

Riverside County
Assessor's Parcel Number: 125-100-015

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

TERRY MCCOY, A SINGLE MAN

HEREBY GRANTS TO THE

CITY OF NORCO, A MUNICIPAL CORPORATION

A temporary easement for purposes incidental to construct street widening improvements to Second Street, in, on, over and across that certain real property in the City of Norco, County of Riverside, State of California, depicted on Exhibit "A", which exhibit is attached hereto by reference made a part hereof.

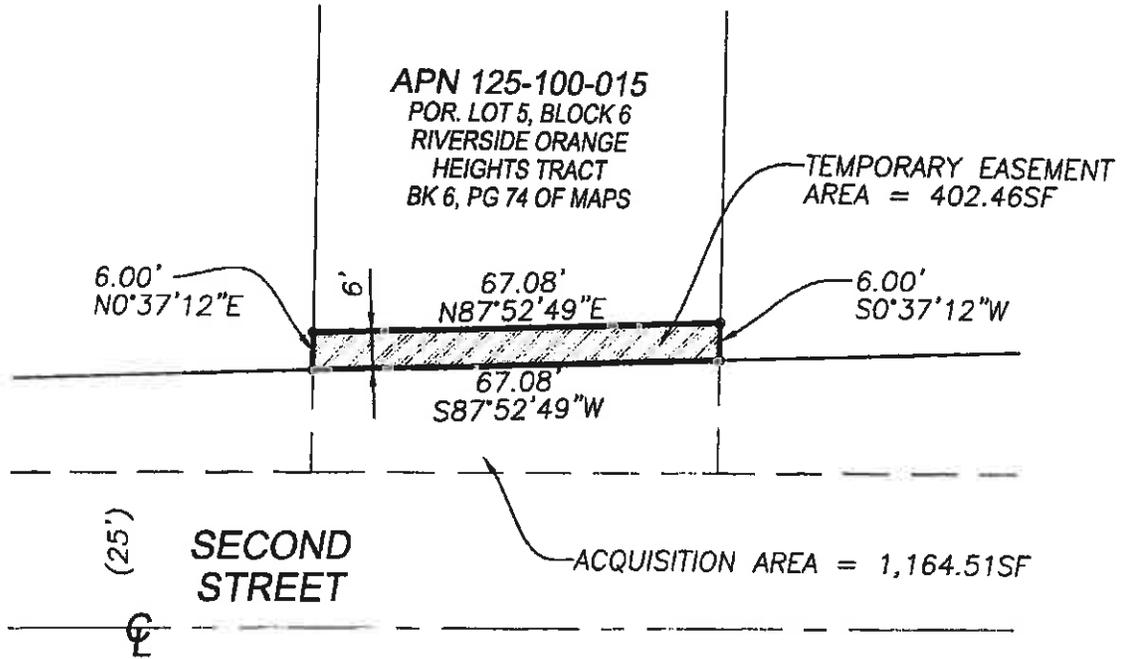
It is understood that said temporary easement shall extend for a period of six (6) months commencing forty-eight (48) hours after Grantee provides written notification to Grantor of its intent to commence construction.

It is further understood that when the use of said temporary easement is no longer required which shall not extend beyond the completion of the construction project, said parcel shall be cleared of all debris and left in a neat, clean and presentable condition.

IN WITNESS WHEREOF, the grantor hereto has caused this Temporary Easement Deed to be executed as of this _____ day of _____, 2010.

Terry McCoy

EXHIBIT A



LEGEND

-  LIMITS OF TEMPORARY EASEMENT
-  STREET CENTERLINE
-  PROPOSED RIGHT OF WAY
-  RIGHT OF WAY ACQUISITION AREA PER THIS PARCEL
-  EXISTING RIGHT OF WAY LINE TO BE ABANDONED
-  LOT LINE
-  ANGLE POINT

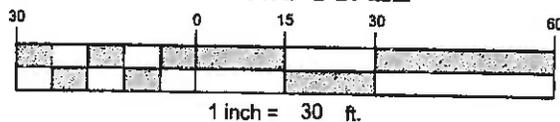
CITY OF NORCO, CA - PUBLIC WORKS DEPARTMENT

Prepared by: DMC Design Group
Address: 140 N. Maple Street, Suite 104
Corona, CA 92880

Scale: 1"=30'
Assessor's Parcel Number(s): 125-100-015

Date Exhibit Prepared: 9-07-2010

GRAPHIC SCALE





**RECAP OF ACTIONS
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 8, 2010**

1. CALLED TO ORDER: **7:00 p.m.**
2. ROLL CALL: **Chair Hedges, Vice Chair Wright, Commissioners Henderson, Jaffarian, Newton**
3. STAFF PRESENT: **Planning Director King, Deputy City Clerk Germain**
4. PLEDGE OF ALLEGIANCE: **Commissioner Jaffarian**
5. APPEAL NOTICE: **Read by staff.**
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: **Pat Overstreet asked if there could be follow-up and enforcement on the accessory building that was built which was stated on the building permit application to be a barn but has since been changed so that the horse stall doors have been removed and air conditioning units have been installed on the roof.**
7. APPROVAL OF MINUTES: **Minutes of August 25, 2010; Approved with a minor change.**
8. CONTINUED ITEMS: **None**
9. PUBLIC HEARINGS: **None**
10. BUSINESS ITEM: **Accessory Buildings Policy Manual (No Staff Report) Recommendation: Discuss and give direction (Planning Director King); The Planning Commission discussed the primary goals of what guidelines and policy documents should strive to attain with the top goal being that the process be simple to understand and follow. Commissioners Henderson and Newton were appointed to a work group with the Planning Director to draft the guidelines and policy documents that will be presented to the Planning Commission at a public meeting once they are completed. Progress and status reports will be presented to the full Commission throughout the process.**
11. CITY COUNCIL:
 - A. **Recap of Actions Taken at the September 1, 2010 City Council/Community Redevelopment Agency Meeting.**

Planning Commission Recap of Actions

Page 2

September 8, 2010

B. City Council Minutes dated August 18, 2010
Received and filed.

12. PLANNING COMMISSION: Oral Reports from Various Committees: **No reports.**

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

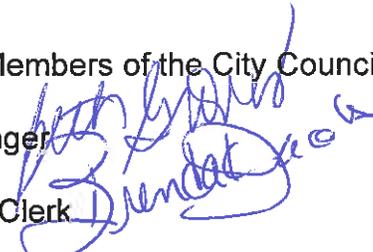
14. OTHER MATTERS: **Commissioner Newton reported that the unfinished office building next to Circle K on Fourth Street has all the doors and windows wide open.**

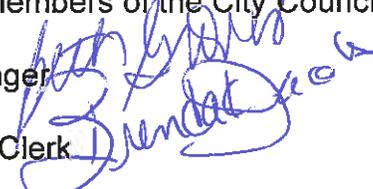
15. ADJOURNED: **7:55 p.m.**

/sd-76531

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: September 15, 2010

SUBJECT: Approval of a Citywide Records Management Policy and Retention Schedule

RECOMMENDATION: Adopt **Resolution No. 2010-___**, adopting a Citywide Records Management Policy and Retention Schedule.

SUMMARY: The proposed Citywide Records Management Policy and Records Retention Schedule is an upgrade to the current records management program, including its records retention policies. The adoption of the Citywide Records Management Policy and Records Retention Schedule will result in efficiency, as well as policy direction for the management of the City's records.

BACKGROUND/ANALYSIS: The upgrade of the current Records Retention Schedule is driven by many factors, including:

- Very limited space in City facilities;
- Many departments that are filing and storing copies of the same records;
- The City-wide production and management of many permanent records;
- Escalating records storage expenses;
- Technology advancements; and
- Changes in law.

The purpose of the creation of a Citywide Records Management Policy and Retention Schedule is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City. The adoption of the Citywide Records Management Policy and Retention Schedule will also provide for an administrative process for the destruction of obsolete records, updating current requirement for Council approval of each record's destruction list.

In accordance with the City of Norco Records Retention/Disposition Schedule, and upon consent of the department head and approval of the City Attorney, the records listed on an Authorization to Destroy Obsolete Records Form will be properly destroyed. As custodian of the City's records, the City Clerk is responsible to ensure that any and all records destroyed will go through the approved process. The City Council can be assured that each submission for the destruction of records will be highly scrutinized for retention and historical purposes.

The Citywide Records Management Policy and Records Retention Schedule includes a policy for e-mail retention and a disaster prevention and damaged records recovery process, which was not included in the previous manual.

Gladwell Governmental Services, Inc., an expert in local government records, was contracted to assist in upgrading the City's records management program. An upgrade to the existing Records Retention Manual, revised and approved by the City Council on December 7, 2005, was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

The updated retention schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Norco's records. By identifying which department is responsible for maintaining the original records, and by establishing clear retention periods for different categories of records, Norco will realize significant savings in labor costs, storage costs, filing cabinet and office space, and will realize operational efficiencies.

/bj-75964

Attachment: Citywide Records Management Policy and Retention Schedule

RESOLUTION NO. 2010-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ADOPTING A CITYWIDE RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Norco; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records; and

WHEREAS, the establishment of a Records Management Policy and Retention Schedule will benefit the City as records are a primary source of data necessary to the continuing functions of municipalities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Norco, as set forth in the Records Retention Schedule (Appendix "H" of the Citywide Records Management Policy and Retention schedule), attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the department head and with the consent in writing of the City Clerk and the City Attorney, without further action by the City Council of the City of Norco.

Section 2. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Citywide Records Management Policy and Retention Schedule without further action by the City Council of the City of Norco.

Section 3. The Citywide Records Management Policy and Retention Schedule is hereby approved.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on September 15, 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 Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on September 15, 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 September 15, 2010.

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

/bj-75306

City of Norco



Citywide Records Management Policy And Retention Schedule

*Prepared by the City Clerk's Office
Approved by the City Council on _____*

/bj - 75864

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Managing Local Government Records for the City of Norco

This Citywide Records Management Policy and Retention Schedule is based on three assumptions:

- Local government records are important sources of information for elected officials, staff and the public.
- Specified government records and public historical documents are important.
- Effective records management minimizes the cost of information retrieval and storage.

What a records management program can and should do:

- Encourage the creation of records that contain accurate, complete and usable information.
- Ensure that information is recorded and maintained as efficiently as possible.
- Discourage the creation of unnecessary records.
- Minimize the workload on staff, which is responsible for filing, maintaining and retrieving records. Provide information quickly and easily when needed by government officials and the general public.
- Ensure the periodic, systematic, and legal destruction of records that have no further administrative, legal, fiscal, historical or other research value.
- Identify, preserve, and encourage the use of records with enduring value for historical or other research.

Records management is not a mysterious science; local governments all over the country have learned how to deal with their records. Taking things step by step, it is possible to gain control of local records and to keep them so that they are available whenever anyone needs them. The goal, simply stated, is:

“To provide the right information, in the right order, at the right place and time, into the hands of the proper people, at the lowest possible cost.”

Records Program

Records are a primary source of data necessary to the continuing functions of municipalities. Extracting information from records readily and translating it into usable formats is dependent upon an efficient, universal system. Information placed in a usable format, become a part of a “shared information” concept, providing information to the public, administration and departments quickly and easily. In order to provide such a system, a master file system has been established for use in the City of Norco (see Appendix “A” – Functional Filing System).

There are many concepts by which file indexing can be accomplished, any one of which would be usable, provided that the system is written, in definable terms and that the users take responsibility for learning how to develop and use it. For these reasons this master file index is based on a functional filing classification system, rather than department and subject, as has traditionally been done. It is based on *what is done, rather than who does it*.

There are many advantages to the use of a systematized master file index based upon municipal functions. Many sub-indices can be formulated by which needed information is held and updated. Incoming personnel can more readily understand the purpose and goals of their office. The index is modular in that the addition and deletion of functions (should they be shifted to another department) do not affect the balance of the system. It is definitive in that the functional and activity titles indicate file content. It is three-tiered, pointing the user to a specific group of files which narrows the search field quickly. Written definitions of functional classifications are provided with the index. This helps the user understand what each functional hearing contains. Finally, since the index is available to all, any staff member can locate needed information.

Purpose

The purpose is to establish a records program, and to establish time schedules for the retention and disposition of records used in the City's business. This policy states how long each type of record shall be kept, in what form they shall be retained, and if or when the records may be destroyed. This is in compliance with requirements set forth in the California Government Code, and other California laws pertinent to records control (see Appendix "E" -- Retention Schedule).

Definitions

Administrative Records: Records commonly found in all offices and used in the conduct of daily business. These are typically retained for short time periods. Examples include subject, chronological, work plans, and policy files.

Archival Records: Those records of historical or research value, kept as original, in electronic image or on microfilm for permanent preservation.

Damaged Records: Records that have been damaged by water, fire and other forms of contamination during natural and man-made disasters. Dependent on the severity of the damage, records may be recovered or may need to be declared unrecoverable and destroyed.

Discovery: The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by the opposing attorney or the court.

Non-Records: Materials not kept in the ordinary course of business, such as transitory documents, voicemail, e-mail, unofficial copies of documents kept only for convenience or reference, working papers, stocks of publications and blank forms, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. **NOTE:** A draft that contains substantive comments from a project applicant, an applicant's attorney, consultant or agent, should be treated as a record of comments received from that source, and the draft or portions showing the substantive comments should ordinarily be retained accordingly.

Public Records: For the purpose of the California Public Records Act, any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Records: Any writing containing information relating to the conduct of the public's business prepared and maintained by the City, regardless of form. In the event that there is an e-mail that is printed out to be retained, the paper copy is to be filed by subject. Assembly Bill 1962 includes transmitting by electronic mail and facsimile in the definition of writing for records covered by the Public Records Act when gathered, stored and maintained by a state or local agency as public records.

Records Retention Schedule: A list of all records produced or maintained by an agency and the actions taken with regard to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, historical, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Objective

To destroy and/or scan promptly at designated times those originals and duplicate records that are no longer needed for administrative, legal, fiscal, historical or research purposes and to ensure the preservation of records with long-term or permanent value.

Policies

Included in this records program are retention schedules determined by each department and approved by the City Clerk and City Council. The department that generates the record is responsible for retaining/destroying the record, with the exception of records which are sent to the City Council for review and approval. These records are kept by the City Clerk's Office. Any department head may, at their discretion, keep any record longer than the minimum retention time stated in the schedule.

In accordance with Health & Safety Code 19850, the Building Division will maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of such building, for which such department issued a building permit. As part of the permit approval process, departments may require the submittal of plans and specifications in digital format in order to facilitate the orderly management of records.

In most cases, records not addressed in the attached schedule should be considered routine in nature and would be identified as general information under a specific record series. Retention for those files would be two (2) years unless specific laws, decisions or opinions apply to that record series. Transitory correspondence files, consisting of correspondence, routine transactions, memoranda or e-mails holding no administrative, fiscal, historical or legal value should not be filed in working files. Examples of transitory documents may be, but are not limited to transmittal letters, forms, e-mails, requests for routine information or publications, announcements, and other documents not requiring action by the receiving office.

E-mail Retention

It is the City's policy that City e-mails and e-mail systems are intended to be a medium of communication. E-mails are not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City use or reference. If the e-mail should be considered as a "record" it should be copied and placed in the appropriate file. Routine e-mail messages, comparable to telephonic communications, are non-records.

The e-mail system, to function as intended, requires that employees regularly delete communications from the system. All e-mails sent and received in the "mailbox" will be automatically deleted on a rolling ninety-day schedule and moved to the "trash" folder, where they will be automatically deleted after seven days. The City's E-mail and Computer Administrative Policy details this e-mail retention information in greater length.

In accordance with this Citywide Records Management Policy and Retention Schedule, an e-mail is considered *destroyed* as soon as it has been deleted from a user's mailbox, even though it is temporarily stored in the trash folder before being purged from the e-mail system.

Databases

Databases consist of electronic files and fields of data that provide useful information to the organization. Typically, databases are modified over time through the addition, deletion, or modification of records. Reports are periodically prepared to reflect information from the databases that may be useful for specific purposes. Due to the large volume of information maintained in databases, reports rarely reflect all the information found in the database.

For records retention purposes, a database is an official record of the organization. The retention period is established as "until superseded" to reflect that only the current version needs to be maintained. Periodic reports, which are produced in hard copy format from a database and used for administrative, fiscal, legal or historical purposes, may be official records. These reports must be maintained for the requisite retention period according to the particular records series they are assigned.

Word Processing Files

Many organizational documents are prepared using word processing. A draft of the document is generally typed into the word processing system from hand-written notes or other materials, or transcribed from automated dictation devices. The word processing document is then printed and revised until the final printed version is accepted by the author.

For records retention purposes, the original notes and recorded media from dictation devices are non-records or work-in-process. This version should be destroyed in a relatively short period of time after the final draft has been accepted. Similarly, successive drafts of a document and the successive revisions of the electronic work processing file are non-records or work-in-process. Only the final-approved paper record should be considered an official organization document.

Word processing computer information is treated differently than databases. The computer information from a word processing file is printed letter-for-letter onto a final paper document, which in many instances is then signed. In essence, the paper document "mirrors" the information in the word processing systems and may contain authorizing signatures, so only the most useful version becomes the official record and is retained in the normal course of business.

Procedure for Destruction of Records

In accordance with the City of Norco Records Retention/Disposition Schedule, and upon consent of the department head and approval of the City Attorney, the records listed on the Authorization to Destroy Obsolete Records Form will be properly destroyed (see Appendix "D" -- Authorization to Destroy Obsolete Records Form and Appendix "H" -- Records Retention/Disposition Schedule).

Procedure for Scanning of Records

A City-wide document imaging program has been purchased by the City and those records listed in the retention schedule not already microfilmed will be scanned and electronically stored on the server.

Each department will focus on scanning current documents first and then work backwards in time to encompass the older documents, resources permitting.

The City of Norco City-Wide Document Imaging Policy shall be followed to ensure the integrity of records management issues and coordination among departments and systems. This policy shall be updated from time-to-time. (See Appendix C)

Disaster Prevention and Damaged Records Recovery Process

It is the policy of the City of Norco to ensure that its records are identified and protected as much as humanly possible from natural and man-made disasters. This policy applies to all employees who create, receive and maintain City records. The administrative procedures described below afford the City the most efficient and cost effective method for protecting City records and recovering records when disasters occur.

To prevent damage:

- **Do not** store records in loose stacks on desks or on top of file cabinets.
- **Do not** store records near water pipes or air conditioning.
- **Do not** store records near a heat source.
- **Do not** store record storage boxes on the floor.
- **Do not** store record storage boxes on top of each other.
- **Do** store records in file cabinets or in file drawers inside desks.
- **Do** store vital records or copies of vital records in an alternate location.
- **Do** store record storage boxes on shelves off the floor.
- **Do** properly label file cabinets and record storage boxes (e.g., include series numbers, quantity of files, beginning and end range of records, and date range for records).
- **Do** maintain and update an inventory of records and records storage locations.

Disasters

Properly labeling file cabinets and file storage boxes is essential for reporting disaster damage. In the event that records are damaged, City employees must assess the damage, perform recovery procedures, and when necessary report records that are unrecoverable to the City Attorney's office. Actions necessary to recover documents can range from simply air-drying paper records to hiring restoration specialists for severely damaged records of various media types.

To recover records after a disaster:

1. Complete a Damaged Records Assessment Report (see Appendix "E" -- Damaged Records Assessment Report Form).
2. Complete a Records Disaster Recovery Worksheet (see Appendix "F" -- Records Disaster Recovery Worksheet Form) as recovery actions are taken.
3. If necessary, consult recovery specialists.
4. For records that cannot be recovered, complete an Authorization to Destroy Unrecoverable Damaged Records Form (see Appendix "G" -- Authorization to Destroy Unrecoverable Damaged Records Form) and send to the City Attorney for approval before destroying damaged records.

Digital Recordings of Meetings

In September 2005, the City implemented digital recording software for City Council and Commission meetings. These digital recordings will take the place of tape recordings in most City meetings. Regardless of the format, recordings of City Council and Planning Commission meetings will be kept for five years. Digital or tape recordings of other City meetings will be used solely for preparing written minutes. CD copies of digital recordings are available for a charge set by Resolution. The digital or tape recordings are working material, subject to disposition by the custodian of the tapes, generally when the tapes have outlived the purpose intended.

APPENDIX "A"

Functional Filing System Classifications

100 ADMINISTRATION AND POLICY MANAGEMENT:

These are for the administration of the office in which they were created and include organizational files, policy and precedent, City History, insurance, studies and surveys, and the Norco Community Redevelopment Agency.

200 FINANCIAL SERVICES

Financial Services related to the administration of the fiscal affairs of the City including preparation and execution of the budget, purchasing, bonds and financial reporting.

300 LEGAL AND LEGISLATIVE SERVICES

This function relates to the duties of the legal officer and the legally constituted authorities of the City and Municipal Code. It applies to subjects having a basically legal orientation or mandated by State law such as elections and Conflict of Interest Code.

400 MUNICIPAL PLANNING AND DEVELOPMENT

Planning and Development includes the entire range of activities from inception to completion relating to the development or change to any parcel of privately-owned property or structure within the City. It also applies to the General Plan as part of Planning for change.

500 PUBLIC WORKS – MUNICIPAL UTILITIES

Includes all functions relating to public works projects, traffic control, and those functions for the protection of property and maintenance of life.

600 PERSONNEL SERVICES

Personnel Services include all activities related to administration of personnel and related programs in the Fiscal and Support Services Department.

700 PUBLIC HEALTH AND SAFETY

This function includes activities directly relating to the safety of the community; fire, police, disaster programs as well as the California Rehabilitation Center in Norco.

800 PUBLIC SERVICE FACILITIES

This function includes all publicly owned facilities constructed and maintained for the use and/or recreation of the public including their development and rehabilitation and landscape maintenance districts.

900 REAL ESTATE

Real Estate includes the administration and acquisition of real property owned by the City.

1000 STAFF SERVICES

This function includes all services which outline what kind of equipment and records control are in each Department.

Functional Filing System -- Master File Index

100 ADMINISTRATION AND POLICY MANAGEMENT (Red Label)

- 100 Agreements, Franchises, Contracts for Services
- 110 City Commissions / Committees
- 120 City Council
- 130 City Departments
- 140 City History
- 150 Jurisdictions, Public
- 160 Organizations at Large
- 170 Insurance
- 180 Studies and Surveys
- 190 Norco Community Redevelopment Agency
- 191 Housing Division

200 FINANCIAL SERVICES (Blue Label)

- 200 Administration
- 210 Assessment Districts and Bonds
- 220 Budget
- 230 Financial Reports
- 240 Purchasing
- 250 Revenue and Taxation

300 LEGAL AND LEGISLATIVE SERVICES (Yellow Label)

- 300 Legal Operations
- 310 Elections
- 320 FPPC filings
- 330 Legislation

400 MUNICIPAL PLANNING AND DEVELOPMENT (Green Label)

- 400 Planning / Code Compliance
- 410 Environmental Impact Review
- 420 General Plan
- 430 Land Use Control
- 440 Planning Studies and Reviews
- 450 Building Division

500 PUBLIC WORKS – MUNICIPAL UTILITIES (Brown Label)

- 500 Administration
- 505 Engineering
- 510 Flood Control
- 520 Parking Regulation
- 530 Storm Drain Projects
- 540 Street Improvements
- 550 Traffic Control
- 560 Underground Utilities
- 570 Wastewater Management
- 580 Water

600 PERSONNEL SERVICES (White Label)

- 600 Conflict of Interest Code Filings
- 610 Employee Services
- 620 Labor Relations
- 630 Personnel Administration
- 640 Personnel Evaluations

700 PUBLIC HEALTH AND SAFETY (Orange Label)

- 700 Animal Control
- 710 Private Ambulance Service
- 720 Fire Protection Service
- 730 Law Enforcement
- 740 Emergency Preparedness
- 750 Health and Safety
- 760 California Rehabilitation Center

800 PUBLIC SERVICE FACILITIES (Blue Label)

- 800 Landscape (Parks)
- 810 Library
- 820 Parks and Recreation
- 830 Building / Recreation Facilities
- 840 Trails

900 REAL ESTATE

(Purple Label)

- 900 Administration
- 910 Deeds
- 920 Leasing of Buildings / Grounds
- 930 Property Acquisition – Tax Deeded

1000 STAFF SERVICES

(Red Label)

- 1000 Equipment
- 1200 Records Control

APPENDIX "B"

Laws Governing Records

California Public Records Act GOVT. CODE §§ 6250 - 6276.48

THE BASICS

The Public Records Act is designed to give the public access to information in possession of public agencies: "public records are open to inspection at all times during the office hours of the agency and every person has a right to inspect any public record, except as . . . provided, [and to receive] an exact copy" of an identifiable record unless impracticable. (§6253). Specific exceptions to disclosure are listed in sections 6253.2, 6253.5, 6253.6, 6254, 6254.1-6254.22, 6255, 6267, 6268, 6276.02- 6276.48; to ensure maximum access, they are read narrowly. The agency always bears the burden of justifying nondisclosure, and "any reasonably segregable portion shall be available for inspection after deletion of the portions which are exempt." (§ 6253(a))

WHO'S COVERED

All state and local agencies, including: (1) any officer, bureau, or department; (2) any "board, commission or agency" created by the agency (including advisory boards); and (3) nonprofit entities that are legislative bodies of a local agency. (§ 6252(a) (b)). Many state and regional agencies are required to have written public record policies. A list appears in § 6253.4.

WHO'S NOT COVERED

- Courts (except itemized statements of total expenditures and disbursement).(§§6252(a), 6261)
- The Legislature. (§ 6252) See Legislative Open Records Act, Govt. Code §§ 9070-9080.
- Private non-profit corporations and entities.
- Federal agencies. See Federal Freedom of Information Act, 5 U.S.C. § 552.

WHAT'S COVERED

"Records" include all communications related to public business "regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media." (§ 6252(e)) Electronic records are included, but software may be exempt. (§§ 6253.9(a),(g), 6254.9 (a),(d))

WHAT MUST HAPPEN

- **Access is immediate** and allowed at all times during business hours. (§ 6253(a)) Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. An agency may not adopt

rules that limit the hours records are open for viewing and inspection. (§§ 6253(d); 6253.4(b))

- **The agency must provide assistance** by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access. (§ 6253.1)
- **An agency has 10 days to decide if copies will be provided.** In "unusual" cases (request is "voluminous," seeks records held off-site, OR requires consultation with other agencies), the agency may, upon written notice to the requesters, give itself an additional 14 days to respond. (§ 6253(c)) These time periods may not be used solely to delay access to the records. (§ 6253(d))
- **The agency may never make records available only in electronic form.** (§ 6253.9(e))
- **Access is always free.** Fees for "inspection" or "processing" are prohibited. (§ 6253)
- **Copy costs are limited to "statutory fees"** set by the Legislature (not by local ordinance) or the "direct cost of duplication", usually 10 to 25 cents per page. Charges for search, review or deletion are not allowed. (§ 6253(b); North County Parents v. D.O.E., 23 Cal.App.4th 144 (1994)) If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming. (§ 6253.9(a),(b))
- **The agency must justify the withholding of any record** by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure. (§ 6255)

WHAT'S NOT COVERED

- Employees' private papers, unless they "relate to the conduct of the public's business [and are] prepared, owned, used, or retained by the agency." (§ 6252(e))
- Computer software "developed by a state or local agency including computer mapping systems, computer programs, and computer graphic systems." (§§ 6254.9(a),(b))
- Records not yet in existence: The PRA covers only records that already exist, and an agency cannot be required to create a record, list, or compilation. "Rolling requests" for future-generated records are not permitted.

RECORDS EXEMPT FROM DISCLOSURE

The Act exempts certain records from disclosure in whole or in part. This does not mean they are not public records or that disclosure is prohibited. An agency may withhold the records, but can allow greater access if it wishes. (§ 6253(e)). However, "selective" or "favored" access is prohibited; once it is disclosed to one requester, the record is public for all. (§ 6254.5) Many categories of records are exempt, some by the Act itself, (§§ 6254(a)-(z)) and some by other laws (§§ 6275-6276.48). These include:

- **Attorney-Client discussions** are confidential, even if the agency is the client, but the agency (not the lawyer) may waive secrecy. (§§ 6254(k), 6254.25, 6276.04) · Appointment calendars and applications, phone records, and other records which impair the **deliberative process** by revealing the thought process of government decision makers may be withheld only if "the public interest served by not making the record[s] public clearly outweighs the public interest served by disclosure of the record[s]." (§ 6255; Times Mirror v. Superior Ct., 53 Cal.3d 1325 (1991); CFAC v. Superior Ct., 67 Cal.App.4th 159 (1998); Rogers v. Superior Ct., 19 Cal.App.4th 469 (1993)) If the interest in secrecy does not clearly outweigh the interest in disclosure, the records must be disclosed, "whatever the incidental impact on the deliberative process." (Times Mirror v. Superior Ct.) The agency must explain, not merely state, why the public interest does not favor disclosure.
- **Preliminary drafts, notes and memos** may be withheld only if: (1) they are "not retained...in the ordinary course of business" and (2) "the public interest in withholding clearly outweighs the public interest in disclosure." Drafts are not exempted if: (1) staff normally keeps copies; or (2) the report or document is final even if a decision is not. (§ 6254(a)) Where a draft contains both facts and recommendations, only the latter may be withheld. The facts must be disclosed. (CBE v. CDFR., 171 Cal.App.3d 704 (1985))
- **Home Addresses** in DMV, voter registration, gun license, public housing, local agency utility and public employee records are exempt, as are addresses of certain crime victims. (§§ 6254(f),(u), 6254.1, 6254.3, 6254.4, 6254.16, 6254.21)
- **Records concerning agency litigation** are exempt, but only until the claim is resolved or settled. The complaint, claim, or records filed in court, records that pre-date the suit (e.g., reports about projects that eventually end in litigation), and settlement records are public. (§§ 6254(b), 6254.25; Register Div. of Freedom Newspapers, Inc. v. County of Orange, 158 Cal. App. 3d 893 (1984))
- **Personnel, medical and similar files** are exempt only if disclosure would reveal intimate, private details. (§ 6254(c)) Employment contracts are not exempt. (§ 6254.8)
- **Police Incident reports, rap sheets and arrest records** are exempt (Penal Code §§ 11075, 11105, 11105.1), but information in the "police blotter" (time and circumstances of calls to police; name and details of arrests, warrants, charges, hearing dates, etc.) must be disclosed unless disclosure would endanger an investigation or the life of an investigator. Investigative files may be withheld, even after an investigation is over. (Gov. Code § 6254(f); Williams v. Superior Ct., 5 Cal. 4th 337 (1993); County of L.A. v. Superior Ct., 18 Cal. App. 4th 588 (1994). Identifying data in police personnel files and misconduct complaints are exempt, but disclosure may be obtained using special procedures under Evidence Code section 1043.
- **Financial data** submitted for licenses, certificates, or permits, or given in confidence to agencies that oversee insurance, securities, or banking firms; **tax, welfare, and family/adoption/ birth** records.

APPENDIX "C"

**CITY OF NORCO
CITY-WIDE DOCUMENT IMAGING POLICY**

SYSTEM DESCRIPTION: DocuShare is an archive and retrieval system intended for storage and retrieval of final documents. All documents cannot be altered and are stored on a server that is backed up on tape daily, weekly and monthly. This system provides for the archive and disaster recovery capabilities necessary to reduce records storage requirements and maintain operations in the event of a major disaster.

GOALS:

- Provide fast and accurate archival research capabilities and document retrieval
- Provide disaster recovery capabilities
- Facilitate the widest organizational access to final and completed records in the most efficient and effective manner
- Ensure DocuShare is implemented with department-wide, long-term perspective

It is critical that issues that affect system administration, database integrity, system functionality, efficiency and end-users are implemented in a consistent, well-planned manner.

Because policies and procedures establish the legal admissibility of records stored in DocuShare, compliance with the City of Norco's Records Management Policy and Document Imaging Policy is essential.

TERMINOLOGY:

- **Portable Document Format (PDF) File:** PDF represents not only the data contained in the document but also the exact form the document took.
- **Optical Character Recognition (OCR) File:** Searchable PDF document that is editable and allows further search within the body of the text. **Documents stored in the DocuShare system shall all be OCRd.**
- **White Paper:** Originals on white paper should be used for scanning; avoid printing final documents on colored paper, which doesn't image well.

POLICIES and PROCEDURES:

Any exceptions to these policies must be approved in advance by the City Clerk. This will ensure the integrity of records management issues and coordination among departments and systems. Any issues affecting databases or system integration will be referred to Information Technology for a determination.

1. User Logons. In order to receive a DocuShare Logon, contact Information Technology (IT). Employees must read, understand and sign an acknowledgment of the City of Norco's Document Imaging Policies prior to using the system.
2. City Business. Only City-related business documents shall be stored into the DocuShare system.
3. Legality. Policies and procedures play a major role in establishing the legal admissibility of documents stored in DocuShare as a legally acceptable original. It is, therefore, important to use and retain document scanning/destruction logs to assist in establishing the legal admissibility of all documents.
4. Draft or Incomplete Documents. No draft documents should be stored in DocuShare. If a document is incomplete (i.e., all signatures are not included), always indicate this fact in the document name and document description field. If/when a final version of the same document is scanned, ALWAYS purge the prior document.
5. Duplication Avoidance. The "office of record" (usually the department that originates the document) is responsible for scanning or electronically storing completed documents in DocuShare. Other departments should not scan documents for which they are not the originating office of record unless specific arrangements are made.

The EXCEPTION to this rule are documents presented to the City Council as part of the agenda packet. The City Clerk's Department will scan the necessary City Council agenda packet items into DocuShare after City Council action.

6. Old Record File Conversion. Old record file conversion refers to converting previous years documents to electronic media (scanning). Each department should review their particular records and determine which records are viable candidates for scanning.

As a general rule, documents with a retention period of two (2) years or less should not be scanned or imported into DocuShare unless they are considered vital records for disaster recovery purposes.

7. Document Preparation. One of the most important steps in document imaging is document preparation. Before commencing scanning of documents the following procedures must be accomplished:
 - Remove all staples, paper clips, Ecco fasteners, binder clips, etc. from all documents -- any small pieces of paper need to be taped to an 8 ½" x 11" plain sheet of paper.
 - Organize your documents in the order you want them to be displayed in DocuShare (chronological, numerically, etc.).
 - Remove any duplicates.

8. Developing Your Applications. When developing your applications for scanning, it is important to think about how someone might search for that document once it has been scanned. Each application needs indexing fields to identify it – **keep it simple**. The indexing fields help the system retrieve the scanned image. For example, if scanning bids, your index fields might include project title, contractor, location, award date, bid amount, or any other information that would help identify the scanned image. Keep it short as the documents, through the OCR process, are all easily searchable.
9. Quality Control. Always perform quality control (check document to make sure all the document scanned, is readable, etc.) on all documents scanned before importing into DocuShare. Make sure to complete the OCR process before placing the document in DocuShare.
10. Scanned Documents. Once a document has been scanned, you are to indicate on the document, file folder or box that scanning has been completed to prevent further duplicate scanning.
11. Importing. “Import” (from your computer) documents electronically ONLY if they do not need signatures or seals to make them a legally accepted original. All documents must be the final version. Draft EIRs or other draft documents may qualify for scanning, but they must be identified as the Draft EIR in the document name.
12. Non-Text Documents. If a map, permit, photograph, handwritten form or other document is scanned into the system, keywords must be entered in the index so the image can be found and retrieved via word searches. Make sure to check if the file or image should be in black and white, or color for archival purposes.
13. Destroying Paper Records.
 - Each department will have varying needs for retaining paper records after those records have been scanned. The general rule is to retain paper records until it is verified that the scanned records will provide clear, readable, accurate copies of the record and can be easily retrieved, and the documents have been saved and backed up on the file server. Information Technology saves images to back up tapes on a daily basis. No paper documents can be destroyed before an Authorization to Destroy Scanned Records has been completed and approved by the appropriate parties..
14. Disaster Recovery. The Information Technology Division will perform nightly backups of the DocuShare server. Daily and weekly backups will be stored in the vault in City Hall. Monthly backups will be stored off site at the Norco Senior Center.

Norco “Scanning” Quick Start

Scanning

1. Prepare document by removing staples and making sure that pages are one-sided.
2. Place document in scanner (face up, head in).
3. Select Network Scan
4. Choose mailbox in which to store scanned files
5. Scan documents

Viewing of file, straightening pages and quality control

1. Click on “Get Now’
2. Open file in Adobe Acrobat Std
3. OCR document: This process will recognize the document text to facilitate its search and will also straighten pages.
 - a. Select “Document” located on top menu
 - b. Scroll down to “OCR Text Recognition”
 - c. Click on “Recognize Text Using OCR”
 - d. Select “Yes”
 - e. Click on “Save As” and name document
 - f. Compare the original document with the scanned document to verify the image and number of pages.

Add Files into DocuShare

1. Log in to DocuShare
2. Select City of Norco Archives
3. Make a selection, for example: 100 - Administration
4. Select folder where file will be placed
5. Scroll down on Add and click “Document”
6. Click Browse
7. Select file
8. Type in the title of the file, the summary, description and keywords
9. Type in your first name initial and last name as the author and then click “Apply”
10. When finished, delete all files from your “Get Now Folder”

Document Scan/DocuShare Log

Fill out the scanning log by writing the following information

1. The date you are logging information.
2. Document description or title
3. Number of pages that the document contains
4. Date scanned
5. File Number
6. Category

DECLARATION OF INTENT AND PURPOSE

I, _____, employed by the City of Norco, do hereby declare that the attached (#) _____ Scan and Import Log(s) contains the information of the records scanned herein and that I personally scanned, indexed or quality controlled the records described on the log(s), or witnessed the scan, index and/or quality control of the records. These are actual records of the _____ department/division of the City of Norco, created during its normal course of business and imaged as part of the City's official records management program as approved by the City Council.

It is the expressed intent and purpose of the City to destroy the original paper records scanned herein, and that:

- The destruction of the paper records scanned into the City's DocuShare System, as listed on the attached log, have been quality controlled to assure completeness.
- The policy of the City of Norco is to scan the paper records so that the scanned image becomes the legal copy of the record, and to dispose of the paper in accordance with all statutory requirements.

Submitted by:

Declarant:

Date

Division Supervisor (if applicable)

Date

Department Head

Date

Approved by:

City Clerk

Date

City Attorney

Date

Upon approval of this declaration, the original paper documents listed on the attached log(s) may be included in the next annual destruction process.

CITY-WIDE DOCUMENT IMAGING

POLICY ACKNOWLEDGMENT

I have read and understand the City of Norco Administrative Policy on City-Wide Document Imaging. I will comply with all policies.

Employee Name

Date

Title

APPENDIX "D"

Authorization to Destroy Obsolete Records

In accordance with the City of Norco Records Retention/Disposition Schedule, and upon consent of the department head and approval of the City Attorney, the records listed below will be properly destroyed.

No.	RECORD SERIES	DATE OF RECORDS		DATE SCANNED
		From:	To:	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Department: _____

Department Head Signature: _____

Date: _____

City Attorney Signature: _____

Date: _____

Destruction Completed by:

Signature: _____ Title: _____

Date: _____

APPENDIX “E”

Damaged Records Assessment Report

The purpose of a damaged records assessment is to identify the type and extent of the disaster and the resultant damage to records.		
Damaged Site Location: (Building, room and file identification)	Date and Time of Occurrence:	Total Volume of Records: (Square feet total from below)
Type and Extent of Damage: (Check boxes that apply)		Volume of Records: (For each type of damage listed below on the left, break down the quantity of records damaged in square feet)
Water damage minimum (one or more edges wet or damp)	<input type="checkbox"/>	_____ Square Feet
Water damage moderate (edges wet, water wicked into document text)	<input type="checkbox"/>	_____ Square Feet
Water damage severe (papers soaked throughout in standing water)	<input type="checkbox"/>	_____ Square Feet
Mold	<input type="checkbox"/>	_____ Square Feet
Fire damage minimum (smoke, soot, lightly charred edges)	<input type="checkbox"/>	_____ Square Feet
Fire damage moderate (edges heavily charred, paper discolored, brittle)	<input type="checkbox"/>	_____ Square Feet
Fire damage severe (papers charred beyond edges, very sooty, extremely brittle)	<input type="checkbox"/>	_____ Square Feet
Fire damage burnt (burned into center of papers)	<input type="checkbox"/>	_____ Square Feet
Contamination (state type of contamination) _____	<input type="checkbox"/>	_____ Square Feet
Declaration:	<input type="checkbox"/>	No Response Required
	<input type="checkbox"/>	Emergency
	<input type="checkbox"/>	Disaster

Signature _____ **Date** _____

APPENDIX “F”

Records Disaster Recovery Worksheet

(Complete as many worksheets as necessary)

City Department / Division:	Location of Damage: (Room cabinet/drawer)
File Series No. _____	Description:
Type of Records: (Loose paper in folder, photo, book/binder, microfilm, electronic file, etc.)	Vital Record: Yes____ No____
Procedures (Use recovery steps below based on type of damage; check off steps actually performed to recover records)	
<p><u>Water Damaged Paper Records:</u></p> <p>Minimum Damage:</p> <p><input type="checkbox"/> Remove excess water</p> <p><input type="checkbox"/> Place records in containers</p> <p><input type="checkbox"/> Other</p> <p>Moderate Damage:</p> <p><input type="checkbox"/> Freeze within 48 hours to stabilize or dry (by recovery specialists)</p> <p><input type="checkbox"/> Other</p>	<p>Severe Damage:</p> <p><input type="checkbox"/> Freeze within 48 hours to stabilize or dry (by recovery specialists)</p> <p><input type="checkbox"/> Desiccant de-humidification dry (by recovery specialist)</p> <p><input type="checkbox"/> Freeze dry (by recovery specialist)</p> <p><input type="checkbox"/> Thermo-vacuum dry (by recovery specialist)</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Unrecoverable – complete Authorization to Destroy unrecoverable Damaged Records form</p>
<p><u>Fire Damaged Paper Records:</u></p> <p>Minimum Damage:</p> <p><input type="checkbox"/> Clean gently with soft brush</p> <p><input type="checkbox"/> Humidify</p> <p><input type="checkbox"/> Re-file in clean folders</p> <p><input type="checkbox"/> Other</p>	

Fire Damaged Paper Records cont:

Moderate & Severe Damage:

- Separate pages
- Remove surface soot and dirt
- Copy or scan original documents
- Discard originals
- Other

Burnt::

- Infrared photography
(by recovery specialist)
- Copy or scan original documents
- Discard originals
- Other
- Unrecoverable – complete Authorization
to Destroy unrecoverable Damaged Records
form

For electronic and microfilm records as well as for mold or contaminated records:

- Consult a recovery specialist
- Other
- Unrecoverable – complete Authorization to Destroy unrecoverable Damaged Records
form

Signature _____ **Date** _____

APPENDIX "G"

Authorization to Destroy Unrecoverable Damaged Records

In accordance with the City of Norco Records Retention/Disposition Schedule, this office declares that records listed below were damaged (attach Damage Assessment Report), that staff attempted recovery procedures on these records (attach Disaster Recovery Worksheet), and that records identified below were not recoverable. This office requests City Attorney approval to destroy unrecoverable damaged records described below:

No.	RECORD SERIES	DATE OF RECORDS		DATE SCANNED
		From:	To:	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Approval to destroy the unrecoverable damaged records listed above:

Department: _____

Department Head Signature: _____

Date: _____

City Attorney Signature: _____

Date: _____

Destruction Completed by:

Signature: _____ **Title:** _____

Date: _____

APPENDIX “H”

Administration and Policy Management -- 100

AU=Audit CL=Closed, Completed, Cancelled CU=Current Year E=Election P=Permanent S=Superseded T=Terminated

MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS
-------------------	------------------	------------	-----------------	------------	---------------------	---------

100		Agreements, Franchises				
	City Clerk	Agreements	P	Execution	T	Scan Originals
	City Clerk	Contracts (excl. Capital Improvements)	T + 5	Execution	T	Scan Originals
	City Clerk	Contracts (incl. Capital Improvements)	P	Execution	T	Scan Originals
	City Clerk	Contracts (Land, JPAs, MOUs)	P	Execution	T	Scan Originals
	City Clerk	Franchises	T + 5	Execution	T	Scan Originals

110		City Commissions/Committees				
	Departmental	Agendas/Staff Reports	P	Final	CU + 2	
	City Clerk	Applications not Selected	CL + 2		CL + 2	
	City Clerk	Applications Selected	T + 5	Selection	T	Scan applications only
	City Clerk	Resolutions/Ordinances	P	Final		
	Departmental	Minutes	P	Final		

120		City Council				
	City Clerk	Agendas/Staff Reports	P	Final	CU + 2	
	City Clerk	Correspondence			CU + 2	
	City Clerk	Policies and Procedures	CU + 2	Final	CU + 2	
	City Clerk	Resolutions/Ordinances	P	Final		
	City Clerk	Minutes	P	Final		
	City Clerk	Biographies	T + 5		T + 5	
	City Clerk	Goals and Objectives	S + 2	Final	S + 2	
	City Clerk	Donations to the City	CU + 2		CU + 2	
	City Clerk	Designation to Committees	CU + 2		CU + 2	

AU=Audit CL=Closed, Completed, Cancelled CU=Current Year E=Election P=Permanent S=Superseded T=Terminated

130	City Departments	CU + 2	CU + 2	CU + 2	CU + 2	Non-historical documents only
140	City Clerk City History		P		CU + 2	Historical documents given to City Historian for scanning and logging purposes
150	Jurisdictions, Public					
	Planning		(none)			
	City Clerk		CU + 2			
			T + 5	Execution	T	
160	Organizations at Large					Scan agreements and contracts only
	Correspondence		CU + 2			
	City Clerk		CU + 2			
	City Clerk		T + 5	Execution	T	
170	City Clerk Insurance		P		Final Received	CL + 2
180	Studies and Surveys		CL + 2			CL + 2
	Studies and Surveys - Historical		P	Final		CU + 2
	Summaries		CU + 2			CU + 2
190	Norco Community Redevelopment Agency		CL + 2	Final		CL + 2
191	Housing Division		CL + 2	Final		CL + 2
	Econ. Dev. Projects with Recapture or Resale Restrictions		P	CU		CL + 5
	Econ. Dev. Projects without Recapture or Resale Restrictions		CL + 5			

Financial Services -- 200

AU=Audit CL=Closed, Completed, Cancelled CU=Current Year E=Election P=Permanent S=Superseded T=Terminated

MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS
200		Administration				
	Fiscal & SS	CDBG	T + 4			
	Fiscal & SS	Federal & State Grants	CL + 5			
	Fiscal & SS	Unsuccessful	CL + 2			
	Fiscal & SS	Norco Financing Authority	P	Execution	CU + 2	Reports to Council retained by City Clerk
210		Assessment Districts and Bonds				
	Fiscal & SS	Bond Payment Stubs	CL + 2			
	Fiscal & SS	LMDs	CL + 2			
	Fiscal & SS	Bond Statements / Issuance Documents	CL + 10			
220		Budget				
	Fiscal & SS	Proposed (City, CRA and CIP)	CU + 2			
	Fiscal & SS	Adopted (City, CRA and CIP)	P	CU + 2		
230		Financial Reports				
	Fiscal & SS	Audit Reports	P	CU + 2		
	Fiscal & SS	Expenditure Reports - Year End, Status, Detail	AU + 4			
	Fiscal & SS	Fidelity Bonds	P	AU + 2		
	Fiscal & SS	Financial Reports	AU + 2			
	Fiscal & SS	Fixed Asset Records	AU + 2			
	Fiscal & SS	Fuel Log Sheets	AU + 2			
	Fiscal & SS	General Ledger Report - Year End	AU + 4			
	Fiscal & SS	Insurance	P	CU		
	Fiscal & SS	Inventories	AU + 2			
	Fiscal & SS	Warrants Report	AU + 4			

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
240						
	Purchasing					
	RFQs, RFPs	AU + 4				Each department retains own originals
	Purchase Orders	AU + 4				Each department retains own originals
	Purchase Order Status Reports	AU + 4				Each department retains own originals
	Successful Bids	AU + 4				Each department retains own originals
	Unsuccessful Bids	CU + 2				Each department retains own originals
	Surplus Property	CU + 2				Each department retains own originals

250						
	Revenue and Taxation					
	Fiscal & SS	Adopted Fees	S			Resolutions in City Clerk's Department
	Fiscal & SS	Census Information	S			
	Fiscal & SS	Hdl Sales Tax & Property Tax Files	AU + 4			
	Fiscal & SS	Public Nuisances - Invoices	AU + 4			
	Fiscal & SS	Refuse Abatement - Invoices	AU + 4			
	Fiscal & SS	Weed Abatement - Invoices	AU + 4			
		Fiscal & Support Services/ IT Only:				
		Accounts Payable				
	Fiscal & SS	Invoices	AU + 4			
	Fiscal & SS	Requisitions	AU + 4			
	Fiscal & SS	Backup	AU + 4			
	Fiscal & SS	Check Copies	AU + 4			

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
	Accounts Receivable					
Fiscal & SS	Invoices	AU + 4				
Fiscal & SS	Backup	AU + 4				
Fiscal & SS	Appropriation sheets	AU + 4				
Fiscal & SS	Bad Debt Write Offs	AU + 4				
Fiscal & SS	Bank Deposit Receipts	AU + 4				
Fiscal & SS	Bank Statements and cancelled checks	AU + 4				
Fiscal & SS	Bulk Water Payment	AU + 4				
Fiscal & SS	Business License Applications and Copies	AU + 4				
Fiscal & SS	Change of Name and Address -- Accounts	AU + 4				
Fiscal & SS	Chart of Accounts	AU + 4				
Fiscal & SS	Credit/Debit Memo Register	AU + 4				
Fiscal & SS	Credit/Debit Memo Authorization	AU + 4				
Fiscal & SS	Daily Cash Sheets	AU + 4				
Fiscal & SS	Demands	AU + 4				
Fiscal & SS	Detail Pre-Check Register	AU + 4				
Fiscal & SS	Internet, World Wide Web	S				Management/Policies and supporting documentation
Fiscal & SS	Inventory	AU + 4				Hardware/software inventory logs; systems manuals

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
	Fiscal & SS	Network Information Systems	S			Configuration of maps and plans
	Fiscal & SS	(LAN/WAN)	S			
	Fiscal & SS	Opening of Water Service Backup (Write-ins, deposits)	AU + 4			
	Fiscal & SS	Outstanding Invoice Register	AU + 4			
	Fiscal & SS	Overpayments Closed Accounts	AU + 4			
	Fiscal & SS	Postage Backup	AU + 4			
		Program Files and Directories (IT)				
	Fiscal & SS	Annual backup	S			
	Fiscal & SS	Daily backup	S			
	Fiscal & SS	Monthly backup	S			
	Fiscal & SS	Weekly backup	S			
	Fiscal & SS	Receipt Books	AU + 4			
	Fiscal & SS	Tapes	S			System Generation
	Fiscal & SS	Travel Records	AU + 4			
	Fiscal & SS	Trial Balance - Year End	AU + 4			
	Fiscal & SS	Trust Deposit Reconciliations	CL + 5			
	Fiscal & SS	Vendor Distribution Register	AU + 2			
	Fiscal & SS	Water Month-End Reconciliations	AU + 2			
	Fiscal & SS	Water Payment Stubs	AU			

Legal and Legislative Services -- 300

AU=Audit		CL=Closed, Completed, Cancelled		CU=Current Year		E=Election		P=Permanent		S=Superseded		T=Terminated	
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS							
300		Legal Operations											
	Fiscal & SS	Claims	CL + 5			Original in Finance Department.							
	Fiscal & SS	Litigation	CL + 5										
		Opinions	S + 2										
	City Clerk	Subpoenas	CL + 2										
310		Elections											
	City Clerk	Calendar	E + 2										
	City Clerk	Campaign Statements - Elected	P	E	E + 2								
	City Clerk	Campaign Statements - Not Elected	E + 5	E	E + 2								
	City Clerk	Candidates Statements	E + 2			To be printed in the sample ballot							
	City Clerk	Certificates of Election	P	E	E + 2								
	City Clerk	Charter Amendments/Measures	P	E	E + 2								
	City Clerk	History	P	E	E + 2	Provided to City Historian							
	City Clerk	Maps, Precincts/Voter Information	E + 2										
	City Clerk	Nomination Papers, Elected	T + 4										
	City Clerk	Nomination Papers, Not Elected	E + 4										
	City Clerk	Notifications and Publications	E + 2			Proof of publication, certification of notice of posting; copy of newspaper notice							
	City Clerk	Oaths of Office	T + 6			Elected officials							
	City Clerk	Petitions	8 months			From results or Final Examination if No Election							
320		FPPC Filings											
	City Clerk	AB1234 -- Ethics Training	CL + 5										
	City Clerk	Conflict of Interest -- Form 700	CU + 4										
	City Clerk	Campaign disclosure, elected	P	E	E + 2								
	City Clerk	Campaign disclosure, not elected	E + 5	E	E + 2								
	City Clerk	Statement of Economic Interest, Not elected	E + 4	E	E + 2								
330	City Clerk	Legislation	CU + 2										

Municipal Planning and Development -- 400

AU=Audit		CL=Closed, Completed, Cancelled		CU=Current Year		E=Election		P=Permanent		S=Superseded		T=Terminated	
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS							
400		Planning											
	Planning	Auto Mall	P	CL + 2	CL + 5								
	Planning	Development Conditions, Agreements, Standards	P	CL + 2	CL + 2								
	Planning	Code Compliance Cases	CL + 2		CL + 2								
	Planning	Maps, Plans	P	CL + 2	CL + 2								
	Planning	Programs	P	CL + 2	CL + 3								
410	Planning	Environmental Impact Review	P	CL + 2	CL + 2	Original on file in Planning							
420	Planning	General Plan	P	CL + 2	CL + 2								
	Planning	Amendments - Approved	P	CL + 2	CL + 2								
	Planning	Amendments - Denied	P	CL + 2	CL + 2								
430		Land Use Control				Only scan finals!							
	Planning	Annexations	P	CL + 5	CL + 5								
	Planning	Conditional Use Permits	P	CL + 5	CL + 5								
	Planning	Entertainment Permits	P	CL + 2	CL + 2								
	Planning	Freeway Oriented signs	P	CL + 5	CL + 5								
	Planning	Land Uses, Non Conforming	P	CL + 5	CL + 5								
	Planning	Large Family Day Care	P	CL + 5	CL + 5								
	Planning	Miscellaneous	P	CL + 2	CL + 2								
	Planning	Parcel Maps	P	CL + 5	CL + 5								
	Planning	Similar Use Finding	P	CL + 5	CL + 5								
	Planning	Special Events	CL + 2		CL + 2								
	Planning	Specific Plan	P	CL + 5	CL + 5								
	Planning	Tentative Tract Maps	P	CL + 5	CL + 5								
	Planning	Variances - Interim Land Uses	P	CL + 2	CL + 2	Permits on file in Building Division							
	Planning	Withdrawn/Voided	P	CL + 2	CL + 2								
	Planning	Zone Code Amendments	P	CL + 5	CL + 5								

AU=Audit CL=Closed, Completed, Cancelled CU=Current Year E=Election P=Permanent S=Superseded T=Terminated
 440 Planning Planning Studies and Reviews P CL + 2 CL+ 2

	Public Works	Building						
450	Public Works	Building						
	Public Works	Building Permits	P		CU		CU	
	Public Works	Building Plans - Commercial	P		CU		CU	
	Public Works	Building Plans - Residential	180 days					
	Public Works	Certificate of Occupancy	P		CU		CU	

Public Works -- Municipal Utilities -- 500

AU=Audit		CL=Closed, Completed, Cancelled		CU=Current Year		E=Election		P=Permanent		S=Superseded		T=Terminated	
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS							
500	Public Works	Administration				Original on file in Engineering or Public Works							
	Public Works	Policies and Procedures	S + 2										
	Public Works	Reports	P	CL + 2	CL + 2								
	Public Works	Rates	S										
	Public Works	Underground Service Alerts	3 years										
505		Engineering				Original on file in Engineering or Public Works							
	Public Works	Capital Improvement Projects	P	CL + 2	CL + 2								
	Public Works	Record Drawings	P	CL + 2									
510		Flood Control				Original on file in Engineering or Public Works							
	Public Works	Flood Zones	S + 2										
	Public Works	Insurance Programs	S + 2										
	Public Works	Maps - Flood Control	P	S	S + 4								
	Public Works	NPDES	CL + 3										
	Public Works	Reports/Studies	P	CL + 2	CL + 2								
520	Public Works	Parking Regulations	S + 2		S + 2	Original on file in Engineering or Public Works							

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
530	Storm Drain Improvements					Scan if original is not on file in Public Works.
	Public Works	P	CU + 2			
	Public Works	CL + 3		CU + 2		
	Public Works	P	CU			
	Public Works	P	CL + 2	CL + 2		
	Public Works	P	CL + 2	CL + 2		
540	Street Improvements					Original on file in Engineering or Public Works
	Public Works	P	CU	CL + 2		
	Public Works	P	CL + 2	CL + 2		
	Public Works	P	CU	CL + 2		Scan encroachment permits
	Public Works	P	CU	CU + 2		
	Public Works	CL + 3		CL + 2		
	Public Works	P	CU	CL + 2		
	Public Works	P	CU	CL + 2		

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
550	Traffic Control					Scan intersection records, reports and studies
	Public Works	Intersection Records	P	CU	CL + 2	
	Public Works	Inventory, Traffic Control Devices	P	CU	CL + 2	
	Public Works	Private Streets	P	CU	CL + 2	
	Public Works	Reports/Studies	P	CU	CL + 2	
	Public Works	Speed Limits	P	CU	CL + 2	
	Public Works	Street Calming	P	CU	CL + 2	
560	Underground Utilities					Original on file in Engineering or Public Works
	Public Works	Facilities	P	CU + 2	CL + 2	
570	Wastewater Management					Original on file in Engineering or Public Works
	Public Works	CCTV Line Inspections	CL + 10			
	Public Works	Collections	CL + 3			
	Public Works	Confined Space Entries	CL + 3			
	Public Works	Facilities / Record Drawings	P	CU	CL + 2	
	Public Works	History/Sanitation	CL + 3			Non-historical material only. Historical material to be given to City Historian.
	Public Works	Maintenance and Operations	CL + 3			
	Public Works	Maps / Record Drawings	P	CU	S + 2	Non-historical material only. Historical material to be given to City Historian.
	City Clerk	Rates	S			Set by Resolution
	Public Works	Recycling	CU + 10			
	Public Works	Reports/Studies	P	CL + 2	CL + 2	
	Public Works	Treatment Plants Specifications	P	CU	CL + 2	
	Public Works	Sampling / Tests - Treatment Plant Discharge	CU + 5			
	Public Works	Sewage Sludge	CU + 5			

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
580	Water					Original on file in Engineering or Public Works
Public Works	Backflow / Cross-Connection	CU + 5				
Public Works	Complaints (Odor, taste, etc.)	CU + 5				
Public Works	Inventory, Equipment	S				
Public Works	Maintenance and Operations	CL + 3				
Public Works	Maps	P	CU			Non-historical material only. Historical material to be given to City Historian.
Public Works	Master Plan	P	CU	S + 2		
City Clerk	Rates	S				Set by Resolution
Public Works	Reclaimed Water Facilities	P	CU	CU + 5		
Public Works	Reports/Studies	P	CL + 2	CL + 2		
Public Works	Sources	P		CU + 2		
Public Works	Sampling / Tests - Organics & Bacteriological	CU + 5				
Public Works	Sampling / Tests - Chemical	CU + 10				
Public Works	Sampling / Tests - Lead & Copper	CU + 12				Or 2 compliance cycles, whichever is longer
Public Works	Tests			CU + 10		Keep Summaries
Public Works	Violations	CL + 5		CU + 3		Keep Summaries
Public Works	Vulnerability Assessment	S + 2				
Public Works	Wells	P	CU	CU + 2		

AU=Audit CL=Closed, Completed, Cancelled CU=Current Year E=Election P=Permanent S=Superseded T=Terminated

580 **Water** *Fiscal & Support Service Only*

	Fiscal & SS	Inventory Control Reports	AU + 2			
	Fiscal & SS	Inventory Posting and Reports	AU + 2			
	Fiscal & SS	Inventory Transaction Register	AU + 2			
	Fiscal & SS	Job Cost Report	AU + 2			
	Fiscal & SS	Journal Entries	AU + 4			
	Fiscal & SS	Meter Service Installation	CL + 4			
	Fiscal & SS	Misc. Write Ins (re-reads, repairs, leaks, meter checks)	AU + 2			
	Fiscal & SS	NSF Check Files	AU + 4			
	Fiscal & SS	Old Meter Books	AU + 2			

Personnel Services -- 600

AU=Audit		CL=Closed, Completed, Cancelled		CU=Current Year		E=Election		P=Permanent		S=Superseded		T=Terminated	
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS							
600	City Clerk	Conflict of Interest Code Filings	(none)			Original on file in the City Clerk's Office - See 320							
610		Employee Services				Original on file in the Finance Department							
	Fiscal & SS	Employee Programs	CL + 2										
	Fiscal & SS	Reports	CU + 2										
	Fiscal & SS	Surveys and Studies	CU + 2										
	Fiscal & SS	Training	CU + 5										
620		Labor Relations				Original on file in the Finance Department							
	Fiscal & SS	Negotiations	CL + 5			Notes, notebooks, correspondence, contracts, and MOUs (Only scan original signed MOU contract)							
630		Personnel Administration				Original on file in the Finance Department							
	Fiscal & SS	Accident Reports / Workers Compensation Claims	T + 30	CL + 2	CL + 2								
	Fiscal & SS	Changes and Terminations, W4s	S + 4										
	Fiscal & SS	Applications - Not Hired	CU + 3			Summary retained							
	Fiscal & SS	Applications - Unsolicited	(none)										
	Fiscal & SS	Attendance Records	(none)										
	Fiscal & SS	Benefit Plan Claims	CL + 2			May include dental, disability, education, health, life and vision, dependent care, and Employee Assistance							
	Fiscal & SS	Benefit Plan Enrollment, Denied	CL + 2										
	Fiscal & SS	Copies of W2s	AU + 4										
	Fiscal & SS	Deferred Compensation Records	AU + 4										

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
	Fiscal & SS	Employee Handbook	S + 3			
	Fiscal & SS	Employee Programs	CU + 3			Includes EAP and recognitions
	Fiscal & SS	Employee Rights	T + 3			May include arbitration, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary action
	Fiscal & SS	General Employees	T + 3			
	Fiscal & SS	Safety	T + 3			
	Fiscal & SS	Exit Interviews	T + 3			
	Fiscal & SS	Hourly Employees	T + 3			
	Fiscal & SS	FMLA Leave	T + 30			May include family leave, certifications, tests
	Fiscal & SS	Motor Vehicle Pulls (DMV)	S			
	Fiscal & SS	Personnel Files: Non-Safety Employees	T + 6			Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations
	Fiscal & SS	Personnel Medical Files: Non-Safety Employees	T + 30			Pre-employment Physicals, etc.
	Fiscal & SS	PERS, Social Security, SSI	P	CU		
	Fiscal & SS	Recruitment	CL + 3			
	Fiscal & SS	Surveys and Studies	CU + 2			Classification, wage rates
	Fiscal & SS	Training Records	CU + 5			
640	Fiscal & SS	Personnel Evaluation				Original on file in the Finance Department
	Fiscal & SS	Non-Safety	T + 6			
	Fiscal & SS	Safety	T + 6			

Public Health and Safety -- 700

AU=Audit		CL=Closed, Completed, Cancelled		CU=Current Year		E=Election		P=Permanent		S=Superseded		T=Terminated	
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS							
700		Animal Control											
	Parks, Rec & CS	Animal Impound Cards	CL + 3										
	Parks, Rec & CS	Bite Reports	CL + 3			Keep complete bite report for life of dog							
	Parks, Rec & CS	Citations	CL + 3										
	Parks, Rec & CS	Code Compliance Cases	CL + 3										
	Parks, Rec & CS	Excessive Animal Units	CL + 3										
	Parks, Rec & CS	Excessive Manure	CL + 3										
	Parks, Rec & CS	Illegal Kennel	CL + 3										
	Parks, Rec & CS	Leash Law	CL + 3										
	Parks, Rec & CS	License Law	CL + 3			Keep complete license file for life of dog							
	Parks, Rec & CS	Loose Livestock	CL + 3										
	Parks, Rec & CS	Lost and Found Forms	CL + 3										
	Parks, Rec & CS	Parking in the Horse Trail	CL + 3										
	Parks, Rec & CS	Service Requests	CL + 3										
	Parks, Rec & CS	Violation of 597 P.C.	CL + 3										
	Parks, Rec & CS	Warning Notices	CL + 3										
710	Fire	Private Ambulance Service	CL + 5			Original in Fire Department							
720		Fire Protection Service											
	Fire	Apparatus/Vehicle	CL + 2			Original on file in Fire Department							
	Fire	Dispatch Part 2's	CU + 2										
	Fire	Hazardous Material Storage	P										
	Fire	Incident Reports	CL + 5										
	Fire	Inspections, Fire Protection	CL + 5										
	Fire	Inspections, Arson	P									CL + 3	
	Fire	Inventory, Equipment, Supplies	CU + 2										
	Fire	ISO Insurance Ratings	CU + 10										
	Fire	Permits	CL + 2										
	Fire	Policies/Procedures	S + 2										

AU=Audit	CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
	Fire	Pre-Fire Plans	S			
	Fire	Station Log Books	P			
	Fire	Training	CU + 5			
	Fire	Underground Storage Tank	P			
730	City Clerk	Law Enforcement	CU + 2		Original on file in Sheriff's Department	
740	Fire	Emergency Preparedness	S		Original on file in Fire Department	
750	Fire	Health and Safety	S + 2			
	Fire	Patient Information Worksheets	P		Original on file in Fire Department	
770	City Clerk	California Rehabilitation Center	CU + 2		Original on file in City Clerk's Office	

Public Service Facilities -- 800

AU=Audit		CL=Closed	Completed	Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS			

800	Parks, Rec & CS	Landscape (Parks)	CU + 2			
810	Parks, Rec & CS	Library	CU + 2			Non-historical material only. Historical material to be given to City Historian.
820		Parks & Recreation				Original in Parks and Recreation
	Parks, Rec & CS	Inventory/Equipment	CU + 2			
	Parks, Rec & CS	Parks Facilities	P	CU + 2	CU + 2	
	Parks, Rec & CS	Maintenance/Operations	CU + 3			
	Parks, Rec & CS	Maps	P	CU	CU + 2	Non-historical material only. Historical material to be given to City Historian.
	Parks, Rec & CS	Photographs	CU + 2			Original in Parks and Recreation. Non-historical material only. Historical material to be given to City Historian.
	Parks, Rec & CS	Plans, Proposed	CU + 2			
	Parks, Rec & CS	Policies, Procedures, Fees	S + 2			
	Parks, Rec & CS	Reports & Studies	P	CU	CL + 2	

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830	Building/Recreation Facilities					Original in Parks and Recreation
	Parks, Rec & CS	Maintenance and Operations	CU + 3		C + 2	
	Parks, Rec & CS	Maps	P	CU		
	Parks, Rec & CS	Photographs	CU + 2		S + 2	Original in Parks and Recreation. Non-historical material only. Historical material to be given to City Historian.
	Parks, Rec & CS	Policies, Procedures	S + 2			
	Parks, Rec & CS	Reports & Studies	CU + 2			
	Parks, Rec & CS	Schedules, Classes, Events	CU + 2			
840	Trails					Original in Engineering or Public Works
	Public Works	Closure	P	CL + 2	CL + 2	
	Public Works	Encroachments	P	CL + 2	CL + 2	
	Public Works	Maps	P	S + 2		
	Public Works	Permits	P	CL + 2	CL + 2	
	Public Works	Policies & Procedures	P	CU	S + 2	
	Public Works	Reports & Studies	P	CU	CL + 2	

Real Estate -- 900

AU=Audit		CL=Closed, Completed, Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS	
900	Departmental	Administration	CU + 2			Original in City Clerk's Office	
910	City Clerk	Deeds	P	CL + 2		Original in City Clerk's Office	
920	Departmental	Leasing of Buildings and Grounds	P	CL + 2	CL + 2	Originals in City Clerk's Office	
930	Departmental	Property Acquisition - Tax Deeded	P	CL + 2	CL + 5	Original in City Clerk's Office	

Staff Services -- 1000

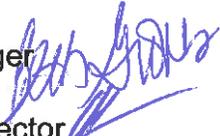
AU=Audit		CL=Closed	Completed	Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
MASTER FILE INDEX	OFFICE OF RECORD	FILE TITLE	TOTAL RETENTION	SCAN AFTER	DESTROY PAPER AFTER	REMARKS			

1000	Public Works	Equipment	S + 2			Scan warranties if beyond 2 years
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1200	City Clerk	Records Control	P	CU	CU + 2	Original on file in City Clerk's Office
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CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Steve King, Planning Director 

DATE: September 15, 2010

SUBJECT: **Beacon Hill Radio Tower;** (Public Safety Enterprise Communication Project (PSEC)): A Proposed Radio Tower to be Located next to the Existing AT&T Telecommunication Tower on Beacon Hill

RECOMMENDATION: Receive and File

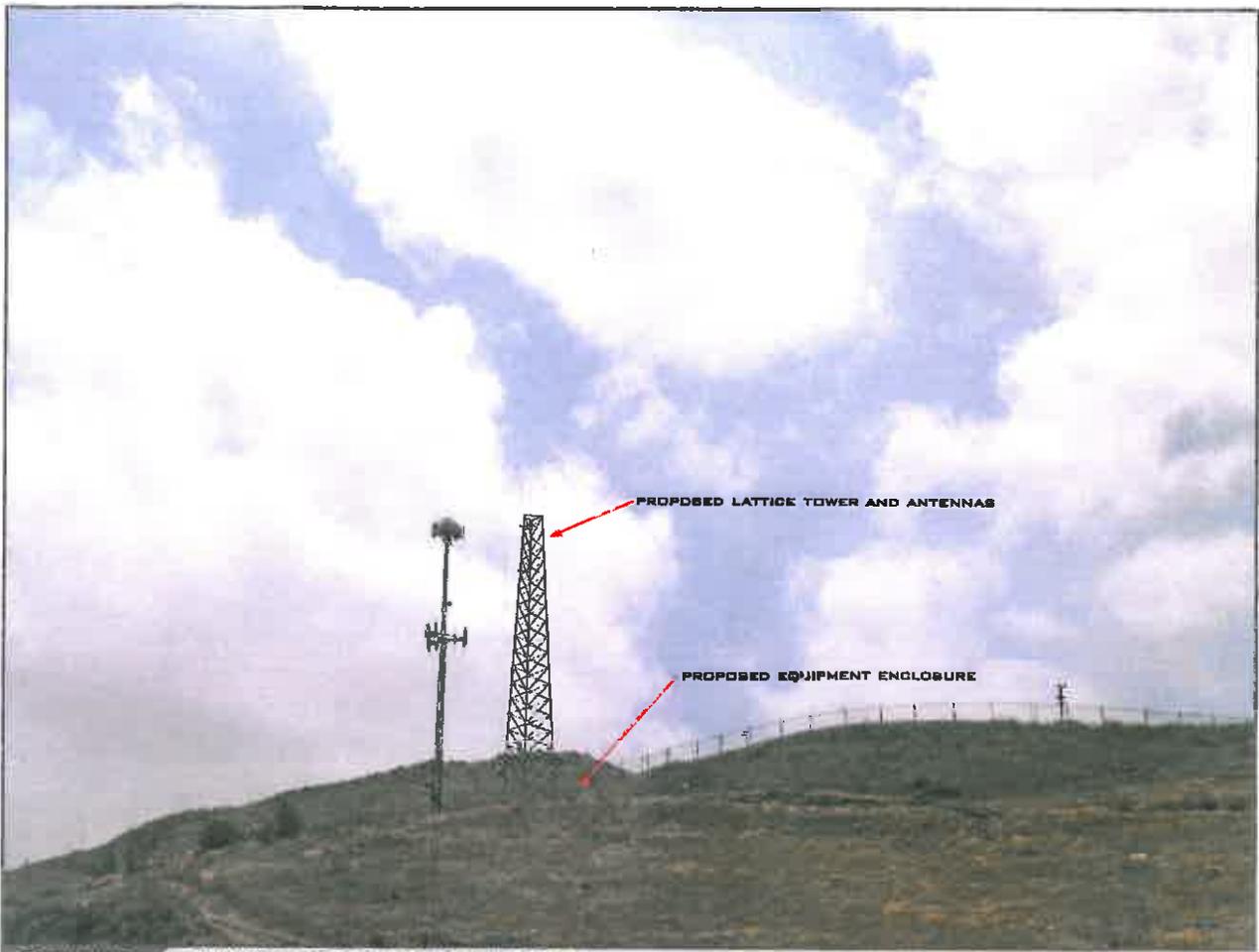
SUMMARY: The PSEC is a consortium of Riverside County safety agencies that is proposing the placement of a lattice designed radio tower on the back side of Beacon Hill adjacent to an existing tower. The proposed tower is the same design being used County-wide. A Receive and File would concur with that proposed action.

BACKGROUND/ANALYSIS: On August 23, 2010 the City Council received a presentation by County PSEC team regarding the radio system that is currently being installed County-wide to improve communication for the County's safety agencies. It can also be available for City agencies as needed. The Norco Sheriff's office has stated that the new tower has been needed for many years. It will provide communication capacity where there are currently holes in the system including the areas around Norco High School and Ingalls Equestrian Event Center.

The presentation included exhibits of the tower design that is being used system-wide which consists of a lattice design as opposed to a single monopole that has been the standard for private telecommunication companies. The monopoles are sometimes disguised with palm or pine tree applications (monopalms and monopines). The lattice design is a more transparent design allowing the structure to blend more easily with the background and has the appearance of an old water tower base. A receive and file of this report would concur with the PSEC system design agreeing to the same design for the Norco structure. Since the facility is a County facility there is no requirement for approval by local jurisdictions.

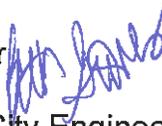
/sk-76501

Attachments: Exhibit "A" – Photo Simulation of Proposed Lattice Tower



CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: David Gilbertson, Deputy City Engineer

DATE: September 15, 2010

SUBJECT: Acceptance of the Reservoir No. 5 Potable Water Storage Tank Project as Complete

RECOMMENDATION: Accept the Reservoir No. 5 Potable Water Storage Tank Project as complete and direct the City Clerk to file the Notice of Completion with the County Recorder's Office.

SUMMARY: Work has been completed on the Reservoir No. 5 Potable Water Storage Tank Project and Council is being requested to accept the project as complete.

BACKGROUND/ANALYSIS: On April 16, 2008, the City Council awarded a contract to Aquastore/Wesco for the installation of a potable water storage tank (Reservoir No. 5) on the City-owned land adjacent to the Hidden Valley Golf Course maintenance yard.

The amount of the awarded contract was \$640,685 and Council authorized an additional 10% for contract change orders and quantity overruns. The final contract amount is \$640,685 which is equal to the contract award amount.

The work was completed in conformance with the approved specifications and contract. There was a delay in completing the reservoir project until the new booster station at Reservoir No. 4 became operational several weeks ago. Staff is recommending that Council accepts the improvements and approves the project as complete. Staff also requests the Council to direct the City Clerk to file a Notice of Completion for this work with the County Recorder's Office.

FINANCIAL IMPACT: Total \$640,685 (Fund 144)

/wrt-76503

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: September 15, 2010

SUBJECT: Acceptance of the Ingalls Park Grading – Phase I Project as complete

RECOMMENDATION: Accept the Ingalls Park Grading – Phase I Project as complete and direct the City Clerk to file a Notice of Completion with the County Clerk's Office.

SUMMARY: The Ingalls Park Grading – Phase I Project has been completed and staff is requesting that the Council accept the Project as complete.

BACKGROUND/ANALYSIS: On October 7, 2009, the Council awarded a contract for the Ingalls Park Grading – Phase I Project to Edmondson Construction Company of Lake Elsinore, California in the amount of \$1,151,370.28 with a 10% contingency.

Edmondson Construction Company has completed their scope of work for the project at a total cost of \$1,241,930.74. The work has been inspected by the Parks and Recreation Department and the City Building and Safety Inspector and found to be in full conformance with the plans and specifications on the contract document.

FINANCIAL IMPACT: N/A

bp/76511

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: September 15, 2010

SUBJECT: Western Riverside Energy Leadership Partnership

RECOMMENDATION: Adopt **Resolution No. 2010-___**, supporting, endorsing and participating with Southern California Edison, Western Riverside Council of Governments and its participating member cities in an energy leadership partnership to be known as “the Western Riverside Energy Leadership Partnership.”

SUMMARY: The Western Riverside Council of Governments (“WRCOG”) and Southern California Edison (“SCE”) have been working together to form an energy partnership, known as the Western Riverside Energy Leadership Partnership (the “Partnership”). The Partnership, consisting of 11 WRCOG member cities, is designed to seek ways to improve energy efficiency at participating government owned facilities and to improve marketing and outreach to the Western Riverside County community.

BACKGROUND/ANALYSIS: Staff has been working with WRCOG and SCE to enable the City’s participation in this Partnership. The Partnership provides performance-based SCE programs and incentives for participating cities to demonstrate energy efficiency leadership within their communities through energy savings actions, including retrofitting and implementing measures at municipal facilities, as well as providing opportunities for the community to take action in their homes and businesses.

The Partnership will focus on six key areas:

1. Educating local government and residents on energy efficiency.
2. Working closely with SCE to more effectively implement existing programs.
3. Working with participating jurisdictions to retrofit existing governmental facilities.
4. Seeking innovative approaches to energy efficiency.
5. Implementation of California’s Long Term Energy Efficiency Strategic Plan.
6. Providing increased pool pump rebates.

Approximately \$1.1 million is budgeted over a three-year period, funded by SCE with WRCOG acting as the administrator of the program.

The City of Norco's participation in the Partnership will assist the City with effectively leading the community to increase energy efficiency, reduce greenhouse gas emissions, increase renewable energy usage, protect air quality, and ensure that their communities are more livable and sustainable.

Participation in the Partnership will also result in the development of an energy management program, access to more significant financial incentives offered by SCE, and cost savings at City facilities. Participation in the Partnership is entirely voluntary and no financial commitment required in order to participate in the Program.

FINANCIAL IMPACT: No fiscal impact is anticipated. There is no financial commitment required of the City to participate in the Partnership. Participation in the Partnership does however require that a staff person be designated as a liaison and attend quarterly meetings. It is anticipated that the City's participation in the Partnership will result in cost savings at City facilities that utilize the program benefits

/bj-76524

Attachment: Resolution No. 2010-____

RESOLUTION NO. 2010-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA SUPPORTING, ENDORSING AND PARTICIPATING WITH SOUTHERN CALIFORNIA EDISON, WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AND ITS PARTICIPATING MEMBER CITIES IN AN ENERGY LEADERSHIP PARTNERSHIP TO BE KNOWN AS “THE WESTERN RIVERSIDE ENERGY LEADERSHIP PARTNERSHIP

WHEREAS, the Western Riverside Energy Leadership Partnership (“WRELP”) (a Local Government Partnership), representing Western Riverside Council of Governments (“WRCOG”), its participating member cities, and Southern California Edison (“SCE”), supports “energy efficiency” initiatives, policies, and construction standards in order to ensure that local communities follow and encourage sustainable practices; and

WHEREAS, local demand for electricity has grown, and it is expected that demand for electricity will continue to grow in the near future to support a growing population and economy; and

WHEREAS, because citizens and businesses spend significant amounts for energy, it makes economic sense and is good public policy to encourage energy efficiency in the Western Riverside County region (“Region”) and its communities; and

WHEREAS, energy efficiency programs enhance the local environment by improving air quality, reducing greenhouse gases and other pollution, and conserving natural resources; and

WHEREAS, it is vital for local communities to promote investment in energy efficiency and to encourage innovations in the way they behave, build, and incorporate energy into everyday business and personal lives; and

WHEREAS, there is a growing movement within California communities and businesses to improve everyday practices and create more sustainable and “greener” cities; and

WHEREAS, the participating member cities of the WRELP seek to promote innovative methods and state-of-the-art technologies used in the design, construction and rehabilitation of new and existing residential and commercial buildings within the Region, in order to bring energy and natural resource consumption in line with sustainability goals; and

WHEREAS, WRCOG has been identified by the participating member cities to enter into an agreement with SCE and act on their behalf as necessary to further the goals of the WRELP; and

WHEREAS, WRELP brings together WRCOG, SCE and the participating member cities in a cooperative program, the Energy Leader Partnership Program ("Program") to promote energy efficiency, regional sustainability goals, and collaboration; and

WHEREAS, the City Council of the City of Norco ("City") has identified the suite of programs within the proposed Program as being consistent with the WRELP members' customer service goals; and

WHEREAS, the City Council desires to participate in the WRELP and the Program.

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

1. The above recitations are true and correct.
2. The City Council supports the City's commitment to sustainable practices through energy efficiency, and will provide leadership and guidance in promoting, facilitating, and instituting such practices in the Region.
3. The City Council supports and endorses the WRELP and the Program as effective methods to help meet long-term regional economic and environmental goals.
4. The City Council approves the City's participation as a member city in the WRELP and the Program.
5. The City Council authorizes WRCOG to act on the City's behalf as necessary to further the WRELP's goals and objectives.
6. One (1) individual shall be designated to be the City's primary contact for both WRCOG and SCE and is authorized to act on behalf of the City in carrying out the Program. Such individual shall be designated as the "Energy Champion."
7. With the assistance of SCE, WRCOG and the WRELP, the City will identify and support implementation of the Program's community energy efficiency and sustainability goals within its own municipal facilities.
8. The City Clerk shall attest as to the adoption and execution of this Resolution and cause the same to be maintained in the permanent records of the City.

PASSED AND ADOPTED by the City Council at a regular meeting held on September 15, 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, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California at a regular meeting thereof held on September 15, 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 September 15, 2010.

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

/bj-76522

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: September 15, 2010

SUBJECT: **Ordinance No. 927, Second Reading.** City-Initiated Proposal to Add Chapter 5.50 "Employment of Undocumented Workers" to the Norco Municipal Code (Code Change 2010-04)

RECOMMENDATION: Adopt **Ordinance No. 927** for second reading.

SUMMARY: The first reading of Ordinance No. 927 was held on September 1, 2010 and was unanimously adopted by the City Council. Staff is recommending that the City Council adopt Ordinance No. 927 for second reading. The ordinance adds Chapter 5.50 "Employment of Undocumented Workers" to the Norco Municipal Code.

/bj-76499

Attachment: Ordinance No. 927

ORDINANCE NO. 927

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO ADDING CHAPTER 5.50 "EMPLOYMENT OF UNDOCUMENTED WORKERS" TO THE NORCO MUNICIPAL CODE. CODE CHANGE 2010-04.

WHEREAS, state and federal law require that certain conditions be met before a person may be authorized to work in the United States; and

WHEREAS, undocumented workers, as defined herein, do not generally satisfy such conditions as a matter of law when present in the City of Norco ("City"); and

WHEREAS, the City has an interest in ensuring that those who contract with the City employ only individuals who are employment eligible; and

WHEREAS, E-Verify is an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration, is free and voluntary; and

WHEREAS, E-Verify is the best means available for determining employment eligibility of new hires and the validity of their Social Security numbers.

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

SECTION 1: Chapter 5.50 of the Norco Municipal Code is hereby added as follows

CHAPTER 5.50

"EMPLOYMENT OF UNDOCUMENTED WORKERS"

Sections:

5.50.010	Definitions
5.50.020	Application of Requirements
5.50.030	Verification of Employment Eligibility

5.50.010 **Definitions**

When used in this Chapter, the following words, terms and phrases shall have the meaning(s) ascribed to them herein, and shall be construed so as to be consistent with state and federal law, including federal immigration law:

"Business entity" means any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit with the City. The term business entity shall

include, but not be limited to, self-employed individuals, partnerships, corporations, contractors, and subcontractors doing business with the City.

"Contract" shall mean all types of agreements including, but not limited to, State grants; orders for purchase or disposal of supplies, services, construction, or any other item; awards; contracts of a fixed-price, cost, or incentive type; contracts providing for the issuance of job or task orders; letter contracts; and all construction management contracts.

"Contractor" shall mean a person, employer, or business entity that enters into a contract or an agreement with the City to perform any service or work or to provide a certain product in exchange for valuable consideration. This definition shall include, but not be limited to, a subcontractor, contract employee, or a recruiting or staffing entity. No governmental agency shall be considered to be a contractor for purposes of this chapter.

"E-Verify" shall mean the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996, Pub. L. No. 104-208, Division C, Title IV, s. 403(a), as amended, and operated by the United States Department of Homeland Security, or a successor electronic verification of work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub. L. No. 99-603.

"Unauthorized alien" shall mean a person who is not legally permitted to be employed in the United States, pursuant to Section 1324a(h)(3) of Title 8 of the United States Code.

"Work" means any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including provided to the City all activities conducted by business entities and contractors.

5.50.020 Application of Requirements

A. The City shall enroll and participate in E-Verify, as defined. The City Manager or designee shall oversee the City's participation in this program and shall ensure that it is applied to all persons to be hired by the City as City employees.

B. As a condition of the issuance or renewal of a business license, a business owner or operator, who is an employer as defined herein, shall complete an Affidavit of Compliance with the Norco Municipal Code (Exhibit "A").

C. As a condition for the award of any City contract, gift, contribution or grant to a business entity or contractor, the business entity or contractor shall complete an Affidavit of Compliance with the Norco Municipal Code.

D. As a condition for the award or renewal of any City franchise or contract, the business entity shall complete an Affidavit of Compliance with the Norco Municipal Code.

E. If a business entity or contractor uses a subcontractor in connection with the performance of the contract, the subcontractor shall, as a condition of contract, certify to the contractor its compliance with E-Verify by completing an Affidavit of Compliance with the Norco Municipal Code.

F. The City shall include specific written notice in all requests for bids that business entities and any subcontractors are required to comply with the provisions of this ordinance.

G. *Exception.* Notwithstanding any other provision herein, this Chapter shall not apply to the purchase by the City of any commercially available off-the-shelf (COTS) item where no labor or service is supplied as an element of the contract or purchase of those items."

5.50.030 Verification of Employment Eligibility

A. Every Contractor shall verify Employment eligibility of all employees through the E-Verify Program.

B. A Contractor shall maintain records sufficient to establish that it has complied with the requirement set forth in subsection (A) of this Section 5.50.030 with respect to each employee and shall retain such records for the duration of such employee's employment; provided, however, that a Contractor shall retain and maintain such records for a longer period of time if required by an applicable state or federal law, regulation or rule. The records maintained pursuant to this Section 5.50.30 shall be immediately made available to the city for inspection and audit upon written notice to the Contractor by the City Manager.

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage and apply to all City contracts awarded after January 1, 2011.

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

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held September 15, 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 September 1, 2010 and thereafter at a regular meeting of said City Council duly held on September 15, 2010, it was duly passed and adopted by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

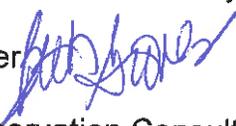
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on September 15, 2010.

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

/bj-76337

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Bill Wilkman, Historic Preservation Consultant

DATE: September 15, 2010

SUBJECT: Approval of the Norconian Strategic Plan

RECOMMENDATION: Staff recommends that the City Council approve the Norconian Strategic Plan and authorize its implementation.

SUMMARY: At its January 20, 2010 meeting, the City Council authorized the formation of a committee tasked with the responsibility of developing a Norconian Strategic Plan. The Norconian Strategic Plan Committee ("Committee") was subsequently formed, consisting of Council Members Kevin Bash and Kathy Azevedo, Planning Commissioners Pat Hedges and Greg Newton (alternate), Parks and Recreation Commissioners Jeanine Adams and Richard Hallam (alternate), and Historic Preservation Commissioners Linda Dixon and Matt Potter. Providing staff assistance to the Committee were City Manager Beth Groves, Economic Development Director Brian Oulman, Planning Director Steve King, and Historic Resources Consultant Bill Wilkman. The Norconian Strategic Plan Committee held a number of meetings, starting in March of this year. In June, the Committee concluded its work, and requested that staff present its draft Norconian Strategic Plan to the City Council for review and approval.

BACKGROUND/ANALYSIS: The purpose of the Norconian Strategic Plan is to establish a unified program for the City of Norco to influence the preservation of, and planning for, the historic Norconian property. While the Committee recognizes that federal, state, and community college ownership of Norconian lands generally precludes direct city control, the Committee believes the City can influence decisions regarding the Norconian. Further, the Committee believes the City needs to prepare itself for possible future land transfers that could bring portions of the Norconian under municipal jurisdiction.

The Norconian Strategic Plan is organized around six core tasks as follows:

1. Documentation and designation of historic features.
2. Maintenance/restoration of historic features.
3. On-going communications
4. Public awareness.
5. Planning for future uses on and around the Norconian site.
6. Transfers of land between governmental agencies and private entities.

For each task, there is at least one goal and for each goal, there are several action items. Each action item includes a "What", "Who", and "When". The "What" describes what needs to be accomplished. The "Who" specifies who is responsible. The "When" establishes a deadline by which the work is to be completed. Thus, the Norconian Strategic Plan has both specificity and accountability. The deadlines and responsible parties could change, based upon available resources. For ease of use, the Norconian Strategic Plan has been prepared in two forms. The paragraph/list form of the Norconian Strategic Plan is organized according to tasks, goals, and action items. The table form of the Norconian Strategic Plan is organized according to the quarters in which tasks are to be accomplished.

The Norconian Strategic Plan calls for the Committee to meet four times a year. The purposes of these meetings are to monitor progress in the implementation of the Norconian Strategic Plan and make adjustments as necessary. Accordingly, deadlines are organized around the quarter in which each action item is to be accomplished. What is referred to as a "Fifth Quarter" signifies work to be accomplished in the second year, with the exact quarter to be defined by the Committee toward the end of the first year.

It is anticipated that the Norconian Strategic Plan will play an important role in the preservation of the Norconian. In this regard, it will signify the City's commitment to this objective, and it will provide a vehicle through which to carry out that commitment.

The *draft* Norconian Strategic Plan was reviewed by the Historic Preservation Commission on July 12, 2010, the Park and Recreation Commission on August 9, 2010, and the Planning Commission on August 14, 2010. The purpose of these reviews was to advise each participating commission of the committee's work and to offer an opportunity for discussion and comment. While the presentation of the Norconian Strategic Plan to these Commissions was for information and discussion purposes only, it was clear that the consensus was in support of the Norconian Strategic Plan. .

FINANCIAL IMPACT: No appropriation has been set for this effort, but rather, work will need to be accomplished with existing resources.

/bj-76484

Attachments

**Draft Norconian Preservation Strategic Plan
As Approved by the Norco Strategic Plan Committee, June 28, 2010**

The following plan outlines the City of Norco's strategy with regard to its role in the preservation and adaptive reuse of Norconian lands. It is divided into topics, goals, and actions. Each topic covers a broad area of concern with regarding to the Norconian. For each topic, one or more goals establish the objectives related to topic area. And, finally, for each goal, a series of actions charts a path toward achieving the goal. Each action is divided into three segments. The "what" states what needs to be done. The "who" fixes the person responsible for assuring the realization of the action. This person may delegate all or any aspect of the work associated with the action, however, regardless of who does the work, the identified person is responsible for assuring that the work is satisfactorily completed. The "when" sets a deadline for the completion of the work. These deadlines are expressed as "quarters", referring to each three month period subsequent to the adoption of the strategic plan. At the end of each quarter, the Strategic Plan Committee will meet to review the progress in adopting the plan and to make any adjustments, additions, or deletions of plan elements.

1. Documentation and designation of historic features

Goal: Facilitate the documentation and listing of all historic resources on the Norconian property.

Action 1.1:

What: Establish a program with the Navy for quarterly progress reports on its current survey effort.

Who: Cultural Resources Administrator

When: Quarterly beginning with the adoption of this strategic plan and ending upon the completion of the Navy survey.

Action 1.2:

What: Develop and implement a strategy to secure the cooperation of the Navy to list those features on its lands found eligible in its survey for listing on the National Register.

Who: Cultural Resources Administrator

When: Second quarter.

Action 1.3:

What: Using the Navy's historic context work as a foundation, develop a strategy for working with the State and Norco College to evaluate and apply for listing to the National Register all features not currently listed.

Who: Cultural Resources Administrator

When: Fifth quarter.

Action 1.4:

What: Develop and implement a strategy to secure the Navy's and State's cooperation in completing a survey, inventory, and evaluation of the interior features of the National Register eligible buildings on their lands.

Who: Cultural Resources Administrator

When: First quarter

Action 1.5:

What: Develop and implement a strategy to secure the cooperation of the Navy, State and Norco College in completing a survey, inventory, and evaluation of landscape features on their lands to determine which features qualify for listing on the National Register. This survey should include a restoration component, documenting landscape features that are present but dead and those that have been removed.

Who: Cultural Resources Administrator

When: Third quarter

Action 1.6:

What: Identify potential grant sources to facilitate the completion and processing of National Register nominations.

Who: Cultural Resources Consultant

When: First quarter.

Action 1.7:

What: Obtain an inventory from the State and Navy of archives under their control that contain Norconian related materials.

Who: Cultural Resources Administrator

When: First quarter.

2. Maintenance/restoration of historic features

Goal: Encourage the maintenance of all historic features on the Norconian property

Action 2.1:

What: Identify historic structures and landscape elements on Navy, State, and Norco College properties in need of maintenance per the Secretary of Interior Standards.

Who: Cultural Resources Consultant

When: Second quarter.

Action 2.2:

What: Develop a strategy for working with the Navy, State, and Norco College to address any maintenance issues identified per Action 2.1.

Who: Cultural Resources Consultant

When: Fourth quarter.

Action 2.3:

What: Identify potential grant sources to facilitate the maintenance, restoration, and/or mothballing of historic features.

Who: Cultural Resources Consultant

When: First quarter.

3. On-Going Communications

Goal: Establish and maintain an on-going communications network with all stakeholders associated with the Norconian.

Action 3.1:

What: Identify a key contact person within each stakeholder entity including, the State Prison, State Office of Historic Preservation, State General Services Administration, Norco College, the Navy, and the Navy's tenant.

Who: City Manager

When: First quarter.

Action 3.2:

What: Communicate to the key Norconian stakeholders, the status of the City Manager as the spokesperson and central point of communications between the City of Norco and the Norconian.

Who: City Manager

When: First quarter.

Action 3.3:

What: Familiarize the City's state and federal legislators with the Norconian Strategic Plan, with the objective of securing their assistance as needed to achieve the plan's goals and action plans.

Who: City Manager

When: First quarter.

Action 3.4:

What: Create a City Council legislative advocacy committee for the purpose of directing lobbying and legislative influence efforts.

Who: City Manager

When: First quarter.

Action 3.5:

What: Establish an arrangement between the City of Norco and the Lake Norconian Club Foundation, to enlist the assistance of the LNCF in grant writing, publicity, and citizen support.

Who: Cultural Resources Administrator

When: Third quarter.

Action 3.6:

What: Assist the Lake Norconian Club Foundation in the establishment of a 'prestige supporters' list so as to facilitate the efforts of the LNCF in its Norconian preservation efforts.

Who: Cultural Resources Administrator

When: Third quarter.

4. Public Awareness

Goal: Increase and maintain the public's awareness of the Norconian as both an at-risk historic resource and as a potential source of economic growth.

Action 4.1:

What: Bring the Norconian to the forefront as part of the City's identity similar to the use of the "Horsetown USA" designation.

Who: City Manager

When: Fifth quarter.

Action 4.2:

What: Keep the Norconian in the public eye via newspaper coverage, utility staffers, web site content, and other media.

Who: City Manager

When: Second quarter.

Action 4.3:

What: Support the Lake Norconian Club Foundation's efforts to establish a "Friends of the Norconian" entity whose purpose would be to do quarterly cleanup projects, perhaps in exchange for enhanced Norconian facility usage privileges.

Who: Cultural Resources Administrator

When: Third quarter.

Action 4.4:

What: Develop a plan for one or more "interpretive centers" through which members of the public could learn about the Norconian. Facilities could include a museum-like venue in a building and/or one or more outlooks with views of the Norconian and interpretive elements.

Who: Cultural Resources Consultant

When: Fifth quarter.

Action 4.5:

What: Establish a liaison to work with the Lake Norconian Club Foundation to coordinate public awareness activities.

Who: City Manager

When: Third quarter.

5. Planning for Future Uses on and Around the Norconian Site

Goal: Position the City to be prepared for opportunities with regard to future uses on the Norconian property.

Action 5.1:

What: Obtain copies of plans in use by the Navy, State, and Norco College with regard to future uses and/or development of their lands.

Who: Cultural Resources Consultant

When: First quarter.

Action 5.2:

What: Adopt and implement a historic preservation overlay zone on the Norconian property.

Who: Planning Director

When: First quarter.

Action 5.3:

What: Secure data regarding the existing facilities on the Norconian site, including building sizes, stories, facilities, and related essential information for use in studying potential future use possibilities.

Who: Cultural Resources Consultant

When: Fourth quarter.

Action 5.4:

What: Develop a document that can be used to educate developers on the potential of the Norconian for future uses. The document should include the data secured via Action 3, lists of potential uses, data on the region and its needs for facilities of a scale appropriate to the Norconian, and other packaged information that can help prepare for the future adaptive reuse of areas of the Norconian that become available for future redevelopment.

Who: Cultural Resources Administrator

When: Fifth quarter.

6. Transfers of Land between Governmental Agencies and Private Entities

Goal: Establish strategies and mechanisms to pursue opportunities to secure Norconian lands and/or to influence the transfer of such lands to the benefit of the City of Norco and the preservation of the historical integrity of the Norconian.

Action 6.1:

What: Obtain all available data on past land transfers and surplus actions so as to better understand past activities in this regard.

Who: Cultural Resources Administrator

When: Second quarter.

Action 6.2:

What: Research the land transfer and land surplus processes so as to better understand any differences between these two mechanisms and ways in which the City of Norco can become an effective participant.

Who: Cultural Resources Administrator

When: Second quarter.

Action 6.3:

What: Develop a policy document that addresses the City's position and future roles in land transfers and surplus operations, particularly with regard to meeting public land acquisition rules relating to "public good".

Who: City Manager

When: Third quarter

Action 6.4:

What: Determine what opportunities exist with regard to both proactive and reactive roles by the City of Norco can plan with regard to land transfers and surplus activities.

Who: Cultural Resources Administrator

When: Second quarter

/bj-76485

DRAFT NORCONIAN STRATEGIC PLAN TABLE OF ACTIONS
As Approved by the Norconian Strategic Plan Committee – 6-28-2010

The following table organizes the draft Norconian Strategic Plan chronologically.

ACT NUM	QTR	WHAT	WHO
1.1	1	Establish a program with the Navy for quarterly progress reports on its current survey effort.	City Manager
1.6	1	Identify potential grant sources to facilitate the completion and processing of National Register nominations.	Cultural Resources Consultant
2.3	1	Identify potential grant sources to facilitate the maintenance, restoration, and/or mothballing of historic features.	Cultural Resources Consultant
3.1	1	Identify and establish a working relationship with a key contact person within each stakeholder entity including, the State Prison, State Office of Historic Preservation, State General Services Administration, Riverside Community College, the Navy, and the Navy's tenant.	City Manager
3.2	1	Communicate to the key Norconian stakeholders, the status of the City Manager as the spokesperson and central point of communications between the City of Norco and the Norconian.	City Manager
3.3	1	Familiarize the City's state and federal legislators with the Norconian Strategic Plan, with the objective of securing their assistance as needed to achieve the plan's goals and action plans.	City Manager
3.4	1	Create a City Council legislative advocacy committee for the purpose of directing lobbying and legislative influence efforts.	City Manager
5.1	1	Obtain copies of plans in use by the Navy, State, and RCC with regard to future uses and/or development of their lands.	Cultural Resources Consultant
1.4	1	Develop and implement a strategy to secure the Navy's and State's cooperation in completing a survey, inventory, and evaluation of the interior features of the National Register eligible buildings on their lands.	Cultural Resources Administrator
1.7	1	Obtain an inventory from the State and Navy of archives under their control that contain Norconian related materials.	Cultural Resources Administrator
5.2	1	Adopt and implement a historic preservation overlay zone on the Norconian property.	Planning Director
4.2	2	Keep the Norconian in the public eye via newspaper coverage, utility stuffers, web site content, and other media.	City Manager
6.1	2	Obtain all available data on past land transfers and surplus actions so as to better understand past activities in this regard.	Cultural Resources Administrator
6.2	2	Research the land transfer and land surplus processes so as to better understand any differences between these two mechanisms and ways in which the City of Norco can become an effective participant.	Cultural Resources Administrator
6.4	2	Determine what opportunities exist with regard to both proactive and reactive roles by the City of Norco can plan with regard to land transfers and surplus activities.	Cultural Resources Administrator
2.1	2	Identify historic structures and landscape elements on Navy, State, and RCC properties in need of maintenance per the Secretary of Interior Standards.	Cultural Resources Consultant

1.2	2	Develop and implement a strategy to secure the cooperation of the Navy to list those features on its lands found eligible in its survey for listing on the National Register.	Cultural Resources Administrator
4.5	3	Establish a liaison to work with the Lake Norconian Club Foundation to coordinate public awareness activities.	City Manager
3.5	3	Establish an arrangement between the City of Norco and the Lake Norconian Club Foundation, to enlist the assistance of the LNCF in grant writing, publicity, and citizen support.	Cultural Resources Administrator
3.6	3	Assist the Lake Norconian Club Foundation in the establishment of a 'prestige supporters' list so as to facilitate the efforts of the LNCF in its Norconian preservation efforts.	Cultural Resources Administrator
4.3	3	Support the Lake Norconian Club Foundation's efforts to establish a "Friends of the Norconian" entity whose purpose would be to do quarterly cleanup projects, perhaps in exchange for enhanced Norconian facility usage privileges.	Cultural Resources Administrator
6.3	3	Develop a policy document that addresses the City's position and future roles in land transfers and surplus operations, particularly with regard to meeting public land acquisition rules relating to "public good".	City Manager
1.5	3	Develop and implement a strategy to secure the cooperation of the Navy, State and RCC in completing a survey, inventory, and evaluation of landscape features on their lands to determine which features qualify for listing on the National Register. This survey should include a restoration component, documenting landscape features that are present but dead and those that have been removed.	Cultural Resources Consultant
2.2	4	Develop a strategy for working with the Navy, State, and RCC to address any maintenance issues identified per Action 2.1.	Cultural Resources Consultant
5.3	4	Secure data regarding the existing facilities on the Norconian site, including building sizes, stories, facilities, and related essential information for use in studying potential future use possibilities.	Cultural Resources Administrator
4.1	5	Bring the Norconian to the forefront as part of the City's identity similar to the use of the "Horsetown USA" designation.	City Manager
1.3	5	Using the Navy's historic context work as a foundation, develop a strategy for working with the State and RCC to evaluate and apply for listing to the National Register all features not currently listed.	Cultural Resources Administrator
4.4	5	Develop a plan for one or more "interpretive centers" through which members of the public could learn about the Norconian. Facilities could include a museum-like venue in a building and/or one or more outlooks with views of the Norconian and interpretive elements.	Cultural Resources Consultant
5.4	5	Develop a document that can be used to educate developers on the potential of the Norconian for future uses. The document should include the data secured via Action 3, lists of potential uses, data on the region and its needs for facilities of a scale appropriate to the Norconian, and other packaged information that can help prepare for the future adaptive reuse of areas of the Norconian that become available for future redevelopment.	Cultural Resources Administrator

/bj-76486

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Alma Robles, Senior Planner

DATE: September 15, 2010

SUBJECT: Request for a Waiver of Fees for the Approval of Variance 2010-01 (Lopez)

RECOMMENDATION: That a waiver of fees be denied.

SUMMARY: On August 25, 2010, the Planning Commission approved Variance 2010-01 to allow a variance from the required 60-foot rear yard setback in the A-1-20 zone to allow the construction of a 288-square foot patio cover on property located 4100 Corona Avenue. The variance application and fees were submitted so that the application could be processed, along with a letter requesting a waiver of fees from the City Council so that a refund could be issued.

BACKGROUND/ANALYSIS: The applicant/property owner is requesting a waiver of the variance processing fees of \$2,275 (\$2,165 for minor variance, \$46 for an environmental categorical exemption and \$64 for a county environmental filing fee) for the financial hardship reasons listed in the attached letter (ref. Exhibit "A" – Letter dated July 15, 2010).

Application fees are collected to help off-set the staff time needed to analyze projects for consistency with the Municipal Code and to prepare reports to the City Council and/or commissions that are designated by the Council to approve or make recommendations on projects. The fee is also paid to help recover costs to advertise public hearings. A variance requires a public hearing that requires advertising in both the newspaper and by mail. The cost for advertising in the newspaper averages about \$80 and that does not include the cost of postage and staff time for doing the mailings. The amount of staff time involved for project analysis and report preparation has been estimated by a fee study consultant to be the amount that is currently charged, and which was set by the City Council with Resolution 2010-26.

For the reasons listed above, staff is recommending that the request for the waiver of variance fees be denied.

/adr-76494

Attachments: Letter from Applicant, dated July 15, 2010

July 15, 2010

Attention: Norco City Council

From: Olivia T. Lopez
4100 Corona Ave.
Norco, CA 92860
951-735-8890
951-231-7169 Cell

In regards to the building of a back porch:

We are applying for a variance for a minor modification in the form of adding a porch to my home. Also, we are requesting that the City Counsel please waive the filing fees due by us.

We are requesting filing fees be waived due to the hardship that we are currently facing. I, Olivia Lopez, have been disabled for the past eight years. I live on a fixed Social Security income of \$1096 per month. My husband, Vicente Lopez, is a construction worker by trade; After his job loss, his income has dropped substantially for the past few years. There was a huge drop in his income in 2008 when he made only \$7,700.00 for the whole year. Then, even worse, his income in 2009 dropped significantly again to only \$1,687.00 for the whole year. This year does not look any better!

My husband has been substitute custodian for CNUSD. As you might be able to tell from his income, the school district doesn't call him very often. Also, he has not been able to find any other avenues for full time work because of the economy. As you can understand, it is a very difficult time for us right now because of a drop in income. Every financial choice we make has to be made carefully.

In the past, we both had full time jobs and we never had a need to build a patio. Now that I'm disabled and unable to work, we spend a lot of time outside. We have realized that we have no privacy in our front yard. We are especially embarased bbq'ing in my front yard, under the shade tree, that is right next to the horse trail. Horses come by and kick up dust unintentionally. As you can imagine, it is really hard being able to enjoy family time together without any real privacy. Fortunately, Norco neighbors are all very nice and friendly.

We made a huge sacrifice to try to build a patio because we wanted to be able to enjoy our time together, in the privacy of our back yard, and under the shade. We never thought we would run into these astronomical fee's, \$2125 + permits. We have about a ¼ acre property. It should be more than enough to be able to have a patio for the convenience of a patio to have some privacy.

This is why I ask you, Norco City Counsel, to please consider waiving the fees for this porch that we are barely able to afford for ourselves. We have lived here for over 20 years. We are active members in our community and try to participate in city events when we can. We are also respected members of our church. And we of course hope Norco continues to grow. Thank you very much for your time.

Thank you,

Olivia T. Lopez



Vicente Lopez



EXHIBIT **A**

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Steve King, Planning Director 

DATE: September 15, 2010

SUBJECT: Report on Current Code Compliance Procedures

RECOMMENDATION: Review current procedures and make recommendations as appropriate.

SUMMARY: The City currently operates under a code compliance procedure where a reported violation in a residential or agricultural zone is not acted upon without a formal written complaint. A formal written complaint is not required in commercial and industrial zones. However; due to a lack of resources, violations in these zones are also complaint based. This procedure is different from most cities where active enforcement of the Municipal Code is encouraged.

BACKGROUND/ANALYSIS: Code compliance in the City has been conducted under different scenarios in the recent past. Prior to 2008/2009 Code Enforcement was a function within the Fire Department with a full-time Code Enforcement Officer managed by the Fire Chief and supported by Fire Department office personnel. In 2008/2009 the functions of Code Compliance was decentralized to each department/division where existing personnel took over those functions without additional staff. In that format code enforcement usually took a back seat to other department requirements. In 2010, recognizing that the effectiveness of code enforcement would need staff directly hired for that purpose, a part-time Code Compliance Officer ("CCO") was hired and the function was transferred to the Planning Division. The CCO is supervised by the Planning Director.

For the first eight months of this year the CCO has been receiving roughly 30 cases a month. These are primarily land use-related but the CCO also handles complaints that deal with other issues and that are investigated under other requirements in addition to the Norco Municipal Code ("NMC"). As an example the open discharge of sewage is prohibited by the NMC and is also prohibited by state water quality management requirements. The state requirements supersede City requirements and there is the potential for heavy punitive damages both against the property owner and the City for violations. This combined with the fact that it is considered a health hazard means that it must be responded to immediately rather than go through the standard due process of normal land use violations. A breakdown of the various violations that have been responded to for the first eight months of this year is shown below:

- 101 weed abatement cases. These are handled in conjunction with the **City Fire Department**.
- 22 cases involving the operation of businesses without a business license. These cases are handled through coordination with the **Fiscal and Support Services Department**.
- 18 cases involving the lack of maintenance of property behind the curb line. Most of these cases are handled directly on-site and are not assigned follow-up case numbers. The 18 noted here were more complicated and required more response and handling time. These are handled through coordination with the **Public Works Department**.
- 33 involving manure ordinance violations. These cases are handled through coordination with the **Engineering Division**.
- 21 building and zoning violations ranging from illegal construction to the illegal use or storage of recreational vehicles, commercial trucks, and trailers. These cases are handled through coordination with the **Planning Division** and **Building and Safety Division**.
- 43 public nuisance cases including the storage of inoperative vehicles, broken windows, green swimming pools, discarded furniture, boxes, lumber, and trash open to public view. These cases generally require letter notification with several responses, phone calls and time line agreements with the violator. These cases typically involve coordination with several departments including **Planning Division**, **Fire Department**, and the **City Attorney** for some cases.
- In addition, the CCO has to also coordinate with the **Sheriff's Department** on illegal food vendors and vehicles parked illegally in horse trails, with **Animal Control Division** and **Planning Division** on animal-keeping violations, and with the **Parks and Recreation Department** for graffiti on public buildings.

As can be seen by the list above, the CCO needs to coordinate effectively with staff from several different departments/divisions to enforce the various provisions of the NMC. And as stated earlier some cases involve more stringent health safety urgencies, or state requirement urgencies, than others.

The standard residential land use violation that does not involve an immediate health safety issue is processed as follows.

- (Step 1) A formal written complaint is filed with the City.
- (Step 2) Coordination with the appropriate City Department/Division.
- (Step 3) Site investigation by CCO to verify violation.
- (Step 4) Initial contact by the CCO to see if a problem can be resolved quickly without the formal compliance process.
- (Step 5) A "Notice of Corrections" or "First Notice" letter is delivered by the CCO to the violator with a stipulated time-frame ranging from 10 days to a maximum of 30 days to correct the violation.

- (Step 6) Follow-up by the CCO to ensure progress towards improvement with appropriate and feasible time extensions as warranted.
- (Step 7) If the violation is not fully resolved in a timely manner, a "Request for Compliance" or "Final Notice" letter is sent by the CCO allowing an additional 5 to 14 days maximum to resolve the violation. (This step is not required for repeat offenders)
- (Step 8) If after Step 7 a violation remains fully uncorrected, the CCO may exercise any of the City's remedies to obtain code compliance via the citation process.

Under current procedures, City staff does not generally proactively identify code violations in residential and agricultural zones but rather waits on the submittal of a formal written complaint as stated above. Verbal complaints are not accepted as a method of reporting a complaint or violation and are generally not acted on. The person filing a verbal complaint is notified of this constraint in the current procedures and is given the option to file the formal written complaint. The complainant is kept confidential but there is the risk that the identity will become known if ever a case progresses into a legal proceeding.

For commercial and industrial properties, staff is not precluded from seeking abatement without the formal written complaint and can act from its own observations. Generally, however, the same process is followed as for residential and agricultural zones because a lack of resources prohibits further enforcement than what already has to occur for those cases that are formally filed. Any case that involves an immediate public health issue regardless of the zone must be acted upon immediately by staff, with or without a written complaint.

Given the limited financial and human resources for code compliance, there are two items staff would recommend for discussion:

1. Use the Fire Department Weed Abatement Process to send reminders to property owners on Hamner and Sixth Streets of their responsibilities for weed removal and trail maintenance in front of their properties.
2. Establish a program of trained volunteer code compliance officers with administrative citation authority to assist in preliminary responses to code enforcement complaints. A model program exists. It could be brought to the Council for consideration at a future date.