



AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
OCTOBER 6, 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 54956.8 – Conference with Real Property Negotiator

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

Negotiating Parties: Norco Redevelopment Agency, Norco City Council and Balboa Management Group, LLC

Points Under Negotiation: Price and Terms of Payment

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 Bash

INVOCATION: New Beginnings Community Church
John Vines, Assistant to Pastor Del Campo

PROCLAMATION: National Disability Employment Awareness Month – *October 2010*

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 15, 2010
Special Meeting of September 20, 2010
Recommended Action: Approve the CRA Minutes (City Clerk)

REGULAR JOINT CRA/CITY COUNCIL AGENDA AS FOLLOWS:

2. **JOINT CRA/CITY COUNCIL PUBLIC HEARING:**

- A. Consideration of Documents related to the Silverlakes Equestrian & Sports Park by and between the City of Norco, the City of Norco Redevelopment Agency and Balboa Management Group, LLC

Recommended Action: It is recommended that the City Council/Norco Redevelopment Agency Board continue the joint public hearing to a date-uncertain to consider the adoption of the following documents:

- a. Norco Silverlakes Master Ground Lease by and between the Norco Redevelopment Agency (Landlord) and the City of Norco (Tenant).
- b. Norco Silverlakes Ground Lease by and between the City of Norco (Landlord) and Balboa Management Group, LLC (Tenant).
- c. Norco Silverlakes Shared Use Agreement by and between the City of Norco (Landlord) and Balboa Management Group, LLC (Tenant).
- d. Report of the Norco Redevelopment Agency Concerning the Disposition of the Redevelopment Agency Property pursuant to California Health & Safety Code Section 33433.
- e. Report of the Norco Redevelopment Agency Concerning Disposition of the Redevelopment Agency Property pursuant to California Health & Safety Code Section 33679.

- f. **Resolution No. 2010-___**, restating and amending Resolution No. 2009-08 (Adopted on March 4, 2009) Relating to Conditional Use Permit No. 2008-09 for the Silverlakes Equestrian & Sports Park located on the east Side of Hamner Avenue north of the Santa Ana River.
- g. **Ordinance No. ___**, for first reading, approving the Development Agreement by and among the City of Norco, the Norco Redevelopment Agency and Balboa Management Group, LLC for the Silverlakes Equestrian & Sports Park.
- h. **Resolution No. 2010-___**, finding the Silverlakes Project consistent with the Property Deed Restriction.
- i. Funding, Construction and Acquisition Agreement by and between the City of Norco and Balboa Management Group, LLC, a Delaware Limited Liability Company.
- j. Addendum to the Environmental Impact Report for the Silverlakes Equestrian and Sports Park Project (State Clearinghouse # 2008041019) Under the California Environmental Quality Act ("CEQA") for Subsequent Agreements and Approvals for the Project.

3. OTHER CRA MATTERS:

ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

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

- A. City Council Minutes:
 - Regular Meeting of September 15, 2010
 - Special Meeting of September 20, 2010
 - Recommended Action: **Approve the City Council Minutes** (City Clerk)

- B. Recap of Actions Taken at the Planning Commission Regular Meeting of September 29, 2010. **Recommended Action: Receive and File.** (Planning Director)
- C. Execution of Amendment No. 1 to the Cooperative Funding Agreement between the City of Norco and the Riverside County Flood Control and Water Conservation District to Construct the Western Avenue Storm Drain Improvements. **Recommended Action: Approve Amendment No. 1 to the Project No. 2-0-00160 Funding Agreement.** (Director of Public Works)
- D. Authorization for the Department of Public Works to Purchase an Auger/Grinder. **Recommended Action: Authorize the Department of Public Works to purchase an Auger/Grinder Model No. AGE4000-285 from JWC Environmental in the amount of \$150,000.** (Director of Public Works)
- E. Approval of Supplemental Agreement for the 2010-2011 Community Development Block Grant Program Year. **Recommended Action: Approval** (Housing Manager)
- G. Fiscal Year 2010 Year-End Budget to Actual Report. **Recommended Action: Receive and File.** (Deputy City Manager/Director of Finance)
- H. Approval of Salary and Benefits Resolutions for Management and Middle Management, Professional and Confidential Employees for Fiscal Year 2010-2011. **Recommended Action: Adopt Resolution No. 2010 ____, approving the Annual Salary and Benefits for Management personnel; and Resolution No. 2010 ____, approving the Annual Salary and Benefits for Middle Management, Professional and Confidential Service personnel.** (Deputy City Manager/Director of Finance)
- I. Amendment to the Transportation Uniform Mitigation Fee Program Funding Agreement for the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project. **Recommended Action: Approve the Amendment to the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project TUMF Funding Agreement with Western Riverside Council of Governments.** (Director of Public Works)
- K. Deposit of \$30,000 payable to Southern California Edison for Design and Adjustment of Transmission Poles adjacent to Hamner Avenue. **Recommended Action: Approve a deposit of \$30,000 payable to SCE for the design and adjustment of transmission Poles along Hamner Avenue adjacent to Silverlakes.** (Public Works Director)

- L. 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)
- M. Award of Contract for Annual Street Sweeping Services. **Recommended Action: Accept the Proposal submitted for Annual Street Sweeping Services and award a contract to Clean Street in an amount of \$28,569.60 and authorize the City Manager to execute the contract.** (Director of Public Works)

5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

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

7. OTHER MATTERS – COUNCIL:

8. OTHER MATTERS – STAFF:

9. ADJOURNMENT:

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

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

/bj-76259



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

CALL TO ORDER: Mayor Pro Tem Hanna called the meeting to order at 6:06 p.m.

ROLL CALL: Mayor Malcolm G. Miller, M.D., **Absent**
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, Petree and Thompson

City Attorney Harper – **Present**

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

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties: City Manager Groves and Deputy City Manager/Director of Finance Okoro

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

RECONVENE PUBLIC SESSION: With nothing to report from Closed Session, Mayor Pro Tem Hanna reconvened the meeting at 7:11 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

Diane Stephens, representing the Daughters of the American Revolution, received the proclamation from Mayor Pro Tem Hanna.

PRESENTATIONS:

Norco Fair Committee

The Norco Fair Committee thanked the City of Norco for its assistance with the Fair and presented a check in the amount of \$15,000, as promised, as well as a financial report, to Mayor Pro Tem Hanna. It was noted that Waste Management has agreed to be its sponsor again next year. They also stated that all the bills have been paid, most within a day of the end of the Fair, and seed money for next years Fair was retained.

Southern California Edison
Louis Davis

Louis Davis, Region Manager for Southern California Edison (SCE), presented an update of the SCE 2010 State of the Utility. The most significant project in California is the building of a smarter, more efficient electric grid. Highlighted were the special programs and services SCE has to offer, the SmartConnect Program and the plug-in electric vehicles. An SCE Resource Guide was distributed to the Council and Mr. Davis stressed that payments and arrangements & extensions are available through SCE.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

1. CRA CONSENT CALENDAR ITEMS:

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

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

- 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. 2010-17, 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: No other CRA matters.

ADJOURNMENT OF CRA: 7:41 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

3. CITY COUNCIL CONSENT CALENDAR ITEMS:

Mayor Pro Tem Hanna pulled Items 3.D. (public request), 3.E. (public request) and 3.G.

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

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

- 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. 2010-51, adopting a Citywide Records Management Policy and Retention Schedule. (City Clerk) **PULLED FOR DISCUSSION**
- 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) **PULLED FOR DISCUSSION**
- 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) **PULLED FOR DISCUSSION**

H. Western Riverside Energy Leadership Partnership. **Recommended Action: Adopt Resolution No. 2010-52, 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)

M/S Azevedo/Bash to adopt Ordinance No. 927 for Second Reading. The motion was carried by the following roll call vote:

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

5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

3.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)

Jody Filkins-Webber. Ms. Filkins-Webber commented on observations she made in regards to some potential contradictions with Government Code Sections in the Citywide Records Management Policy. In particular, she noted the Policy's definition of "records", defined to include electronic records, which includes e-mails. She further noted that it appears that the intent is to include e-mails as a non-record and added that Assembly Bill 1962 includes electronic mail as a record. Ms. Filkins-Webber commented on the Public Records Act disclosure obligations and stated concerns regarding the 90-day automatic deletion of e-mails, suggesting a 120 – 180 day schedule. She further commented on e-mails received by the Council Members and referenced by them in their decision making process.

City Manager Groves stated that these comments will be reviewed and further recommended that the item be tabled until discussions are held regarding the e-mail policy.

M/S Bash/Azevedo to table the item. The motion was carried by the following roll call vote:

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

- 3.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)**

Pat Overstreet. Ms. Overstreet spoke as chair of Friends of Norco Hills, noting that they would like to be sure that Beacon Hill's topography will not be changed.

Dr. Douglas Roberts. Dr. Roberts stated that he supports the project.

M/S Bash/Azevedo to receive and file the report. The motion was carried by the following roll call vote:

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

- 3.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)**

In response to **Mayor Pro Tem Hanna, Parks, Recreation & Community Services Director Petree** stated that the project includes underground infrastructure. Director Petree also stated that the restrooms are part of Phase II.

M/S Bash/Sullivan to 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. The motion was carried by the following roll call vote:

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

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)

City Manager Groves introduced the item and noted that the Norconian Strategic Plan will serve as a management tool. **City of Norco Cultural Resources Consultant Bill Wilkman** stated that everyone is aware of the importance of the Plan and the City has very little control over this property at this time. He noted that the City Council established a committee to create this Plan and added that the Plan deals with six areas and for each area there are a series of actions -- what, who and when. Mr. Wilkman concluded that the Plan will provide a vehicle to influence the actions on the Norconian property.

M/S Bash/Azevedo to approve the Norconian Strategic Plan. The motion was carried by the following roll call vote:

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

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)

Planning Director King highlighted the information from the report presented to the Council.

Council Member Bash asked Director King how this activity was discovered. Director King stated that it was detected by a City Inspector who was working on an adjacent site who then notified the owners that they needed to come in to the City and acquire a permit. City Attorney Harper noted that any building without a permit presents a safety issue. Director King stated that when an inspector sees a potential safety issue, the City needs to act on it. City Manager Groves noted that what Council Member Bash is making reference to is a code issue and added that this is a building issue. She added that the building permit process is used to determine the safe building of a structure.

Council Member Azevedo asked if this is the normal fee for a minor variance. Director King noted that this is the application fee and confirmed that there are no additional fees applied.

Council Member Sullivan noted some confusion over the fees paid. Director King stated that once the project gets to the Planning Commission, the applicant does not get the fees back and added that this would have been a normal application fee.

Olivia Lopez. Ms. Lopez (applicant) stated that the fees are a lot of money and added that her husband has been out of work. She noted that if she would have had more information, she would have not gone through the process. Ms. Lopez stated that she is asking that the Council consider her appeal or a reduction of fees.

Council Member Sullivan stated that Ms. Lopez should look into the City's Low-Moderate Income programs for assistance.

In response to the Council's questions, City Manager Groves stated that the fee waiver can be voted on tonight and can be asked to be reimbursed through Low-Moderate Income Fund.

M/S Sullivan/Bash to waive the fees and reimburse the City for the fees through the Low-Moderate Income Fund. The motion was carried by the following roll call vote:

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

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)

City Manager Groves reviewed the report as presented to the City Council and stated that the Council directed staff to bring back to the Council procedures through the City's current code compliance programs. **Planning Director King** reviewed the statistics as stated in the report.

Pat Overstreet. Ms. Overstreet commented on the article in the *Press Enterprise* and volunteered her husband to be on a committee if they create one, and noted that he would also be willing to chair it.

Council Member Bash noted that he requested that his item be placed on the agenda following the accessory structure discussions. He further noted that this has been a very grey area in the past. He stated that he is most interested in discussing the commercial areas and commented on the need to clean up Sixth Street. He further commented that most cities don't require a written complaint and would like to see that go away in Norco.

Council Member Sullivan stated that he does not want to see the written complaint go away because of a previous Council Member that issued over 1,000 complaints in Norco. He added that we need something in place to prevent a person calling in a complaint and this will keep down frivolous complaints that we do not have the resources to handle. He stated that the blight on Sixth Street could be eliminated through the façade program and the assembling of lots.

Council Member Azevedo commented on the frivolous complaints compared to the example given of a large accessory building. She noted that the City should not need a written complaint for non-compliance building issues in residential area, the same way as industrial and commercial.

Discussion was held regarding modifications to buildings following the receipt of a CUP. Director King noted that when a Building Inspector does not see work being done, the inspector does not have the legal authority to go on the property without an inspection warrant. City Attorney Harper noted that if the neighbor complained, we would still need an inspection warrant, and added that anything with health and safety issues will generally be addressed. City Attorney Harper also noted that if the building that received a CUP was modified, and we can see that, we don't require a formal written complaint as it is different than a building built according to plan.

Mayor Pro Tem Hanna asked what it would take for trained volunteers to go out on code enforcement.

City Manager Groves stated that we could do a training program for code compliance purposes and those volunteers would need the authority to write administrative citations. She added that there are models from programs that have worked elsewhere.

City Attorney Harper noted that the real issue is staff's ability to enforce it.

Council Member Sullivan stated that a Landscape Maintenance District could be created on Sixth Street.

City Attorney Harper stated that alleviating blight is really a function of the RDA.

Council Member Azevedo stated that she would work with the Beautification Committee and the Norco Area Chamber of Commerce and Visitors Center to discuss a potential project to clean up a house on Sixth Street.

Council Member Bash presented a motion to create a volunteer program and discuss this further at the Beautification Committee. **That motion failed with lack of support.**

Council Member Sullivan stated that we should give it time.

SUBSTITUTE M/S Sullivan/Azevedo to receive and file the report. The motion was carried by the following roll call vote:

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

7. PUBLIC COMMENTS OR QUESTIONS:

Pat Overstreet. Ms. Overstreet spoke representing the Parade of Lights & Winter Festival Committee and noted that she has flyers available, with applications, for anyone wishing to donate to this cause.

Ted Hoffman. Mr. Hoffman commented on the earlier action regarding the acceptance of the Ingalls Park Grading – Phase I Project and noted that the erosion control on the hill is bad.

8. OTHER MATTERS – COUNCIL:

Council Member Sullivan:

- ↓ Commented on a letter sent from the Corona Chamber of Commerce to the Navy Base and noted that this facility is in our City and should have the name of Norco in front of it. City Manager Groves stated that a formal request can be made to the new Commander located at Seal Beach.

Council Member Azevedo:

- ↓ Commented as the Chairman of the UNLOAD Committee and brought attention to the ad in the most recent City Newsletter & Activities Guide noting the teen abuse of prescription medications.
- ↓ Stated that information was provided at the WRCOG meetings she attends regarding proposed propositions and assembly bills and encouraged the Council to read the re-caps of those meetings. She also commented on the re-alignment of the SCAG maps, noting that to her it seems that this would not be in Norco's best interest.

Council Member Bash:

- ✚ Commented on the façade unveiling at Home and Land Real Estate and noted that someone at that business designed a proposed beacon to place on top of the hill.
- ✚ Stated that the Hidden Valley Golf Course has been named as the number one operating golf course in California according to the California golf course operators.

Mayor Pro Tem Hanna:

- ✚ Asked Fire Chief Carlson if anything has been done or any contacts made regarding the tall weeds at a vacant home located at the northeast corner of Fourth Street and Sierra Avenue. Chief Carlson replied that he would find out.
- ✚ Commented on the speeding problems on Crestview and Sierra Avenues and asked Public Works Director Thompson to look into the installation of speed humps.
- ✚ Stated that the traffic at the High School and Norco College is bad. City Manager Groves noted that specific to the college, there are ongoing discussions regarding the traffic problems.

9. OTHER MATTERS – STAFF:

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

City Manager Groves stated that policies are made by the schools relating to the transportation of the students.

Lt. Cooper stated that over the last thirty days, Sheriff Deputies have only been available for two of those days and there are impeding traffic problems, illegal u-turns made, driving left of the yellow line, drivers failing to yield, people in a hurry and pedestrians unsafely crossing streets. He noted that this is a problem brought on by the schools and further noted that if enough parking was available onsite, this would help. Lt. Cooper stated that the staggering of release times at all the schools on Temescal Avenue would be another way of helping this situation. Other ideas would be to use volunteers that were trained by the Sheriff Department, as well as educational campaigns for drivers. He commented that it is not illegal to park a few blocks from school and walk a child to school and walk back, as this would help the traffic problem.

Mayor Pro Tem Hanna noted that he observed everything that Lt. Cooper noted as far as the problems.

Public Works Director Thompson commented on maps passed out that were designed to open up the road. He noted that the design in place will not correct everything, but would allow traffic movement.

Terri Baker. Ms. Baker addressed issues on the corner of First Street and Temescal Avenue and noted that she is concerned about the safety of the children. She further stated that the root problem is the bussing issue.

Amy Shainman. Ms. Shainman spoke as the Principal at Norco Elementary and provided the Council with written accounts of traffic issues. She stated that she would like to see curbs along the street and sidewalks for students. She added that she does not know that bussing is the issue, but the way that kids are brought to school. She also noted the traffic concerns on Second Street.

Alan Smith. Mr. Smith thanked the Sheriff Deputies and asked for the plan presented by Director Thompson to be implemented.

Norvah Williams. Ms. Williams spoke as a 24-year resident that lives by the school and noted that the bussing issue has caused the problem. She stated that more crossing guards are needed.

Tom Smith. Mr. Smith commented on the traffic and appreciated the efforts being made to correct the problems.

Council Member Bash asked when the improvements could be made as presented by Director Thompson. Director Thompson stated that they were discussed with the Sheriff Department and at this point it could be done quickly. He added that the City will meet with School District for further discussions.

Council Member Azevedo commented on the staggered release time and asked if there is any way the Citizens on Patrol could help out. Lt. Cooper noted that there are not many of the members of the Citizens on Patrol that work during the day.

Council Member Sullivan inquired about the cost of the crossing guards. Lt. Cooper noted that the district pays 50% and the City pays 50%.

Mayor Pro Tem Hanna commented on the crossing guards and noted that parents could volunteer to help protect the kids.

10. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Miller adjourned the meeting at 9:58 p.m.

BRENDA K. JACOBS
CITY CLERK



MINUTES
CITY OF NORCO
SPECIAL MEETING – STUDY SESSION
CITY COUNCIL
CONFERENCE ROOMS “A” & “B”
NORCO CITY HALL – 2870 CLARK AVENUE
SEPTEMBER 20, 2010

1. CALL TO ORDER: Mayor Pro Tem Hanna called the meeting to order at 1:10 p.m.
2. ROLL CALL: Mayor Malcolm Miller, **Absent**
Mayor Pro Tem Berwin Hanna, **Present**
Council Member Kathy Azevedo, **Present**
Council Member Kevin Bash, **Present**
Council Member Harvey C. Sullivan, **Present**
3. PLEDGE OF ALLEGIANCE: Council Member Sullivan
4. PUBLIC COMMENTS OR QUESTIONS: No public comments or questions received.
5. STUDY SESSION ITEMS:
 - A. Overview from the City Manager

City Manager Groves stated that the formal budget process will begin in February for the 2011-2012 fiscal year and reminded the Council that during the budget process last fiscal year, they were reminded that the budget is fragile and was put together with some onetime money. She noted that this is a first in a series of study sessions regarding the status of the current and upcoming fiscal year budgets. She further noted that it is most important to look at short-term timing and issues in regards to cash flow and action items need to be discussed to help implement ideas.

- B. Budget Update (**The PowerPoint presentation and spreadsheets as presented are attached hereto and incorporated herein.**)

Deputy City Manager/Director of Finance Okoro presented a re-cap of the current fiscal year budget, noting the structural deficit of \$3 million. The biggest concern is the ability to meet daily cash flow needs due to uneven receipt of revenues. Due to this concern, there is a great need to breakdown and monitor the budget month-by-month. Depending on actual cash flow timing, the General Fund may run out of cash before May 2011. The 2010-2011 fiscal year projected cash flow balances were discussed. Noted was that property tax and vehicle license fees are received twice per year. City Manager Groves discussed expenditure reductions that have already been implemented over the last three fiscal years. Deputy City Manager/Director of Finance Okoro stated that the projected 2011-2012 fiscal year budget is presented as status quo, with the post-retirement healthcare costs and the equipment replacement fund added back in as adjustments. The projected cash flows were presented for the FY 2011-2012 fiscal year and it was noted that something significant will need to be done to bring in revenues or reduce expenditures.

City Manager Groves stated that these are the numbers that will be used for discussions moving forward and added that staff will continue to monitor revenues. She noted that the management team will be going over the department budgets and service levels will need to be discussed, as well as contract services. City Manager Groves stated that this will be an ongoing process and it will be necessary to look at the revenue side to see what can be done, noting that a LMD in other parts of the City is being looked at, along with economic development strategic planning on Sixth Street and Hamner Avenue. The upcoming study sessions will be held on October 11, October 25 and November 8.

Council Member Azevedo stated that she attended meetings at the recent League of California Cities Conference relating to budgets and noted that she met with several council members from other cities as well as a financial planner where tax measures were discussed. She also attended a meeting relating to California contract cities. She noted that she would need to know how much it would cost the residents in order to look at a LMD.

Mayor Pro Tem Hanna stated that he also attended the League of California Cities Conference and attended a seminar regarding how to brand your city and market your brand. He added that the speaker offered to provide the City with one free hour of consultation.

Council Member Sullivan stated that he would be interested in looking at a LMD on horse trails, but not in raising sales tax right now.

Council Member Azevedo stated that she would like to expand on the City's branding and would offer her time to make some business contacts.

Council Member Bash stated that the budget needs to be cut and somehow generate revenue, noting the need for an economic strategic plan.

Vern Showalter. Mr. Showalter asked if the GASB 45 funding was ongoing. Deputy City Manager/Director of Finance Okoro confirmed that it is, adding that the post-heath care retirement cost amount is not known from year-to-year and is currently going through the actuary process.

John Box. Mr. Box asked numerous questions from which Deputy City Manager/Director of Finance Okoro responded. Questions included, but were not limited to, what confidence the Council should have if the property tax payments would not come in and further how solid the estimates are; if it is correct to assume that the ending cash balance includes cash reserve; if there are any future revenues that are not within this budget; and how do you propose to function on negative cash flow. Mr. Box recommended that the Council request staff to provide a deficit neutral budget and what the impact on that is because otherwise the City is on a crash course.

Deputy City Manager/Director of Finance Okoro replied that the cash flow assumes that the bills will be paid as they come due. He further commented on the two spreadsheets that were handed out and noted that they were presented on a cash basis. Deputy City Manager/Director of Finance Okoro said in terms of the date that the property tax payment will be received, pretty solid, in terms of the amount, not certain. He stated that the ending cash balance does include the cash reserve. He further stated that the objective is to continue everything we know of to

bring in additional revenues. Deputy City Manager/Director of Finance Okoro said there are other options for cash flow, such as borrowing from the special revenue asset fund (with a total of approximately \$1.2 million in that account).

Mike Harris. Mr. Harris stated that the process does not need any adjustments but needs to be broader and further commented that he has not seen the City's current comprehensive financial report. Mr. Harris commented on the creation of a long-term financial plan and noted that a strategic plan and management strategies need to be linked to this plan.

Deputy City Manager/Director of Finance Okoro stated that the City's financial report (audited) is presented to the Council each year. He commented on the long-term debt issued by the City earmarked for capital water and sewer projects, and another \$10 million issued on behalf of the school district. He further noted that the City is obligated to report that debt service in our audited financial report.

Council Member Bash noted that these are unprecedented times and part of the reason is because there is a lot we don't know. He further stated that the City is working on long-term planning, noting the Silverlakes project and the Historic Preservation Overlay as examples.

Mayor Pro Tem Hanna noted that this is a common concern among California cities.

Council Member Azevedo stated that at the League of California Cities Conference there was discussion regarding the ability to borrow from the Redevelopment Agency. She noted that Ingalls could be an economic engine instead of a burden on General Fund. She further noted that a tax is not what the City needs to do and is a last resort.

John Box. Mr. Box stated that what he is hearing is disturbing. He stated that the cost to run the City is unsustainable and was before the economic crisis and added that the Council needs to stop making excuses and get to the harsh reality.

Council Member Sullivan asked if there are any new development proposals proposed at this time. City Manager Groves noted that there are currently a lot of window shoppers adding that there are some hotels waiting until the Silverlakes project is approved.

Vern Showalter. Mr. Showalter stated that a LMD for the trails would not buy the City anything. City Manager Groves stated that the level of maintenance would need to be determined and added that it can't be used for anything other than what the district is created for.

6. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Miller adjourned the meeting at 2:38 p.m.

BRENDA K. JACOBS
CITY CLERK

City of Norco

Budget
Study Session
September 20, 2010

Re-Cap of FY 2010-2011 Adopted General Fund Budget

One-Time Items

- Deferral of Contribution to Equipment Replacement Fund - \$146,000
- Reduction of Funding to Post Retirement Healthcare Costs - \$250,000
- Deferral of Contributions to IT Fund - \$100,000
- Transfer from Developer Agreement Fund - \$600,000
- Use of Reserves - \$2,197,762

ESTIMATED STRUCTURAL DEFICIT \$3,293,762

FY 2010-2011 Budget Update

- Not enough information to determine if initial revenue estimates are still reasonable
- Expenditures are more predictable and will generally mirror budget
- Biggest concern is ability to meet daily cash flow needs due to uneven receipt of revenues
- Due to cash flow concerns, there is great need to breakdown and monitor budget month by month based on cash flow projections
- Depending on actual cash flow timing,

**General Fund may run out of cash
before May 2011**

FY 2010-2011 Cash Flow Worksheet – 1st Qtr.

	Jul-`10	Aug-`10	Sep-`10
Estimated Beginning Cash Balance	\$2,784,094	2,404,472	1,868,150
Total Cash Inflows	871,237	714,537	686,537
Total Cash Outflows	1,250,859	1,250,859	1,250,859
Net Cash Inflows (Outflows)	(379,622)	(536,322)	(564,322)
Ending Cash Balance	2,404,472	1,868,150	1,303,828

FY 2010-2011 Cash Flow Worksheet – 2nd Qtr.

	Oct-`10	Nov-`10	Dec-`10
Estimated Beginning Cash Balance	1,303,828	824,206	259,884
Total Cash Inflows	771,237	686,537	1,056,537
Total Cash Outflows	1,250,859	1,250,859	1,250,859
Net Cash Inflows (Outflows)	(479,622)	(564,322)	(194,322)
Ending Cash Balance	824,206	259,884	65,562

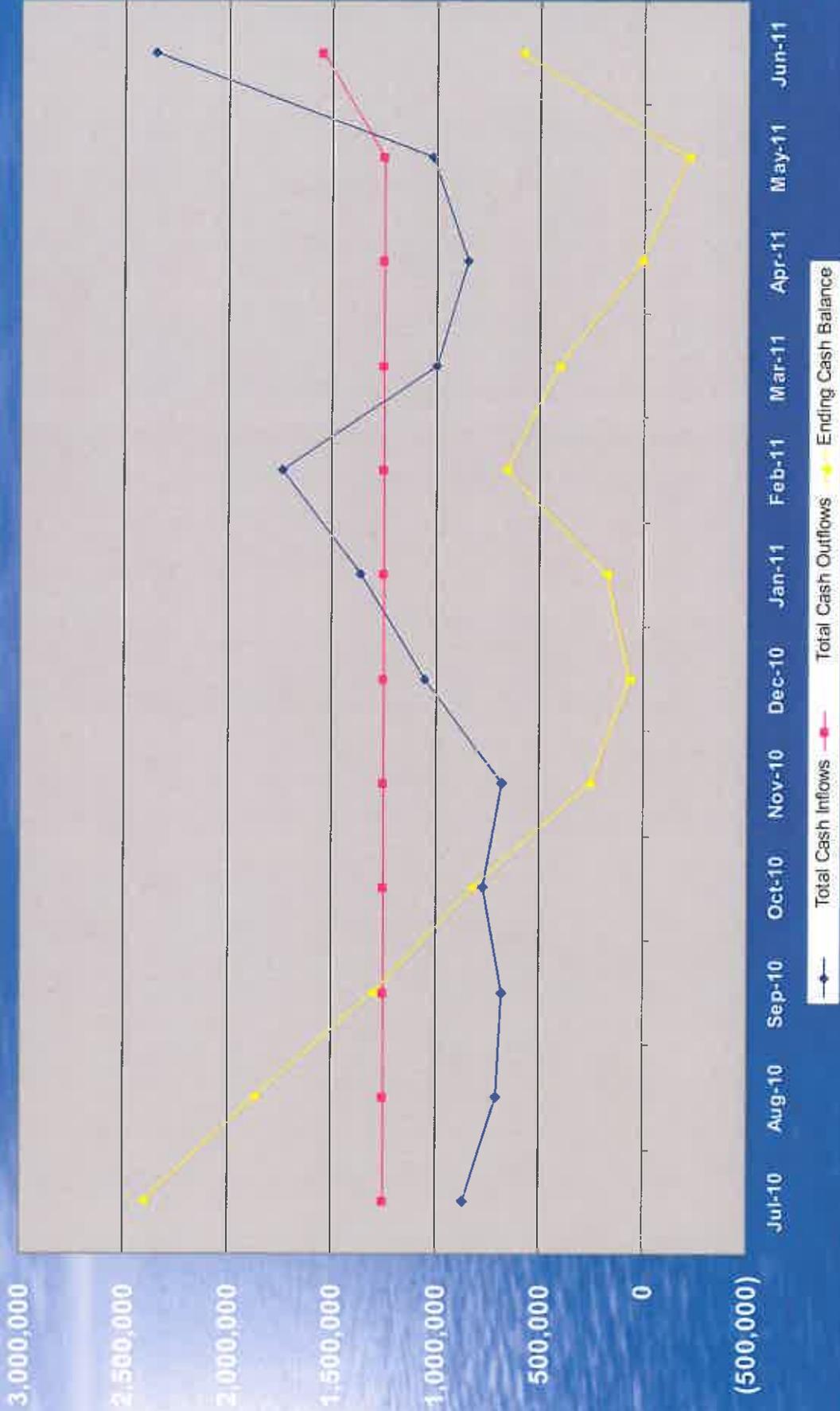
FY 2010-2011 Cash Flow Worksheet – 3rd Qtr.

	Jan-`11	Feb-`11	Mar-`11
Estimated Beginning Cash Balance	65,562	177,815	663,993
Total Cash Inflows	1,363,112	1,737,037	998,697
Total Cash Outflows	1,250,859	1,250,859	1,250,859
Net Cash Inflows (Outflows)	112,253	486,178	(252,163)
Ending Cash Balance	177,815	663,993	411,831

FY 2010-2011 Cash Flow Worksheet – 4th Qtr.

	Apr-`11	May-`11	Jun-`11
Estimated Beginning Cash Balance	411,831	12,509	(215,057)
Total Cash Inflows	851,537	1,023,293	2,352,293
Total Cash Outflows	1,250,859	1,250,859	1,550,903
Net Cash Inflows (Outflows)	(399,322)	(227,566)	801,390
Ending Cash Balance	12,509	(215,057)	586,333

FY 2010-2011 Cash Flow



Expenditure Reductions Already Implemented

SHERIFF DEPARTMENT

- Eliminated a Youth Accountability Team Deputy
- Eliminated four Community Service Officers
- Eliminated four Motor Officers
- Total Estimated Annual Savings \$1.5 Million

Expenditure Reductions Already Implemented

FIRE DEPARTMENT

- Eliminated a Battalion Chief Position
- Eliminated three Firefighter/Paramedic Positions
- Reduced Mandatory Holiday Paid Hours from 6.46 Hours Per Pay Period to 2 Hours
- Eliminated Uniform Allowance
- Eliminated Implementation of Negotiated Salary Adjustments

Expenditure Reductions Already Implemented

FIRE DEPARTMENT (Cont.)

- Reduced Annual Accrual and Use of Compensatory Time
- Eliminated Payment for Membership to LA Fitness
- Significantly Reduced Constant Staffing for Battalion Chiefs
- Operating with Part Time Fire Chief
- Total Estimated Annual Savings \$1 million

Expenditure Reductions Already Implemented

OTHER CITY DEPARTMENTS

- Reduced Full Time General Employees by 23 from 79 to 56 Since FY 2003-2004
- Implemented a 36-Hour Work Week Furlough
- Reduced and/or Eliminated Various Professional Service Contracts
- Implemented Salary/Wage Freeze
- Minimum Estimated Savings for all Funds \$2.7 million

List of Municipal Services Partially or Fully Contracted

- Police Protection
- Garbage/Waste Disposal
- Street Sweeping
- Engineering Services
- Park Maintenance
- Trail Maintenance
- Fleet Maintenance
- City Attorney

List of Municipal Services Partially or Fully Contracted (*Cont.*)

- Plan Check/Inspection Services
- Claims Management/General Liability and Workers Compensation
- Information Technology
- Special Districts Administration – CFD
- Assessment and Delinquency Management
- Housing & Economic Development Programs
- Code Enforcement
- Recreation Program Contract Classes

FY 2011-2012 Budget Preview

- Use FY 2010-2011 as the baseline
- Revenues are assumed to remain unchanged from FY 2010-2011 projections except that one-time revenues have been adjusted
- Expenditures are also assumed to remain unchanged except that one-time expenditures have been added back
- Month by month budget based on estimated cash flows have been presented
- Cash flow presentation assumes that all remaining fund balance are used during the year
- Projection show that the

General Fund will run out of cash by August 2011

FY 2011-2012 Status Quo Projected GF Budget

Revenues	FY 2011 Adopted Budget	Adjustments	FY 2012 Estimated Budget
Property Taxes	1,239,850	-	1,239,850
Sales Tax	3,479,000	-	3,479,000
Other Taxes	720,150	-	720,150
Franchise Fees	1,080,460	-	1,080,460
Motor Vehicle License Fees	2,025,756	-	2,025,756
Community Development Fees	423,275	-	423,275
Community Services Fees	694,914	-	694,914
Transfers In (1)	1,675,267	(600,000)	1,075,267
Other Revenues	1,773,919	-	1,773,919
Projected FY 2012 Revenues	13,112,591	(600,000)	12,512,591

(1) Subtract Out One-time Transfers In from DAG Fund

FY 2011-2012 Status Quo Projected GF Budget

Expenditures:	FY 2011 Adopted Budget	Adjustments	FY 2012 Estimated Budget
Salaries and Benefits	6,894,433	-	6,894,433
Supplies and Services (1)	954,686	250,000	1,204,686
Maintenance & Utilities	507,113	-	507,113
Contractual and Professional	5,827,444	-	5,827,444
Internal Service Fund Charges (2)	1,010,111	246,000	1,256,111
Miscellaneous	116,565	-	116,565
Project FY 2012 Expenditure Budget	15,310,352	496,000	15,806,352

(1) Supplies and Services - Add back GASB 45 Funding Reduction \$250,000

(2) ISF Charges - Add back contribution to Equipment Replacement Fund \$146,000, IT Fund \$100,000

FY 2011-2012 Cash Flow

Preview – 1st Qtr.

	Jul-`11	Aug-`11	Sep-`11
Estimated Beginning Cash Balance	\$586,333	136,216	(470,601)
Total Cash Inflows	821,242	664,542	636,542
Total Cash Outflows	1,271,359	1,271,359	1,271,359
Net Cash Inflows (Outflows)	(450,117)	(606,817)	(634,817)
Ending Cash Balance	136,216	(470,601)	(1,105,418)

FY 2011-2012 Cash Flow

Preview – 2nd Qtr.

	Oct-`11	Nov-`11	Dec-`11
Estimated Beginning Cash Balance	(1,105,418)	(1,655,535)	(2,290,352)
Total Cash Inflows	721,242	636,542	1,006,542
Total Cash Outflows	1,271,359	1,271,359	1,271,359
Net Cash Inflows (Outflows)	(550,117)	(634,817)	(264,817)
Ending Cash Balance	(1,655,535)	(2,290,352)	(2,555,169)

FY 2011-2012 Cash Flow

Preview – 3rd Qtr.

	Jan-`12	Feb-`12	Mar-`12
Estimated Beginning Cash Balance	(2,555,169)	(2,513,411)	(2,097,728)
Total Cash Inflows	1,313,117	1,687,042	948,702
Total Cash Outflows	1,271,359	1,271,359	1,271,359
Net Cash Inflows (Outflows)	41,758	415,683	(322,657)
Ending Cash Balance	(2,513,411)	(2,097,728)	(2,420,385)

FY 2011-2012 Cash Flow

Preview – 4th Qtr.

	Apr-`12	May-`12	Jun-`12
Estimated Beginning Cash Balance	(2,420,385)	(2,890,202)	(3,188,263)
Total Cash Inflows	801,542	973,298	2,302,238
Total Cash Outflows	1,271,359	1,271,359	1,831,403
Net Cash Inflows (Outflows)	(469,817)	(298,061)	480,835
Ending Cash Balance	(2,890,202)	(3,188,263)	(2,707,428)

City of Norco

Budget
Study Session
September 20, 2010

City of Norco California - FY 2010-2011 General Fund Budget Update - Cash Basis

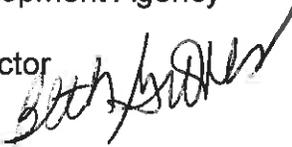
Month - Year	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Totals
Estimated Beginning Cash Balance	\$ 2,784,094	2,404,472	1,868,150	1,303,828	824,206	259,884	65,562	177,815	663,993	411,831	12,509	(215,057)	2,784,094
Cash Inflows:													
Property Tax Receipts	-	28,000	-	-	-	370,000	157,000	89,000	-	-	336,000	259,850	1,239,850
Sales Tax	217,437	217,437	217,437	217,437	217,437	217,437	652,312	217,437	217,437	217,437	217,437	652,318	3,479,000
Other Taxes	180,000	37,300	37,300	80,000	37,300	37,300	80,000	37,300	80,000	37,300	37,300	39,050	720,150
Franchise Fees	85,000	43,000	43,000	85,000	43,000	43,000	85,000	43,000	312,460	208,000	43,000	47,000	1,080,460
Motor Vehicle License Fees	8,500	8,500	8,500	8,500	8,500	8,500	8,500	970,000	8,500	8,500	9,256	970,000	2,025,756
Community Development	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	38,275	423,275
Community Services	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	58,014	694,914
Transfers In	139,600	139,600	139,600	139,600	139,600	139,600	139,600	139,600	139,600	139,600	139,600	139,667	1,675,267
Other Revenues	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	148,119	1,773,919	1,773,919
Total Cash Inflows	871,237	714,537	686,537	771,237	686,537	1,056,537	1,363,112	1,737,037	998,697	851,537	1,023,293	2,352,293	13,112,591
Cash Outflows:													
Salaries and Benefits	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,548	6,894,433
Supplies and Services	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	354,427	954,686
Maintenance & Utilities	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,264	507,113
Contractual and Professional	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,624	5,827,444
Internal Service Fund Charges	84,176	84,176	84,176	84,176	84,176	84,176	84,176	84,176	84,176	84,176	84,176	84,175	1,010,111
Miscellaneous Expenditures	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,865	116,565
Total Cash Outflows	1,250,859	1,550,903	15,310,352										
Net Cash Inflows (Outflows)	(379,622)	(536,322)	(564,322)	(479,622)	(564,322)	(194,322)	112,253	486,178	(252,162)	(399,322)	(227,566)	801,390	(2,197,761)
Ending Cash Balance	2,404,472	1,868,150	1,303,828	824,206	259,884	65,562	177,815	663,993	411,831	12,509	(215,057)	586,333	586,333

City of Norco California - FY 2011-2012 General Fund Budget Preview - Cash Basis

	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Totals
Estimated Beginning Cash Balance	\$ 586,333	136,216	(470,601)	(1,105,418)	(1,655,535)	(2,290,352)	(2,555,169)	(2,513,411)	(2,097,728)	(2,420,385)	(2,890,202)	(3,188,263)	586,333
Cash Inflows:													
Property Tax Receipts	-	28,000	-	-	-	370,000	157,000	89,000	-	-	336,000	259,850	1,239,850
Sales Tax	217,437	217,437	217,437	217,437	217,437	217,437	652,312	217,437	217,437	217,437	217,437	652,318	3,479,000
Other Taxes	180,000	37,300	37,300	80,000	37,300	37,300	80,000	37,300	80,000	37,300	37,300	39,050	720,150
Franchise Fees	85,000	43,000	43,000	85,000	43,000	43,000	85,000	43,000	312,460	208,000	43,000	47,000	1,080,460
Motor Vehicle License Fees	8,500	8,500	8,500	8,500	8,500	8,500	8,500	970,000	8,500	8,500	9,256	970,000	2,025,756
Community Development	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	38,275	423,275
Community Services	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	57,900	58,014	694,914
Transfers In	89,605	89,605	89,605	89,605	89,605	89,605	89,605	89,605	89,605	89,605	89,605	89,612	1,075,267
Other Revenues	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	147,800	148,119	1,773,919
Total Cash Inflows	821,242	664,542	636,542	721,242	636,542	1,006,542	1,313,117	1,687,042	948,702	801,542	973,298	2,302,238	12,512,591
Cash Outflows:													
Salaries and Benefits	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,535	574,548	6,894,433
Supplies and Services	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	54,569	604,427	1,204,686
Maintenance & Utilities	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,259	42,264	507,113
Contractual and Professional	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,620	485,624	5,827,444	
Internal Service Fund Charges	104,676	104,676	104,676	104,676	104,676	104,676	104,676	104,676	104,676	104,676	104,675	1,256,111	
Miscellaneous Expenditures	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,865	9,865	116,565
Total Cash Outflows	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,271,359	1,821,403	15,806,352
Net Cash Inflows (Outflows)	(450,117)	(606,817)	(634,817)	(550,117)	(634,817)	(264,817)	41,758	415,683	(322,657)	(469,817)	(298,061)	480,835	(3,293,761)
Ending Cash Balance	136,216	(470,601)	(1,105,418)	(1,655,535)	(2,290,352)	(2,555,169)	(2,513,411)	(2,097,728)	(2,420,385)	(2,890,202)	(3,188,263)	(2,707,428)	(2,707,428)

CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, City Manager/Executive Director 

DATE: October 6, 2010

SUBJECT: Consideration of documents related to Silverlakes Equestrian &
Sports Park by and between the City of Norco, the City of
Norco Redevelopment Agency and Balboa Management
Group, LLC

RECOMMENDATION: It is recommended that the City Council/Norco Redevelopment
Agency Board continue the joint public hearing to a date-
uncertain.

SUMMARY: In January of 2008, the Norco City Council/Norco Redevelopment Agency ("City/Agency") approved a Memorandum of Understanding ("MOU") with Belstarr Sports Management, LLC to proceed with development of a recreation and park facility on the Silverlakes site. Balboa Management Group, LLC is the successor entity to Belstarr Sports Management, LLC and is hereby referred to as Balboa. The MOU outlined the roles, expectations, goals and responsibilities of the parties.

Subsequently, on March 4, 2009 the City Council approved Conditional Use Permit 2008-09 (CUP) and certified the project environmental impact report (EIR). Since that time, active negotiations have been underway, resulting in key legal documents the City Council and/or the Redevelopment Agency must approve for the development to proceed. Approval of these documents is required so that Balboa, in cooperation with the City of Norco and City of Norco Redevelopment Agency, can move forward with the development of the Silverlakes Equestrian and Sports Park ("Project").

On August 11, 2010, the City of Norco Planning Commission conducted a public hearing to consider the Silverlakes Development Agreement. The Commission voted unanimously to approve Planning Resolution 2010-11 recommending that the City Council approve the Development Agreement.

On September 29, 2010, the City received a letter from Balboa (attached for reference) requesting that the noticed joint public hearing be continued.

/76689

Attachment: Letter from Balboa

BALBOA MANAGEMENT GROUP, LLC

PO BOX 639
SAN JUAN CAPISTRANO, CA 92694

September 29, 2010

Norco City Council
Beth Groves, City Manager
City of Norco
2820 Clark Avenue
Norco, California 92860

Re: Silverlakes Equestrian & Sports Park
October 6, 2010 Hearing

Dear Beth:

As we discussed, on behalf of Balboa Management Group, LLC, I respectfully request a continuance of the hearing currently scheduled for Wednesday, October 6, 2010 before the City Council and Redevelopment Agency on the Silverlakes Equestrian & Sports Park project. There is ongoing work involving the project documentation, and we are working closely and collaboratively with City Staff to have all agreements in a form suitable for presentation to City Council. A continuance will allow us to continue with our efforts to bring a complete set of documents before you and the Council.

Should you have any questions, please feel free to call me at (949) 488-9292.

Sincerely,



Rebecca Ross

For Balboa Management Group, LLC



**RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 29, 2010**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Chair Hedges, Vice-Chair Wright, Commission Members Henderson, Newton, Jaffarian
3. STAFF PRESENT: Planning Director King, Senior Planner Robles, Senior Engineer Askew, City Attorney Harper, Deputy City Clerk Germain.
4. PLEDGE OF ALLEGIANCE: Commissioner Newton
5. APPEAL NOTICE: Read by staff
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: None
7. APPROVAL OF MINUTES: Minutes of September 8, 2010: **Approved 5-0 with corrections**
8. CONTINUED ITEMS: None
9. PUBLIC HEARING: **Resolution No. 2010-___**, Conditional Use Permit 2010-02 (Sedrak): A Request for Approval to Allow the Development of a Service Station with a Convenience Store at 2807 Hamner Avenue Located within the C-G (Commercial General) Zone. *Recommendation:* Denial (Senior Planner Robles): **Approved Resolution of Denial; 5-0. This action is final unless appealed to the City Council within 10 calendar days.**
10. BUSINESS ITEM: Residential Accessory Structure Guidelines. Recommendation: Receive and File (Planning Director King): **Received and filed 5-0 with corrections and with direction that the guidelines be placed on the October 13, 2010 agenda and that the meeting be noticed in the paper under a general press release and that local organizations be notified.**
11. CITY COUNCIL: **Received and filed**
 - A. Recap of Actions Taken at the September 15, 2010 City Council/Community Redevelopment Agency Meeting.

- B. City Council Minutes dated September 1, 2010
12. PLANNING COMMISSION: Oral Reports from Various Committees: **None**
13. STAFF: Current Work Program: **Received and Filed**
14. OTHER MATTERS:
- **At the request of staff, the Planning Commission appointed Commissioners Newton and Jaffarian to serve as the Architectural Review Sub-Committee for the next round of projects to be reviewed.**
 - **Commissioner Jaffarian questioned if there was other right-of-way acquisition with the current street widening program on Hamner Avenue; and**
 - **Commission Newton requested that the Planning Commission be made aware of an applicant's desire to request a waiver of fees at the time their application is reviewed by the Commission.**
15. ADJOURNMENT: **9:06 p.m.**

/adr-76713

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: October 6, 2010

SUBJECT: Execution of Amendment No. 1 to the Cooperative Funding Agreement between the City of Norco and the Riverside County Flood Control and Water Conservation District (RCFC&WCD) to Construct the Western Avenue Storm Drain Improvements

RECOMMENDATION: Approve Amendment No.1 to Project No. 2-0-00160, a Cooperative Funding Agreement between the City of Norco and Riverside County Flood Control and Water Conservation District.

SUMMARY: On September 2, 2008, The Riverside County Flood Control and Water Conservation District (District) and the City of Norco entered into a funding agreement to design and construct the Western Avenue Storm Drain Improvements. The agreement included a contribution in the amount of \$500,000 from the District to the City of Norco to construct the necessary improvements. Through project completion the District recognized construction cost increased substantially and is willing to contribute an additional sum of \$150,000.

BACKGROUND/ANALYSIS: The City of Norco prepared plans and specifications for the construction of the Western Avenue Storm Drain Improvement Project. City Council approved the original award of contract to construct the storm drain improvements in the amount of \$1,245,808. Riverside County Flood Control and Water Conservation District (District) and the City of Norco entered into a funding agreement to provide a contribution of \$500,000 for the construction of the Western Avenue Storm Drain Improvements.

The City of Norco completed the drainage improvements and the District recognized construction costs had increased substantially and has offered to contribute an additional \$150,000 toward the overall project.

The purpose of Amendment No.1 to the funding agreement is to memorialize the mutual understandings between both parties with respect to construction, ownership, operation and maintenance, including the additional funding contribution in the amount of \$150,000.

FISCAL IMPACT: Funds will be deposited into the Storm Drain Capital Improvement Fund (129) upon execution of Amendment No.1.

Attachment: Funding Agreement

wrt/-76703

Agenda Item 4.C.

WARREN D. WILLIAMS
General Manager-Chief Engineer



1995 MARKET STREET
RIVERSIDE, CA 92501
951.955.1200
FAX 951.788.9965
www.rcflood.org

RIVERSIDE COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT

September 9, 2010

Mr. Bill Thompson
Director of Public Works
City of Norco
2870 Clark Avenue
Norco, CA 91760

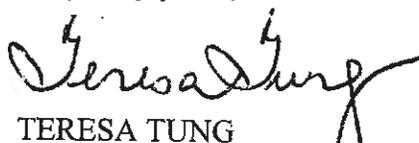
Dear Mr. Thompson:

Re: West Norco Channel
Project No. 2-0-00160
Funding Agreement Amendment No. 1

Enclosed herewith for execution are one (1) original copy and three (3) signature pages of the referenced Amendment to Agreement between the District and City of Norco. Upon execution by the City, please return the original copy and all three (3) executed original signatures pages of the referenced Amendment to Agreement to this office for further processing. Following execution by the District, a fully executed copy of the Amendment to Agreement will be returned for your files.

Thank you for your cooperation and assistance. Should you have any questions, please contact Tamara McNulty at 951.955.2878 or me at 951.955.1282.

Very truly yours,


TERESA TUNG
Engineering Project Manager

Enclosures

ec: w/o enclosures
Bob Cullen
Henry Olivo
Steve Gale

TMC:bjp
P8\133200

FUNDING AGREEMENT
FOR WEST NORCO CHANNEL
PROJECT NO. 2-0-00160
AMENDMENT NO. 1

The Riverside County Flood Control and Water Conservation District, hereinafter called "DISTRICT", and the City of Norco hereinafter called "CITY", hereby agree as follows:

RECITALS

A. DISTRICT included the sum of five hundred thousand dollars (\$500,000) in its Fiscal Year 2008-2009 budget ("DISTRICT CONTRIBUTION") for the purpose of contributing funds to CITY'S construction of Western Avenue Storm Drain Improvements and Broken Arrow Street Storm Drain Improvements, hereinafter called "PROJECT", which drains into the West Norco Channel; and

B. DISTRICT and CITY on September 2, 2008, entered into a Funding Agreement (hereinafter the "FUNDING AGREEMENT") setting forth (i) the general terms and conditions by which CITY would construct, own, operate and maintain PROJECT and (ii) the terms and conditions by which DISTRICT would pay funds to CITY as DISTRICT CONTRIBUTION.

C. DISTRICT and CITY, as PROJECT has proceeded, recognize the construction costs have increased substantially and DISTRICT has included an additional sum of one hundred fifty thousand dollars (\$150,000) in its Fiscal Year 2010-11 budget and is willing to contribute said funds, hereinafter called "SUPPLEMENTAL CONTRIBUTION", to CITY for the construction of PROJECT.

NOW, THEREFORE, in consideration of the preceding recitals and the mutual covenants hereinafter contained, DISTRICT AND CITY agree to amend the FUNDING AGREEMENT as follows:

1. Section II is amended to read:

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"3. Within thirty (30) days of the execution of Amendment No. 1 and receipt of invoice from CITY, DISTRICT shall pay SUPPLEMENTAL CONTRIBUTION to CITY."

2. Except as specifically modified herein, all other provisions of FUNDING AGREEMENT shall remain in effect and unchanged.

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IN WITNESS HEREOF, the parties hereto have executed this Agreement as of

(to be filled in by Clerk of the Board).

RECOMMENDED FOR APPROVAL:

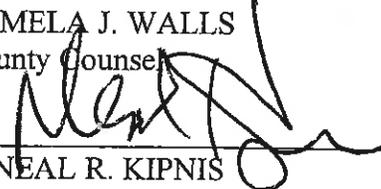
**RIVERSIDE COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT**

By _____
WARREN D. WILLIAMS
General Manager-Chief Engineer

By _____
MARION ASHLEY, Chairman
Riverside County Flood Control and Water
Conservation District Board of Supervisors

APPROVED AS TO FORM:

ATTEST:

PAMELA J. WALLS
County Counsel
By 
NEAL R. KIPNIS
Deputy County Counsel

KECIA HARPER-IHEM
Clerk of the Board

By _____
Deputy

(SEAL)

RECOMMENDED FOR APPROVAL:

CITY OF NORCO

By _____
DOMINIC MILANO
City Engineer

By _____
MALCOLM MILLER
Mayor

APPROVED AS TO FORM:

ATTEST:

By _____
JOHN HARPER
City Attorney

By _____
BRENDA JACOBS
City Clerk

(SEAL)

Amendment to 09/02/08 Funding Agreement-City of Norco-FY10/11
TMC:bjp:blj
09/02/10

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: October 6, 2010

SUBJECT: Authorization for the Department of Public Works to Purchase an Auger/Grinder

RECOMMENDATION: Authorize the Department of Public Works to purchase an auger/grinder Model No. AGE1800.480 from JWC Environmental in the amount not to exceed \$150,000

SUMMARY: The City of Norco recently completed the execution of a Memorandum of Agreement (MOA) with the California Department of Corrections and Rehabilitation (CDCRC). A condition of the MOA was to transfer their waste stream from the SARI system into the City collection system, which included the design, construction, installation and operation of an auger/grinder system. Staff is requesting that the City Council approve and authorize the purchase of an Auger/Grinder Model No. AGE1800.480 from JWC Environmental in an amount not to exceed \$150,000.

BACKGROUND/ANALYSIS: The City of Norco and the California Department of Corrections and Rehabilitation (CDCRC) entered into a Memorandum of Agreement (MOA) describing a variety of commitments from both agencies. One of the conditions of the MOA was to transfer the Institutions waste stream from the SARI system into the City collection system, which included the design, construction, installation and operation of an auger/grinder system.

The City has completed the design of the wastewater system and is currently advertising for the construction and installation of the equipment. To expedite the project the staff is seeking Council approval for the purchase of a package wastewater auger/grinder system CRC planned to install. The proposed system will include the grinder and motor, the auger, instrument control panel and electrical switch gear. The system will remove unwanted solids and sludge prior to entering the collection and ultimately the Western Riverside County Regional Wastewater Authority (WRCWRA) treatment facility.

FINANCIAL IMPACT: Approved funds in are available within the Sewer Facilities Capital Improvement Program Fund 147 in the amount of \$150,000.

wrt/-76701



Quote # 12787

JWC Environmental
290 Paularino
Costa Mesa, CA 92626 USA
Fax: 714.242.0240

Page: 1

Please address Purchase Orders to:
JWC Environmental
290 Paularino
Costa Mesa, CA 92626
Fax: 714.242.0240

To The Bidding Contractor Rep Phone Misco Southwest 949-458-5555

We thank you for your inquiry and are pleased to quote pricing and delivery on the equipment listed below. This quotation is subject to terms and conditions listed on the JWC Environmental "Terms and Conditions" page, and any comments and exception listed below.

Project Norco, CA Bid Date
Quote Date 07/12/2010 FOB Origin
Submittals 6 weeks after receipt of order Expire Date 10/31/2010
Ship Equipment 12 weeks after approval/release Terms NET 30 DAYS
Consulting Engineer
Spec. Section

LINE ITEMS

Line No Qty Part/Description
1 1 AGE1800-480
One (1) Model AGE1800-480 Auger Monster system suitable for up to 0.7 MGD in 24" wide x 72" deep channel with downstream water levels on the range of 3" to 7" and solids discharge nominally 48" above the top of channel (refer to JWC Environmental Auger Monster Evaluation for additional performance data). Scope of supply to include:
* Grinder with 18" cutter stack using 11-tooth cam cutters in alloy steel, tungsten carbide mechanical seals with BUNA-N elastomers rated for 60 psi, green epoxy-coated gray iron end housings & high-flow side rails, 43:1 speed reducer and 10 hp TEFC 230-460v/3ph/60Hz electric motor
* AMA1800-480 auger, 35 deg. inclination, 304 stainless steel trough & casings, 1/4" perforated screen, nom. 20" dia. alloy-steel spiral with nylon brush, 12" dia. alloy-steel transport spiral with tapered element, 3250 mm transport segment, bottom discharge, 160:1 speed reducer, 2 hp TEFC 230-460v/3ph/60Hz electric motor coated with green epoxy paint, and stainless steel spray wash with manual ball & bronze explosion-proof solenoid valves
* Pivot frame and support components fabricated in 304 stainless steel
One (1) PC2252D motor controller in a NEMA 4X 304 SST enclosure accepting 230v/3ph/60Hz or 460v/3ph/60Hz input power, includes IEC starters with over-current protection, jam-sensing current transformers, micro-PLC, operator interface and analog ultrasonic transducers
Four (4) Operation and Maintenance manuals

Price Please Contact Rep

Clarification

- 1. See attached standard JWC Terms and Conditions of Purchase.
2. Standard one year warranty is included.
3. One (1) day of start-up supervision by JWCE is included.

Exclusions

Unless specifically stated above, this quotation does not include installation, bonds, sales taxes, use taxes, disconnect switches, anchor bolts, hydraulic fluid, mounting frames, guide rails, field wiring, spare parts, or special tools.



Quote # 12787

JWC Environmental
290 Paularino
Costa Mesa, CA 92626 USA
Fax: 714.242.0240

Page: 2

JWC ENVIRONMENTAL TERMS AND CONDITIONS OF SALE

Unless otherwise specifically agreed to in writing by the buyer ("Buyer") of the products and or related services purchased hereunder (the "Products") and JWC Environmental (the "Seller"), the sale of the Products is made only upon the following terms and conditions. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional, conditional and different terms in Buyer's form or documents.

PAYMENT TERMS

Subject to any contrary terms set forth in our price quotation, order acceptance or invoice the full net amount of each invoice is due and payable in cash within 30 days from the date of the invoice. If any payment is not received within such 30-day period, Buyer shall pay Seller the lesser of 1 1/2% per month or the maximum legal rate on all amounts not received by the due date of the invoice, from the 31st day after the date of invoice until said invoice and charges are paid in full. Unless Sellers documents provide otherwise, freight, storage, insurance and all taxes, duties or other governmental charges related to the Products shall be paid by the Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller for said charges. In all cases, regardless of partial payment, title to the Products shall remain the Sellers until payment for the Products has been made in full. All orders are subject to credit approval by Seller. All offers by Seller and/or acceptance of Buyer's order shall be nullified by any failure of Buyer to obtain credit approval. Furthermore, Buyer shall not assert any claim against Seller due to Buyer's inability to obtain credit approval. Irrevocable Letter of Credit from Buyer in form and term acceptable to Seller is required for Product orders delivered outside the United States of America

DELIVERY

Unless otherwise provided in our price quotation, delivery of the Products shall be made F.O.B. place of manufacture. Any shipment, delivery, installation or service dates quoted by the Seller are estimated and the Seller shall be obligated only to use reasonable efforts to meet such dates. The Seller shall in no event be liable for any delays in delivery or failure to give notice of delay or for any other failure to perform hereunder due to causes beyond the reasonable control of the Seller. Such causes shall include, but not be limited to, acts of God, the elements, acts or omissions of manufacturers or suppliers of the Products or parts thereof, acts or omissions of Buyer or civil and military authorities, fires, labor disputes or any other inability to obtain the Products, parts thereof, or necessary power, labor, materials or supplies. The Seller will be entitled to refuse to make, or to delay, any shipments of the Products if Buyer shall fail to pay when due any amount owed by it to the Seller, whether under this or any other contract between the Seller and Buyer. Any claims for shortages must be made to the Company in writing within five calendar days from the delivery date and disposition of the claim is solely subject to Seller's determination

PRICES

Prices of the Seller's Products are subject to change without notice. Quotations are conditioned upon acceptance within 30 days unless otherwise stated and are subject to correction for errors and/or omissions. Prices include charges for regular packaging but, unless expressly stated, do not include charges for special requirements of government or other purchaser. Prices are subject to adjustment should Buyer place an order past the validity period of the quotation or delay delivery of Products beyond the quoted lead time for any reason.

RETURNS

No Products may be returned for cash. No Product may be returned for credit after delivery to Buyer without Buyer first receiving written permission from the Seller. Buyer must make a request for return of Product in writing to Seller at its place of business in Costa Mesa, California. A return material authorization number must be issued by the Seller to the Buyer before a Product may be returned. Permission to return Product to Seller by Buyer is solely and exclusively the Seller's. Product must be returned to Seller at Buyer's expense, including packaging, insurance, transportation and any governmental fees. Any credit for Product returned to Seller shall be subject to the inspection of and acceptance of the Product by the Seller and is at the sole discretion of the Seller.

LIMITED WARRANTY

Subject to the terms and conditions hereof, the Seller warrants until one year after commissioning (written notification to Seller by Buyer required) of the Product or until 18 months after delivery of such Product to Buyer, whichever is earlier, that each Product will be free of defects in material and workmanship. If (a) the Seller receives written notification of such defect during the warranty period and the defective Products use is discontinued promptly upon discovery of alleged defect, and (b) if the owner ("Owner") forwards the Product to the Seller's nearest service/repair facility, transportation and related insurance charges prepaid. The Seller will cause any Products whose defect is covered under this warranty to either be replaced or be repaired at no cost to the Owner. The foregoing warranty does not cover repairs required due to repair or alteration other than by the Seller's personnel, accident, neglect, misuse, transportation or causes other than ordinary use and maintenance in accordance with the Seller's instructions and specifications. In addition, the foregoing warranty does not cover any Products, or components thereof, which are not directly manufactured by the Seller. To the extent a warranty for repair or replacement of such Products or components not manufactured directly by the Seller is available to Buyer under agreements of the Seller with its vendors, the Seller will make such warranties available to Buyer. Costs of transportation of any covered defective item to and from the nearest service/repair center and related insurance will be paid or reimbursed by Buyer. Any replaced Products will become the property of the Seller. Any replacement Products will be warranted only for any remaining term of the original limited warranty period and not beyond that term.

DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITIES

THE SELLER'S FOREGOING LIMITED WARRANTY IS THE EXCLUSIVE AND ONLY WARRANTY WITH RESPECT TO THE PRODUCTS AND SHALL BE IN LIEU OF ALL OTHER WARRANTIES (OTHER THAN THE WARRANTY OF TITLE), EXPRESS, STATUTORY OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY STATEMENTS MADE BY EMPLOYEES, AGENTS OF THE SELLER OR OTHERS REGARDING THE PRODUCTS. THE OBLIGATIONS OF THE SELLER UNDER THE FOREGOING WARRANTY SHALL BE FULLY SATISFIED BY THE REPAIR OR THE REPLACEMENT OF THE DEFECTIVE PRODUCT OR PART, AS PROVIDED ABOVE. IN NO EVENT SHALL THE SELLER BE LIABLE FOR LOST PROFITS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF THE SELLER TO BUYER AND OTHERS ARISING FROM ANY CAUSE WHATSOEVER IN CONNECTION WITH BUYER'S PURCHASE, USE AND DISPOSITION OF ANY PRODUCT COVERED HEREBY SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE PURCHASE PRICE PAID FOR THE PRODUCT BY BUYER. NO ACTION, REGARDLESS OF FORM, ARISING FROM THIS AGREEMENT OR BASED UPON BUYER'S PURCHASE, USE OR DISPOSITION OF THE PRODUCTS MAY BE BROUGHT BY EITHER PARTY MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION ACCRUES, EXCEPT THAT ANY CAUSE OF ACTION FOR THE NONPAYMENT OF THE PURCHASE PRICE MAY BE BROUGHT AT ANY TIME

The remedies provided to Buyer pursuant to the limited warranty, disclaimer of warranties and limitations of liabilities, described herein are the sole and exclusive remedies.

Unless specifically agreed to in writing by the Seller, no charges may be made to the Seller by Buyer or any third party employed by buyer for removing, installing or modifying any Product.

The Seller and its representatives may furnish, at no additional expense, data and engineering services relating to the application, installation, maintenance or use of the Products by Buyer. The Seller will not be responsible for, and does not assume any liability whatsoever for, damages of any kind sustained either directly or indirectly by any person through the adoption or use of such data or engineering services in whole or in part.

CONFIDENTIAL INFORMATION

Except with the Seller's prior written consent, Buyer shall not use, duplicate or disclose any confidential proprietary information delivered or disclosed by the Seller to Buyer for any purpose other than for operation or maintenance of the Products.

CANCELLATION AND DEFAULT

Absolutely no credit will be allowed for any change or cancellation of an order for Products by Buyer after fabrication of the Products to fill Buyer's order has been commenced. If Buyer shall default in paying for any Products purchased hereunder, Buyer shall be responsible for all reasonable costs and expenses, including (without limitation) attorney's fees incurred by the Seller in collecting any sums owed by Buyer. All rights and remedies to the Seller hereunder or under applicable laws are cumulative and none of them shall be exclusive of any other right to remedy. No failure by the Seller to enforce any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, unless a written waiver is signed by an authorized management employee of the Seller and the Seller's waiver of a breach of this agreement by Buyer shall not be deemed to be a waiver of any other breach of the same or any other provision.

CHANGES IN PRODUCTS

Changes may be made in materials, designs and specifications of the Products without notice. The Seller shall not incur any obligation to furnish or install any such changes or modifications on Products previously ordered by, or sold to, Buyer.

APPLICABLE LAW, RESOLUTION OF DISPUTES AND SEVERABILITY

This agreement is entered into in Costa Mesa, California. This agreement and performance by the parties hereunder shall be construed in accordance with, and governed by, the laws of the State of California. Any claim or dispute arising from or based upon this agreement or the Products which form its subject matter shall be resolved by binding arbitration before the American Arbitration Association in Los Angeles, California, pursuant to the Commercial Arbitration Rules, excepting only that each of the parties shall be entitled to take no more than two depositions, and serve no more than 30 interrogatories, 10 requests for admissions and 20 individual requests for production of documents, such discovery to be served pursuant to the California Code of Civil Procedure. Any award made by the arbitrator may be entered as a final judgment, in any court having jurisdiction to do so. If any provision of this agreement shall be held by a court of competent jurisdiction or an arbitrator to be unenforceable to any extent, that provision shall be enforced to the full extent permitted by law and the remaining provisions shall remain in full force and effect.

ASSIGNMENT

This agreement shall be binding upon the parties and their respective successors and assigns. However, except for rights expressly provided to subsequent Owners of the Products under "Limited Warranty" above, any assignment of this agreement or any rights hereunder by Buyer shall be void without the Company's written consent first obtained. Any exercise of rights by an Owner other than Buyer shall be subject to all of the limitations on liability and other related terms and conditions set forth in this agreement.

EXCLUSIVE TERMS AND CONDITIONS



JWC Environmental
290 Paularino
Costa Mesa, CA 92626 USA
Fax: 714.242.0240

Quote # 12787

Page: 3

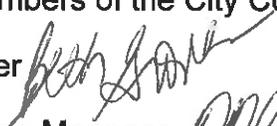
The terms and conditions of this agreement may be changed or modified only by an instrument in writing signed by an authorized management employee of the Seller. This instrument, together with any amendment or supplement hereto specifically agreed to in writing by an authorized management employee of the Seller, contains the entire and the only agreement between the parties with respect to the sale of the Products covered hereby and supersedes any alleged related representation, promise or condition not specifically incorporated herein.

SELLER'S PRODUCTS ARE OFFERED FOR SALE AND SOLD ONLY ON THE TERMS AND CONDITIONS CONTAINED HEREIN. NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS CONTAINED IN BUYER'S SEPARATE PURCHASE ORDERS OR OTHER ORAL OR WRITTEN COMMUNICATION, BUYER'S ORDER IS OR SHALL BE ACCEPTED BY THE COMPANY ONLY ON THE CONDITION THAT BUYER ACCEPTS AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED HEREIN. IN THE ABSENCE OF BUYER'S ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN THE SELLER'S COMMENCEMENT OF PERFORMANCE AND/OR DELIVERY OF THE PRODUCTS, OR THE SELLER'S STATEMENT OF ACKNOWLEDGMENT OF THE RECEIPT OF BUYER'S PURCHASE ORDER, SHALL BE FOR BUYER'S CONVENIENCE ONLY AND SHALL NOT BE DEEMED OR CONSTRUED TO BE ACCEPTANCE OF BUYER'S DIFFERING TERMS OR CONDITIONS, OR ANY OF THEM. ANY DIFFERENT OR ADDITIONAL TERMS ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED UPON IN WRITING BY AN AUTHORIZED MANAGEMENT EMPLOYEE OF THE SELLER. IF A CONTRACT IS NOT EARLIER FORMED BY MUTUAL AGREEMENT IN WRITING, BUYER'S ACCEPTANCE OF ANY PRODUCTS COVERED HEREBY SHALL BE DEEMED ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS STATED HEREIN. THE SELLER'S FAILURE TO OBJECT TO PROVISIONS INCONSISTENT HEREWITH CONTAINED IN ANY COMMUNICATION FROM BUYER SHALL NOT BE DEEMED A WAIVER OF THE PROVISIONS CONTAINED HEREIN. :=

F360JWCE0107

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Deborah DeGrado, Housing Manager 

DATE: October 6, 2010

SUBJECT: Approval of Supplemental Agreement for the 2010-2011 Community Development Block Grant Program Year

RECOMMENDATION: Staff recommends approval of the Supplemental Agreement for the 2010-2011 Community Development Block Grant Program Year.

SUMMARY: To receive Community Development Block Grant (CDBG) funds as a cooperating city in the County of Riverside, the City is required to approve a Supplemental Agreement to administer the approved programs and projects.

BACKGROUND/ANALYSIS: On November 18, 2009, the City Council approved specific programs and a public project using the City's 2010-2011 CDBG Program allocation, which was *estimated* by the Riverside County Economic Development Agency (EDA) to be \$130,000.

The *final* amount awarded to Norco is \$122,437. The attached Agreement confirms funding is approved for the following projects for Program Year 2010-11:

	<u>REQUESTED</u>	<u>APPROVED</u>
Norco Sr. Center Recreation Leader	\$10,000	\$8,571
Norco Party Partners	\$10,000	\$8,570
Scout House ADA Restroom Project II	\$110,000	\$105,296
Total requested/approved for funding:	\$130,000	\$122,437

The Supplemental Agreement must be approved, returned to the County Economic Development Agency, and approved by the County Board of Supervisors before the City will be able to incur costs for any of the approved programs. Once approved, funds for programs already in progress will be released, and pending invoices for service can be submitted for payment and brought current.

FINANCIAL IMPACT: No impact to the General Fund. The U.S. Department of Housing and Urban Development will fund these programs and projects through the Riverside County Economic Development Agency on a reimbursement basis.

/dg - 76616

Attachment: *Due to the length of the Agreement, only the first page is attached. Document available for review in the Housing Office.*

**SUPPLEMENTAL AGREEMENT FOR THE USE OF
2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

The COUNTY OF RIVERSIDE of the State of California, herein called, "COUNTY," and the CITY OF NORCO, herein called "CITY," mutually agree as follows:

1. GENERAL. COUNTY and CITY have executed a Cooperation Agreement, dated July 2008, whereby CITY elected to participate with COUNTY, which has qualified as an "Urban County" for purposes of receiving Community Development Block Grant (CDBG) funds, and to assist and undertake essential community development and housing assistance activities pursuant to the Housing and Community Development Act of 1974, Title 1, as amended, Public Law 93-383 hereinafter referred to as "Act". Said Cooperation Agreement, dated July 2008, is incorporated herein by reference and made a part of this Agreement as if each and every provision was set forth herein.

2. PURPOSE. CITY promises and agrees to undertake and assist with the community development activities, within its jurisdiction, by utilizing the sum of \$122,437, CDBG Entitlement Funds, as specifically identified in Exhibits A, B, and C are attached hereto and by this reference are incorporated herein, for the projects:

A. 2.NR.16-10 Scout House ADA Restroom Upgrades Phase II, \$105,296.

B. 2.NR.17-10 Senior Citizen Recreation and Community Services, \$8,571.

C. 2.NR.18-10 Norco Party Partners for Developmentally Challenged, \$8,570.

3. TERM OF AGREEMENT. The term of this Agreement for the projects shall be for a period of one (1) year from July 1, 2010 to June 30, 2011, and proceed consistent with the completion schedule set forth in Exhibits A, B, and C. In the event that the projects are not substantially completed by the time set forth in the completion schedule due to unforeseen or uncontrollable causes, the COUNTY may consider extending the schedule for the completion of the project. Times of performance for other activities may also be extended in writing by

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: October 6, 2010

SUBJECT: Fiscal Year 2010 Year-End Budget to Actual Report

RECOMMENDATION: Staff recommends that the City Council receive and file the Fiscal Year 2010 Year-End Budget to Actual Report.

SUMMARY: This report details actual financial result compared to budget for the Operating Funds of the City and the Redevelopment Agency for the fiscal year ended June 30, 2010. During the fiscal year, fund balance (reserves) for the General Fund decreased by \$2,424,681 as the severe economic downturn continued to have a negative impact on revenues. The actual (un-audited) fund balance for the General Fund as of June 30, 2010 was \$3,382,037 million which is slightly less than the \$3,544,061 estimated during mid year. The Water, Sewer and Redevelopment Agency Operating Funds also ended the fiscal year with actual expenditures exceeding actual revenues.

BACKGROUND/ANLYSIS: The City's independent auditors have completed their field work on City and Redevelopment Agency audit for the fiscal year ended June 30, 2010. Comprehensive Annual Financial Report (CAFR) prepared in accordance with Generally Accepted Accounting Principles (GAAP) will be submitted to the Council at a later date. If Council desires, a Study Session will be scheduled with the independent auditors to review and discuss the CAFR with City Council. At this time, staff is presenting this report as information on how the various Operating Funds performed relative to the budget and final year-end estimates. No material differences are anticipated between the numbers presented in this report and the final audited numbers that will be reported in City's independently audited CAFR.

FY 2009-2010 General Fund Revenues

Attachment 1 page 1 is a schedule showing General Fund budget and actual data for the fiscal year ended June 30, 2010. For the fiscal year, total actual revenues were lower than the budget and final year-end projections by \$616,868

and \$112,767 respectively. This net unfavorable revenue performance was mainly from the following:

1. **Sales Tax:** City's actual sales tax receipts during the fiscal year exceeded the lowered budget and year end-end estimate amounts. Total FY 2009-2010 sales tax receipts were \$3.3 million compared to \$4.3 million received in FY 2008-2009 and a high of \$6.2 million received in FY 2006-2007. The FY 2009-2010 actual receipts were \$223,313 million higher than the budget amount and \$123,313 higher than year-end estimates.
2. **Franchise Fees:** Franchise fees which comprise of revenues received from electric, gas, refuse and cable television franchises came in lower than budget by \$72,275. The unfavorable budget variance is largely from gas franchise which came in lower than budget due to huge decrease in the price of natural gas. Natural gas franchise fees are paid to the City by the Gas Company based on their gross receipts within City limits for the previous calendar year. During calendar year 2009, natural gas revenues collected by the Gas Company for sales within City limits decreased by 42% when compared to the 2008 calendar year on which the budget estimates were based.
3. **Motor Vehicle License Fees:** Actual allocation of motor vehicle license fees of \$2,077,558 to the City was \$251,442 lower than the budget amount of \$2,329,000 due to lower receipts by the DMV. The budget amount was based on previous year's allocation.
4. **Community Development Revenues:** Community development revenues comprised of planning, building and engineering fees charged for services. Actual revenues collections during the year were nearly \$250,000 less than the budget amount due largely to much lower than anticipated collection from engineering services. The budget anticipated engineering revenues from projects which did not commence during the year. In addition, building related activities were lower than anticipated.
5. **Other Revenues:** Other revenues include strike team reimbursements, dog license, voluntary emergency medical subscription, refuse billing fees and penalties for late payment of utility bills. Actual receipts from this category of revenues were below budget by \$325,000 largely due to budgeted strike team revenues not being realized due to lack of call outs.

General Fund Expenditures:

Total General Fund expenditures for the year were below budget by \$242,000. These net savings were achieved through successful expenditure control achieved beyond the reductions already incorporated into the budget. Substantial savings were realized in City Council, City Clerk, Recreation, Wee People, Park Maintenance, Sheriff and non-departmental programs. On the other hand, Fire Suppression and Paramedics Divisions exceeded their budget for expenditures by \$322,719. When the amount allocated for strike team call out is included the amount by which actual expenditures exceed budget increases by additional \$253,000. This substantial budget overage in the department is due to additional constant staffing required to backfill for employees on workers compensation and the actual cost for workers compensation payments. The department experienced substantial workers compensation payments during the year.

General Fund (Fund Balance):

The fund balance at the beginning of the fiscal year was \$5.8 million (see attachment 2). During the fiscal year, total expenditures exceeded total revenues by \$2.4 million leading to the same amount of decrease in fund balance. This leaves a balance of \$3.4 million at the end of the Fiscal Year. It is important to note that the FY 2010-2011 adopted budget includes an additional draw of \$2.2 million from fund balance (reserves) to make up a projected revenue shortfall.

Other Operating Funds

Attachment 1, beginning on page 2 provides a summary of revenues and expenditures for other Operating Funds. Other Operating Funds included in this report are Redevelopment Agency, Low-to-Moderate Income Housing, CDBG, Water, Sewer, Gas Tax, NPDES, and Miscellaneous Grant Funds.

Redevelopment Agency Funds

For the second consecutive year, Redevelopment Agency tax increment receipts declined due to re-assessment and lower property values. For the Fiscal Year ended June 30, 2010, total tax increment receipts of \$12.0 million were \$800,000 lower than \$12.8 million received the previous year. Total actual Redevelopment Agency Operating Fund revenues of nearly \$17.9 million include \$3,000,000 loan proceeds from Low-to-Moderate Income Housing Fund and \$2 million reimbursement of debt service payment from Corona Norco Unified School District. Total actual expenditures of \$22 million were about \$0.2 million higher than the budget amount of \$21.8 million. Total expenditures included \$4.9 million supplemental ERAF payment; \$8.1 million of pass through payment to other taxing entities; \$6.1 million debt service; \$0.9 million of AB 1389 payment; \$0.4 million of third party reimbursed costs and \$1.6 million of agency administration

and contractual costs. For the Fiscal Year, total actual expenditures exceeded total actual revenues by nearly \$4.2 million.

Redevelopment Agency Low-to-Moderate Income Housing Fund total actual revenues were higher than budget by \$118,716 while total actual expenditures were lower than budget by nearly \$558,000. The expenditure variance was due to lower than anticipated spending on grant programs. Total actual revenues of \$4.6 million were nearly \$1.8 million lower than total actual expenditures of \$6.4 million. Expenditures include the \$3,000,000 loan to the RDA Operating Fund and \$1.5 million reimbursable expenditures on Neighborhood Stabilization Program (NSP) grant.

Water Fund

Water Fund operating revenues for the fiscal year were \$6.7 million while operating expenses (excluding depreciation but including debt service payments) were \$7.6 million resulting in a \$0.9 million operating loss. After three consecutive years during which operating revenues exceeded expenditures, the operating loss for this fiscal year was due to ongoing increase in the cost of purchased water. The ongoing increase in the cost of purchased water caused by price increases and less domestic water production continues to hinder efforts to restore the Fund to a healthy financial position. Purchased water costs have been increasing steadily over the last several years due to the need to maintain water quality and address problems that have hindered water production from City owned wells. Despite this increase in costs, water rates remained unchanged during the fiscal year. During this fiscal year, staff will be reviewing current water rates and will be bringing recommendations for any adjustments back to City Council for approval.

Sewer Fund

The Sewer Operations Fund ended the fiscal year with operating expenditures exceeding operating revenues by \$322,000. Like the Water Fund, this is a shift from the last two fiscal years during which operating revenues exceeded operating expenses. The increase in expenditures is primarily due to increase in debt service payments. During the fiscal year 2008-2009, the City re-financed the Variable Rate Sewer Bonds issued by WRCRWA with fixed rate bonds. Additional bonds were also issued to finance needed capital improvements to the sewer system. While, the debt refunding to a fixed interest rate debt provides stability in debt service budgeting for the Sewer Fund, the additional debt means increase in debt service. The other costs of operating the sewer system are third party pass-through cost which is mostly fixed. With the increase in operating costs, staff will also be reviewing rates for necessary adjustments.

Other Funds

Gas Tax Fund revenues were \$449,000 while expenditures were \$522,000. The difference between revenues and expenditures is covered by additional funding from the Traffic Congestion Relief Program. For the third consecutive year, with a transfer of \$25,000 from the General Fund and additional receipts from the County for assessments, NPDES total revenues exceeded expenditures by \$7,800. Miscellaneous grant expenditures and revenues are accounted for on a reimbursement basis.

FINANCIAL IMPACT: None

/jk-76480

Attachments: Budget and Actual Report FY 2009-2010
Summary of General Fund Balance

City of Norco
Budget to Actual Report
For Fiscal Year Ended June 30, 2010

	Amended Budget	Year-end Projection	FY 2010 Actual	Variance Budget to Actual	Variance Actual to Year-end Projection
<u>GENERAL FUND</u>					
<u>REVENUES</u>					
Property taxes	1,244,608	1,244,608	1,260,566	15,958	15,958
Sales taxes	3,100,000	3,200,000	3,323,313	223,313	123,313
Other taxes	686,800	686,800	682,556	(4,244)	(4,244)
Franchise Fees	1,109,879	1,047,549	1,037,604	(72,275)	(9,945)
Motor vehicle in-lieu fees	2,329,000	2,025,756	2,077,558	(251,442)	51,802
Intergovernmental	65,795	58,325	71,253	5,458	12,928
Fines and Penalties	378,800	352,085	375,531	(3,269)	23,446
Interest income/Lease	140,010	140,010	135,547	(4,463)	(4,463)
Community Development fees	605,034	618,205	355,596	(249,438)	(262,609)
Community Services/Recreation	684,198	666,797	720,792	36,594	53,995
Other revenues	1,529,375	1,325,741	1,204,503	(324,872)	(121,238)
Operating transfers	2,448,990	2,450,512	2,458,802	9,812	8,290
Total revenues	<u>14,322,489</u>	<u>13,816,388</u>	<u>13,703,621</u>	<u>(618,868)</u>	<u>(112,767)</u>
<u>EXPENDITURES</u>					
<u>Legislative</u>					
City Council	51,096	57,733	51,730	(634)	6,003
City Attorney	75,599	52,866	50,879	24,720	1,987
City Clerk	146,207	144,714	139,992	6,215	4,722
City Manager	119,490	121,059	122,252	(2,762)	(1,193)
<u>Parks, Recreation & Community Services</u>					
Recreation	915,710	847,025	793,787	121,923	53,238
Youth and Teen	227,387	277,607	256,997	(29,610)	20,610
Park Maintenance	743,585	751,392	714,170	29,415	37,222
Senior Citizens	162,914	120,469	138,539	24,375	(18,070)
Building Maintenance	371,145	366,530	365,230	5,915	1,300
Animal Control	646,376	654,605	684,450	(38,074)	(29,845)
<u>Planning</u>					
Community Development	202,345	197,390	196,269	6,076	1,121
Code Enforcement	3,100	1,968	2,069	1,031	(101)
Building & Safety	323,504	299,947	294,854	28,650	5,093
<u>Public Works/Engineering</u>					
Engineering	243,443	227,073	215,235	28,208	11,838
Inspection	124,746	133,556	133,569	(8,823)	(13)
Parkway Maintenance	72,679	47,122	43,076	29,603	4,046
<u>Fire Department</u>					
Fire Suppression	2,833,658	2,794,177	3,058,482	(224,824)	(264,305)
Paramedic	1,734,579	1,606,587	1,665,200	69,379	(58,613)
Emergency Services	3,560	3,560	3,361	199	199
<u>Police Protection</u>					
Sheriff	5,280,823	5,289,670	5,141,725	139,098	147,945
Citizens on Patrol	18,286	31,916	60,614	(42,328)	(28,698)
Crossing Guards	64,589	64,589	56,084	8,505	8,505
<u>Fiscal and Support Services</u>					
Finance & Human Resources	393,645	385,930	383,231	10,414	2,699
Non-Departmental	1,611,896	1,601,560	1,556,507	55,389	45,053
Total Expenditures	<u>16,370,362</u>	<u>16,079,045</u>	<u>16,128,302</u>	<u>242,060</u>	<u>(49,257)</u>
Net revenues and expenditures	<u>(2,047,873)</u>	<u>(2,262,657)</u>	<u>(2,424,681)</u>	<u>(376,808)</u>	<u>(162,024)</u>

City of Norco
Budget to Actual Report
For Fiscal Year Ended June 30, 2010

	Amended Budget	Year-end Projection	FY 2010 Actual	Variance Budget to Actual	Variance Actual to Year-end Projection
<u>REDEVELOPMENT AGENCY</u>					
<u>REVENUES</u>					
Tax Increment	11,535,474	11,258,740	11,996,818	461,344	738,078
Interest and Lease Income	364,914	364,914	357,301	(7,613)	(7,613)
Loan Repayment	-	-	125,210	125,210	125,210
School Bond	1,968,528	2,002,664	1,966,346	(2,182)	(36,318)
Loan from Low Mod	3,000,000	3,000,000	3,000,000	-	-
Reimbursement/Miscellaneous	429,000	422,907	439,917	10,917	17,010
Total Revenues	<u>17,297,916</u>	<u>17,049,225</u>	<u>17,885,592</u>	<u>587,676</u>	<u>836,367</u>
<u>EXPENDITURES</u>					
Redevelopment Administration	1,618,973	1,551,414	1,551,170	67,803	244
Redevelopment Agency Debt Service	6,124,293	6,124,293	6,124,293	-	-
AB 1389 Payments	901,549	901,549	901,549	-	-
Third Party Payments	429,000	429,000	429,000	-	-
Pass Thru Agreement	7,882,848	7,968,564	8,132,776	(249,928)	(164,212)
SERAF Obligation	4,904,827	4,904,827	4,904,827	-	-
Total Expenditures	<u>21,861,490</u>	<u>21,879,647</u>	<u>22,043,615</u>	<u>(182,125)</u>	<u>(163,968)</u>
Net revenues over (under) expenditures	<u>(4,563,574)</u>	<u>(4,830,422)</u>	<u>(4,158,023)</u>	<u>405,551</u>	<u>672,399</u>
<u>LOW-MOD INCOME HOUSING</u>					
<u>REVENUES</u>					
Tax Increment	2,754,571	2,754,571	2,924,741	170,170	170,170
Neighborhood Stabilization Grant	1,627,000	1,627,000	1,535,034	(91,966)	(91,966)
Interest and Lease Income	10,000	28,000	46,572	36,572	18,572
Loan Payment	45,000	45,000	48,324	3,324	3,324
Other Revenue	40,000	40,000	40,616	616	616
Total Revenues	<u>4,476,571</u>	<u>4,494,571</u>	<u>4,595,287</u>	<u>118,716</u>	<u>100,716</u>
<u>EXPENDITURES</u>					
Low-Mod Income Housing Program	466,480	430,229	458,814	7,666	(28,585)
Grant Programs	814,000	605,500	355,790	458,210	249,710
NSP Grant	1,627,000	1,627,000	1,535,034	91,966	91,966
Loan to RDA	3,000,000	3,000,000	3,000,000	-	-
Redevelopment Agency Debt Service	1,030,408	1,030,408	1,030,408	-	-
Total Expenditures	<u>6,937,888</u>	<u>6,693,137</u>	<u>6,380,046</u>	<u>557,842</u>	<u>313,091</u>
Net revenues over (under) expenditures	<u>(2,461,317)</u>	<u>(2,198,566)</u>	<u>(1,784,759)</u>	<u>676,558</u>	<u>413,807</u>
<u>COMMUNITY DEVELOPMENT</u>					
<u>BLOCK GRANT</u>					
Revenues	491,795	403,148	349,114	(142,681)	(54,034)
Expenditures	491,795	403,148	349,114	142,681	54,034
Net revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>WATER FUND</u>					
Revenues	7,447,687	7,514,284	6,682,524	(765,163)	(831,760)
Expenditures	7,605,381	7,417,772	7,603,723	1,658	(185,951)
Net profit (loss)	<u>(157,694)</u>	<u>96,512</u>	<u>(921,199)</u>	<u>(763,505)</u>	<u>(1,017,711)</u>

City of Norco
Budget to Actual Report
For Fiscal Year Ended June 30, 2010

	Amended Budget	Year-end Projection	FY 2010 Actual	Variance Budget to Actual	Variance Actual to Year-end Projection
<u>SEWER FUND</u>					
Revenues	4,295,606	4,243,242	4,260,593	(35,013)	17,351
Expenditures	4,135,134	4,416,956	4,583,414	(448,280)	(166,458)
Net profit (loss)	160,472	(173,714)	(322,821)	(483,293)	(149,107)
<u>GAS TAX</u>					
Revenues	442,560	436,479	448,982	6,422	12,503
Expenditures	503,368	476,065	521,923	(18,555)	(45,858)
Net revenues and expenditures	(60,808)	(39,586)	(72,941)	(12,133)	(33,355)
<u>NPDES FUND</u>					
Revenues	110,000	111,000	141,612	31,612	30,612
Expenditures	105,984	75,942	63,422	42,562	12,520
Net revenues and expenditures	4,016	35,058	78,190	74,174	43,132
<u>MISCELLANEOUS GRANTS</u>					
Revenues	399,769	406,829	401,633	1,864	(5,196)
Expenditures	403,237	406,829	395,907	7,330	10,922
Net revenues and expenditures	(3,468)	-	5,726	9,194	5,726

Estimated General Fund Balance

<i>Beginning Balance June 30, 2009</i>	<i>\$ 5,806,718</i>
<i>FY 2010 Actual Revenues/Transfers In</i>	<i>13,703,621</i>
<i>FY 2010 Actual Expenditures/Transfers Out</i>	<i><u>16,128,302</u></i>
<i>Estimated Ending Fund Balance 6/30/10</i>	<i><u><u>\$ 3,382,037</u></u></i>

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: October 6, 2010

SUBJECT: Approval of Salary and Benefits Resolutions for Management and Middle Management, Professional and Confidential Employees for Fiscal Year 2010-2011.

RECOMMENDATION: Adopt:

- 1.) Resolution No. 2010 ____, approving the Annual Salary and Benefits for Management Personnel.
- 2.) Resolution No. 2010 ____, approving the Annual Salary and Benefits for Middle Management, Professional and Confidential Service Personnel;

SUMMARY: The attached Resolution ("Exhibit A") confirms the compensation levels for Management, Middle Management, Professional, and Confidential Service employees. There will be no change to salary compensation levels in Fiscal Year (FY) 2010-2011 for Middle Management, Professional, and Confidential service employees. To provide budget stability and reduce City exposure to the rising costs of medical insurance premium, City medical insurance monthly contribution subsidy of \$1,250 effective January 1, 2010 is being recommended. Additionally, City will adopt any necessary resolution requiring future hires to pay 100% of their share of pension contribution which is currently 8% of eligible compensation. With the retirement of the Animal Control/Equestrian Superintendent, staff is recommending that the Council approve the attached revised Job Specification ("Exhibit B").

BACKGROUND/ANALYSIS: Annually, the City adopts salary and benefits resolutions for non-represented employee units consisting of Management, and Middle Management, Professional, and Confidential employees. For FY 2010-2011, the proposed resolution for Management, Middle Management, Professional and Confidential employees reflects no increase in salaries. Currently, the City pays 100% of the employee and their dependents cost for medical insurance provided the total cost does not exceed the premium for PERS Choice Preferred Provider Plan. As the costs of medical insurance premiums have continued to rise, staff is recommending that the City reduce its exposure to future increases and ensure some predictability in budgeting by capping the amount of City subsidy to a monthly flat amount of up to \$1,250. Without this flat amount cap, the City would for example, assume the average increase of 9.7% in next year's coverage rates. Consistent with the equal contribution provision in the

Salary and Benefits Resolutions

Page 2

October 6, 2010

City's medical insurance coverage contract with CalPERS, the recommended flat amount cap for active employees will also apply to retirees. The recommended cap will have negative financial impact on very few employees for the 2010 coverage year. Future impacts on employees will depend on future medical insurance premiums.

To minimize the future costs of employee pension to the City, staff will be implementing any necessary CalPERS resolution that will require new hires to pay 100% of their share of pension contribution. The employee share of pension contribution is currently 8% of eligible compensation.

FINANCIAL IMPACT: It is estimated that the change in medical insurance benefit could generate about \$8,000 savings for the remainder of FY 2010-2011. There will be no immediate savings from the change in pension contribution rates. However, future savings could be substantial as new employees are hired.

Attachments: Resolution Nos. 2010-____ thru. 2010-_____

/jk-76691

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ESTABLISHING ANNUAL SALARY RANGES AND BENEFITS FOR CLASSIFICATIONS IN THE MIDDLE MANAGEMENT, PROFESSIONAL, AND CONFIDENTIAL SERVICE OF THE CITY OF NORCO

WHEREAS, the following classifications in Middle Management, Professional, and Confidential Service of the City of Norco ("City") are unrepresented in the employer-employee relationship and, therefore receive consideration from the City Council in recognition of the management, supervisory, professional and/or confidential nature of their positions and contributions to the efficient and effective operations of the City; and

WHEREAS, employees in these classifications are exempt under the provisions of the Federal Fair Labor Standards Act; and

WHEREAS, the City Council desires to establish the compensation levels for classifications in Middle Management, Professional, and Confidential Service

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2010, the salary ranges and benefits for the classifications covered by this Resolution are as follows:

Section 1. SALARY RANGES.

I. SALARY SCHEDULE

Effective July 1, 2010 there shall be a 0% salary range adjustment for the following classifications:

- Accountant
- Accounting Manager
- Animal Control/Equestrian Superintendent
- Executive Secretary
- Human Resources Analyst
- Housing Manager
- Information Technology Analyst
- Information Technology Manager
- Parks & Buildings Superintendent
- Public Works Superintendent
- Recreation & Community Services Superintendent
- Recreation & Community Services Supervisor
- Senior Planner
- Senior Engineer

Section 2. BENEFITS

Employees in the Middle Management, Professional, and Confidential Service classifications covered under this Resolution are covered by, and subject to, the Personnel Rules and Regulations of the City.

Benefits that are not included in, or are not specified adequately in the Personnel Rules and Regulations that are applicable to employees in the Middle Management, Professional, and Confidential Service classifications detailed are as follows:

I. SICK LEAVE

Accrual Rate. Employees in Middle Management, Professional, and Confidential Service classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee's yearly accrual of sick leave can be used for illness or injury to a parent, child, spouse, or domestic partner.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

II. ADMINISTRATIVE LEAVE

In recognition of the fact that Middle Management, Professional, and Confidential Service employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of their department head.

Middle Management, Professional, and Confidential Service employees shall be allowed to take up to forty-eight (48) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30, 2011. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

III. PROBATIONARY PERIOD

All original or promotional appointments for Middle Management, Professional, and Confidential Service employees shall be subject to a probationary period of one (1) year.

IV. HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Washington's Birthday (third Monday in February)
- Memorial Day (fourth Monday in May)
- Independence Day

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Birthday

The birthday holiday must be taken within the pay period of the employee's birthday, unless prior arrangements have been approved by the department head.

- 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.
3. The City shall pay nine (9) hours for each holiday.

V. VACATION

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 th yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 th – 9 th yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 th – 14 th yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 th + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed 2.5 times their annual accrual as determined by their anniversary date.

VI. RETIREMENT

The City has agreed to pay 100% of the employer and employee's contribution rates toward retirement through the CalPERS Retirement System for current employees. The City will adopt any necessary resolution requiring future hires to pay 100% of their share of pension contribution.

VII. HEALTH BENEFITS

1. The City will participate with the State of California for health benefit programs available through P.E.R.S.

2. From July 1, 2010 – December 31, 2010, the City agrees to pay the full cost (100%) of the plans for those employees and their dependents enrolled in the HMO or PERS Choice plans.
3. Effective January 1, 2011, the City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available PERS health plans.
4. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in lieu of health benefits, providing the following requirements are met:
 1. An election to opt-out of health benefits is completed.
 2. Proof of other coverage is provided.

Employees have the choice of adding their opt-out dollars to their deferred compensation plan, provided the IRS limit is not exceeded and appropriate change form is completed and submitted to Human Resources for processing.

VIII. DENTAL INSURANCE

The City will provide a choice between a pre-paid dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a-fee-for-service dental insurance plan with the City's contribution limited to the cost of the pre-paid dental insurance.

IX. VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

X. LIFE INSURANCE

The City will provide term life insurance in the amount equal to the employee's annual salary for employees (to a maximum of \$125,000) and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

XI. MEDICAL SAVINGS ACCOUNT

The City shall deposit \$20 per month into a medical savings account for Middle Management, Professional, and Confidential Service employees.

XII. TUITION REIMBURSEMENT

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

Should an employee fail to obtain a passing grade of "C" (or "B" for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 6, 2010.

Mayor of the City of Norco, California

ATTEST:

Brenda Jacobs, City Clerk
City of Norco, California

I, BRENDA JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on October 6, 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 October 6, 2010.

Brenda Jacobs, City Clerk
City of Norco, California

ANIMAL CONTROL EQUESTRIAN SERVICES SUPERINTENDENT

DEFINITION:

Under administrative direction of the Director of Parks, Recreation and Community Services, supervises and coordinates the work of staff engaged in animal care activities, animal shelter operations and City equestrian centers and services.

ESSENTIAL FUNCTIONS:

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

TYPICAL DUTIES & RESPONSIBILITIES:

Interprets and enforces federal, state, county and City laws pertaining to care and sheltering of animals; investigates alleged animal abuse cases; issues citations and files court cases regarding animal abuse and neglect; researches and resolves animal-related disputes and citizen complaints; monitors animal welfare legislation and proposes policy and procedure changes as necessary; responds to animal-related calls for public safety.

Provides educational awareness to the community related to animal care, training and overpopulation; provides tours of equestrian centers and animal shelter; oversees the training and adoption of animals; organizes rabies vaccination and licensing clinics; oversees the operation, budget and maintenance of the animal shelter.

Provides Department input and assists with oversight and maintenance of City equestrian facilities and events.

Supervises staff involved in the receiving, assessment, medical treatment, custodial care, adoption, and humane euthanasia of unwanted animals. Hires, trains, assigns, and evaluates work performance of staff; approves leave and training. Availability to work a flexible schedule including nights, weekends and/or holidays; performs other related duties as assigned.

CLASS CHARACTERISTICS:

This is a middle management position in the Parks, Recreation and Community Services Department. This position performs a wide variety of animal welfare duties and assists in department functions as assigned by the Director of Parks and Recreation.

CONTACTS AND RELATIONSHIP:

This position has the majority of its interaction with the public, equestrian groups, county, state, and federal agencies and other City employees.

QUALIFICATION GUIDELINES:

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

DESIRABLE QUALIFICATIONS:

Experience: Five years supervisory experience in animal control, humane society, or other animal facility providing similar public service operations to including enforcement.

ANIMAL CONTROL EQUESTRIAN SERVICES SUPERINTENDENT

Education: High School Diploma or equivalent. First Aid and CPR certification within six months of appointment. Successful completion of National Incident Management System (NIMS) courses to enable successful management of Animal Control Emergency Operations Center within one year of appointment. Completion of a Basic and Advanced Animal Law Enforcement Training Academy required for appointment/re-appointment as a humane officer under California Corporations Code section 14502. Possession of a Registered Veterinary Technician Certificate is highly desirable.

Knowledge: Considerable knowledge of the State and local laws and ordinances relating to animal care and control; the proper care and handling of various breeds of animals both domestic and wild, and knowledge of equine and care of equestrian services. Knowledge of the principals of the safe and humane keeping of animals and shelter management techniques; organization, operation and procedures of related government and law enforcement agencies; safety procedures, OSHA and Cal-OSHA requirements; principals and practices of personnel and fiscal administration; and animal health processes, such as preventative treatment and vaccination protocols. Knowledge of public relations; education and training methods and techniques; supervisory and staff development methods and techniques. Knowledge of Advanced Animal Control Investigation, Large Animal Rescue, Swift Water Rescue, Chemical Capture, Euthanasia, and Citation/Report Writing. Knowledge of Emergency Operations Center Management.

Ability: Establish and maintain effective working relations with fellow employees, private groups and the public. Supervise subordinate employees. Analyze animal services shelter problems and adopt effective courses of action. Prepare clear and concise verbal and written reports. Handle sensitive inquiries from and contacts with public officials. Identify immediate and long-term staffing needs and propose solutions; plan and oversee staff training and development. Complete work plan goals in a timely manner. Manage the Animal Control Division budget. Complete educational programs covering legal aspects of animal control. Skill in handling, rescuing and caring of wild and domestic animals. Skill in developing and implementing a variety of educational programs. Skill in oral and written communications and in establishing and maintaining effective working relationships

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

Education: Obtain a High School Diploma or equivalent. Take training classes in Animal Control, Advance Animal Control Investigation, First Aid, CPR, Large Animal Rescue, Swift Water Rescue, Chemical Capture, Euthanasia, and Citation/Report Writing.

AND

Experience: five years animal control and enforcement experience.

License Required: Incumbent must possess and maintain a valid California Class C driver license with an acceptable driving record.

PHYSICAL REQUIREMENTS

Work is performed in animal shelter and outdoor environments. Work requires frequent standing, walking, bending and lifting up to 50 pounds unassisted. May be exposed to sick, injured, hostile, dangerous, or dead wild and domestic animals, moving equipment and machinery, moving traffic, uneven terrain, irate citizens, extreme weather, infectious diseases or air and water borne pathogens.

SUPERVISION RECEIVED Director of Parks, Recreation and Community Services

ANIMAL CONTROL EQUESTRIAN SERVICES SUPERINTENDENT

SUPERVISION EXERCISED Animal Control Division Staff and Volunteers.

FAIR LABOR STANDARDS ACT DESIGNATION: Exempt

176694

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, ESTABLISHING ANNUAL SALARY RANGES AND BENEFITS FOR MANAGEMENT CLASSIFICATIONS OF THE CITY OF NORCO

WHEREAS, the following Management classifications of the City of Norco ("City") are unrepresented in the employer-employee relationship and, therefore receive consideration from the City Council in recognition of the management nature and responsibility of the positions and contributions to the efficient and effective operations of the City; and

WHEREAS, individuals serving in these Management classifications are "at will" employees who serve at the pleasure of the City Manager; and

WHEREAS, employees in these classifications are exempt under the provisions of the Federal Fair Labor Standards Act.

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2010, the salary ranges and benefits for the affected classifications will be as follows:

Section 1. SALARY RANGES.

Effective July 1, 2010 there shall be a 0% salary range adjustment for the following classifications:

SALARY SCHEDULE

City Clerk
Deputy City Manager/Director of Finance
Director of Public Works
Fire Chief
Director of Economic Development
Director of Parks, Recreation & Community Services
Director of Planning

Section 2. BENEFITS

I. SICK LEAVE

Accrual Rate. Employees in Management classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee's yearly accrual of sick leave can be used for illness or injury to a parent, child, spouse, or domestic partner.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

II. ADMINISTRATIVE LEAVE

In recognition of the fact that Management employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of the City Manager.

Management employees shall be allowed to take up to fifty-six (56) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30, 2011. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

III. HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Washington's Birthday (third Monday in February)
- Memorial Day (fourth Monday in May)
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Birthday

The birthday holiday must be taken within the pay period of the employee's birthday, unless prior arrangements have been approved by the City Manager.

- 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. New hires are not required to complete probation to use accrued floating holiday(s). Days off must have prior

approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.
3. The City shall pay nine (9) hours for each holiday.

V. VACATION

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 th yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 th – 9 th yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 th – 14 th yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 th + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed 2.5 times their annual accrual as determined by their anniversary date.

V. RETIREMENT

The City has agreed to pay 100% of the employer and employee's contribution rates toward retirement through the CalPERS Retirement System for current employees. The City will adopt any necessary resolution requiring future hires to pay 100% of their share of pension contribution.

VI. HEALTH BENEFITS

1. The City will participate with the State of California for health benefit programs available through P.E.R.S.
2. From July 1, 2010 – December 31, 2010, the City agrees to pay the full cost (100%) of the plans for those employees and their dependents enrolled in the HMO or PERS Choice plans.
3. Effective January 1, 2011, the City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available PERS health plans.
4. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in lieu of health benefits, providing the following requirements are met:
 1. An election to opt-out of health benefits is completed.
 2. Proof of other coverage is provided.

Employees have the choice of adding their opt-out dollars to their deferred compensation plan, provided the IRS limit is not exceeded and appropriate change form is completed and submitted to Human Resources for processing.

VII. DENTAL INSURANCE

The City will provide a choice between a pre-paid dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a-fee-for-service dental insurance plan with the City's contribution limited to the cost of the pre-paid dental insurance.

VIII. VISION INSURANCE

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

IX. LIFE INSURANCE

The City will provide term life insurance in the amount of \$125,000, for employees and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

X. CONTINUOUS SERVICE BONUS

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

Five-year anniversary	\$100
Ten-year anniversary	\$300
Fifteen-year anniversary	\$500
Twenty-year anniversary	\$700
Twenty-five year anniversary	\$1,000
Thirty-year anniversary	\$1,250

XI. MEDICAL SAVINGS ACCOUNT

The City shall deposit \$25 per month into a medical savings account for each Management employee.

XII. BEREAVEMENT

Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.

Immediate family shall be defined as any relative by blood or marriage who is a member of the employee's household, and any parent, grandparent, spouse, child, brother or sister of the employee, or the parent or brother or sister of the employee's spouse, regardless of residence.

XIII. TUITION REIMBURSEMENT

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

Should an employee fail to obtain a passing grade of "C" (or "B" for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

XIV. LONG TERM DISABILITY INSURANCE

The City of Norco offers an optional Long-Term Disability plan at the employee's expense.

XV. DEFERRED COMPENSATION

The City of Norco offers a deferred compensation plan. Any employee may elect to participate. The plan provides employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability, retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457K.

XVI. STATE DISABILITY INSURANCE

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

XVII. INJURY ON DUTY – WORKERS COMPENSATION

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

XVIII. AUTO ALLOWANCE

Employees shall receive \$400 per month auto allowance or a City owned automobile may be assigned for employee use to facilitate emergency call-back duties at the discretion of the City Manager.

XIX. SEVERENCE PAY – LAYOFF

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3) weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

XX. EMPLOYEE ON LEAVE COMPENSATION

An employee on leave without pay, excluding CFRA, FMLA, Military, and Disability, shall receive no compensation and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The City Manager shall approve all leaves without pay.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 6, 2010.

Mayor of the City of Norco, California

ATTEST:

Brenda Jacobs, City Clerk
City of Norco, California

I, BRENDA JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on October 6, 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 October 6, 2010.

Brenda Jacobs, City Clerk
City of Norco, California

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: William R. Thompson, Public Works Director 

DATE: October 6, 2010

SUBJECT: Amendment to the Transportation Uniform Mitigation Fee Program ("TUMF") Funding Agreement for the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project

MOTION TO: That City Council approve an Amendment to the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project TUMF Funding Agreement with Western Riverside Council of Governments (WRCOG).

SUMMARY: The City of Norco was approved by WRCOG to receive TUMF Program funds for the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project in the amount of \$5,500,000. The WRCOG Executive Committee recently authorized a temporary reduction in fees which will result in a decrease of annual revenues. This action requires the parties to amend their obligated project agreements accordingly. The City of Norco will be decreasing the Hamner Avenue Widening Project obligated funds in an amount not to exceed \$3,300,435.00.

BACKGROUND/ANALYSIS: At their March 1, 2006 meeting, the City Council entered into an agreement with WRCOG to obligate TUMF Program funds for the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project. The City of Norco was approved by WRCOG to receive TUMF Program funds for the Hamner Avenue Widening, Santa Ana River to Parkridge Avenue Project in an amount not to exceed \$5,500,000.

The WRCOG Executive Committee recently authorized a temporary reduction in fees which will result in a decrease of annual revenues. This action requires the parties to amend their obligated project agreements accordingly. The City of Norco will be decreasing the Hamner Avenue Widening Project obligated funds in an amount not to exceed \$3,300,435.

The project scope includes funding for survey, right-of-way acquisition, planning, design, and construction.

FINANCIAL IMPACT: The amendment of the Agreement provides for \$3,300,435 in TUMF Program funds for the Hamner Avenue Widening Project.

Attachments: Amendment to the Transportation Uniform Mitigation Fee Program ("TUMF") Funding Agreement

/wrt-76699

**AMENDMENT TO TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM
AGREEMENT FOR THE
HAMNER AVENUE WIDENING, SANTA ANA RIVER TO PARKRIDGE AVENUE
PROJECT**

THIS AMENDMENT (“Amendment”) is entered into this 6th day of October, 2010, by and between the WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS (“WRCOG”) and the **CITY OF NORCO** (“Agency”). WRCOG and the Agency are sometimes referred to individually as “Party” and collectively as “Parties.”

RECITALS

A. WRCOG and Agency have entered into an agreement titled “Transportation Uniform Mitigation Fee Program Agreement” that is dated March 1, 2006 (“Agreement”). The Agreement provides the terms and conditions, scope of work, schedule and funding amount for the construction of the **Hamner Avenue Widening, Santa Ana River to Parkridge Avenue** (hereinafter the “Project”).

B. The Parties desire to amend the Agreement by decreasing the funding amount in the manner set forth in Section 7 of the Agreement.

C. Pursuant to the Mitigation Fee Act (Gov. Code §§ 66000 *et seq.*), WRCOG has prepared a new nexus study (“2009 Nexus Study”) to update the fees. The 2009 Nexus Study includes an Addendum discussing the need for a temporary reduction in fees. On September 14 and October 5, 2009, the WRCOG Executive Committee reviewed the 2009 Nexus Study and TUMF Program and recommended TUMF Participating Jurisdictions update their fees by amending their applicable TUMF ordinances to reflect changes in the TUMF network and the cost of construction. The WRCOG Executive Committee also authorized a temporary reduction in fees.

The Addendum discussing the need for a temporary fee reduction also sets forth a set of adjustments to the maximum TUMF share of the various Network and Transit project costs and addresses the issue of the resultant Program funding shortfall. The adjustments assure a balance between the overall fee revenues generated at the reduced fee levels and the eligible project costs upon which the TUMF is based and the revenues expended.

The proposed resolution establishes the revised and updated fee schedule applicable under the WRCOG TUMF Program and adopts a temporary TUMF reduction period, expiring on December 31, 2010. The proposed resolution also establishes the TUMF schedule applicable beginning January 1, 2010, following the expiration of the temporary TUMF reduction period. All of the proposed fees, with the exception of Class A and B Office, are lower than the current applicable fees.

The proposed resolution repeals Resolution No. 2009-14 and becomes effective on January 17, 2010, which is the same date the proposed ordinance will become effective, or 60 days following the adoption of the ordinance.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and subject to the conditions contained herein, the Parties hereby agree as follows:

1. The Funding Amount contained in Section 2 of the Agreement is hereby decreased to an amount not to exceed **Three Million Three Hundred Thousand Four Hundred Thirty-Five Dollars (\$3,300,435.00)**, from **Five Million Five Hundred Thousand Dollars (\$5,500,000.00)**, to an amount not to exceed **Three Million Three Hundred Thousand Four Hundred Thirty-Five Dollars (\$3,300,435.00)**.

2. The forgoing increase of the Funding Amount is within the Maximum TUMF Share.

3. Except to the extent specifically modified or amended hereunder, all of the terms, covenants and conditions of the Agreement shall remain in full force and effect between the Parties hereto.

IN WITNESS WHEREOF, the Parties have caused this Amendment to the Agreement to be executed by their duly authorized representatives to be effective on the day and year first written above.

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

City of Norco

By: _____
Rick Bishop, Executive Director
Executive Director

By: _____
Mayor, City of Norco

Approved to Form:

By: _____
John Harper

Attest:

By: _____
Brenda K. Jacobs, City Clerk

/wrt-76700

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Beth Groves, City Manager *Beth Groves*

PREPARED BY: Lori J. Askew, Senior Engineer *LA*

DATE: October 6, 2010

SUBJECT: Deposit of \$30,000 payable to Southern California Edison for Design and Adjustment of Transmission Poles adjacent to Hamner Avenue

RECOMMENDATION: Approve a deposit of \$30,000 payable to SCE for the Design and Adjustment of Transmission Poles along Hamner Avenue adjacent to Silverlakes.

SUMMARY: With the development of Silverlakes Equestrian and Sports Park, Hamner Avenue is being widened to its ultimate width. This is requiring the existing SCE Transmission Poles located on the east side of Hamner Ave. to be adjusted vertically to accommodate fills necessary in the widening of the street

BACKGROUND/ANALYSIS: On March 4, 2009, the City Council approved Conditional Use Permit 2008-09 for the development of the Silverlakes Equestrian and Sports Park and Certified the EIR. Included in the EIR was the requirement to construct Hamner Avenue to its ultimate width along the boundary of the site. This condition was not placed upon the developer in the CUP since the widening of Hamner Avenue had been included in the TUMF matrix with scheduled construction in the near future. However, with the current economic climate, funds received by WRCOG for the TUMF program have been greatly reduced thus pushing the construction date for the Hamner Avenue widening out a few years. Since the condition in the EIR that the Hamner Avenue widening needs to be finished by opening of the Silverlakes project, the City has agreed to fund the project with RDA Funds and will be reimbursed by WRCOG when their funds are available.

The City has contracted out for the design services of the Hamner Ave. widening project. Preliminary design plans were sent to SCE for their comment due to Hamner Avenue's widening causing fill material to be placed against the transmission poles located on the east side of the street. Meetings have taken place with SCE engineers and their real estate department to determine prior rights on the transmission poles. It was determined that SCE has certain prior rights to approximately half the poles that need adjustment. For SCE to begin design on the adjustment of the remaining poles, they are requiring a deposit of \$30,000.

FINANCIAL IMPACT: Funds in the amount of \$1,619,095 have been included in the Fiscal Year 2010-2011 Budget for Widening the East Side of Hamner Ave. This is included in Fund 012 as a transfer to Street Fund.

lja/76663

Attachment: Letter from SCE

Agenda Item 4.K.

May 12, 2010

Lori J. Askew
City of Norco
2870 Clark Ave.
Norco, CA 92860

SUBJECT: Relocation of SCE Facilities (Approximately 11 Transmission Poles) to accommodate a street widening on the eastside of Hamner Avenue at the North end of the City of Norco, CA

Dear Lori Askew:

Southern California Edison has received your request to relocate SCE facilities to accommodate your street widening project at the subject location. In order to process your request in a timely manner, please provide the following items:

1. An engineering advance of \$30,000.00 to be paid to Southern California Edison Company prior to opening a file.

If this project is canceled, we will deduct from the engineering advance, any expenses we have incurred in connection with the relocation prior to any refund; however, if the project is continued, the engineering advance will be applied to the total cost of relocation.

Please issue your check payable to Southern California Edison Company and forward it to my attention at the address below.

2. Two sets of the site improvement and grading plans (approved plans if available). for improvement site plans, reference the enclosed relocation plan checklist. (already submitted to SCE)

Following receipt of the above items, the work order cost estimates for the relocation of facilities will be prepared. Upon preparation, you will be billed for the estimated cost of relocating the facilities. We will require the full amount to be paid prior to the commencement of any work. Upon completion of the relocation work, the actual cost of

800 W. Cienega Ave
San Dimas, CA 91773
626.827.9605
Judith.Grissmeyer@sce.com

Lori J Askew
Page 2
May 12, 2010

the project will be calculated and any additional funds will be required and/or a refund of any overpayment will be made at that time.

Please provide your Tax I.D. Number. Southern California Edison must have this number in order to issue a refund check at the end of the project, if one is necessary.

When Southern California Edison receives your check for the amount estimated, contracts and/or replacement rights have been acquired (if necessary) the project will be cleared for construction. The actual construction will commence approximately 90 days after clearance and will depend on the availability of our resources.

I will be coordinating your project and should be notified immediately if the project is delayed, canceled, or if there are changes in scope and/or other conditions affecting the proposed relocation, work schedules or completion dates.

If you have any questions, please feel free to call me at 626.827.9605

Sincerely,



Judi Grissmeyer
Project Manager
Transmission Project Management

cc: Kenji Coleman
Christian Adams
Bob Chavez
Nancy Burrows
File

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: October 6, 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: At its meeting held on September 15, 2010, the City Council reviewed the proposed Citywide Records Management Policy and Records Retention Schedule ("Policy"). Through the public engagement process, some valuable comments were received and incorporated into the Policy regarding the City's e-mail retention. The proposed *revised* Policy for the Council's consideration incorporates the changes to the "E-mail Retention" section.

BACKGROUND/ANALYSIS: The proposed Citywide Records Management Policy and Records Retention Schedule ("Policy") was presented to the City Council for formal adoption on September 15, 2010. At that meeting, public comments were received and staff was challenged with making some revisions to the E-Mail Retention section of the Policy. The public engagement process is very important in that it provides a means to discuss and resolve public policy issues and compliance with the law. The issues discussed with, and reviewed by, the City Attorney through this process were incorporated into the Policy as follows:

E-mail Retention

E-mails which are retained in the ordinary course of City business, and the informational content of such communications related to public business, are considered a "record" and should be copied and placed in the appropriate file. E-mails which are retained in an electronic format only, and related to public business, likewise are records and must be retained in the same manner as a "hard copy" and are subject to disclosure pursuant to the Public Records Act.

The e-mail system, to function as intended, requires that employees regularly manage and 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.

Removed from the prior E-mail Retention section and the Definitions section of the Policy were references made to e-mails as non-records and the paragraph stating that e-mails would be considered "destroyed" once deleted from the user's mailbox. Added was a caveat that e-mails retained in the ordinary course of City business that are **related to public business** are considered a "record" and must be retained in the same manner as a "hard copy" and are subject to disclosure pursuant to the Public Records Act.

As previously presented, 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 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 October 6, 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 October 6, 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 October 6, 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 use to a specific group of files which narrows the search field quickly. Written definitions of functional classifications are provided with the index. This helps if the user understand what each functional hearing contain. 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 holding 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.

Non-Records: Materials not kept in the ordinary course of business, such as transitory documents, voicemail, 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.

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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

E-mails which are retained in the ordinary course of City business, and the informational content of such communications related to public business, are considered a "record" and should be copied and placed in the appropriate file. E-mails which are retained in an electronic format only, and related to public business, likewise are records and must be retained in the same manner as a "hard copy" and are subject to disclosure pursuant to the Public Records Act.

The e-mail system, to function as intended, requires that employees regularly manage and 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.

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. CDFA.*, 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
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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	

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130		City Departments		CU + 2		CU + 2		CU + 2	Non-historical documents only
140	City Clerk	City History		P		CU + 2		CU + 2	Historical documents given to City Historian for scanning and logging purposes
150		Jurisdictions, Public							
	Planning	ABC Licenses		(none)					
		Correspondence		CU + 2					
	City Clerk	Agreements, Contracts, etc.		T + 5	Execution		T		
160		Organizations at Large							Scan agreements and contracts only
		Correspondence		CU + 2					
	City Clerk	Staff Reports/Informational Updates		CU + 2					
	City Clerk	Agreements, Contracts, etc.		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 Summaries		P	Final		CU + 2		
				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, 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			
		<i>Fiscal & Support Services/ IT Only:</i>				
		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 Mail	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/Voiced	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		
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
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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	Drainage Facilities	P	CU + 2		
	Public Works	Maintenance and Operations	CL + 3		CU + 2	
	Public Works	Maps / Record Drawings	P	CU		
	Public Works	Plans/Projects	P	CL + 2	CL + 2	
	Public Works	Reports/Studies	P	CL + 2	CL + 2	

540	Street Improvements				Original on file in Engineering or Public Works	
	Public Works	Closures	P	CU	CL + 2	
	Public Works	Easements	P	CL + 2	CL + 2	
	Public Works	Permits	P	CU	CL + 2	Scan encroachment permits
	Public Works	Landscaping	P	CU	CU + 2	
	Public Works	Maintenance and Operation	CL + 3		CL + 2	
	Public Works	Naming/Numbering	P	CU	CL + 2	
	Public Works	Vacation	P	CU	CL + 2	

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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	CU + 5				
	Public Works	CU + 5				
	Public Works	S				
	Public Works	CL + 3				
	Public Works	P	CU		Non-historical material only. Historical material to be given to City Historian.	
	Public Works	P	CU	S + 2		
	City Clerk	S			Set by Resolution	
	Public Works	P	CU	CU + 5		
	Public Works	P	CL + 2	CL + 2		
	Public Works	P		CU + 2		
	Public Works	CU + 5				
	Public Works	CU + 10				
	Public Works	CU + 12			Or 2 compliance cycles, whichever is longer	
	Public Works			CU + 10	Keep Summaries	
	Public Works	CL + 5		CU + 3	Keep Summaries	
	Public Works	S + 2				
	Public Works	P	CU	CU + 2		

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Fiscal & Support Service Only:

580	Water
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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					
	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				Original on file in Fire Department	
	Fire	Apparatus/Vehicle	CL + 2				
	Fire	Dispatch Part 2's	CU + 2				
	Fire	Hazardous Material Storage	P				
	Fire	Incident Reports	CL + 5			Database Storage	
	Fire	Inspections, Fire Protection	CL + 5				
	Fire	Inspections, Arson	P	CL	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			
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810	Parks, Rec & CS	Library	CU + 2			Non-historical material only. Historical material to be given to City Historian.
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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	

AU=Audit	CL=Closed	Completed	Cancelled	CU=Current Year	E=Election	P=Permanent	S=Superseded	T=Terminated
830		Building/Recreation Facilities						
	Parks, Rec & CS	Maintenance and Operations		CU + 3			C + 2	Original in Parks and Recreation
	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	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		
1200	City Clerk	Records Control	P	CU	CU + 2	Original on file in City Clerk's Office		

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: October 6, 2010

SUBJECT: Award of Contract for Annual Street Sweeping Services

RECOMMENDATION: That City Council accept the Proposal submitted for Annual Street Sweeping Services and award a contract to Clean Street in an amount of \$28,569.60 and authorize the City Manager to execute the contract.

SUMMARY: Request for Proposals were opened on September 21, 2010 with Clean Street of Gardena, California being the lowest responsible bidder. Therefore, it is recommended that an annual street sweeping service contract be awarded to Clean Street in the amount of \$28,569.60.

BACKGROUND/ANALYSIS: Staff completed a Request for Proposal (RFP) for bidding purposes and on September 21, 2010, bids were received. The contract calls for approximately 75.0 miles of street curbs and medians be swept and maintained monthly.

Clean Street, is located at 1937 West 169th Street, Gardena, California 90247. Clean Street has been providing city street sweeping services since 1973 and currently sweeps approximately 50 municipalities within the state of California.

All sweeping equipment will remain in compliance with SCAQMD Rule 1186 and 1186.1 and all other applicable state and federal laws and rules. Staff has contacted references provided by Clean Street, reviewed the appearance and condition of the sweeping equipment and scheduled an actual sweeping of Sixth Street to evaluate their performance standards.

Staff would recommend City Council approve and execute an annual street sweeping contract with Clean Street.

FINANCIAL IMPACT: The total costs of \$28,569.60 are included in the approved 2010/11 Storm Drain Operations Fund 802 (NPDES)

Attachments: Request for Proposal, Clean Street

wrt/-76702

CITY OF NORCO
STREET SWEEPING PROPOSAL
PROPOSAL FORM

Item	Description	Approx. Quantity	Frequency (Sweeps per year)	Unit Cost	Total Cost
Routine Sweeping Maintenance					
1.	Sweep streets as described in the specifications	60.70 CLM	12	\$ <u>31.0</u> /CLM	\$ <u>22,580.40</u>
2.	Sweep arterial streets as described in the specifications	10.8 CLM	12	\$ <u>31.0</u> /CLM	\$ <u>4,017.60</u>
3.	Sweep medians and centerlines as described in the specifications	5.30 CLM	12	\$ <u>31.0</u> /CLM	\$ <u>1,971.60</u>
TOTAL ANNUAL COST		1.0		\$<u>31.0</u> /CLM	\$ <u>28,569.60</u>

Additional Sweeping Items

4.	Emergency Call Out	N/A	N/A	\$ <u>95</u> /HR	\$ <u>95.00</u>
5.	Extraordinary rain storm sweeping	N/A	N/A	\$ <u>85</u> /HR	\$ <u>85.00</u>
6.	Special event sweeping (Weekends/Holidays)	N/A	N/A	\$ <u>90</u> /HR	\$ <u>90.00</u>
7.	Special sweeping (During regular Day sweeping work hours)	N/A	N/A	\$ <u>85</u> /HR	\$ <u>85.00</u>

CLM = Curb Linear Mile

The City of Norco reserves the right to increase the miles or hours of sweeping at the above unit price.