AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
OCTOBER 20, 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

Section 54957.6 – Conference with Labor Negotiator

Negotiating Parties:	City Manager Groves and Deputy City Manager/Director of Finance Okoro
Employee Organization:	Norco General Employees Association Norco Public Works & Parks Maintenance Workers Association
RECONVENE PUBLIC SESSION:	7:00 p.m.
PLEDGE OF ALLEGIANCE:	Norco Boy Scout Troup 999
INVOCATION:	Grace Fellowship Church *Pastor Vernie Fletcher*
PROCLAMATIONS:	Red Ribbon Week *Corona-Norco Unified School District* OMNI Youth Music and Actors Award for "Outstanding Pop Performer, 12-18" *Brooke Rose-Merola*

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 October 6, 2010
   Recommended Action: Approve the CRA Minutes. (City Clerk)

B. Approval to Appropriate $11,500 from the Unallocated Low-Mod Fund Balance to Account 015-5500-41225 (Homeless Prevention) for the Norco Senior Meals Program. **Recommendation: Adopt CRA Resolution No. 2010-___.** (Housing Manager)

C. Authorization to Execute a Contract Change Order with the Firm of GMID Architecture, Interior and Planning ("GMID") to Modify the Working Drawings for Engineering and Design of the Animal Control Shelter. **Recommended Action: Authorize the Executive Director to execute a Contract Change Order in the amount of $101,250 with GMID to modify the working drawings and engineering site work for the construction and renovation of the Norco Animal Control Shelter and authorize the Executive Director to approve contract change orders up to 10 percent of the original contract amount.** (Director of Parks, Recreation & Community Services)

JOINT CRA/CITY COUNCIL AGENDA AS FOLLOWS:

2. JOINT CRA/CITY COUNCIL CONSENT CALENDAR ITEM:

A. Authorization for the City to Quit Claim City Property at 1468 Second Street to the Norco Redevelopment Agency. **Recommended Action: Adopt Resolution No. 2010-___, authorizing the City to Quit Claim its interest in real property located at 1468 Second Street purchased for the Second Street Widening Project to the Norco Redevelopment Agency.** (City Engineer)

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 October 6, 2010
Special Meeting of October 11, 2010
Recommended Action: **Approve the City Council Minutes** (City Clerk)

B. Recap of Actions Taken at the Planning Commission Regular Meeting of October 13, 2010. **Recommended Action: Receive and File** (Planning Director)

C. Quarterly Investment Report for Quarter Ended September 30, 2010. **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance)

D. Resolution Approving Employer Paid Member Contributions. **Recommended Action: Adopt Resolution No. 2010 ___, approving Employer Paid Member Contributions.** (Deputy City Manager/Director of Finance)

E. Acceptance of the Parmenter Park ADA Restroom Project as Complete. **Recommendation: Accept the Parmenter Park ADA Restroom Project as complete and direct the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Housing Manager)

F. Acceptance of Irrevocable Offer of Dedication for Public Use an Easement for Equestrian Trail Purposes across Parcels 1 and 5 of Parcel Map No. 24006. **Recommended Action: Adopt Resolution No. 2010-___, accepting the offer of dedication. (**Director of Public Works)

G. Acceptance of Bids and Award of Contract for the Auger/Grinder Wastewater System. **Recommendation: Award the contract for the Auger/Grinder Sewage System Project to Atom Inc. in the amount of $281,095 and authorize the City Manager to approve contract change orders up to 10- percent of the contract amount.** (Director of Public Works)

H. Approval to Declare as Surplus the Reclaimed Water Meters from the Automated Meter Reading Project. **Recommended Action: Declare the reclaimed water meters as surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through a competitive process.** (Deputy City Manager/Director of Finance)

I. Amendment to the Facility Use Policy for the Parks, Recreation and Community Services Department approving the list of Special Consideration Groups. **Recommended Action: Adopt Resolution No. 2010-___.** (Director of Parks, Recreation & Community Services)

J. City of Norco Participation in the County of Riverside Mortgage Credit Certificate (MCC) Program. **Recommendation: Adopt Resolution 2010-___, approving the City's participation in the County of Riverside Mortgage Credit Certificate Program.** (Housing Manager)

5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

6. CITY COUNCIL PUBLIC HEARINGS:

A. Amendment to the Comprehensive Fee Schedule to Update and Adjust Fees for Parks, Recreation and Community Services

On June 2, 2010, the City Council adopted Resolution No. 2010-26 updating the fees for general City services. The proposed resolution recommends the following amendments to the City's Comprehensive Fee Schedule: 1.) The addition of certain new fees to the Comprehensive Fee Schedule relating to Parks, Recreation and Community Services Department: and 2.) Changes to certain facility use charges based on the elimination of Groups 1, 2, and 3 fee categories creating one fee for all users, with the exception of Special Consideration Groups.

Recommended Action: Adopt Resolution No. 2010-___, amending Resolution No. 2010-26 to update and adjust fees for Parks, Recreation and Community Services. (Director of Parks, Recreation & Community Services)

B. Appeal of Planning Commission Denial of Conditional Use Permit 2010-02 to Locate a Service Station/Convenience Store at 2807 Hamner Avenue

This item is an appeal of the Planning Commission denial of Conditional Use Permit 2010-02, a request for approval to allow development of a service station with a convenience store at 2807 Hamner Avenue located within the C-G (Commercial General) Zone. The project was denied by the Planning Commission on a 5-0 vote because the project did not meet the minimum development standards required for the approval of the conditional use permit. The appeal to the City Council was filed by the property owner/applicant.

Recommended Action: Adopt Resolution No. 2010-___, upholding the Planning Commission action to deny Conditional Use Permit 2010-02. (Planning Director)

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

8. OTHER MATTERS – COUNCIL:

9. OTHER MATTERS – STAFF:

10. ADJOURNMENT:

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

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

/bj-76536

MINUTES
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
OCTOBER 6, 2010

CALL TO ORDER:	Mayor Pro Tem Hanna called the meeting to order at 6:05 p.m.
ROLL CALL:	Mayor Malcolm G. Miller, M.D., **Present** Mayor Pro Tem Berwin Hanna, **Present** Council Member Kathy Azevedo, **Present** Council Member Kevin Bash, **Present** Council Member Harvey C. Sullivan, **Present** **Staff Present**: Carlson, Cooper, Groves, Jacobs, King, Petree and Thompson City Attorney Harper – **Present**

THE CITY COUNCIL/CRA RECESSED 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:	With nothing to report from Closed Session, Mayor Pro Tem Hanna reconvened the meeting at 7:00 p.m.
PLEDGE OF ALLEGIANCE:	Council Member Bash

INVOCATION: Council Member Harvey Sullivan

Mayor Miller made a public statement regarding his health issues and noted that he appreciates everyone's understanding. He further thanked Mayor Pro Tem Hanna for leading the meetings.

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

Tracy Moreno and Kelley Krout, representing the Corona Norco Unified School District, accepted the proclamation from Mayor Pro Tem Hanna. They noted the businesses in the City of Norco that support and work with the students through this program.

Sergeant Adam Vellejo

Mayor Pro Tem Hanna presented Adam Vallejo with a proclamation honoring and thanking him for his dedicated service to the citizens of Norco and wished him well at the Sheriff's aviation unit where he is being transferred to.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

1. CRA CONSENT CALENDAR ITEMS:

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

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

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:

City Attorney Harper stated that staff is recommending that this item be continued to a date-uncertain and added that the good news is that everything is moving forward as planned.

R.J. Brandes, representing Balboa Management Group, LLC, commented on his remarkable experiences in Norco and with City staff. He noted that the Silverlakes Equestrian & Sports Park project is a 99 year lease and the project, with all of its challenges, has been discussed and worked through. Mr. Brandes stated that he has spent almost $4 million on soft costs and has met with many advisors to make it an even better project. He stated that it is most important to develop a strategic partnership with Norco and the region and added that Norco will have the finest equestrian facility, along with major sport fields featuring multi-sports activities. Mr.

Brandes commented on his commitment to Norco in terms of making it open space and open to the public and noted that it will be a gift that Norco is giving to Southern California. He apologized that the final documents have not been delivered to this date and commented that it is important that they deliver all they have promised and believe they are very close to getting it done.

Mayor Miller stated that those who know how much this means to the City know what it involves and means and further thanked Mr. Brandes.

2. JOINT CRA/CITY COUNCIL PUBLIC HEARING: **Continued the Joint Public Hearing to a date uncertain.**

   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: **No other CRA matters**

ADJOURNMENT OF CRA: 7:23 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

4. CITY COUNCIL CONSENT CALENDAR ITEMS:

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

AYES: AZEVEDO, BASH, HANNA, MILLER, SULLIVAN
NOES: NONE
ABSENT: NONE
ABSTAIN: MILLER ON ITEM 4.A.

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. 2010-53, approving the Annual Salary and Benefits for Management personnel; and Resolution No. 2010-54, 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. 2010-55, 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: **No items pulled.**

6. PUBLIC COMMENTS OR QUESTIONS:

Gary Lewis. Mr. Lewis stated that he would like to request a hearing on the issue of a minor the Miss Pre-Teen Horsetown USA Pageant and the gown worn by his daughter, Kristina Lewis and further submitted a letter for the record further explaining his request and the incident.

Carol Barreto. Ms. Barretto commented on the queen situation as described by Mr. Lewis and asked the Council to do something about it.

Arlene Lewis. Ms. Lewis read a portion of the letter she sent to the Fair Committee in regards to the Miss Pre-Teen Horsetown USA Pagent.

Madeliene Ojeda. Ms. Ojeda read from the Miss Horsetown USA Queen rules and commented as the grandmother of the minor that took part in the Pre-Teen Horsetown USA Pageant.

Julie Waltz. Ms. Waltz asked the Council for a citizen's activist award proclamation for Lois Loock and asked for a response regarding her request.

Yvette Jeda. Ms. Jeda spoke on behalf of the Lewis family and noted that she supported them and commented on the situation at the Norco Fair.

Bonnie Bartley. Ms. Bartley commented on the incident at the Fair Pageant and further noted the poor sportsmanship displayed by some of the parents.

Meghan Wilson. Ms. Wilson commented on the Miss Pre-Teen Horsetown USA Pageant and the poor sportsmanship that took place.

Cheryl Nickell. Ms. Nickell commented on the Miss Pre-Teen Horsetown USA Pageant and the injustice that occurred.

7. OTHER MATTERS – COUNCIL:

Council Member Azevedo:

- Commented on Proposition 22 and the fact that many people do not know what this is all about and further encouraged everyone to take home a flyer that is provided.
- Reminded everyone about several events: The Norco Firefighters Association Pancake Breakfast at the Fire Station 22 on Saturday; the Settlement House event at the Turning Point Church on Saturday from noon – 6 p.m.; and that same evening the induction of the Horsetown USA Hall of Fame.
- Commented on the new Little Wing restaurant that opened and encouraged everyone to try it out.

Council Member Bash:

- Commented on the upcoming December 7th event at the Naval Surface Warfare Center.
- Asked Louis Davis from Southern California Edison about the old telephone poles along Hamner and what it would take to remove them. He also asked him about the "sawed off" poles along Hamner Avenue. Mr. Davis noted that there are 33 poles and noted that he has already started the process. He added that Edison is working with AT&T to get the poles removed through a joint pole agreement.
- Noted the large amount of public record requests received and further asked how much time staff was putting into putting these requests together.

Council Member Sullivan:

- Commented on the Horsetown USA Hall of Fame event where12 persons will be inducted.
- Asked about the notices received from Rick DeWalt and asked if there was something that needed to be done. Lt. Cooper stated that the Sheriff's Department has not observed the problems that Mr. DeWalt is reporting.
- Noted the hit and run accident that recently occurred. Lt. Cooper stated that miss-information was reported in the press.
- Asked about the accident on the 15 Freeway. Fire Chief Carlson stated that there were eight injuries and 5 of the injured were transported.

8. OTHER MATTERS – STAFF:

City Manager Groves commented on the Norco Holiday Banner Program and noted that applications are available on the City's website. She also commented on the City Council Special Meeting – Study Session to be held on Monday, October 11th at 1:00 p.m. to continue discussing budget updates and a project update on the Norco Animal Shelter facility.

9. ADJOURNMENT: There being no further business to come before the City Council, Mayor Pro Tem Hanna adjourned the meeting at 8:06 p.m.

BRENDA K. JACOBS
CITY CLERK

/bj-76738

MINUTES
CITY OF NORCO

SPECIAL MEETING – STUDY SESSION
CITY COUNCIL
CONFERENCE ROOMS "A" & "B"
NORCO CITY HALL – 2870 CLARK AVENUE
OCTOBER 11, 2010

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

2. ROLL CALL:
Mayor Malcolm Miller, **Present**
Mayor Pro Tem Berwin Hanna, **Present**
Council Member Kathy Azevedo, **Present**
Council Member Kevin Bash, **Present**
Council Member Harvey C. Sullivan, **Present (Arrived at 1:48 p.m.)**

3. PLEDGE OF ALLEGIANCE: Council Member Azevedo

4. PUBLIC COMMENTS OR QUESTIONS:

Greg Newton. Mr. Newton commented on the City-wide cleanup at California Avenue and North Drive, and also asked that the Council consider replacing the boulders on North Drive with a monument sign, as this is one of the entrances to the City.

5. STUDY SESSION ITEMS:

A. Overview from the City Manager

City Manager Groves stated that the presentations are built on previous discussions held and noted that no actions will be taken at this meeting.

B. Update on the Norco Animal Shelter Facility Project.

Parks, Recreation & Community Services Director Petree commented on the work that City staff has done to put this project together and complimented them on their efforts. A presentation was given highlighting the general conditions of the existing Norco Animal Shelter and the need for an improved facility. Renovation of the existing facility to the north has the advantage of being the most economical and efficient solution, as it will expand into the area owned by the City and no insurmountable conflicts are known within the site elements. The only disadvantage is a minor grade differential. The proposed exterior elevation, floor plan and exterior elevation were presented noting that the actual total for the additional area to the facility totals 2,500 square feet, a net increase of 1,000 square feet to the common areas/restrooms/breakroom, and 1,500 square feet to the kennels. The total project cost in the cost estimate is approximately $1.5 million, which is a cost savings of about $1 million, and is expected to go out to bid in December of 2010.

The City Council Members stated concerns regarding the functionality of the facility and the reduced size of the facility compared to the original design. Director Petree stated that staff believes that this plan is fully functional and workable, with additional space for expansion in the

future. He also noted that during construction, they will be able to maintain functions in the existing space. The revised Norco Animal Shelter Project will be presented to the City Council at its meeting held on October 20, 2010.

C. Budget Options:

1) Norco Sheriff's Department

Lt. Cooper presented current 2010 staffing numbers without motors, along with details on two other options. The first option detailed minimum staffing from City Hall and second option detailed minimum staffing from the Jurupa Valley Station (presentation attached hereto and incorporated herein). Lt. Cooper recommended the option detailing minimum staffing from City Hall.

The City Council Members voiced concerns regarding the safety of Norco residents if major cuts are made. Comments were also provided regarding the location of Sheriff Substations within the County of Riverside. Lt. Cooper stated that Norco's current facility is not large enough to be a Sheriff Substation. Mayor Miller stated that this is going to be a really difficult challenge.

Vern Showalter. Mr. Showalter noted that getting rid of one of the motor officers was a big mistake and asked if the City could bring one back. Lt. Cooper stated that motor officers are limited in functionality and there is a need for a deputy in a black and white.

RECESS: **Mayor Miller recessed the Council at 2:46 p.m.**

RECONVENE: **Mayor Miller reconvened the meeting at 2:57 p.m.**

2) Parks, Recreation & Community Services Department

Director Petree stated that the presentation Station (presentation attached hereto and incorporated herein) details a concept to develop Cost Centers by combining and reorganizing programs and services. The Cost Centers would accurately reflect the cost of operations and administration costs that could properly be allocated to the benefiting Cost Center. The proposed Cost Centers were presented by divisions in the Parks, Recreation and Community Service Department. In summary, there would be an approximate expenditure savings of $385,247 and approximate additional revenues of $133,445, with a net budget impact of $518.692.

City Manager Groves stated that the projections are based on solid data and by creating the Cost Centers, it could change the way we do business.

The City Council Members commented on the work that staff did to put this plan together for Cost Centers and noted that this is the direction the City needs to go.

Vern Showalter. Mr. Showalter stated that this is the first time he saw the City try to run as a business and cautioned the Council to not cut staff to the point that it cannot be run.

6. ADJOURNMENT: There being no further business to come before the City Council, Mayor Miller adjourned the meeting at 3:41 p.m.

/bj-76675
Attachments

CURRENT 2010 STAFFING W/O MOTORS

TIME	PATROL DEPUTY STAFFING (16.3 FTE)										3 MOTORS			2 PATROL CIVILIANS		PATROL SGTS (2)		OFFICE & SUPPORT		TIME
Midnight							Min			Avg			Avg				Avg	Mon-Thur		Midnight
1 AM	PF	PF			PF	PF	4	PTC		5							5			1 AM
2 AM	PF	PF			PF	PF	2	PTC		3							3			2 AM
3 AM	PF	PF					2	PTC		2							2			3 AM
4 AM	PF	PF					2			2							2			4 AM
5 AM	PF	PF					2			2							2			5 AM
6 AM	PF	PF					2			2	M						2			6 AM
7 AM	PF	PF	PF	PF			2			2	M						2			7 AM
8 AM	PF	PF	PF	PF			2		PTC	3	M	M					3	Lt	Off	8 AM
9 AM			PF	PF			2		PTC	3	M	M					3	Lt	Off	9 AM
10 AM			PF	PF			2		PTC	3	M	M		CSO			3	Lt	Off	10 AM
11 AM			PF	PF			2		PTC	3	M	M		CSO			3	Lt	Off	11 AM
12 PM			PF	PF			2		PTC	3	M	M		CSO		Sgt	4	Lt	Off	12 PM
1 PM			PF	PF			2		PTC	3	M	M		CSO		Sgt	4	Lt	Off	1 PM
2 PM			PF	PF			2		PTC	3	M	M		CSO		Sgt	4	Lt	Off	2 PM
3 PM			PF	PF			2		PTC	3	M	M		CSO		Sgt	4	Lt	Off	3 PM
4 PM			PF	PF	PF	PF	2		PTC	3	M	M		CSO		Sgt	4	Lt	Off	4 PM
5 PM			PF	PF	PF	PF	2	PTC	PTC	3		M		CSO		Sgt	4	Lt	Off	5 PM
6 PM					PF	PF	2	PTC	PTC	3		M		CSO		Sgt	4			6 PM
7 PM					PF	PF	2	PTC		3				CSO		Sgt	4			7 PM
8 PM					PF	PF	2	PTC		3				CSO		Sgt	4			8 PM
9 PM					PF	PF	2	PTC		3						Sgt	4			9 PM
10 PM	PF	PF			PF	PF	2	PTC		3						Sgt	3			10 PM
11 PM	PF	PF			PF	PF	4	PTC		5							5			11 PM
12 AM	PF	PF			PF	PF	4	PTC		5							5			12 AM

LEGEND:

PF = Patrol Deputy, fill behind when vacant

PTC = Patrol Traffic & COPPS Deputy, not filled behind

M = Motor Officer, M-Th, T-F, W-S, not filled behind

Sgt = Sergeant, not filled behind

CSO = Patrol Community Service Officer, not filled behind

Lt = Lieutenant, not filled behind

Off = 2 Office Staff, Mon-Thur, not filled behind

Elminated 4 motors, 1 YAT deputy and 4 CSO's; total reduction $1,500,000

MINIMUM STAFFING FROM CITY HALL

TIME	PATROL DEPUTY STAFFING (14.3 FTE)										3 MOTORS			2 PATROL CIVILIANS		PATROL SGT		OFFICE & SUPPORT		TIME
Midnight							Min			Avg			Avg				Avg	Mon-Thur		Midnight
1 AM	PF	PF			PF	PF	4			4							4			1 AM
2 AM	PF	PF			PF	PF	2			2							2			2 AM
3 AM	PF	PF					2			2							2			3 AM
4 AM	PF	PF					2			2							2			4 AM
5 AM	PF	PF					2			2							2			5 AM
6 AM	PF	PF					2			2	M						2			6 AM
7 AM	PF	PF	PF	PF			2			2	M						2			7 AM
8 AM	PF	PF	PF	PF			2			2	M	M					2	Lt	Off	8 AM
9 AM			PF	PF			2			2	M	M					2	Lt	Off	9 AM
10 AM			PF	PF			2			2	M	M		CSO			2	Lt	Off	10 AM
11 AM			PF	PF			2			2	M	M		CSO			2	Lt	Off	11 AM
12 PM			PF	PF			2	PTC		3	M	M		CSO		Sgt	4	Lt	Off	12 PM
1 PM			PF	PF			2	PTC		3	M	M		CSO		Sgt	4	Lt	Off	1 PM
2 PM			PF	PF			2	PTC		3	M	M		CSO		Sgt	4	Lt	Off	2 PM
3 PM			PF	PF			2	PTC		3	M	M		CSO		Sgt	4	Lt	Off	3 PM
4 PM			PF	PF	PF	PF	2	PTC		3	M	M		CSO		Sgt	4	Lt	Off	4 PM
5 PM			PF	PF	PF	PF	2	PTC		3		M		CSO		Sgt	4	Lt	Off	5 PM
6 PM					PF	PF	2	PTC		3		M		CSO		Sgt	4			6 PM
7 PM					PF	PF	2	PTC		3				CSO		Sgt	4			7 PM
8 PM					PF	PF	2	PTC		3				CSO		Sgt	4			8 PM
9 PM					PF	PF	2	PTC		3						Sgt	4			9 PM
10 PM	PF	PF			PF	PF	2	PTC		2						Sgt	2			10 PM
11 PM	PF	PF			PF	PF	4			4							4			11 PM
12 AM	PF	PF			PF	PF	4			4							4			12 AM

LEGEND:

PF = Patrol Deputy, fill behind when vacant

PTC = Patrol Traffic & COPPS Deputy, not filled behind

M = Motor Officer, M-Th, T-F, W-S, not filled behind

Sgt = Sergeant, not filled behind

CSO = Patrol Community Service Officer, not filled behind

Lt = Lieutenant, not filled behind

Off = 2 Office Staff, Mon-Thur, not filled behind

Eliminates 2 PTC deputies ($480,000), and OT ($50,000); total reduction $530,000

MINIMUM STAFFING FROM JURUPA VALLEY STATION

TIME	PATROL DEPUTY STAFFING (14.3 FTE)								3 MOTORS			2 PATROL CIVILIANS	PATROL SGTS (2)		OFFICE & SUPPORT		TIME
Midnight								Avg			Avg			Avg	Mon-Thur		Midnight
1 AM	PF	PF			PF	PF	PF	2									1 AM
2 AM	PF	PF				PF	PF	2									2 AM
3 AM	PF	PF						2									3 AM
4 AM	PF	PF						2									4 AM
5 AM	PF	PF						2									5 AM
6 AM	PF	PF	PF					2	M								6 AM
7 AM	PF	PF	PF	PF				1	M								7 AM
8 AM	PF	PF	PF	PF				2	M	M					Lt	Off	8 AM
9 AM			PF	PF				2	M	M					Lt	Off	9 AM
10 AM			PF	PF				2	M	M		CSO			Lt	Off	10 AM
11 AM			PF	PF				2	M	M		CSO			Lt	Off	11 AM
12 PM			PF	PF				2	M	M		CSO	Sgt		Lt	Off	12 PM
1 PM			PF	PF				2	M	M		CSO	Sgt		Lt	Off	1 PM
2 PM			PF	PF				2	M	M		CSO	Sgt		Lt	Off	2 PM
3 PM			PF	PF	PF			1	M	M		CSO	Sgt		Lt	Off	3 PM
4 PM			PF	PF	PF	PF	PF	1	M	M		CSO	Sgt		Lt	Off	4 PM
5 PM				PF	PF	PF	PF	3		M		CSO	Sgt		Lt	Off	5 PM
6 PM					PF	PF	PF	3		M		CSO	Sgt				6 PM
7 PM					PF	PF	PF	3				CSO	Sgt				7 PM
8 PM					PF	PF	PF	3				CSO	Sgt				8 PM
9 PM					PF	PF	PF	3					Sgt				9 PM
10 PM	PF	PF			PF	PF	PF	3					Sgt				10 PM
11 PM	PF	PF			PF	PF	PF	5									11 PM
12 AM	PF	PF			PF	PF	PF	4									12 AM

LEGEND:

PF = Patrol Deputy, fill behind when vacant
PTC = Patrol Traffic & COPPS Deputy, none
M = Motor Officer, none

Sgt = Sergeant, none specifically assigned to Norco
CSO = Patrol Community Service Officer, none
Lt = Lieutenant, none specifically assigned to Norco
Off = Office Staff, both positions eliminated

Eliminates 8.5 FTE's net cost reduction $950,000 (2 PTC deputies, 2 patrol CSO's, OT, Lieutenant, 2 Sergeants, Executive Secretary and PT Lobby, increases facility and mileage cost)

2011 STAFFING OPTIONS

	Current Staffing	Minimum Staffing from City Hall	Minimum Staffing from JVS
Cost Reduction	**$0**	**$530,000**	**$950,000**
Public Lobby in Norco	**Yes**	**Yes**	**No**
Norco Lieutenant & Sergeants	**3**	**2-3**	**0**
COPPS Deputies	**2**	**1**	**0**
Traffic Deputies	**2**	**1**	**0**
Sworn Hours in Norco	**28,000**	**24,000**	**20,000**
Civilian Hours in Norco	**6,172**	**6,172**	**0**
Prisoner/Patient Transpo Impacts	**2 or 1 deputies left in Norco**	**1 or 0 deputies left in Norco**	**More frequently 1 or 0 deputies left in Norco**
Response Times	**0**	**Minor increase**	**Significant increase**
Norco Briefing	**Yes**	**Yes**	**No**
Grant Funding	**Yes, 2 FTE's**	**Half, 1 FTE**	**None**
DUI Checkpoints			
Click It or Ticket			
AVOID 30			
Extra Patrols			
LLEBG, JAG, Recovery Act			
ABC Grants & Compliance Checks			

2011 STAFFING OPTIONS

	Current Staffing	Minimum Staffing from City Hall	Minimum Staffing from JVS
Compliance Checks	**127**	**61**	**0**
Sex Registrant	25	10	0
Parole	20	10	0
Probation	20	10	0
DUI Habitual Offenders	12	6	0
School Crossing Guards	50	25	0
Warrant Service Programs	**2**	**1**	**0**
CPTED	**Yes**	**Limited**	**None**
Traffic Safety Programs	**54**	**25**	**0**
Crosswalk (Pedestrians)	2	0	0
Equestrian Crossings	2	0	0
Enforcement around schools	50	25	0
Fatal Investigation/Reconstruction	Yes	Limited	None
Trail Enforcement, Reactive	CSO / NMP	NMP	None
Special Event Participation	**Proactive**	**Limited/Reactive**	**Minimal/None**
Municipal Code Enforcement	**Proactive**	**Limited/Reactive**	**Minimal/None**
Drug Paraphernalia			
Medical Marijuana Dispensaries			
Social Host			
Street Vendors			
Community Meetings	**69**	**28**	**0**
UNLOAD	10	5	0
UNITY	10	5	0
CNSAPC	10	0	0
School/Church Events	5	0	0
Neighborhood Watch	10	5	0
Norco Mounted Posse	4	1	0
Norco Citizen Patrol	20	12	Merge with JVS

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

- Conceptual plan is to restructure Cost Centers by combining and reorganizing programs and services.
- Combines Cost Centers where services that are substantially supported by user fees.
- New Cost Centers have been created to accurately reflect cost of operations.
- Administration costs are now properly allocated to the benefiting Cost Centers.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Proposed Cost Centers

- Division 730 – Recreation and Youth Services (Combines current Div. 730+731)
- Division 733 – Parks
- Division 735 – Senior Services
- Division 737 – Buildings
- Division 765 – Animal Control
- Landscape Maintenance District (LMDs) - PROPOSED
- Community Services (Special Events) - PROPOSED
- George Ingalls Equestrian Event Center - PROPOSED

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Division 730 – Recreation and Youth

- Combines current Division 730 and 731 to account for those services that are substantially supported by user fees.
- Estimated budget reduction from FY10-11 $455,575.
- Brings these programs and services to a 87% recovery of cost.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Division 733 - Parks

Estimated budget reduction from FY10-11 is $212,097.

- Impacts include but may not be limited to the closure of the following parks:

Kips Korner ($6,000)	The "Basin" ($10,621)
Corydon Staging Area ($3,500)	Neal Snipes ($50,000)
Sundance Park ($12,250)	Senior Garden ($3,000)

- Net reduction of approximately $85,000 from the General Fund from park closures.
- Additional savings from reallocation of staff in other Cost Centers (M & O) to the George Ingalls Cost Center.
- One time capital outlay of approximately $35,000 is needed towards fence cost.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Division 735 – Senior Services

- Status quo budget
- Cost savings from a reorganization which is offset by cost allocation from Administration.
- Grant funded $78,590 with GF match of approximately $42,000.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Division 737 - Buildings

- Minimal increase in Division budget due to cost allocation from Administration.
- Potential impacts with further budget reductions will result in closure or reduction of operational hours of public buildings that are not revenue supported.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Division 765 – Animal Control

- Estimated expenditure savings through attrition management from FY10-11 $238,788.
- Proposed personnel reorganization including but not limited to cost allocation from Administration.
- Additional savings from reallocation of staff to the George Ingalls Cost Center.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

LMDs

- Reorganization including but not limited to cost allocation from Administration.
- Recognition of staff time assigned to perform LMD functions.
- This will be handled as part of the annual engineering assessment.

Council Budget Workshop

Dept. of Parks, Recreation and Community Services /Animal Control

Community Services

- Recognition of Department staff time assigned to perform specialized event functions. Associated cost to this Cost Center is $69,930 with revenue of $13,851.
- Horsetown Parade of Lights
- Day of the American Cowboy
- Summer Concerts in the Park
- For these events to continue, each event needs to generate revenue to support

Council Budget Workshop

Dept. of Parks, Recreation and Community Services /Animal Control

George Ingalls Equestrian Event Center

- Estimated cost for Ingalls is $332,566
- Under current structure, revenue for this facility is $85,934.
- Does not include second arena.
- Additional revenue of $133,445 can be generated by reassignment of staff and contract services.
- Proposed personnel reorganization including but not limited to cost allocation from Administration.
- If second arena were to open, additional personnel, maintenance and operations would need to be funded.
- Additional revenues can be collected in service areas such as parking, food concessions, grounds fees, etc. ($45,000)

Council Budget Workshop

Dept. of Parks, Recreation and Community Services and Animal Control

Summary

Expenditures:	
FY 2010-2011 Budget	$3,089,999
Estimated FY 2011-2012 Budget	$2,704,752
Savings	$ 385,247
Revenues:	
FY 2010-2011 Budget	$1,051,316
Estimated FY 2011-2012 Budget	$1,184,761
Additional Revenues	$ 133,445
NET BUDGET IMPACT	$ 518,692

- Additional revenues of approximately $80,000 per FY from cell site negotiations are not reflected of this net impact.

CITY OF NORCO
STAFF REPORT

TO:	Chairman and Members of the Redevelopment Agency
FROM:	Beth Groves, Executive Director
PREPARED BY:	Deborah L. DeGrado, Housing Manager
DATE:	October 20, 2010
SUBJECT:	Approval to Appropriate $11,500.00 from the Unallocated Low-Mod Fund Balance to Account 015-5500-41225 for the Norco Senior Meals Program
RECOMMENDATION:	Adopt **CRA Resolution No. 2010-_____** Appropriating $11,500.000 from the Unallocated Low-Mod Fund Balance to Account 015-5500-41225 for the Norco Senior Meals Program.

SUMMARY: The Riverside County Office on Aging will be reducing the level of funding for Norco seniors in need of meals, effective November 1, 2010. They can continue to partially fund the meals at the Norco Senior Center, but require a subsidy to continue at the current level. Staff recommends the Agency Board appropriate funding from the Low-Mod Fund balance to cover this shortage for the remainder of Fiscal Year 2010-2011.

BACKGROUND/ANALYSIS: The Norco Senior Center has been offering low-cost lunch meals to seniors prepared by Sodexo Foods for over ten years, sponsored by the Riverside County Office on Aging.

Economic conditions have forced the Office on Aging to reduce funding to the Norco Senior Center and to other meal programs in Riverside County. Although they will continue to fund the Norco meals program, they cannot continue to fund the same number of meals.

In order to maintain the number of meals offered each week at the Norco Senior Center, a subsidy of $11,500.00 will be needed to supplement the cost for the remainder of Fiscal Year 2010-2011.

Limited funding is available in the Low-Mod unallocated fund balance to supplement the Senior Meals Program. Staff recommends the amount of $11,500.00 be allocated to Account 015-5500-41225 (Homeless Prevention) for expenses related to the Norco Senior Center Meal Program.

FINANCIAL IMPACT: The unallocated fund balance for the Low-Mod Fund as of June 30, 2010 was $4,035,000. This amount includes bond proceeds in the amount of $1,614.000.

CRA RESOLUTION NO. 2009-___

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROPRIATING FUNDS IN THE AMOUNT OF $11,500.00 FOR THE SENIOR MEALS PROGRAM.

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

WHEREAS, economic conditions have forced the Riverside County Office on Aging to reduce funding a portion of the meals provided for seniors on a daily basis at the Norco Senior Center; and

WHEREAS, additional funding is needed to supplement the amount the Office on Aging will continue to provide for the Senior Meals Program at the Norco Senior Center; and

WHEREAS, limited funding is available from the low-mod unallocated fund balance to supplement the Senior Meals Program for the remainder of Fiscal Year 2010-2011.

NOW THEREFORE, BE IT RESOLVED that the amount of $11,500.00 shall be appropriated from the Low-Mod unallocated fund balance to Account 015-5500-41225 (Homeless Prevention).

PASSED AND ADOPTED by the Redevelopment Agency Board at a regular meeting held on October 20, 2010.

_____
Chairman of the Norco Redevelopment Agency

ATTEST:

_____
Brenda K. Jacobs, Secretary
Norco Redevelopment Agency

I, BRENDA K. JACOBS, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was adopted by the Norco Redevelopment Agency at a regular meeting thereof held on October 20, 2010 by the following vote of the Norco Redevelopment Agency members:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Norco Redevelopment Agency on October 20, 2010.

_____
Brenda K. Jacobs, Secretary
Norco Redevelopment Agency

/dg - 76687

CITY OF NORCO
STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Beth Groves, Executive Director

Prepared By: Brian K. Petree, Director of Parks, Recreation and Community Services

DATE: October 20, 2010

SUBJECT: Authorization to Execute a Contract Change Order with the Firm of GMID Architecture, Interior and Planning ("GMID") to Modify the Working Drawings for Engineering and Design of the Animal Control Shelter

RECOMMENDATION: Authorize the Executive Director to execute a Contract Change Order in the amount of $101,250 with GMID to modify the working drawings and engineering site work for the construction and renovation of the Norco Animal Control Shelter.

SUMMARY: The City has been working on the design phase of construction documents for the Animal Control Shelter with the firm of GMID Architecture, Interior and Planning ("GMID") since 2005. With the recent State take-away from the Norco Redevelopment Agency ("Agency"), it was necessary to reevaluate the Norco Animal Control Shelter project and modify the design making sure it fits into the revised budget and still fills the needs of the staff and animals at the shelter.

BACKGROUND/ANALYSIS: The City has been working on the design phase of construction documents for the Animal Control Shelter with GMID 2005. Funding for this project is part of the Agency 2010-2011 Fiscal Year Capital Improvement Program ("CIP") Budget.

With the recent State take-away from the Agency, all projects funded by Agency have gone through an evaluation as part of the Fiscal Year Budget process. The evaluation determined if the project can be sustained or must be modified based on the fiscal impacts resulting from the State take-aways.

As part of the CIP Budget evaluation, the Norco Animal Control Shelter Project has been modified from $2.5 million for fiscal year 2010-2011 to $1.5 million. As a result, staff and GMID have maintained the design concept within the existing footprint of the Shelter, but has had to modify and revise the square footage keeping the integrity and base functionality needed for operation.

Ongoing updates were presented to the Parks and Recreation Commission on a regular basis and at its meeting on June 14, 2010, discussion was held regarding the modified improvement plan for the Animal Control Shelter. On October 11, 2010, a City Council Study Session was held to discuss the revised modification design to meet our fiscal year budget restraints and to stay within the existing site footprint. To accomplish that task, staff is recommending that the Agency Board authorize the Executive Director to execute a Change Order in the amount of $101,250 with the existing architect, GMID, to modify architectural and engineering drawings for the Animal Control Shelter Project.

FISCAL IMPACT: Funding for this project is included in the Agency Fiscal Year Capital Improvement Program Budget (transferred to Fund 151).

/bp-76817
Attachments

MILLER
architecture
interiors
planning

October 12, 2010

City of Norco
Department of Parks & Recreation
2870 Clark Ave.
Norco, CA 92680

Re: Norco Animal Shelter Expansion

Change Order
PO NO. 05-0000038-001

Dear Mr. Petree:

We are submitting this change order in response to a change in project scope that will require an increased expenditure of time and resources to accomplish. This document will modify the original design as described in the above referenced contract, to now provide for change order services, defined as follows:

Change order for additional design services to accommodate modified budget. Work to be performed will include revised site design and civil engineering drawings based upon new building location adjacent to and at the same grade level as the existing administration building. Site design to provide retaining walls and 4,000 sf graded pad area to accommodate new building and allow for expansion in the future. Demolition of the existing administration building and architectural design drawings for a 2,500 sf administration building per the attached floor plan and exterior elevations (attachments 1 thru 5). Renovation to the existing dog kennels (see attachments 6 & 7), isolation kennels and exterior freezer enclosure as well as new canopy structure for exterior kennels. Services to include Architectural, Civil, SWPP, Structural, Mechanical, Plumbing and Electrical (excludes landscape design).

With regard to the design modifications set forth above, additional fee compensation is required as follows: $101,250 (one hundred one thousand two hundred and fifty dollars). This amount will be invoiced in accordance with the original agreement.

The original contract will remain valid with regard to all terms, inclusions and conditions, without alteration except as specifically stated herein. When signed below, this change order will become a part of the original agreement.

To initiate acceptance of this change order, please sign where indicated below and return (by fax with original to follow by mail) to us for our records. Please retain a copy for your use. New work will commence upon our receipt of signed addendum.

Thank you for the opportunity of providing additional services. We look forward to our continued collaboration as we work toward successful project completion.

Sincerely,

Gary M. Miller
President

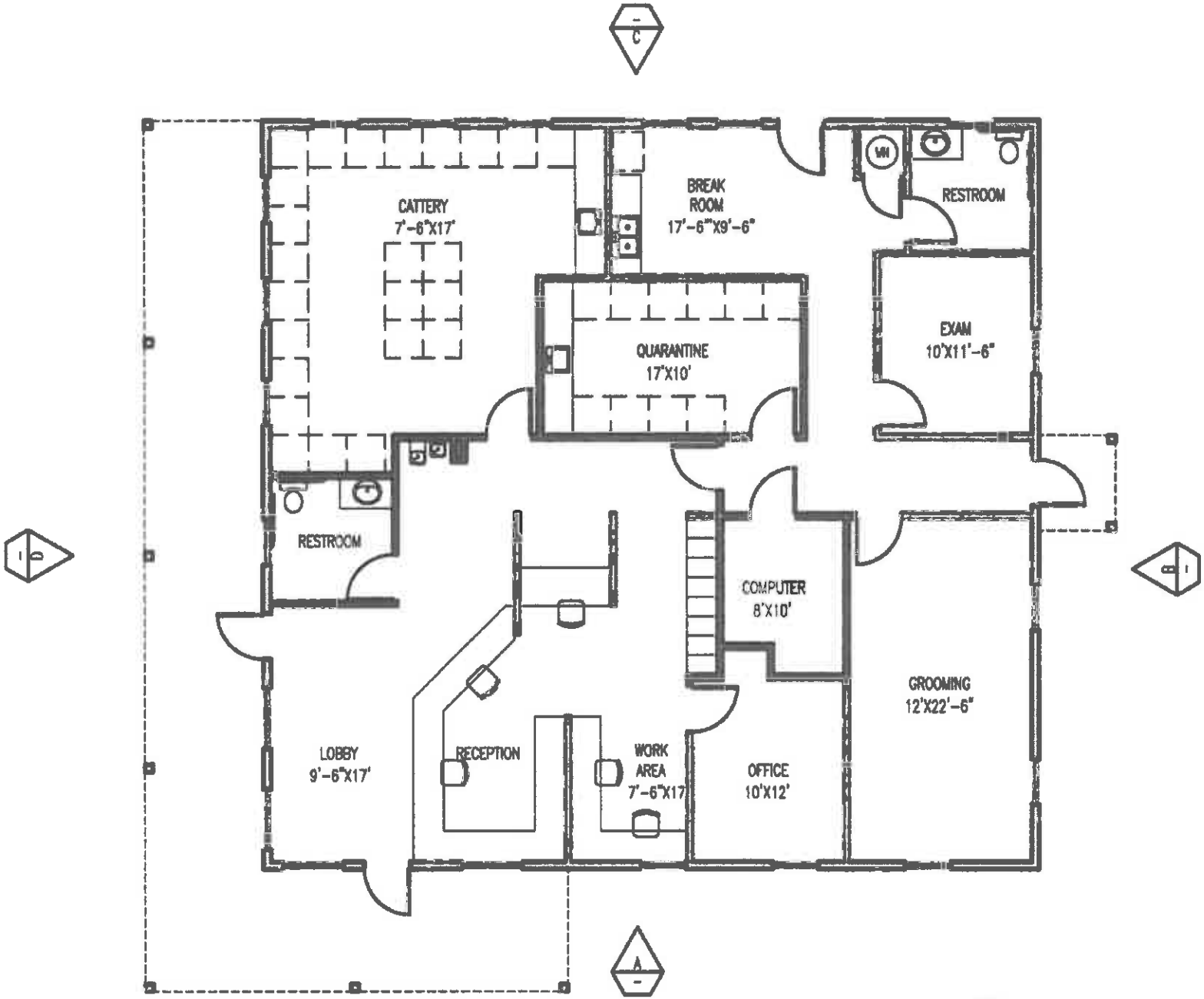
Addendum approved by:

_____
Client Signature & Title

Date:_____

Enclosures: Attachments 1 thru 7

Orange
Newport
California



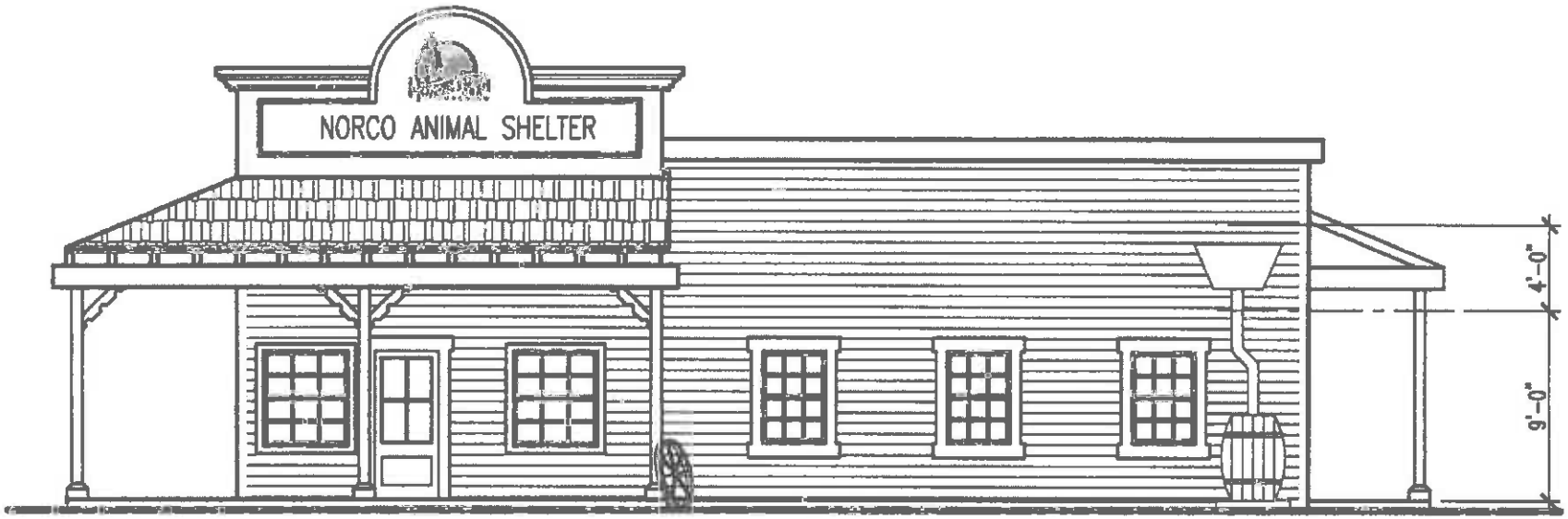
FLOOR PLAN

SCALE: 1/8" = 1'-0"

2,499 SF

NORTH

ATTACHMENT 1



ELEVATION

SCALE: 1/8" = 1'-0"

A

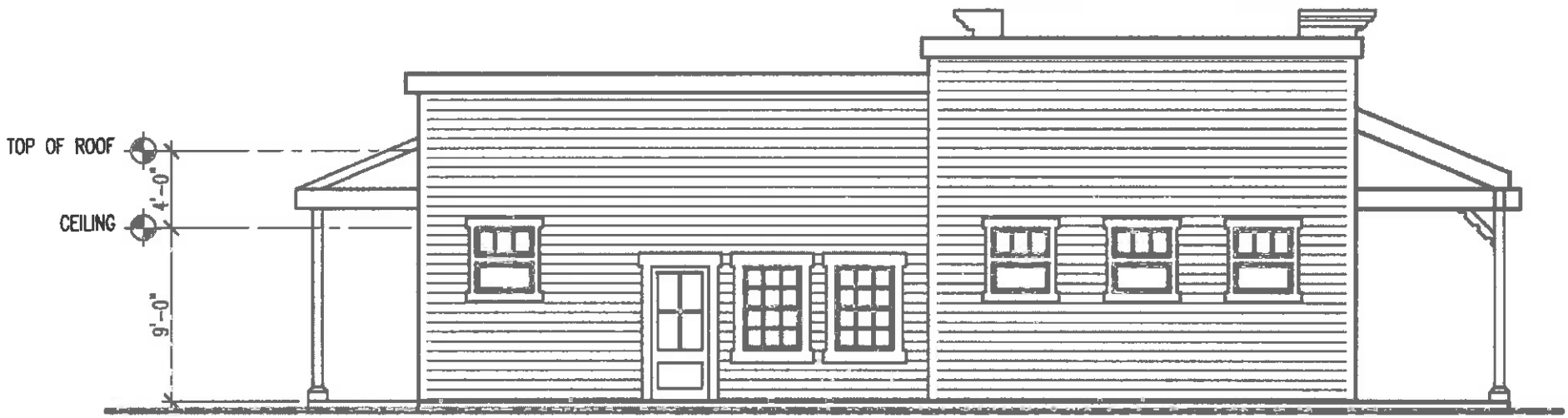
ATTACHMENT 2

ELEVATION

SCALE: 1/8" = 1'-0"

B

ATTACHMENT 3

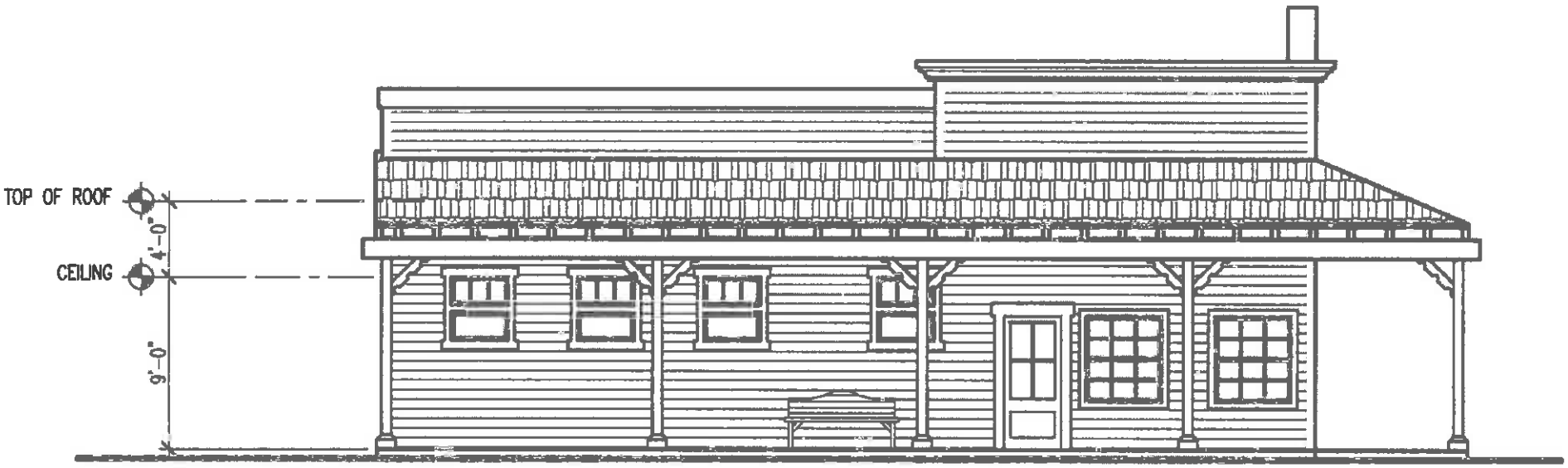


ELEVATION

SCALE: 1/8" = 1'-0"

C

ATTACHMENT 4

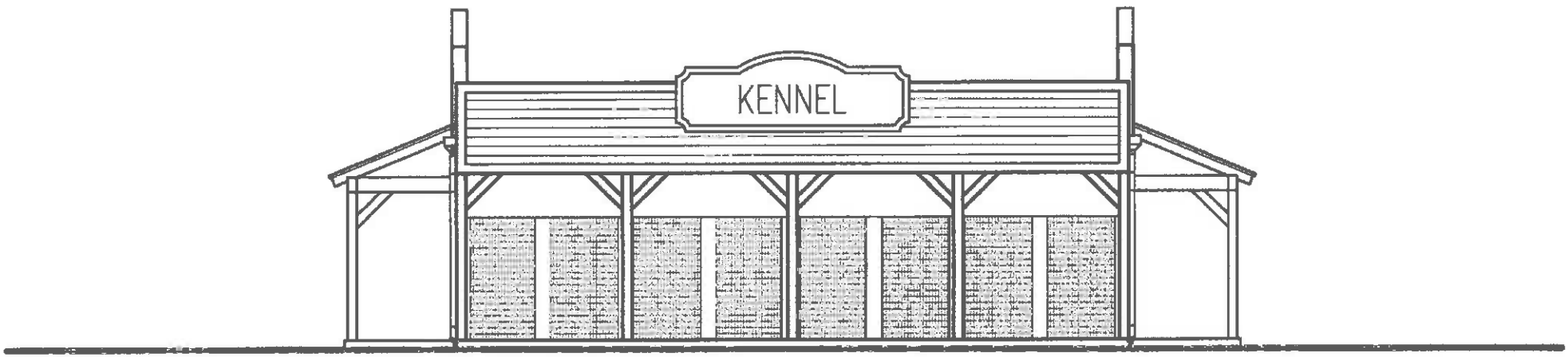


ELEVATION

SCALE: 1/8" = 1'-0"

D

ATTACHMENT 5

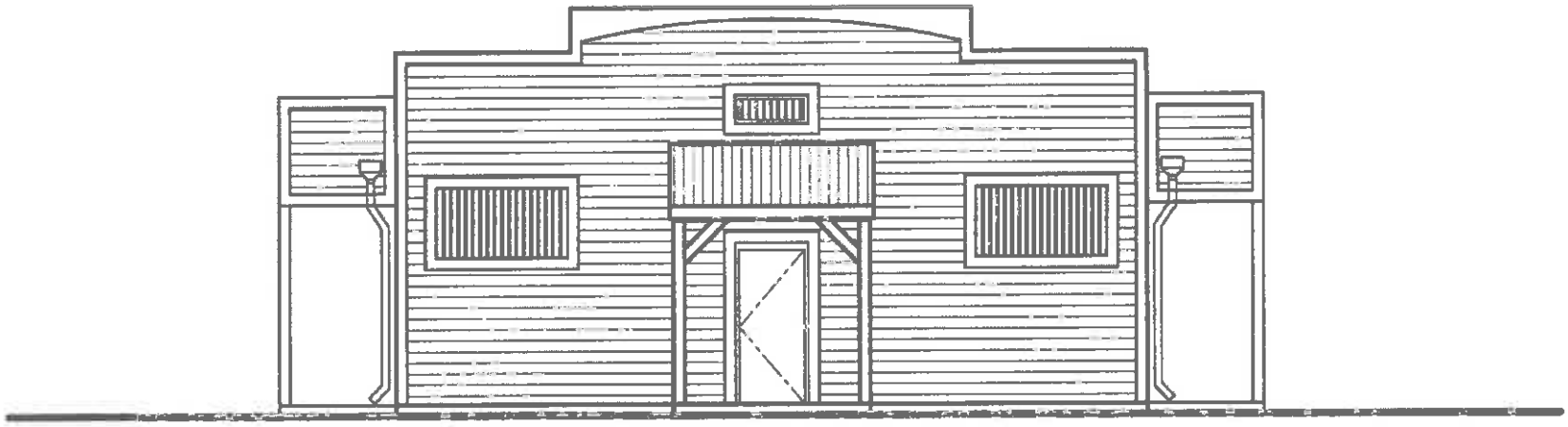


SIDE ELEVATION (EXISTING KENNEL)

SCALE: 1/8" = 1'-0"

A

ATTACHMENT 6



FRONT ELEVATION (EXISTING KENNEL)

SCALE: 1/8" = 1'-0"

B

ATTACHMENT 7

CITY OF NORCO
STAFF REPORT

TO:	Chairman and Members of the Norco Redevelopment Agency Honorable Mayor and Members of the City Council
FROM:	Beth Groves, City Manager/Executive Director
PREPARED BY:	Dominic Milano, City Engineer
DATE:	October 20, 2010
SUBJECT:	Authorization for the City to Quit Claim City Property at 1468 Second Street to the Norco Redevelopment Agency
RECOMMENDATION:	Adopt **Resolution No. 2010-___**, authorizing the City to Quit Claim its interest in real property located at 1468 Second Street purchased for the Second Street Widening Project to the Norco Redevelopment Agency.

SUMMARY: The Norco Redevelopment Agency ("Agency") funded the purchase of right-of-way for the widening of Second Street from the I-15 Freeway to Corona Avenue. Upon the purchase of this property, title was mistakenly taken in the name of the City of Norco, instead of the Agency. This action is necessary to correct this oversight.

BACKGROUND/ANALYSIS: The Agency funded the acquisition of right-of-way for the Second Street widening project from the I-15 Freeway to Corona Avenue. At its March 19, 2008 meeting, the Agency Board authorized the approval of an Acquisition Agreement in the amount of $550,000 to purchase real property at 1468 Second Street in order to obtain right-of-way to facilitate the Second Street Widening Project, and authorizing the Agency to enter into escrow for said property. In the case of 1468 Second Street, which was a full take, the City instead of the Agency took title to the property.

Since the Agency funded the acquisition, it should have taken title. With the exception of the right-of-way necessary for the roadway widening, the balance of the property was approved by the Agency on August 4, 2010 to be sold to the adjacent property owner at 1885 Valley View Avenue with the condition that these two non-conforming properties in size be merged to create a single parcel conforming in size to the A1-20,000 zoning requirements. The subject property is now in escrow and scheduled to close on November 1, 2010.

FISCAL IMPACT: None.

/bj-76826
Attachment: Resolution No. 2010-___

RESOLUTION NO. 2010-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE TRANSFER OF THE PROPERTY LOCATED AT 1468 SECOND STREET TO THE NORCO REDEVELOPMENT AGENCY

WHEREAS, the Norco Redevelopment Agency ("Agency") financed the purchase of real property and right-of-way for the widening of Second Street from the I-15 Freeway to Corona Avenue; and

WHEREAS, the City of Norco ("City") was granted title to the property located at 1468 Second Street through escrow in error; and

WHEREAS, the transfer of title to the Agency for the property at 1468 Second Street will correct this error.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, does hereby approve the transfer of the property located at 1468 Second Street to the Agency; said transfer satisfies the requirement that title be taken by the funding agency.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on the October 20, 2010.

_____
Mayor of the City of Norco

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 introduced and adopted by the City Council of the City of Norco at a meeting held on October 20, 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 20, 2010

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

/bj-76827

Recording requested by:

CITY OF NORCO

When recorded mail to:

City Clerk
City of Norco
2870 Clark Avenue
Norco, CA 92860

SPACE ABOVE THIS LINE FOR RECORDER'S USE

QUITCLAIM DEED

APN: 125-190-004

For a valuable consideration, receipt of which is hereby acknowledged, the CITY OF NORCO, a municipal corporation, does hereby remise, release and forever QUITCLAIM to the NORCO REDEVELOPMENT AGENCY, a public body corporate and politic organized and existing under the California Community Redevelopment Law, that certain land in the City of Norco, County of Riverside, State of California, more particularly described on Exhibit "A" (legal description).

GRANTOR:

CITY OF NORCO

BY: _____
MAYOR

ATTEST:

BY: _____
CITY CLERK

EXHIBIT "A"
LEGAL DESCRIPTION

The northerly 150 feet of the easterly 90.00 feet of Lot 5 of Hilldale Tract, in the City of Norco, County of Riverside, State of California, as shown per map recorded in Book 12, page 73 of Maps, in the Office of the County Recorder of said County.

EXCEPTING THEREFROM the southerly 7 feet thereof.

NORCO REDEVELOPMENT AGENCY
CERTIFICATE OF ACCEPTANCE

This is to certify that interest in real property conveyed by Quitclaim Deed thereto dated October 20, 2010 from the **City of Norco**, a municipal corporation, to the **Norco Redevelopment Agency**, a public body, corporate and politic, is hereby accepted by the undersigned officer or agent on behalf of the Norco Redevelopment Agency pursuant to authority conferred by Resolution of the Norco Redevelopment Agency, and the Lender consents to recordation thereof by its duly authorized officer.

DATE: _____

BY: _____
TITLE: Beth Groves, Executive Director

RECAP OF ACTIONS TAKEN
CITY OF NORCO

PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
October 13, 2010

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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, Deputy City Clerk Germain.**

4. PLEDGE OF ALLEGIANCE: **Vice-Chair Wright**

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 29, 2010: **Approved 5-0**

8. CONTINUED ITEMS: **None**

9. PUBLIC HEARING: **Resolution No. 2010-___;** Conditional Use Permit 2010-03 (Renaissance Church): A Request for Approval to Allow a Church within an Existing Building at 1860 Town and Country Drive, Located within the M-1 (Heavy Commercial/Light Manufacturing) Zone. **Approved 5-0. This action is final unless appealed to the City Council within 10 calendar days.**

10. BUSINESS ITEMS:

A. Draft Residential Accessory Structure Guidelines. *Recommendation*: Take comments and suggestions and finalize for publication. (Planning Director King): **This item was referred back 5-0 to staff and the Planning Commission sub-committee for further modifications and clarifications.**

B. Residential Accessory Structure Site Plan Requirements. *Recommendation*: Discuss and provide direction to staff. (Planning Director King). **Direction for changes was provided.**

11. CITY COUNCIL: **Received and filed**

A. Recap of Actions Taken at the October 6, 2010 City Council/Community Redevelopment Agency Meeting.

B. City Council Minutes dated September 15, 2010 (Regular) and September 20, 2010 (Special) Meetings

12. PLANNING COMMISSION: Oral Reports from Various Committees: Commissioner **Newton reported that the Planning Commission Architecture Review Sub-Committee met with staff for architecture review of several projects.**

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

14. OTHER MATTERS. **Commissioner Newton encouraged everyone to go see the steel framed church building currently under construction at 3659 Corona Avenue. Commissioner Newton also asked for a status of the 76 Station located at 2807 Hamner Avenue.**

15. ADJOURNMENT: **9:10 p.m.**

/adr-76849

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Beth Groves, City Manager
PREPARED BY:	Andy Okoro, City Treasurer
DATE:	October 20, 2010
SUBJECT:	Quarterly Investment Report for Quarter Ended September 30, 2010
RECOMMENDATION:	Staff recommends that the City Council receive and file the Quarterly Investment Report for the Quarter Ended September 30, 2010.

SUMMARY: Staff is recommending that the City Council receive and file the City's quarterly investment report for the quarter ended September 30, 2010. This report has been prepared to meet the requirements of the applicable sections of the Government Code.

BACKGROUND/ ANALYSIS: The City's Investment Policy requires the Treasurer and/or the Chief Fiscal Officer to render a quarterly report to the legislative body. The report is to be prepared in accordance with Government Code Section 53646 (b)(1) and should contain detailed information on all securities, investments, and monies of the local agency; a statement of compliance of the portfolio with the Statement of Investment Policy; and a statement of the City's ability to meet its cash flow requirements for the next six months. The law further requires that the quarterly report be submitted to the legislative body within 30 days from the end of the quarter. This report which is for the quarter ended September 30, 2010 meets the requirements of the Investment Policy and Government Code. It covers the City as well as the Norco Redevelopment Agency.

The attached schedules (attachments 1 through 4) have been prepared to meet the detailed requirements of the Government Code and the City's Investment Policy as approved by the Council on April 7, 2010. It is to be noted that the Investment Policy excludes certain investments of the City (bond proceeds) from these requirements. This means that funds from bond proceeds are invested in accordance with the provisions of the bond indentures rather than the provisions of the Investment Policy. Consequently, in determining whether the portfolio holdings are in compliance with the Government Code and the approved Investment Policy, investments of bond proceeds have been excluded.

Attachment 1 provides a summary schedule of the City's operating portfolio holdings by type as of September 30, 2010. This summary also provides information on whether or

not each investment category complies with the limitations imposed by law and the City's Investment Policy. Investments that are subject to the Statement of Investment Policy are operating/idle funds invested by the Treasurer within the provisions of the approved Investment Policy. During the quarter ended September 30, 2010, operating portfolio decreased by a net amount of $5.6 million from $37.5 million to $31.9 million due to cash outflows for expenditures exceeding cash inflows from revenue receipts. The decrease includes $4 million for debt service payment during the quarter. The remainder of the decrease is due to operating expenditures exceeding operating receipts.

Attachment 2 provides a graphical breakdown of the operating portfolio holdings by investment type as of September 30, 2010. This chart is for investments that are subject to the Investment Policy.

A summary of investments not subject to the provisions of the Investment Policy (bond proceeds and debt service reserve funds) is also shown on Attachment 1. These funds are invested in accordance with applicable bond indenture provisions. During the quarter ended September 30, 2010, bond proceeds and debt service reserve fund portfolio decreased by net $2.4 million from $44.8 million to $42.4 million due to reimbursement for expenditures from bond proceeds.

Attachment 3 provides a detailed listing of the City's portfolio holdings as required by the Government Code. In this listing, "N/A" is used to denote that the information is either not available or applicable. The market value of investments in the Local Agency Investment Fund (LAIF) pool has been reported to equal cost because the City's investments in LAIF are readily liquid and the market value of these investments approximates cost. Agency Securities issued by United States Government Sponsored Entities (GSEs) carry standard ratings of "AAA" from Moody's and Standard and Poors Investor Service.

Attachment 4 provides the required cash flow and compliance statement by the Chief Fiscal Officer/Treasurer. On September 20, 2010, during a Budget Study Session, staff reviewed with City Council, General Fund cash flow projections. Based on that projection, staff believes that the General Fund will have sufficient cash flows to meet expenditure requirements for the next six months ending March 31, 2011. Before the next Investment Report, staff will update the statement of cash flows and provide information as necessary.

FINANCIAL INPACT: This is an informational item. There is no fiscal impact.

/jk-76784
Attachments: 1) Portfolio Summary
2) Summary Graph
3) Portfolio Details – "Investments Not Subject..."
4) Certification Form

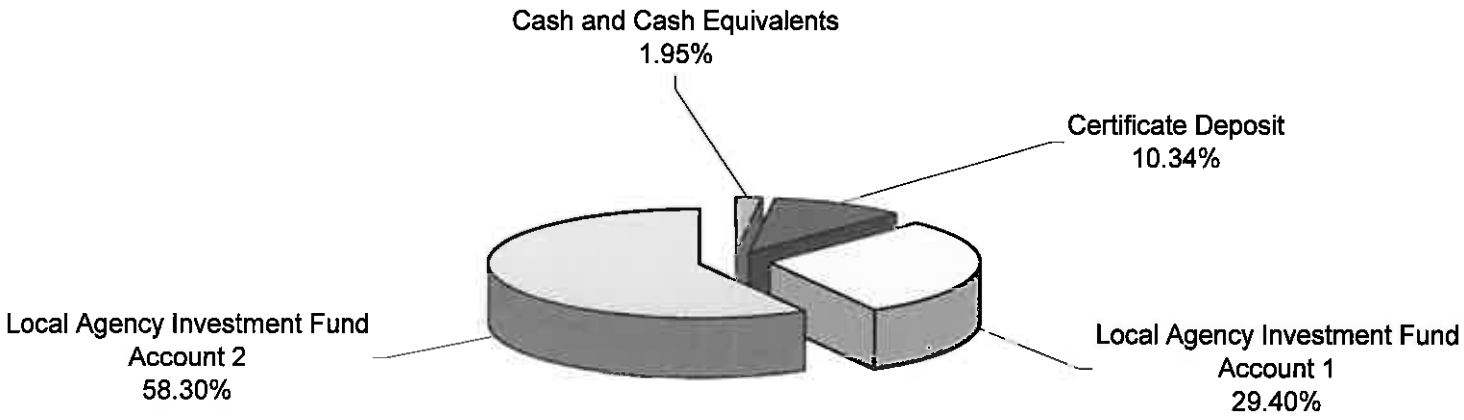
City of Norco, California
Portfolio Summary
As of September 30, 2010

City Investments Subject to Investment Policy		Market Value	Percentage	Policy Maximum	Compliance
Cash and Cash Equivalents	$	623,134	1.95%	15.00%	In Compliance
Certificate Deposit		3,298,914	10.34%	30.00%	In Compliance
Local Agency Investment Fund Account 1		9,377,014	29.40%	$40.0 Million	In Compliance
Local Agency Investment Fund Account 2		18,594,214	58.30%	$40.0 Million	In Compliance
Total	$	31,893,275	100.00%		

City Investments Not Subject to Investment Policy		Market Value	Percentage
Community Facilities Districts	$	3,804,317	8.96%
Sewer and Water System		20,753,655	48.90%
Refunding Tax Allocation Bonds		17,880,833	42.13%
Total	$	42,438,805	100.00%

Attachment 1

Summary of City Portfolio
(Investments Subject to Investment Policy)
As of September 30, 2010



Attachment 2

City of Norco, California
Portfolio Details
As of September 30, 2010
Investments Subject to Policy

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Checking Accounts	Wells Fargo	N/A	N/A	0.000%	N/A	623,134	623,134
			Subtotal	**Wells Fargo**					**623,134**	**623,134**
10/21/2009	10/21/2010	3120019132	Certificate Deposit	Allstate Bank	N/A	1.490%	Various	N/A	151,342	151,342
4/8/2009	4/3/2011	3240002117	Certificate Deposit	Allstate Bank	N/A	2.230%	Various	N/A	97,636	97,636
4/21/2010	4/21/2011	2329958022	Certificate Deposit	Citizen Business Bank	N/A	0.900%	Various	N/A	100,031	100,031
9/9/2010	5/20/2011	2329958065	Certificate Deposit	Citizen Business Bank	N/A	0.700%	Various	N/A	150,116	150,116
4/22/2010	10/21/2010	1009952124	Certificate Deposit Account Register Services	Citizen Business Bank	N/A	0.700%	Various	N/A	1,396,841	1,396,841
4/22/2010	10/21/2010	1009940401	Certificate Deposit Account Register Services	Citizen Business Bank	N/A	0.700%	Various	N/A	1,402,949	1,402,949
			Subtotal	**Wells Fargo**					**3,298,914**	**3,298,914**

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund Account 1	State of California	N/A	N/A	N/A	N/A	9,377,014	9,377,014
N/A	N/A	N/A	Local Agency Investment Fund Account 2	State of California	N/A	N/A	N/A	N/A	18,594,214	18,594,214
			Subtotal						**27,971,227**	**27,971,227**
			Total Investments Subject to Policy						**31,893,275**	**31,893,275**

City of Norco, California
Portfolio Details
As of September 30, 2010
Investments Not Subject to Policy (Bond Proceeds)
Community Facilities Districts

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury Obligation	94496805	US Bank	N/A	N/A	0.000%	N/A	160,568	160,568
N/A	N/A	N/A	First American Treasury Obligation	94644004	US Bank	N/A	N/A	0.000%	N/A	192,071	192,071
N/A	N/A	N/A	First American Treasury Obligation	791884000	US Bank	N/A	N/A	0.000%	N/A	360,108	360,108
N/A	N/A	N/A	First American Treasury Obligation	791884004	US Bank	N/A	N/A	0.000%	N/A	533,653	533,653
			Subtotal							**1,246,399**	**1,246,399**

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund Account 1 (CFD)	97-1	State of California	N/A	N/A	N/A	N/A	803,905	803,905
			Subtotal							**803,905**	**803,905**

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
7/27/2010	1/27/2014	3136FM2A1	FNMA MTN	794148002	US Bank	AAA	1.625%	1.625%	1,748,000	1,748,000	1,754,013
			Subtotal						**1,748,000**	**1,748,000**	**1,754,013**
			Total Community Facilities Districts							**3,798,304**	**3,804,317**

Investments Not Subject to Policy (Bond Proceeds)
Sewer and Water System

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	31846V708	First American Prime Obligations	130584000	US Bank	AAA	N/A	0.000%	N/A	1,618,461	1,618,461
N/A	N/A	31846V708	First American Prime Obligations	130584001	US Bank	AAA	N/A	0.000%	N/A	204,754	204,754
N/A	N/A	31846V708	First American Prime Obligations	130584004	US Bank	AAA	N/A	0.000%	N/A	8,681,730	8,681,730
			Subtotal							**10,504,945**	**10,504,945**

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund Account 1 (Sewer/Water)	1998	State of California	N/A	N/A	N/A	N/A	157	157
N/A	N/A	N/A	Local Agency Investment Fund Account 1 (Sewer/Water)	2009	State of California	N/A	N/A	N/A	N/A	96	96
			Subtotal							**253**	**253**

City of Norco, California
Portfolio Details
As of September 30, 2010

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
4/20/2010	4/29/2020	3133XYAC9	Federal Home Loan Bks	130584001 US Bank	AAA	4.300%	4.300%	1,230,000	1,230,000	1,233,456
7/29/2010	7/29/2011	313370BK3	Federal Home Loan Bks	130584004 US Bank	AAA	0.500%	0.500%	3,000,000	3,000,000	3,000,000
7/26/2010	4/26/2012	31331JW7	Federal Farm Credit Banks	130584004 US Bank	AAA	0.700%	0.700%	3,000,000	3,000,000	3,000,930
7/28/2010	1/28/2013	313370BX5	Federal Home Loan Bks	130584004 US Bank	AAA	1.000%	1.000%	3,000,000	3,000,000	3,014,070
			Subtotal						10,230,000	10,248,456
			Total Sewer and Water System						20,735,198	20,753,655

Investments Not Subject to Policy (Bond Proceeds)
Refunding Tax Allocation Bonds

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury Obligations	94432435 US Bank	N/A	N/A	0.00%	N/A	143	143
N/A	N/A	N/A	First American Treasury Obligations	94432445 US Bank	N/A	N/A	0.00%	N/A	319	319
N/A	N/A	N/A	First American Treasury Obligations	94662503 US Bank	N/A	N/A	0.00%	N/A	308	308
N/A	N/A	N/A	First American Treasury Obligations	94662507 US Bank	N/A	N/A	0.00%	N/A	113	113
N/A	N/A	N/A	First American Treasury Obligations	787891004 US Bank	N/A	N/A	0.00%	N/A	1,381	1,381
N/A	N/A	N/A	First American Treasury Obligations	792126003 US Bank	N/A	N/A	0.00%	N/A	17,991	17,991
N/A	N/A	N/A	First American Treasury Obligations	792126004 US Bank	N/A	N/A	0.00%	N/A	1,504	1,504
N/A	N/A	N/A	First American Treasury Obligations	129543003 US Bank	N/A	N/A	0.00%	N/A	991,860	991,860
N/A	N/A	N/A	US Bank Money Market	140828000 US Bank	N/A	N/A	0.14%	N/A	7	7
N/A	N/A	N/A	US Bank Money Market	140828001 US Bank	N/A	N/A	0.20%	N/A	1,432,123	1,432,123
N/A	N/A	N/A	US Bank Money Market	140828004 US Bank	N/A	N/A	0.20%	N/A	381	381
N/A	N/A	N/A	US Bank Money Market	140828006 US Bank	N/A	N/A	0.20%	N/A	3,689	3,689
			Subtotal						2,449,820	2,449,820

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund Account 2	2010 TABs State of California	N/A	N/A	N/A	N/A	112,065	112,065
N/A	N/A	N/A	Local Agency Investment Fund Account 2	2003 TABs State of California	N/A	N/A	N/A	N/A	1,289,618	1,289,618
			Subtotal						1,401,683	1,401,683

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
3/23/2009	3/23/2012	3136FHEV3	FNMA MTN	792126003 US Bank	AAA	2.375%	2.375%	1,515,000	1,515,000	1,526,363
6/3/2009	6/3/2011	3133XTV45	Federal Home Loan Bks	94662506 US Bank	AAA	1.130%	1.524%	5,630,000	5,586,255	5,659,895
7/29/2010	7/29/2011	313370BK3	Federal Home Loan Bks	94662507 US Bank	AAA	0.500%	0.500%	2,125,000	2,125,000	2,125,000
7/27/2010	1/27/2014	3136FM2A1	FNMA MTN	140828004 US Bank	AAA	1.625%	1.625%	1,470,000	1,470,000	1,475,057
			Subtotal					10,740,000	10,696,255	10,786,315

City of Norco, California
Portfolio Details
As of September 30, 2010

Investment Agreements

Purchase Date	Maturity Date	CUSIP #	Description of Security		Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432433	US Bank	N/A	N/A	5.71%	N/A	2,161,566	2,161,566
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432443	US Bank	N/A	N/A	5.16%	N/A	347,000	347,000
N/A	2/27/2015	N/A	Guaranteed Investment Contract	787891003	US Bank	N/A	N/A	3.41%	N/A	734,450	734,450
			Subtotal							**3,243,016**	**3,243,016**
			Total Refunding Tax Allocation Bonds							17,790,774	17,880,833
			Total Investments Not Subject to Policy							42,324,276	42,438,806

Attachment 4

Quarterly Investment Portfolio

For the Quarter Ended September 30, 2010

As required by the Government Code, the Director of Fiscal and Support Services certifies that the investments reported in the accompanying schedules (Attachments 1 through 3) comply with the City of Norco Investment Policy and that sufficient liquidity along with anticipated revenues are available to meet the City and Redevelopment Agency budgeted expenditure requirements for the next six months ending March 31, 2011.

Andy Okoro, Director of Fiscal and Support Services

/jk-76785

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 20, 2010
SUBJECT:	Approval of Resolution for Employer Paid Member Contributions.
RECOMMENDATION:	Adopt **Resolution No. 2010 ___**, approving Employer Paid Member Contributions.

SUMMARY: At its October 6, 2010 City Council Meeting, the City Council directed staff to adopt any necessary resolution requiring future hires to pay 100% of their share of pension contribution which is currently 8% of pay. The attached resolution changes the City's Employer Paid Member Contributions (EPMC) effective November 1, 2010 to 0% of pay for all Miscellaneous employees hired on or after November 1, 2010.

BACKGROUND/ANALYSIS: To minimize the future costs of employee pensions to the City, staff was directed to implement any necessary CalPERS resolution to require new hires to pay 100% of their share of pension contribution. Attached is the resolution which will be submitted to CalPERS for implementation.

FINANCIAL IMPACT: There will be no immediate savings from the change in pension contribution rates. However, future savings could be substantial as new employees are hired.

/jk-76745
Attachment: Resolution No. 2010-____

RESOLUTION NO. 2010-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the City of Norco has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Norco has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Norco of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Norco has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all Miscellaneous employees hired on or after November 1, 2010.
- This benefit shall consist of paying 0% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be November 1, 2010.

NOW THEREFORE, BE IT RESOLVED that the governing body of the City of Norco elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 20, 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 20, 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 20, 2010.

_____
Brenda Jacobs, City Clerk
City of Norco, California

/jk-76746

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 20, 2010
SUBJECT:	Acceptance of the Parmenter Park ADA Restroom Project as Complete
RECOMMENDATION:	Accept the Parmenter Park ADA Restroom Project as complete and direct the City Clerk to file the Notice of Completion with the County Recorder's Office.

SUMMARY: Work has been completed and finalized on the Parmenter Park Restroom Project funded with Community Development Block Grant Funds. Council is being requested to accept the project as complete.

BACKGROUND/ANALYSIS: On September 15, 2009, Staff awarded a contract to Community Construction Services (low bidder) for preparation and installation of a portable restroom facility at Parmenter Park, using funds allocated to the City as Community Development Block Grant (CDBG) public improvement funds.

The amount of the original awarded contract for site prep and installation was $23,500.00. The work was completed in conformance with the approved specifications and contract, and was monitored by Riverside County Economic Development Agency staff for conformance to federal policies and procedures. Unexpected sewer connection problems and subsequent relocation of the handicap parking resulted in necessary change orders for additional engineering and revision of plans. In addition, the amount of $76,344.00 was paid directly to CXT, Inc. through a State procurement arrangement, and was also funded by the CDBG project funds.

Staff recommends that Council accepts the improvements and approve the project as complete. Staff also requests the Council to direct the City Clerk to file a Notice of Completion for this work with the County Recorder's Office.

FINANCIAL IMPACT: $143,792 in CDBG funds were expended on this project from Program Years 2007-08 and 2008-09 allocations. The County EDA reimbursement to the City General fund is complete, and there are no outstanding expenses.

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Beth Groves, City Manager

PREPARED BY: Lori J. Askew, Senior Engineer

DATE: October 20, 2010

SUBJECT: Acceptance of the "Irrevocable Offer to Dedicate" Easement for Equestrian Trail Purposes

RECOMMENDATION: Adopt **Resolution No. 2010-___**, accepting the offer of dedication of an Easement for Equestrian Trail Purposes and authorize the Mayor to sign the acceptance certificate.

SUMMARY: The City is prepared to accept the irrevocable offer of dedication for public use, an easement for equestrian trail purposes across parcels 1 and 5 of Parcel Map No. 24006.

BACKGROUND/ANALYSIS: On November 5, 1990, the Council approved Parcel Map No. 24006, which subdivided approximately 40 acres into 10 parcels. The property is located approximately 600 feet south of Fifth Street and is bounded by Hamner Avenue on the east, Horseless Carriage Drive on the west and Fourth Street on the south. At the time, the owner of the property offered for dedication to the City of Norco, Town and Country Drive, Horseless Carriage Drive and Tara Lane for public street and utility purposes. These dedications were accepted by Council. Also offered at that time was an irrevocable offer to dedicate to public use an easement for equestrian trail purposes. This offer was rejected by council.

The City now desires to accept the offer of an easement for equestrian trail purposes. This trail will provide a connection from the west end of Fourth Street to Horseless Carriage Drive.

Staff is recommending that the City Council accept the offer of dedication for an easement for equestrian trail purposes, authorize the Mayor to sign the Certificate of Acceptance and direct the City Clerk to file the certificate with the County Recorder.

FINANCIAL IMPACT: None

lja/76805
Attachments: Resolution 2010-
Exhibit "A" – Parcel Map No. 24006

RESOLUTION NO. 2010-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ACCEPTING THE "IRREVOCABLE OFFER TO DEDICATE" TO THE PUBLIC USE AN EASEMENT FOR EQUESTRIAN TRAIL PURPOSES

WHEREAS, on November 5, 1990, the Norco City Council ("Council"), approved final Parcel Map No. 24006, a 40 acre parcel of land to be subdivided into nine numbered parcels and one lettered parcel; and

WHEREAS, on said map, the owner offered for dedication to the City for public use for street and public utility purposes, Town and Country Drive, Horseless Carriage Drive and Tara Lane, all of which the City accepted; and

WHEREAS, on said map, owner made an "Irrevocable Offer to Dedicate" to the public use an easement for equestrian trail purposes across Parcels 1 and 5 of said map, of which the City did not accept; and

WHEREAS, the City is now prepared to accept the irrevocable offer of dedication of an easement for equestrian trail purposes as this trail will connect Fourth Street to Horseless Carriage Drive; and

NOW, THEREFORE, BE IT RESOLVED that the "Irrevocable Offer to Dedicate" to the public use an easement for equestrian trail purposes, is accepted by the Norco City Council.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 20, 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 20, 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 10, 2010.

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

/lja-76807

167/53 P.M. 24006 1/3

City Copy

IN THE CITY OF NORCO, COUNTY OF RIVERSIDE
STATE OF CALIFORNIA

SHEET 1 OF 3 SHEETS

PARCEL MAP NO. 24006

BEING A SUBDIVISION OF PARCEL 2, OF PARCEL MAP NO. 11584, PER MAP RECORDED IN BOOK 47, PAGES 84 AND 85 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER, OF SAID COUNTY.

ENGINEERING SERVICE CORPORATION JULY 1990
J. KENNY NEWVILLE, R.C.E. 13095

ACREAGE BLOCK

NUMBER OF PARCELS:	9 NUMBERED 1 LETTERED
ACREAGE IN PARCELS:	36.75 ACRES
TOTAL ACREAGE:	38.82 ACRES

RECORDER'S STATEMENT
FILED THIS 15th DAY OF November 1990, AT 4:00 P.M. IN BOOK 167 OF PARCEL MAPS, AT PAGE 53-55 AT THE REQUEST OF THE CITY ENGINEER. NO. 405655
FEE $10.00

BY: Sonita Reyes, DEPUTY — COUNTY RECORDER

SUBDIVISION GUARANTEE BY:
CONTINENTAL LAND TITLE COMPANY

OWNER'S STATEMENT
WE HEREBY STATE THAT WE ARE THE OWNERS OF THE LAND INCLUDED WITHIN THE SUBDIVISION SHOWN HEREON. THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID LAND; THAT WE CONSENT TO THE MAKING AND RECORDING OF THIS SUBDIVISION MAP AS SHOWN WITHIN THE DISTINCTIVE BORDER LINES. WE HEREBY DEDICATE TO PUBLIC USE FOR STREET AND PUBLIC UTILITY PURPOSES TOWN AND COUNTRY DRIVE, HORSELESS CARRIAGE DRIVE AND TARA LANE. WE HEREBY IRREVOCABLY DEDICATE TO THE PUBLIC USE AN EASEMENT FOR EQUESTRIAN TRAIL PURPOSES ACROSS PARCELS 1 AND 5 SHOWN HEREON. WE HEREBY RETAIN PARCEL "A" FOR LANDSCAPING PURPOSES AND SUCH OTHER PURPOSES AS PERMITTED BY THE CITY OF NORCO AND FOR PRIVATE USE FOR THE SOLE BENEFIT OF OWNERS, AND SUCCESSORS, ASSIGNEES, AND PARCEL OWNERS WITHIN THIS PARCEL MAP.

DENNIS D. FRENCH TRUSTEE OF THE DENNIS AND SHARON FRENCH FAMILY TRUST DATED FEBRUARY 12, 1986 AS TRUSTEE

DENNIS D. FRENCH

UNION BANK, A CALIFORNIA CORPORATION, BENEFICIARY UNDER DEED OF TRUST RECORDED NOVEMBER 22, 1989, AS INSTRUMENT NO. 418263, OF OFFICIAL RECORDS.

Helen M Adams — VICE PRESIDENT — HELEN M. ADAMS

Lyn K. Christensen — LOAN OFFICER — LYN K. CHRISTENSEN

STATE OF CALIFORNIA)
COUNTY OF Orange) SS

ON THIS 10th DAY OF October, 1990, BEFORE ME Margie S. Anderson, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED DENNIS D. FRENCH, PERSONALLY KNOWN TO ME, OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS TRUSTEE

MY COMMISSION EXPIRES 3/21/94

OFFICIAL SEAL
MARGIE S. ANDERSON
Notary Public-California
ORANGE COUNTY
My Commission Expires
March 21, 1994

Margie S. Anderson
NOTARY PUBLIC
MARGIE S. ANDERSON
ORANGE COUNTY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

ON October 11th, 1990 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED Helen M. Adams PERSONALLY KNOWN TO ME OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHO EXECUTED THE WITHIN INSTRUMENT AS THE VICE PRESIDENT, AND Lyn K. Christensen PERSONALLY KNOWN TO ME OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHO EXECUTED THE WITHIN INSTRUMENT AS THE LOAN OFFICER SECRETARY OF UNION BANK THE CORPORATION THAT EXECUTED THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT SUCH CORPORATION EXECUTED THE WITHIN INSTRUMENT PURSUANT TO ITS BY-LAWS OR A RESOLUTION OF ITS BOARD OF DIRECTORS, AS BENEFICIARY.

MY COMMISSION EXPIRES 1-7-91

Amy L. Solorio
NOTARY PUBLIC
AMY L. SOLORIO
ORANGE COUNTY

ENGINEER'S STATEMENT
THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF EQUITY DIRECTIONS, INC. ON JULY, 1990. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR WILL BE IN PLACE WITHIN 12 MONTHS AFTER THIS MAP RECORDS, AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP IF ANY.

DATED: 10/15 1990 — R.C.E. 13095 EXP. 09/31/93

REGISTERED PROFESSIONAL ENGINEER — JOHN KENNY NEWVILLE — No. 13095 — Exp. 9-31-93 — CIVIL — STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT
THIS MAP CONFORMS WITH THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE.

DATED: 10-17-90

ROBERT L. WOODINGS, CITY ENGINEER
R.C.E. 33706, EXP. DATE 06/30/94

REGISTERED PROFESSIONAL ENGINEER — ROBERT L. WOODINGS — No. 033706 — CIVIL — STATE OF CALIFORNIA

CITY CLERK'S CERTIFICATE
I HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE CITY COUNCIL OF THE CITY OF NORCO AT A REGULAR MEETING THEREOF HELD ON THE 17th DAY OF October, 1990, AND THEREUPON SAID COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVED SAID MAP, AND DID ACCEPT ON BEHALF OF THE PUBLIC THE DEDICATION FOR STREETS AND OTHER MUNICIPAL PURPOSES, TOWN AND COUNTRY DRIVE, HORSELESS CARRIAGE DRIVE, AND TARA LANE, AND DID REJECT THE IRREVOCABLE OFFER OF DEDICATION FOR EQUESTRIAN TRAIL PURPOSES SHOWN HEREON.

DATED: 10/17/90

~~DIANA K. HUGGIN, CITY CLERK~~
Patricia A. Grady, ASST. CITY CLERK

TAX COLLECTOR'S CERTIFICATE
I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THERE ARE NO LIENS AGAINST THE PROPERTY SHOWN ON THE WITHIN MAP FOR UNPAID STATE, COUNTY, MUNICIPAL, OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES.

DATED November 2 1990

R. WAYNE WATTS COUNTY TAX COLLECTOR

BY: Amy M Coate DEPUTY

SIGNATURE OMISSIONS :
PURSUANT TO SECTION 66436(3)(A)(1-vii) OF THE SUBDIVISION MAP ACT, THE SIGNATURE OF THE FOLLOWING OWNER OF EASEMENT AND / OR OTHER INTEREST HAS BEEN OMITTED:

ORANGE HEIGHTS WATER COMPANY, OWNER OF A RIGHT GRANTED PER A DEED RECORDED IN BOOK 295 PAGE 502 OF DEEDS, RECORDS OF RIVERSIDE COUNTY.

THE EXACT LOCATION AND EXTENT OF SAID EASEMENT IS NOT DISCLOSED OF RECORD AND NOT PLOTABLE.

DRAWING NUMBER

DRAWING NUMBER

167/54 P.M. 24006 2/3

IN THE CITY OF NORCO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

SHEET 2 OF 3 SHEETS

PARCEL MAP No. 24006

BEING A SUBDIVISION OF PARCEL 2 OF PARCEL MAP NO. 11584 PER BOOK 47, PAGES 84 AND 85 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

ENGINEERING SERVICE CORPORATION
J. KENNEY NENVILLE, R.C.E. 13095

JULY 1990

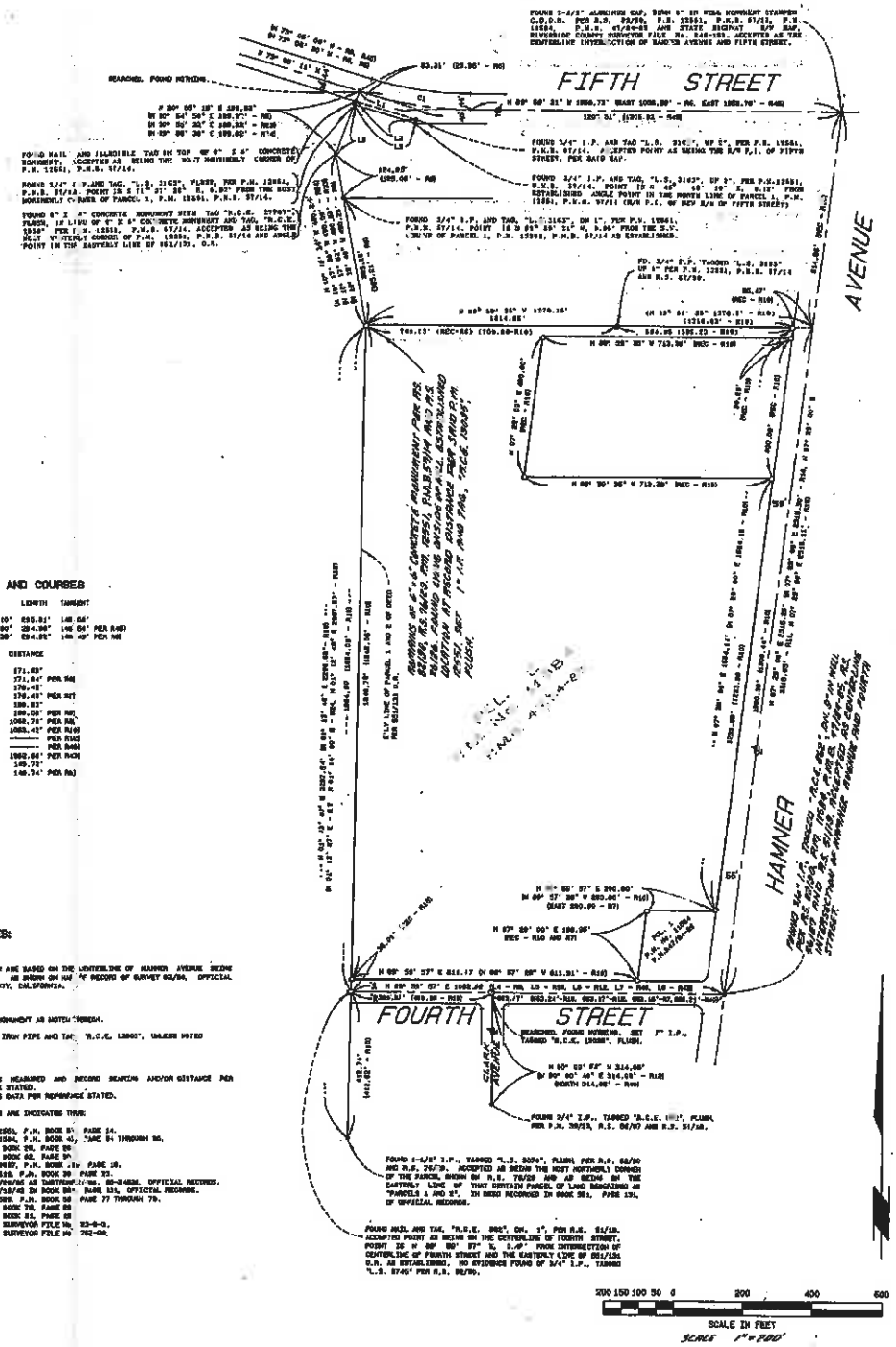


TABLE OF CURVES AND COURSES

No.	RADIUS	DELTA	LENGTH	TANGENT
C1	3000.00	18° 34' 00"	895.81'	148.06'
	3000.00	18° 34' 00"	294.96'	148.64' PER R40
	3000.00	18° 53' 30"	294.92'	148.49' PER R40

No.	BEARING	DISTANCE
L1	N 73° 05' 11" W	171.83'
	N 73° 05' 30" W	171.84' PER R40
L2	N 73° 05' 11" W	170.48'
	N 73° 05' 30" W	170.40' PER R47
L3	N 73° 05' 11" W	180.83'
	N 73° 05' 30" W	180.58' PER R40
L4	N 89° 58' 23" E	1062.78' PER R40
L5	N 89° 57' 29" W	1063.42' PER R40
L6	EAST	——— PER R40
L7	EAST	——— PER R40
L8	N 89° 58' 45" W	1062.66' PER R40
L9	N 89° 58' 18" E	149.72'
	N 89° 54' 59" E	149.74' PER R40

ENGINEER's NOTES:

BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE CENTERLINE OF HAMNER AVENUE BEING NORTH 87° 29' 00" EAST, AS SHOWN ON MAP OF RECORD OF SURVEY 62/84, OFFICIAL RECORDS OF RIVERSIDE COUNTY, CALIFORNIA.

MONUMENTATION NOTES:

● INDICATES FOUND MONUMENT AS NOTED HEREON.

○ INDICATES SET 1" IRON PIPE AND TAG "R.C.E. 13095", UNLESS NOTED OTHERWISE.

RECORD REFERENCES:

(REC - R40) INDICATES MEASURED AND RECORD BEARING AND/OR DISTANCE PER REFERENCE STATED.

(DEC - R40) INDICATES DATA PER REFERENCE STATED.

RECORD REFERENCES ARE INDICATED THUS:

R6 - PARCEL MAP No. 12561, P.M. BOOK 57, PAGE 14.
R7 - PARCEL MAP No. 11584, P.M. BOOK 47, PAGE 84 THROUGH 85.
R8 - RECORD OF SURVEY BOOK 26, PAGE 28.
R10 - RECORD OF SURVEY BOOK 62, PAGE 90.
R11 - PARCEL MAP No. 19687, P.M. BOOK 19, PAGE 18.
R12 - PARCEL MAP No. 6518, P.M. BOOK 39, PAGE 23.
R23 - DEED RECORDED 02/25/86 AS INSTRUMENT No. 86-34826, OFFICIAL RECORDS.
R24 - DEED RECORDED 07/18/42 IN BOOK 58, PAGE 131, OFFICIAL RECORDS.
R36 - PARCEL MAP No. 8088, P.M. BOOK 58, PAGE 77 THROUGH 79.
R38 - RECORD OF SURVEY BOOK 78, PAGE 88.
R40 - RECORD OF SURVEY BOOK 81, PAGE 88.
R43 - RIVERSIDE COUNTY SURVEYOR FILE No. 23-8-3.
R45 - RIVERSIDE COUNTY SURVEYOR FILE No. 762-04.

IN THE CITY OF NORCO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

PARCEL MAP No. 24006

BEING A SUBDIVISION OF PARCEL 2 OF PARCEL MAP NO. 11584 PER BOOK 47, PAGES 84 AND 85 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

ENGINEERING SERVICE CORPORATION
J. KENNEY NEWVILLE, R.C.E. 13090

JULY 1990

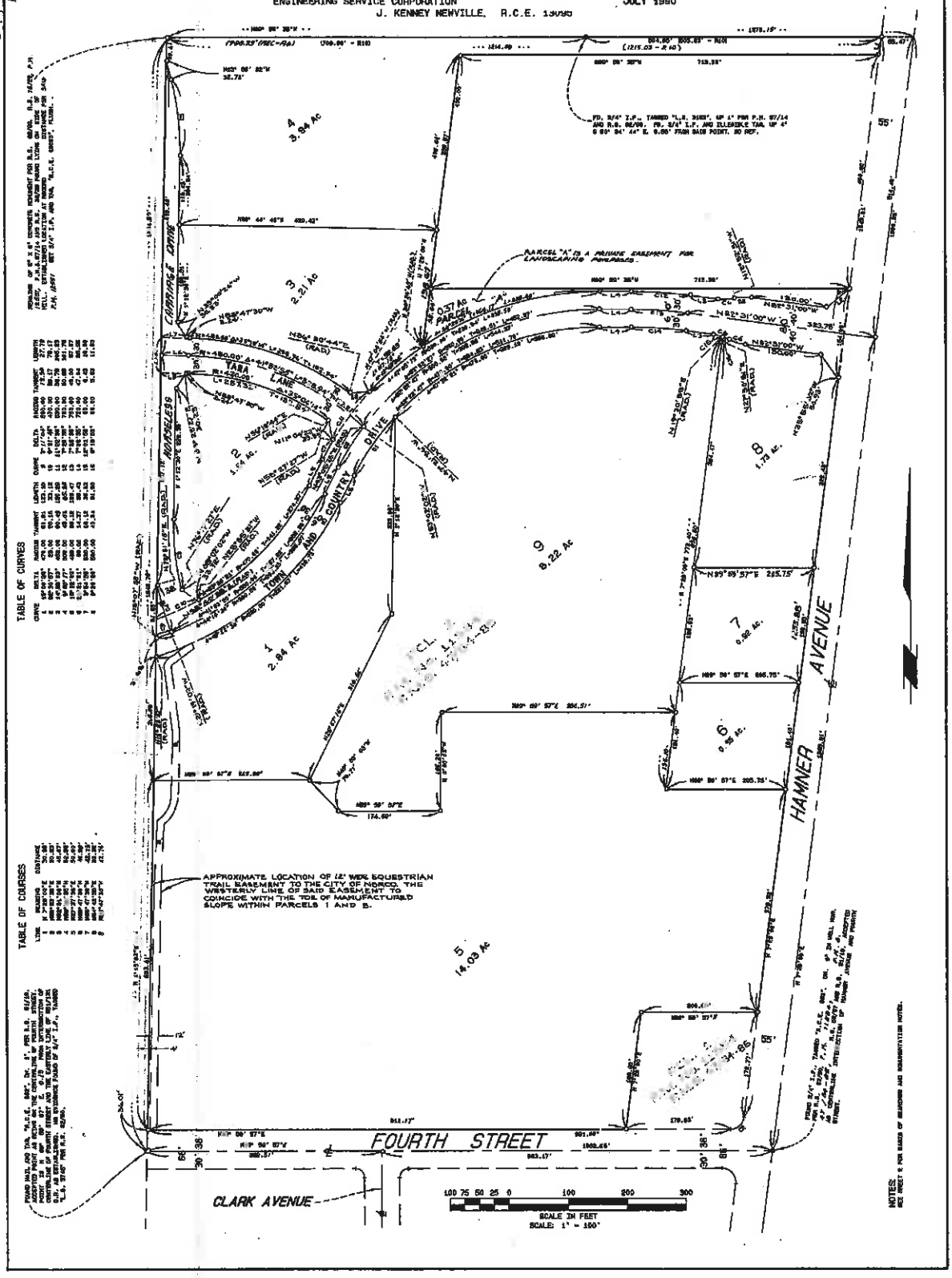


TABLE OF CURVES

TABLE OF COURSES

NOTES:
SEE SHEET 2 FOR BASIS OF BEARINGS AND MONUMENTATION NOTES.

City Copy

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 20, 2010
SUBJECT:	Acceptance of Bids and Award of Contract for the Auger/Grinder Sewage System Project
RECOMMENDATION:	Award the contract for the Auger/Grinder Sewage System Project to Atom Inc. in the amount of $281,095 and authorize the City Manager to approve contract change orders up to 10 percent of the contract amount.

SUMMARY: Bids for the construction and installation of the Auger/Grinder Sewage System Project were opened on October 5, 2010 with Atom Inc. being the lowest responsible bidder. It is recommended that the City Council award a contract to Atom Inc. in the amount of $281,095 to construct the proposed sewer improvements.

BACKGROUND/ANALYSIS: Staff completed plans and specifications for bidding purposes and on October 5, 2010 bids were received. A total of three (3) bids were received with the bids ranging between $281,095 and $432,040 with the lowest responsible bid submitted by Atom Inc.

The City Council approved available funding in the 2010/11 Sewer Facilities Capital Improvement Fund (147). The approved funding is identified specifically to design and construct facilities to accept daily sewer discharge from the California Rehabilitation Center (CRC).

The contractor's license and references were checked and found to be satisfactory. The bid summary sheet has been attached for Council's review.

FINANCIAL IMPACT: Funds are available in the adopted FY 2010/11 Sewer Facilities Capital Improvement Fund (147)

Attachment: Bid Summary

wrt/-76812

Agenda Item 4.G.

BID SUMMARY SHEET

Sewage Grinder/Auger System

QUANTITY	UNITS	DESCRIPTION	Atom, Inc. UNIT BID	Atom, Inc. TOTAL	R.Y. Engineering Works, Inc. UNIT BID	R.Y. Engineering Works, Inc. TOTAL	Eastern Valley General UNIT BID	Eastern Valley General TOTAL
1	LS	Mobilization and Traffic Control	$19,000.00	$19,000.00	$10,000.00	$10,000.00	$20,000.00	$20,000.00
1	LS	Clearing, Grubbing, General Earthwork, Grading & Misc. Removals	$30,000.00	$30,000.00	$10,000.00	$10,000.00	$20,000.00	$20,000.00
4	EA	Construct Sewer Manholes	$5,000.00	$20,000.00	$7,500.00	$30,000.00	$12,125.00	$48,500.00
85	LF	Construct 12" VCP Sewer	$175.00	$14,875.00	$250.00	$21,250.00	$250.59	$21,300.15
183	LF	Construct 8' Tall CLF with 3 Strands Barbed Wire	$60.00	$10,980.00	$70.00	$12,810.00	$54.64	$9,999.12
1	LS	Construct 8' Tall - 15' Double Leaf Swing Gate	$2,300.00	$2,300.00	$5,000.00	$5,000.00	$3,040.00	$3,040.00
1	LS	Construct PCC Vault for Auger/Grinder	$103,000.00	$103,000.00	$80,000.00	$80,000.00	$104,200.00	$104,200.00
1	LS	Construct Electrical Supply	$60,440.00	$60,440.00	$85,000.00	$85,000.00	$138,000.00	$138,000.00
1	LS	Install Auger/Grinder including all Mechanical Components	$20,500.00	$20,500.00	$60,415.00	$60,415.00	$67,000.00	$67,000.00
		TOTAL BID		**$281,095.00**		**$314,475.00**		**$432,039.27**
							vs.	***$432,040.00***
		Low Bid Subcontractors	Fence & Gate	Valley Cities Fence, Norco	Electrical	Teraband Technologies, Glendale	Reinforcing	Lippert Reinforcing, Oceanside
			Electric	Nationwide Electric, Chino Hills			Electrical	Southern Contracting, Inc., San Marcos

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of City Council
FROM:	Beth Groves, City Manager
PREPARED BY:	Andy Okoro, Deputy City Manager/Director of Finance
DATE:	October 20, 2010
SUBJECT:	Approval to Declare Surplus the Reclaimed Water Meters from the Automated Meter Reading Project
RECOMMENDATION:	Declare the reclaimed water meters as surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through a competitive process.

SUMMARY: In the course of upgrading all existing water meters with automated water meters, Staff will be recovering approximately 7,000 water meters. The brass in these meters has monetary value and can be recycled. Multiple entities have quoted rates for the recycle and disposal of the meters. Staff is recommending that the meters be declared surplus and/or obsolete property and authorize staff to dispose of them through a competitive process.

BACKGROUND/ANALYSIS: In the course of replacement of existing water meters to new automated water meters, the City will be accumulating over 7,000 meters. There is some monetary value in the recycling of these old meters. After obtaining quotes from several recycling firms, Staff has identified Continental Recycling in Ontario California as the highest quote at $1.35 per pound. Continental Recycling will pick up the meters and furnish a letter of destruction with the payment.

FINANCIAL IMPACT: Revenues generated from the recycling of these obsolete and surplus assets will be credited to the Water and Sewer Funds.

/jk-76754

CITY OF NORCO
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

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

DATE: October 20, 2010

SUBJECT: Amendment to the Facility Use Policy for the Parks, Recreation and Community Services Department

RECOMMENDATION: Adopt **Resolution No. 2010-____** amending the Facility Use Policy for the Parks, Recreation and Community Services Department approving the list of Special Consideration Groups.

SUMMARY: At its meeting held on June 2, 2010, the City Council voted to create an ad-hoc committee to review the current facility use policy and fee schedule for the Parks, Recreation and Community Services Department. The committee met on several occasions including meetings with the local equestrian clubs who will be affected by the proposed changes. The committee determined that in order to bridge the gap in fees that are subsidized by the General Fund, the current fee schedule should be adjusted as well as the terms of the Facility Use Policy. The committee also agreed to recommend accommodating residents, businesses and those special consideration organizations/events which have had a historical and widespread community involvement with reduced or waived fees.

BACKGROUND ANALYSIS: At its meeting held on June 2, 2010, the City Council voted to create an ad-hoc committee to review the current Facility Use Policy and fees. The committee was composed of Mayor Pro-Tem Berwin Hanna, Councilman Harvey Sullivan, and Parks and Recreation Commissioners Richard Boyle and Corinne Holder.

The committee took on two tasks. Initially, the committee met with local non-profit equestrian clubs who are currently classified as a Group II (local non-profit club) user. The discussion identified the City's challenge and its ability to continue to subsidize the current use. From the meetings, strategies were developed that increase the current Group II arena rate by 30% January 1, 2011 and an additional 30% on July 1, 2011 (Exhibit "A"). At that time the fee structure will once again be reevaluated to determine if the increase should continue until all direct costs are recovered. The local equestrian clubs proposed a joint venture concept, whereby they would raise funds to offset the second increase in July, 2011. All the local equestrian clubs were in agreement with the

fee increase and raising the balance of funds necessary to reduce the City subsidy or pay the balance.

The committee's second task was to review current facility fees and policy and find the most effective way to bridge the gap that is subsidized by the General Fund while accommodating residents, businesses and those special consideration organizations/events (Exhibit "B" to the Resolution), which have had a historical and widespread community involvement with reduced or waived fees. Additionally, the committee agreed that the policy be organized in a format that makes it easier for clients to read and understand; placing like items under the proper headings, deleting duplicate statements, breaking out specific rental regulations and provisions that can be applied to specialized rentals beyond the general rental regulations/provisions and the elimination of Group III and a special provision be included for historical users, local businesses and residents.

At its September 13, 2010 meeting, the Parks and Recreation Commission approved the proposed Facility Use Policy affecting the Department of Parks, Recreation and Community Services. At the conclusion of the last meeting held on September 27, 2010, the ad-hoc committee concurred on a recommendation to be presented to the City Council.

The following is the proposed recommendation of changes to the Facility Use Policy for the Council's consideration:

Proposed Facility Use Policy Changes

Recommended change	Purpose
Elimination of Groups I, II, and III	An effective way to bridge the gap that is subsidized by the General Fund while accommodating residents, businesses and those special consideration organizations/events which have had a historical and widespread community involvement with reduced or waived fees.
Insert the following: The City anticipates that it may enter into an operation agreement with a private entity for the operation of the George Ingalls Equestrian Event Center. While this rental agreement shall be binding on any private entity with regard to time of use, conditions related to the use, specifically as to fees related thereto may be modified.	Language inserted in the event the City elects to outsource George Ingalls Equestrian event Center.
Renters must provide an additional insured endorsement page.	Language inserted to further protect the City of Norco and ensure proper coverage for rental.

Cancellations will result in forfeiture of deposits, applications fees and booking fees unless facility can be rebooked.	Language inserted to allow for recovery of loss revenue as well as a refund if the facility is able to be rebooked.
Residents and local businesses will be entitled to a 10% discount (with exception of Nellie Weaver Hall which will be entitled to a 25% discount) on facility fees (not including application and booking fees) with valid picture I.D. which provides a current Norco address.	This language addresses a rate reduction to local residents and businesses.

Attached is a copy of the proposed Facility Use Policy (Exhibit "A" to the Resolution). The proposed Department of Parks, Recreation Community Services Departmental Fee Schedule will be adopted on a separate agenda item through a public hearing process.

FINANCIAL IMPACT: Although the majority of these changes will affect areas at the George Ingalls Equestrian Event Center, it is anticipated that an additional $9,000 will be collected. It is not certain what the full impact will be as these fees will not take effect until January 2011 as recommended by the ad-hoc committee.

/ma-76630
Attachments: **Resolution No. 2010-____** *with attachments*
Exhibit "A" - Special Consideration Groups Incremental Increase Chart

SPECIAL CONSIDERATION GROUPS
PROPOSED SCHEDULE OF FEE INCREASE

Ingalls Park					
Service	Curent Group 2	30% Increase 1st Year	30% Increase 2nd Year	Proposed Fee Adopted by Resolution	* Group 3
General Facilities and Services		2010/2011	2011/2012	2010/2011	2014/2015
Moreno Arena (9 hours max weekends/holidays)	$298	$387	$504	$889	$960
Moreno Arena Lights				Burden + 8%	
Moreno Arena-hourly (in excess of max. 10)				Burden + 8%	

***CPI projected increase over 4 yrs @ 2%**

76065

RESOLUTION NO. 2010-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT FACILITY USE POLICY APPROVING THE LIST OF SPECIAL CONSIDERATION GROUPS

WHEREAS, an ad-hoc committee was created on June 2, 2010 to review the current Facility Use Policy and fees for Parks, Recreation and Community Services; and

WHEREAS, strategies were developed that increase the current Group II arena rate by 30% annually over the next two years at which time the fee structure will once again be reevaluated; and

WHEREAS, it is the determination of the ad-hoc committee to eliminate Groups I, II and III of the fee structure to create only one fee for all users while accommodating residents, businesses and the special consideration organizations/events which have had a historical and widespread community involvement with reduced or waived fees.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby approve the amended Facility Use Policy (Exhibit "A") approving the list of Special Consideration Groups (Exhibit "B").

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 20, 2010.

_____
Mayor of the City of Norco, California

ATTEST:

_____
Brenda 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 introduced and adopted by the City Council of the City of Norco at a regular meeting held on October 20, 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 20, 2010.

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

/bp – 76635
Attachments: Amended Facility Use Policy -- Exhibit "A"
List of Special Consideration Groups -- Exhibit "B"

CITY OF NORCO
PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

FACILITY USE POLICY

Application Procedures

Priority for use of all City facilities shall be based upon the following guidelines, on a first come, first-served basis. **All fees are subject to change and review as required.**

Norco City/Department sponsored activities and uses supercede all other group facility users.

The City anticipates that it may enter into an operation agreement with a private entity for the operation of the George Ingalls Equestrian Event Center. While this rental agreement shall be binding on any private entity with regard to time of use, conditions related to the use, specifically as to fees related thereto may be modified.

An application is approved only when it has been signed by the Department Director or designee and not by completion of the application or payment of fees. The City reserves the right to refuse facility use and/or equipment rental if the City does not consider the planned event appropriate.

All applications must be filed at least 30 days prior to the event date. Applications for facilities are accepted in the following timeline:

a. Special Consideration Groups and those organizations/events as identified in Exhibit A, for following or subsequent year

b. All others: Within 12 months

Changes in scheduled hours or conditions indicated on the original application must be submitted in writing by the applicant 15 days prior to the rental date.

Any cancellation of a scheduled use date for all facilities must be submitted in writing 90 days prior to the rental date with the exception of the arenas at the George Ingalls Equestrian Event Center which has a 6-month cancellation policy as noted on page 2.

Applications shall not be approved for more occupancy than a facility can reasonably accommodate or as regulated by the City Fire Chief.

Any application requiring specific permits outside of the Parks and Recreation Department (i.e. street closures – Public Works, Business License, Planning, Fire Permit – Fire Department) will have their application referred to the authorization department to complete an application.

Insurance Requirements

For all facility rentals, there is a minimum of $1,000,000 (one million) **General Liability Policy** (i.e. Accord Certificate of Liability or manuscript) listing the City of Norco as "additional insured." A separate additional insured endorsement page is mandatory (i.e. CG2010). When alcohol is being served or sold at any permitted facility rental, it is mandatory that the **General Liability Policy** include **Liquor Liability Coverage.** The City of Norco reserves the right to increase/decrease, change or eliminate the insurance requirements at any time.

Fees

All rental fees are determined and set forth by Norco City Council resolution. All rental fees are due and payable no later than 60 days prior to the scheduled event. A service charge of $25 will be assessed on all return checks. No fees are pro-rated. **All fees are subject to change.**

Deposits and insurance are due at time of application approval, unless approved by the Director. All deposits are refundable if the facility is returned in like condition as originally leased. Monies may be deducted from deposits if the facility is damaged or requires cleaning over and above the normal use patterns. If the user fails to vacate the premises within the rental contract timeline, additional deposit fees may be retained. Deposits will be returned within 30 days following the rental date.

A non-refundable application/booking per date fee will be charged for each facility use request.

A booking fee of $5 will be charged per date booked per application, maximum of $250. An $18 fee will be charged per adjustment made to the original filed application plus any additional applicable fees.

Cancellations for any City facility after the cancellation date will result in the forfeiture of all deposits, application fees and booking fees.

Arena deposits and fees shall be forfeited if cancellation is not made at least six months prior to the reserved date. Deposits will be refunded if City is able to rebook facility.

A no-show, regardless of any group status, will forfeit all fees and/or incur a charge of direct and indirect costs.

Escalation of Fees: Annually, by public hearing subject to City Council action, all fees charged for facilities and services will adjusted based on an annual public hearing by The Norco City Council approved rate or by a rate which directly corresponds with the Consumer Price Index All Urban Consumers Los Angeles, Riverside, Orange County. Rentals made prior to July 1 will be charged at the current rate plus the CPI increase.

Renter's Initials_____

Definition of Fully Burdened: The "fully burdened" hourly rate applicable to each staff person is derived from computing the hourly work rate (annual salary/available work hours), fringe benefit percentage, overhead rates for the department, and percentage of operating expenses, building occupancy charges and fixed assets applicable. The "fully burdened" hourly rates are the rates as established by and included in the study.

Disclaimer

Reduced/Waived Fees: Community events and organizations with long histories and substantial widespread Community involvement which have been noted as Special Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in their individual lease agreements or permits. Should the original organization relinquish the event to another community organization these events, fees will be at cost plus burden. Residents and local businesses will be entitled to a 25% discount on Nellie Weaver Hall which will be facility fees (not including application and booking fees) with valid picture I.D. which provides a current Norco address and/or business license. This discount is for residents and local businesses only and specifically prohibits any subletting or facility shared use.
All other organizations and events will be charged full fees based on the fee policy and fee schedule.

Multi use Days: All Rates are based on a one day use but multiple day rates are available. A package can be customized based on the current facility use policy and fee schedule. Please call for multiple day use information.

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General Rental Regulations/Provisions

The following General Provisions apply to any rental of a city facility and are intended to be adhered to in addition to the specific rental area.

1. No smoke machines allowed, nor entertainment involving fire or flame.

2. Applicant is responsible for keeping all guests/participants in the rented area only. Guests/participants are not allowed in non-rented areas.

3. Illegal activities, use of profane language or improper conduct is not permitted.

4. Applicant is responsible for the actions of all individuals present at events.

5. Security service as approved by the City will be required for those activities having music and /or alcoholic beverages unless waived by the Director. Staff will determine time and numbers of security per event. No music or alcohol may be served without the presence of security guards for the duration of the event.

6. Applicant must use the City assigned security where applicable. Additional charges for the security will be added to the rental fee.

7. Alcoholic beverages, if allowed, must remain inside the building or designated area as approved by the Alcoholic Beverage Control Board.

8. The City is not responsible for lost, stolen, or damaged articles.

9. Should the fire alarm be set off, the entire group will be asked to vacate the premises immediately for safety precaution, allowing staff to determine the nature of the alarm.

10. The City of Norco reserves the right of full access to all activities at any time in order to ensure that all rules and regulations, City ordinances, and state laws are being observed.

11. All facility users and guest must obey instructions of the City employee(s) and or security on duty.

12. Applicant assumes all liability for damages and destruction to, or theft of City property, including but not limited to graffiti, plumbing damage or services, broken windows, etc. related to the event.

13. Any and all accidents occurring in the City facility that cause injury to any individual must be reported immediately to the City staff member on duty.

14. The facility will not be opened or available prior to the time on the rental agreement. If additional time is needed, arrangements and additional fees must be paid through the Parks, Recreation and Community Services Department.

Renter's Initials_____

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15. If patrons are unable or do not comply with "end" time on permit, additional applicable fees will be charged.

16. Rental contract may not be transferred, assigned or sublet. Any violation to this term will result in a forfeit of all fees.

17. Renter will remove all equipment and supplies brought in by the group immediately following the activity, or as arranged and approved by the Director. Any equipment remaining will become the property of the City of Norco. The City reserves the right to dispose of any items at the expense of the renter/owner.

18. All trash and debris to be picked up and disposed of properly. All trash, paper, sanitary products, etc. in restrooms must be placed in trash receptacles. Chewing gum must be removed from all surfaces.

Activity Restrictions/Alcohol

Serving of alcoholic beverages is permitted only in Nellie Weaver Hall or other City facilities with the approval of the Director or his Designee.

Sale of alcoholic beverages must have Department approval as well as a current Alcoholic Beverage Control Board License (ABC). Groups wishing to sell alcoholic beverages as part of their activity will be required to do the following:

1. Obtain approval from the Director through a letter verifying the date, place, and intended activity. It is the responsibility of the renter to obtain the appropriate license. No alcoholic beverages will be allowed to be brought in by individual guests/patrons. Alcoholic beverages must remain in the permitted area.
   Note: Alcohol availability not authorized through the rental agreement will result in termination of the event. Any costs associated with the termination of the event will be charged to the renter. If necessary, all fees and deposits will be forfeited.

2. Underage drinking violates California law and will result in the immediate termination of the rental.

3. ABC permits must be posted during the event in the area where the alcohol is being sold.

4. Sale of alcoholic beverages must have the approval of the Norco Sheriff.

5. Alcoholic beverages may not be taken from the building or designated area.

6. Non-compliance with the any of the rules, regulations or provisions noted in the City of Norco Facility Use Policy will result in cancellation of said activity/activities and forfeiture of all fees.

Renter's Initials_____

Hours of Operation

Gymnasium	7 a.m. – 10 p.m. Daily
Ballfields	7 a.m. – 11 p.m. Daily
Meeting Rooms	7 a.m. – 10 p.m. Sunday -Thursday 7 a.m. - 12 a.m. Friday - Saturday
Weaver Hall (3 hour minimum)	7 a.m. – 11 p.m. Sunday – Thursday
(4 hour minimum)	7 a.m. – 12 a.m. Friday
(8 hour minimum)	7 a.m. – 12 a.m. Saturday
Sports Fields	7 a.m. – 11 p.m. Daily
Pool (summer only)	7 a.m. – 10 p.m. Daily
Picnic Shelters	7 a.m. – Dusk

(Must be occupied no later than 10 a.m. Facilities are rented "as is".)

The curfew conditions are subject to adjustment for contractual agreements made between the City of Norco and contracted users or as the Director sees appropriate. Requested application time includes set up and removal of equipment. Note: Hours of use may be extended with approval of the Director.

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Disclaimer

The Parks, Recreation and Community Services Director has discretionary review regarding this Facility Use Policy and fees based on individual need and City welfare.

Liability of Applicant and Restrictions

Individuals submitting an application and signing the rental agreement must be present at all times during the rental event unless the Director or his Designee determines otherwise. The applicant assumes all responsibility for the conduct of all participants at the scheduled rental. Individuals renting a facility may not transfer the rental date/facility to another person or organization.

A renter may not contract or sublet any portion of the rented facility for services not directly related to the objective of the rental, without written permission from the Director. Applicants must provide one form of ID (picture) at time of rental and upon entering the rented facility. Norco residents and local businesses applying for facility use must provide a valid picture I.D. as proof of Norco residency and/or business license.

Questions or modifications concerning policy and fees must be addressed in writing to the Director of Parks, Recreation and Community Services. The City Manager and the Parks and Recreation Director reserve the right to adjust fees or policy based on the event or activity for the good of the community and to the best interest of the City.

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George Ingalls Equestrian Event Center
Arena Provisions/Regulations

1. Use is by permit only.

2. No Overnight parking is allowed without permission.

3. No food will be served out of the permanent entry booth.

4. All vendors must have current City business license and County of Riverside Health Department Permit (food vendors).

5. Alcohol consumption is not permitted at any arena or grounds unless authorized. If alcohol is being served/sold, it must remain on the covered arena level in areas designated by the City or ABC.

6. All horses that stay overnight must be put in a stall, or be secured in a safe and appropriate manner, or as approved by the City of Norco.

7. City can make arrangement for stall rentals at an additional fee.

8. All stalls are to be cleaned and manure disposed of properly.

9. A barn/stall attendant must be present at all times of stall usage, including overnight use. No overnight tie-ups to trailers are allowed.

11. All manure must be picked up at arena grounds and trailer parking and disposed of properly.

12. A light charge will apply if arena lights are requested and or deemed necessary by staff for the safety of patron.

13. Applicant is responsible for keeping all guests/participants in rented areas only. Guests/participants, horses, horse trailers, etc., are not allowed in non-rented areas.

14. Animals to be secured in marked designated areas.

15. An overtime hourly fee (time and a half or double time) for staff shall be charged if the equestrian activity continues beyond midnight, or exceeds the ten-hour rental. During the hot weather months, when the health of the animal may be of concern, hours of use may be split with approval of the Director for all uncovered arenas.

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Renter's Initials_____

16. The City of Norco will not allow the use of any type of electrical device on any animal at any time. Exception: or as approved and monitored by Animal Control at cost of user.

Hours of Operation:

Arenas	7 a.m. – 10 p.m. Monday –Thursday 6 a.m. – 12 a.m. Friday – Saturday 6 a.m. – 10 p.m. Sunday

All Ingalls Park arenas are ten-hour minimum rentals.

Rental of any arena begins at the time of the gate opening for the event.

The curfew conditions are subject to adjustment for the contractual agreements made between the City and contracted users or as the Director sees appropriate.

Failure to comply with any and all of the aforementioned items, or misuse of any facilities, equipment, supplies or disorderliness may result in the user:

a. Being required to vacate the premises immediately
b. Being prohibited from using the building or facility in the future
c. Being billed for any or all direct charges resulting from failure to comply

The renter, at their own expense, must provide additional restroom facilities for large activities.

Bleacher Fees

Bleachers will be made available to all users of Ingalls Park. Users will only be charged for the seats reserved. If more seats are needed than were requested, the Department will bill the responsible party for the difference.

For partial use of the bleacher structure, staff will determine the number of bleachers used and the group will be charged appropriately.

Bleacher fees will apply if admission is charged for event including pre-sale tickets.

Arena bleachers must be rented before any other bleachers are allowed on the facility.

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Public Buildings Provisions/Regulations

1. No decorations may be affixed to the walls, ceiling or light fixtures. Decorations may be attached to the tables by masking tape or scotch tape only. Weighted helium balloons are also allowed. All decorations must be flame resistant/retardant. Decorations must be removed prior to vacating the premises. No table candles allowed inside public buildings.

2. Groups must appear no later than 30 minutes after the specified time on the permit or use of the facility will be cancelled and all fees forfeited.

3. Failure to vacate rented City facilities when scheduled or failure to remove equipment within the permitted time may result in loss of future usage, privileges and accrual of charges.

4. Staff will determine if the noise level from patrons, public address systems, band/DJ or other is excessive. If an order to reduce the noise level is not obeyed, the rental event will be terminated, law enforcement summoned to secure the facility and all fees and deposits forfeited.

5. The Department provides a staff member that will be on site for the duration of the rental. This individual will assist the renter with all items associated with the building: lighting, supplies, temperature control, etc. The staff member is empowered to terminate the rental and/or contact the authorities if any misuses of facilities, violation of the terms of the rental agreement or other infractions occur.

6. The on-site staff member will conduct a pre-event walk through (facility inspection) to show the renter the facility amenities and to discuss any issues. Any existing property damage will be noted at that time. There will be a post-event walk through at the conclusion of the event. Any additional cleaning or new damage will be noted at this time. A checklist will be provided for the inspection. Note: This is the right of the facility renter. If the walk through does not occur, the renter waives the right to dispute any decision made by the Department of Parks, Recreation and Community Services.

7. Each facility comes with a predetermined number of tables and chairs. If additional equipment is desired, it can be brought in at the renter's expense, and all additional equipment must be removed from the premises directly after the event within an agreed reasonable time. If the equipment is not removed, a storage fee ($25/day) will be charged directly from the renter's facility deposit monies.

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Renter's Initials_____

8. The kitchen portion of the facility, if so equipped, shall not be opened for any group unless the Director grants permission, and the appropriate fees are paid. All groups receiving permission and using kitchen facilities must leave the kitchen in a clean and orderly manner. Groups shall provide their own dishes, place settings, cooking utensils, towels, soap, etc.

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Parks Provisions/Regulations

1. No stakes are to be driven into turf areas unless authorized.

2. Vehicles are not permitted on turf areas of parks unless authorized by a special permit.

3. Alcohol consumption is not permitted in public parks unless authorized.

4. Staff will determine if the noise level from patrons, public address systems, band/DJ or other is excessive. If an order to reduce the noise level is not obeyed, the rental event will be terminated, law enforcement summoned to secure the facility and all fees and deposits forfeited.

5. No fire pits are allowed. BBQs are available in designated areas and are "as is".

6. Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation and posted as a " No Smoking" area. (Ord. 922 Sec. 1, 2010).

7. A light charge will apply if ballfield lights are requested and or deemed necessary by staff for the safety of patrons.

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Renter's Initials_____

Wayne Makin/Shearer Sports Complex Policy Provisions/Regulations

1. Use is by permit only.
2. No stakes are to be driven into turf areas unless authorized.
3. Vehicles are not permitted on turf areas of parks unless authorized by a special permit.
4. No food vendors are permitted in park without prior authorization.
5. No open flames permitted.
6. All damages to facility will be the responsibility of the permit holder.
7. All special events must be pre-approved.
8. A light charge will apply if ballfield lights are requested and or deemed necessary by staff for the safety of patrons.
9. Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation and posted as a " No Smoking" area. (Ord. 922 Sec. 1, 2010).

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George Ingalls Equestrian Event Center Nellie Weaver Hall Provisions/Regulations

1. Use is by permit only.

2. No entertainment involving fire or flames.

3. Sterno (canned heat) is allowed during banquet serving.

4. No decorations may be affixed to the walls, ceiling or light fixtures. No Mylar balloons allowed. All decorations and equipment must be removed prior to vacating the premises.

5. All vendors must have current City business license and County of Riverside Health Department Permit (food vendors).

6. Alcohol consumption is not permitted at Nellie Weaver Hall unless authorized. If alcohol is being served/sold, it must remain inside the building or designated area as approved by the Alcoholic Beverage Control Board and the Director.

7. All groups will use the City assigned contracted security unless otherwise approved by the Director.

8. An overtime hourly fee (time and a half or double time) for staff and security shall be charged if Nellie Weaver Hall continues beyond midnight unless permitted by Director.

9. No cooking appliances with the exception of beverage units. No hot food or food preparation will be allowed at the Bar Area.

10. It is the responsibility of the applicant to setup tables and chairs for their event. Setup of tables and chairs by Staff may be requested for an additional fee. It is not required for applicants who pay a cleaning fee to put tables and chairs away.

11. Kitchen area may be rented for additional fee(s).

12. Cleaning fees will be charged for all groups who rent Nellie Weaver Hall, Kitchen area and Exterior Rest Rooms. Self cleaning of the facility must be approved by the Director. Additional fees will apply if over the normal cleaning is required.

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Renter's Initials_____

Consideration Group	Impact
<u>Youth Sports Groups</u> American Youth Soccer Organization (AYSO) Norco Junior All American Football (NJAAF) Norco Little League (NLL) Norco Girls Softball (NGSL)	• Pay 25% of light fees which increase 25% incrementally until 100% • Pay 100% of non-seasonal light fees • Pay 100% of custodial fees • Pay 100% of health dept fees • Pay 100% of propane gas • Pay 100% of infield maintenance – NLL, NGSL • Pay 100% of field restoration (which is not covered by City Contractor) after season – AYSO, NJAAF
<u>Equestrian Show Clubs</u> Saddle and Harness Golden State Palomino Ranglers Modjeska Mavericks Pacific Coast Miniature Horse Club Arabian Performance So Cal Miniature Horse Clubs California Foxtrotters Association	The arena fees for these clubs will increase by 30% with the arena fee being $387effective January 1, 2011 and $504 effective July 1, 2011. Also effective July 1, 2011, if the subsidized amount is not raised from the fundraising events, each group will be back charged any amount outstanding.
<u>Equestrian Community Clubs</u> Saddle Sore Riders Norco Horsemen's Association	The arena fees for these clubs will increase by 30% with the arena fee being $387effective January 1, 2011 and $504 effective July 1, 2011.
<u>Others</u> CNUSD/Norco College Government Agencies (Federal, State, County) Boy Scouts/Girl Scouts 4H/FFA Norco Junior Horsemen's Association	All groups will be charged 100% of direct costs for all services.

Exhibit "B"

CITY OF NORCO
STAFF REPORT

TO:	Mayor and Members of the City Council
FROM:	Beth Groves, Interim City Manager
PREPARED BY:	Deborah L. DeGrado, Housing Manager
DATE:	October 20, 2010
SUBJECT:	Approval to Participate in the Riverside County Mortgage Certificate (MCC) Program
RECOMMENDATION:	**Adopt Resolution No. 2010-_____,** Approving Participation in the Riverside County Mortgage Credit Certificate (MCC) Program.

SUMMARY: The Riverside County Board of Supervisors has authorized the County Economic Development Agency (EDA) to apply to the California Debt Limit Allocation Committee for an allocation of Mortgage Credit Certificates on or about April 2011. Adopting of the attached resolution is necessary for the City to participate in the County's MCC Program.

BACKGROUND/ANALYSIS: A Mortgage Credit Certificate (MCC) entitles qualified home buyers to reduce the amount of federal tax liability on a home mortgage. This tax credit allows the buyer to qualify more easily for a loan by effectively increasing the stated income of the buyer.

The Riverside County MCC Program allows a 15% rate, which can be applied against the interest paid on the mortgage loan. The borrower can then claim a credit on their taxes equal to 15% of the interest paid during the year. Since the taxes paid by the borrower are being reduced, the annual take-home pay is effectively increased. The borrower can still deduct the remaining part of the interest paid as a standard deduction. When underwriting a loan, a lender takes this potential increase in income into consideration and the borrower is able to qualify for a larger loan than would otherwise be possible.

This program can be used with all types of homes, including foreclosures, new and resale single-family and/or manufactured homes, and may be the "extra cushion" future homebuyers will need to purchase in Norco.

The EDA will be submitting an application for funding on or before April 2011 for applicants acquiring homes within Riverside County. Program guidelines include income restrictions, as well as limits on the purchase price of the home. Future Norco

homebuyers can qualify for the MCC on their own through their lender, even if the City is not providing any down payment assistance.

The City of Norco has participated in the MCC Program in past years. Two clients in Norco were assisted in FY 2009-2010, and five so far in 2010-2011. Staff recommends approval of the attached resolution, to provide another tool for qualified homebuyers to purchase homes in Norco.

FISCAL IMPACT: No impact to the City or the Redevelopment Agency budget. Potential buyers can qualify through a lender to receive the MCC assistance from the County.

/dg – 76696
Attachment: Resolution No. 2010-_____

RESOLUTION NO. 2010-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING PARTICIPATION IN THE RIVERSIDE COUNTY MORTGAGE CREDIT CERTIFICATE (MCC) PROGRAM

WHEREAS, the Tax Reform Act of 1986 established the Mortgage Credit Certificate Program (MCC Program) as a means to assisting qualified individuals with the acquisition of new and existing single-family housing; and

WHEREAS, pursuant to Division 31, Part 1, Chapter 3.5, Article 3.4 of the California Health and Safety Code Sections 50197 et seq., local issuers are authorized to issue Mortgage Credit Certificates (Certificates) and administer the MCC Program; and

WHEREAS, the Riverside County Board of Supervisors and the County of Riverside adopted Resolution No. 87-564 on December 22, 1987 establishing a Mortgage Credit Certificate Program; and

WHEREAS, the Riverside County Board of Supervisors has authorized the Riverside County Economic Development Agency (EDA) to administer the MCC Program pursuant to applicable federal, state and local policies and procedures, and to enter into those agreements necessary for administration of the MCC Program; and

WHEREAS, the County of Riverside (County) will be applying to the California Debt Limit Allocation Committee for a mortgage credit certificate allocation on or about April 2011; and

WHEREAS, the City of Norco wishes to participate in the MCC Program administered by the EDA in connection with loans that will be made available for acquisition of new and existing single-family homes in Norco; and

WHEREAS, adoption of this Resolution is necessary for the City of Norco to be included as a participating unit of general government under the Riverside County MCC Program; and

WHEREAS, the City agrees to cooperate with the County of Riverside to offer the MCC Program within the City jurisdiction to assist persons or households of limited income to purchase new or existing single-family residences located in the City; and

WHEREAS, the City, by adopting this Resolution, hereby gives notice of its election to participate in the Riverside County MCC Program.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Norco that:

1. The City agrees to participate in the MCC Program administered by the EDA in connection with mortgage loans it will make available for the acquisition of new and existing single-family housing in Riverside County; and

2. The City will assist the County of Riverside to market the MCC Program within the City's jurisdictional boundary by publishing a general public notice in the local newspaper at least twice a year.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 20, 2010.

_____
Mayor, City of Norco

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 regularly introduced and adopted by the City Council of the City of Norco California, at a regular meeting thereof held on October 20, 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 20, 2010.

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

/dg – 76697

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Beth Groves, City Manager
PREPARED BY:	Brian Petree, Director Parks, Recreation and Community Services
DATE:	October 20, 2010
SUBJECT:	Amendment to the Comprehensive Fee Resolution to Update and Adjust Fees for Parks, Recreation and Community Services
RECOMMENDATION:	Adopt **Resolution No. 2010-____,** amending Resolution No. 2010-26 to update and adjust fees for Parks, Recreation and Community Services.

SUMMARY: On June 2, 2010, the City Council adopted Resolution No. 2010-26 updating the fees for general City services. The proposed resolution recommends the following amendments to the City's Comprehensive Fee Schedule:

1. Addition of certain new fees to the Comprehensive Fee Schedule relating to Parks, Recreation and Community Services Department; and

2. Changes to certain facility use charges based on elimination of Groups 1, 2 and 3 fee categories creating one fee for all users with the exception of Special Consideration Groups.

BACKGROUND ANALYSIS: At its meeting held on June 2, 2010, the City Council voted to create an ad-hoc committee to review the current Facility Use Policy and fees. The committee was composed of Mayor Pro-Tem Berwin Hanna, Councilman Harvey Sullivan, and Parks and Recreation Commissioners Richard Boyle and Corinne Holder.

Strategies were developed to increase the current Group II arena rate by 30% on January 1, 2011 and an additional 30% on July 1, 2011, at which time the fee structure will once again be reevaluated to determine if the increases should continue until all direct costs are recovered. The ad-hoc committee also reviewed current facility fees to find the most effective way to bridge the gap that is subsidized by the General Fund, while accommodating residents, businesses and those special consideration organizations/events which have had historical and widespread community involvement with reduced or waived fees.

At its September 13, 2010 meeting, the Parks and Recreation Commission approved the proposed fee adjustments affecting the Department of Parks, Recreation and Community Services. At the conclusion of its meeting held on September 27, 2010, the ad-hoc committee concurred on a recommendation to be presented to the City Council. The fees will become effective immediately.

FINANCIAL IMPACT: It is anticipated that an additional $39,000 will be collected in revenue through these fee adjustments. It is not certain what the full impact will be as some fees will not take effect until January 1, 2011 as recommended by the ad-hoc committee.

/bp-76672
Attachment: Resolution No. 2010-____

RESOLUTION N0. 2010-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING RESOLUTION NO. 2010-26 TO UPDATE AND ADJUST FEES FOR GENERAL CITY SERVICES

WHEREAS, in 2008 the City of Norco, California, conducted an extensive analysis of its services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, pursuant to Government Code Section 54994.1 the specific fees to be charged for services must be adopted by the City Council by Resolution after providing notice and holding a public hearing; and

WHEREAS, notice of public hearing has been provided in accordance with Government Code Section 6062a, oral and written presentations were made and received, and the required public hearing was held; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services needs to be adopted so that the City might carry into effect its policies; and

WHEREAS, it is the intention of the City Council to adopt an amendment to the schedule of fees and charges based on the City's budgeted and projected costs for the Fiscal Year 2010-11; and

WHEREAS, all requirements of California Government Code Section 54994.1 are hereby found to have been complied with.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The General City Services fees for Parks, Recreation & Community Services contained in Resolution No. 2010-26 are hereby amended.

SECTION 2: The fees set forth in this Amended Resolution shall become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on October 20, 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 introduced and adopted by the City Council of the City of Norco at a meeting held on October 20, 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 20, 2010.

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

/bj-76653
Attachment: General City Services fees for Parks, Recreation & Community Services

Service	Fees	Deposit
General Facilities and Services		
Application Processing Fee	$35.00	0
Banner Installation	Fully Burdened	$0.00
Booking Change	$18.00	$0.00
Booking Fee - Per Date (max $250)	$5.00	$0.00
CC Large Auditorium - Hourly (Occ. Banq. 80 / Occ. Aud. 150)	$47.00	$250.00
CC Scout House - Hourly (Occ. Banq. 100 / Occ. Aud. 175)	$47.00	$250.00
CC Small Auditorium - Hourly (Occ. Banq. 50 / Occ. Aud. 80)	$35.00	$250.00
Community Center Small Rooms (Hourly)	$34.00	$0.00
Community Center Room Cleaning	Fully Burdened	$0.00
Community Room - FHQ	$35	$250.00
Chairs (each)	$1.00	$0.00
Exterior Restrooms	$47.00	$0-$275
Exterior Restrooms Cleaning	Fully Burdened	$0.00
Field Lights (Hourly)	Fully Burdened	$0.00
Field Prep	$30.00	$0.00
Horseshoes Rental (per set)	$10.00	$30.00
Open Space / Moon Bounce	$38.00	$0.00
Outdoor Courts (hourly night use)	$22.00	$0.00
Outdoor Courts(hourly day use)	$7.00	$0.00
Parking Lots	$39.00	$50.00
Picnic Shelter Rental	$71.00	$75.00
Pool Rental (Hourly)	$155-$184	$250.00
Program Maintenance Fee	$4.00	$0.00
Reproduction (up to 11" x 17") - Black/White	$0.25	$0.00
Reproduction (up to 11" x 17") - Color	$0.50	$0.00
Reproduction (larger than 11" x 17") - B/W or Color	$10.00	$0.00
Riley Gym (Hourly)	$76.00	$500.00
Riley Gym Conference Room (Hourly)	$35.00	$150.00
Riley Gym Cleaning	Fully Burdened	$0.00
Sports Fields - (Hourly)	$47.00	$103.00
Supplemental Staff Costs plus Burden	Fully Burdened	$0.00
Support, Operations, Administrative and Maintenance	Fully Burdened	$0.00
Tables, Round	$10.00	$100.00
Tables, Rectangle	$6.00	$100.00

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-____. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a 10% discount (with exception of Nellie Weaver Hall which will be entitled to a 25% discount) on facility fees (not including application and booking fees) with valid picture I.D. which provides a current Norco address.

All other organizations and events will be charged full fees based on the fee policy and fee schedule.

General Facilities and Services		
Ingalls Park	Fees	Deposit
4-H Area (10 hour rental period)	$298.00	$50-$350
4-H Area (add'l hours in excess of 10)	$42.00	$0.00
4-H Small Livestock Pens	$5.00	$200.00
Amphitheater (plus per seat fee if gate is charged)	$298.00	$350-$550
Amphitheater cleaning	Fully Burdened	$0.00
Arena Grooming	$30.00	$0.00
Arena Watering	$21.00	$0.00
Fair Electrical Hook-Up per Pedestal	$8.00	$200.00
Fair Grounds	$391.00	$500.00
Holding Pens-Moreno Arena	$177.00	$400.00
Holiday/ Sunday Staff	Fully Burdened	$0.00
Ingalls Park Bleachers (per seat)	$1.50	$0.00
Ingalls Park Parking Lots	$66.00	$0.00
Ingalls Park Restrooms	$35.00	$0.00
Ingalls Parking Lots (concessions)	$592.00	$0.00
Landscape Plancheck Review (Add'l checks)	$55.00	$0.00
Landscape Plancheck Review (Includes 2 checks)	$164.00	$0.00
Moreno Arena (9 hours max weekends/holidays)	$889.00	$500-$5000
Moreno Arena (Hourly,4 hours min, Mon - Thurs)	$111.00	$500-$5000
Moreno Arena Lights	Fully Burdened	$0.00
Moreno Arena Open Recreational Riding (non-resident)	$10.00	$0.00
Moreno Arena Trainers Hours (by reservation)	$18.00	$50.00
Moreno Arena-hourly (in excess of max. 10)	Fully Burdened	$0.00
Portable Restrooms	Fully Burdened	$0.00
Portable Stalls	Fully Burdened	$200.00
Stall Cleaning	Fully Burdened	$0.00
Security Guards	Fully Burdened	$0.00
Warm-up & Exercise Arenas	$61.00	$100.00
Weaver Hall (Hourly, 8 hour min. Saturdays & holidays)	$131.00	$300-$2500
Weaver Hall Cleaning	$420-$829	$0.00
Weaver Hall Kitchen	$284.00	$300.00
Weaver Hall Kitchen Cleaning	$130-$500	$0.00
Weaver Hall Exterior Restrooms	$47.00	$0-$500
Weaver Hall Exterior Restrooms Cleaning	Fully Burdened	$0.00
*Tables, Round	$10.00	$100.00
*Tables, Rectangle	$6.00	$100.00
*Chairs (each)	$1.00	$100.00

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-____. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a 10% discount (with exception of Nellie Weaver Hall which will be entitled to a 25% discount) on facility fees (not including application and booking fees) with valid picture I.D. which provides a current Norco address.

All other organizations and events will be charged full fees based on the fee policy and fee schedule.

General Facilities and Services	Fees	Group 3
Special Consideration Groups		
Moreno Arena (9 hours max weekends/holidays)	$387	$960

Sports and Programs	Fees	Deposit
Ballfield Bases (per use)	$10.00	$0.00
City- Sponsored Adult Sports Programs	$350-$705	$0.00
City- Sponsored Special Events	$1-$60	$0.00
City- Sponsored Youth Sports	$67-$130	$0.00
Excursions	Fully Burdened	$0.00
Insurance Policies	Fully Burdened	$0.00
PA System (portable)	$88+Staff	$200.00
Recreation & Leisure Programs & Services	$12-$300	$0.00
Recreational Swimming	$2.00	$0.00
Scoreboards (each)	$24+Staff	$500.00
Senior Programs	$1-$81	$0.00
Senior Services Membership Fee (Yearly)	$0-$25	$0.00
Swimming Lessons	$52-146	$0.00
Youth Programs (Wee People, Etc.)	$10-$478	$0.00
BBQ	$53.00	$100.00
*Referee Fees no longer collected for Adult Sports Program		

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-____. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a 10% discount (with exception of Nellie Weaver Hall which will be entitled to a 25% discount) on facility fees (not including application and booking fees) with valid picture I.D. which provides a current Norco address.

All other organizations and events will be charged full fees based on the fee policy and fee schedule.

Service		
General Facilities and Services		
Animal Control	Fees	Deposit
Cat Adoption	$10.00	$0.00
Cat Quarantine Daily Board	$15.00	$0.00
Citation Processing Fee	$5.00	$0.00
Daily Boarding - Cats / Dogs	$6.00	$0.00
Daily Boarding - Large Livestock	$10.00	$0.00
Daily Boarding - Small Livestock	$10.00	$0.00
Dead Animal Disposal - Brought in - Cat	$10.00	$0.00
Dead Animal Disposal - Brought in - Dog	$20.00	$0.00
Dead Animal Disposal - Brought in - Livestock	$30.00	$0.00
Dog Quarantine Daily Board	$20.00	$0.00
Dog Adoption	$16.00	$0.00
Dog License - Senior (Alt) 1st or 2nd Dogs	$2.00	$0.00
Dog License - Senior (Alt) 3rd or 4th Dogs	$6.00	$0.00
Dog License - Senior (Unalt)	$30.00	$0.00
Dog License (Alt)	$20.00	$0.00
Dog License (Unalt)	$40.00	$0.00
Emergency After-hours Fees (Hourly)	Fully Burdened	$0.00
Euthanasia - Dog or Cat	$50.00	$0.00
Impound - Cats - 1st time	$23.00	$0.00
Impound - Cats - 2nd time in 1 year	$33.00	$0.00
Impound - Cats - 3rd time in 1 year	$44.00	$0.00
Impound - Dogs - 1st time	$33.00	$0.00
Impound - Dogs - 2nd time in 1 year	$45.00	$0.00
Impound - Dogs - 3rd time in 1 year	$57.00	$0.00
Impound - Large Livestock - 1st time	$69.00	$0.00
Impound - Large Livestock - 2nd time in 1 year	$79.00	$0.00
Impound - Large Livestock - 3rd time in 1 year	$103.00	$0.00
Impound - Small Livestock - 1st time	$32.00	$0.00
Impound - Small Livestock - 2nd time in 1 year	$42.00	$0.00
Impound - Small Livestock - 3rd time in 1 year	$57.00	$0.00
Livestock Transpt: Non- Resident Impound Returns	$92-$1000	$0.00
Owner Dead Dog Pick-Up	$83.00	$0.00
Owner Dead Livestock Pick-Up	$118.00	$0.00
Owner Turn- ins - Dog or Cat	$50.00	$0.00
Owner Turn- ins/pick up by AC - Cat	$93.00	$0.00
Owner Turn- ins/pick up by AC- Dog	$133.00	$0.00
Poultry Ranch Inspection	$57.00	$0.00
Ranch License	$29.00	$0.00
Ranch License Renewal	$18.00	$0.00
Vaccination Fee - Cat	$5.00	$0.00
Vaccination Fee - Dog	$10.00	$0.00
Vicious / Wild Animal Permit (New)	$121.00	$0.00
Vicious / Wild Animal Permit (Renew)	$121.00	$0.00
Any and all fines mandated by		
County, State and Federal regulations/laws		

CITY OF NORCO
STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Beth Groves, City Manager
PREPARED BY:	Alma Robles, Senior Planner
DATE:	October 20, 2010
SUBJECT:	An Appeal of the Planning Commission's Denial of Conditional Use Permit 2010-02 (Sedrak): A Request for Approval to Allow Development of a Service Station with a Convenience store at 2807 Hamner Avenue Located Within the C-G (Commercial General) Zone
RECOMMENDATION:	Planning Commission: On September 29, 2010, the Planning Commission adopted Resolution 2010-13 to deny Conditional Use Permit 2010-02. Staff: Staff recommends that the City Council concur with the Planning Commission's denial of Condition Use Permit 2010-02.

SUMMARY: This item is an appeal of the Planning Commission denial of Conditional Use Permit 2010-02, a request for approval to allow development of a service station with a convenience store at 2807 Hamner Avenue located within the C-G (Commercial General) Zone. The project was denied by the Planning Commission on a 5-0 vote, because the project did not meet the minimum development standards required for the approval of the conditional use permit. The appeal to the City Council was filed by the property owner/applicant.

BACKGROUND: Site Description: The project site is an irregular-shaped area consisting of approximately 10,274 square feet. The property has a frontage of about 121 feet on the east side of Hamner Avenue and a maximum depth of about 85 feet.

The site is currently developed with a service station consisting of one canopy, five gas dispensers, and a small convenience store. Full right-of-way for Hamner Avenue already exists and street widening is currently underway in front of the project site (Exhibit "C" – Aerial and Site Photos). There is an existing on-site private drive-way/access easement along the north side of the property that lies partially on the project site and on the property to the north (Elm Street). It provides access to both properties as well as to other properties to the east.

Site Background: The current street widening is the next phase of an ongoing improvement project that will ultimately widen Hamner Avenue to its ultimate width within City limits. It is a project that is being funded through the Transportation Uniform Mitigation Fee (TUMF) program. Street widening projects typically consist of acquiring right-of-way where needed and then installing the needed street improvements (e.g., pavement, curb and sidewalks). This phase of widening includes the project site and those immediately adjacent on the same side of the street.

Since the City (through TUMF) initiated this street-widening program, the City was required to obtain the right-of-way from adjacent properties where it didn't exist. That was the case with this project site (2807 Hamner Avenue). The right-of-way had not been dedicated so it was necessary for the City to obtain access to the needed property. Each individual property where right-of-way needs to be obtained is analyzed on its own merits. In some cases dedications are offered by property owners in exchange for not having to pay for the cost of street improvements themselves. In other cases the amount of property that is needed can be such that it will render the existing use thereon no longer valid or it deprives the property owner of any valid use of the property. When it has been determined that a property has been divested of any reasonable use, there must be compensation to the owner at fair market value.

That is what happened with this site at 2807 Hamner Avenue. Because the site is already small and congested, it was determined that obtaining any right-of-way for street improvement purposes would put the business in a position of not being able to stay open and function properly. The owner was therefore compensated entirely for the loss of the business as well as the loss of the property that was taken through the acquisition of right-of-way for the street improvements. The agreement was that once street improvements began, the owner would close the business permanently (hence the compensation for the loss of the business). This compensation agreement was entered into in January 2008. Subsequently the planned street improvements were postponed. The owner stayed in business per the agreement even though the compensation for the loss of the business had already been paid.

The property owner is now requesting approval to allow the development of a new service station on the remainder parcel (the project site for this conditional use permit application) after demolition of the existing structures. The Purchase and Sale Agreement required that the owner permanently close the business and demolish all the structures.

Staff has looked at a number of scenarios for a new service station/convenience store on the remainder parcel and none of the options can be accomplished without some relaxation of NMC development standards which would require the approval of variances. With the latest version that was submitted to the Planning Commission, the

owner claimed that staff was not interpreting the NMC standards correctly and that the parking requirement was overstated.

Project Description: The proposed project is the development of a new service station and convenience store. A new canopy is being proposed to cover the four gas dispensers. Development plans also include the provision of parking, landscaping, trash enclosure, etc., (ref. Exhibit "D" – Site Plan and Exhibit "E" – Proposed Floor Plans).

ANALYSIS/EVALUATION: Service Stations are conditionally permitted land uses in the C-G zone. With conditionally-permitted uses, the Planning Commission must hold a public hearing to consider whether the proposed land use will adversely affect the adjoining land uses and the growth and development of the area. The project must also be reviewed to ensure that development standards in the C-G zone are complied with as well as other requirements of the NMC including Chapter 18.33 "General Provisions for Service Stations".

The following is an analysis and evaluation of the project in terms of the development standards in the C-G zone and Chapter 18.33. *(Note: when referred to the Code in the following, the provision being stated is required by both the C-G zone and Chapter 18.33).*

As part of the development standards for service stations, Chapter 18.33 has location requirements in that one service station cannot be located within 1,500 feet of any other service station, or located on a site that is not an intersection. Furthermore, Chapter 18.33 requires that a service station cannot be located on a lot that is less than 22,500 square feet. This proposed location does not meet any of the requirments being that the project site is within 1,500 feet of another gas station (northwest corner of Hamner Avenue and Market Street), the site is not located at an intersection (Elm Street is a private access), and the site is only 10,274 square feet.

Staff accepted the application because there is a service station already on the site. However, since the Purchase and Sale Agreement requires that the existing buildings be demolished, this project needs to be treated as new development rather than a re-build of an existing development. With this basis the project cannot meet the minimum lot size and location requirements as discussed above.

Setbacks: A minimum 25-foot front yard setback is required in the C-G Zone, with no requirements for side and rear setbacks. Both the canopy over the gas dispensers and the convenience store will meet the minimum requirements. Chapter 18.33 does not address setbacks.

On-Site Parking and Loading: The Code requires one parking space for every 250 square feet of gross floor area for commercial/retail uses. This project is proposing a 1,250 square-foot store, which would require that a minimum of five parking spaces be provided. In addition, Chapter 18.33 requires all service stations to have three parking spaces in addition to what is required by the Parking Code. The total parking, therefore, is a minimum of eight parking spaces required for this project. However, the project has been proposed with only five spaces.

The applicant believes that the three parking spaces required in Chapter 18.33 for service stations should not be required for this site since there are no service bays proposed for other auto services, such as oil changes. The Code, however, does not make this distinction; therefore, per the NMC eight parking spaces are required.

> *"18.33.08(5) Parking: Each service station site shall have no less than three spaces available and marked for parking of automobiles, excluding automobiles being serviced at said station. In addition to the above required spaces, uses permitted as accessory uses (convenience store) shall meet parking requirements of Chapter 18.38--Off Street Parking and Loading".*

The NMC requires one 12'x25' loading space for each commercial building. It is proposed for this project on the west side of the building as indicated on the site plan. The C-G zone requires that loading areas be screened from view of the public right of way and adjacent properties. Typically they are located to the rear of buildings to meet the screening requirement and to not block the building frontage. A better site plan option would be to place the loading zone to the rear of the building, but the site is too small to accommodate that and still maintain an adequate circulation plan.

Access and On-Site Circulation: Two new drive approaches are proposed on Hamner Avenue to provide access to the site (which will be funded and constructed through the Hamner Avenue street-widening program).

The site plan is designed for 90-degree parking, which requires a minimum 25-foot turnaround width/driveway be provided behind the spaces. Furthermore, the Code requires that all other driveways (that are not behind parking) be a minimum of 25 feet wide for adequate on-site two-way circulation. This minimum width area needs to be kept clear to provide for unimpeded circulation at all times. This requirement has been a challenge for the project since the initial review. In previously reviewed site plans and including the site plan submitted to the Planning Commission, vehicles pumping gas and vehicles waiting to pump gas will interfere with the minimum 25-foot clearance for on-site circulation. Furthermore, on the outer two (northern) pump stations, any queuing of vehicles waiting to pump gas will likely be partially or wholly in the private street blocking access to other lots that also have legal access there.

Because the plan has been revised several times and adequate on-site circulation continues to be the prominent challenge (because of the required 25-foot drive-aisle width not being maintained) and this even after not meeting the required amount of parking stalls, it was the Planning Commission's determination that the site is not large enough to accommodate the proposed land use consistent with the requirements of the NMC. This was the reason for the compensation of the loss of the business.

Landscaping: The C-G zone requires that 15 percent of the total lot be landscaped, in addition to providing a 10-foot wide landscape buffer adjacent to the street. However, Chapter 18.33 requires that only five percent of the site be landscaped, in addition to providing a five-foot wide landscape buffer adjacent to the street. Of the five percent requirment, at least 25 percent of that landscaping must be be provided in the portion of the site being used for parking.

Chapter 18.33 inidcates that if there is any conflict between the provisions of Chapter 18.33 and other development standards (in this case the C-G zone), the landscaping standards of Chapter 18.33 apply, which in this situation is the lesser requirement:

> *Chapter 18.33 – "Notwithstanding anything to the contrary stated in Title 18 of the Municipal Code of the City, all property developed with a building or structure shall have landscaping in an amount equal to no less than five percent".*

Approximately 529 square feet of landscaping is proposed, which is equal to about five percent of the total site. In addition, a five-foot wide landscape buffer is being provided adjacent to the street. The required amount of landscaping has been provided; however, no landscaping (minimim of 129 square feet required) is being provided within the parking area. Again, the site is too small to meet this requirement and still maintain adequate on-site circulation that meets the requirements of the NMC.

Architecture: The proposed architecture for the convenience store building reflects some of the guidelines in Chapter 18.41 "Architectural Review", which requires a western design theme, or minimally requires consistency to the architecture of surrounding buildings. The architecture has incorporated some western design features by using siding material and multi-paned windows (ref. Exhibit "F" – Building Elevations; Exhibit "G" – Colored Building Renderings).

The proposed architecture was reviewed by the Planning Commission architectural review sub-committee prior to going to the Planning Commission. Initial comments were that the building does not do much to satisfy a western design. Ultimately, the Planning Commission determined that the site is not big enough and the architecture was not further addressed.

The maximum height allowed for a building in the C-G zone is 35 feet and the proposed building is well below this requirement. The canopy will be required to meet this requirement as well.

Trash Enclosures: A trash enclosure was proposed adjacent to the building, approximately 16 feet back from the front property line. The C-G zone requires that trash enclosures be screened from view of the public right-of-way and adjacent properties and typically, they are located to the rear of structures. Again, given the small lot constraint this would be hard to accomplish without further affecting the on-site ciruclation.

Required Findings: Before a conditional use permit is granted, the Commission is required to make the following findings:

(1) The requested use will not adversely affect the General Plan, the public convenience or general welfare of persons residing or working in the neighborhood;

(2) The requested use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located;

(3) The size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area; and,

(4) The traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area.

Furthermore, Chapter 18.33 indicates that a convenience store may be permitted in conjunction with a service station if the Planning Commission makes the following findings:

(1) The activity is integrated with the service station operation and both activities are compatible with the other;

(2) The accessory use in combination with the service station operation, will not cause hazards on, or congestion to, adjacent City streets or surrounding traffic patterns;

(3) The accessory use shall not cause the customer's vehicle to remain at dispensing pumps beyond the time necessary for the dispensing of fuels; and

(4) The additional required parking for the accessory use can be adequately designed so as to maintain clear aisleways and not interfere with the dispensing of fuel.

Because the parking requirement was not been met and on-site circulation is inadequate by not continually maintaining the required 25-foot wide drive-aisle clearance, the Planning Commission concurred with staff's determination that the site is not large enough to accommodate the proposed land use. As such, the Planning Commission could not make findings for the approval of the conditional use permit and for the approval of the accessory convenience store. Therefore, the project was denied (ref. Exhibit "J" – Planning Commission Minutes dated September 29, 2010).

The applicant requested that the Planning Commission determine that the site is adequate and that the development standards are being met from a practical perspective. Attached for the Council review is a letter/emails from the applicant with reasons for supporting the project (ref. Exhibit "I" – Letter/emails of Support).

CONCLUSION: Staff is recommending that the City Council concur with the determination of the Planning Commission to deny Conditional Use Permit 2020-02.

/adr-76796

Attachments: Resolution 2010-13
Exhibit "A" – Location Map
Exhibit "B" – APN Map
Exhibit "C" – Aerial Photo and Site Photos
Exhibit "D" – Site Plan
Exhibit "E" – Floor Plan
Exhibit "F" – Exterior Building Elevations
Exhibit "G" – Colored Renderings
Exhibit "H" – PRB Notes
Exhibit "I" – Letters in Support of Project
Exhibit "J" – Planning Commission Minutes dated September 29, 2010

RESOLUTION NO. 2010-13

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO DENYING A CONDITIONAL USE PERMIT TO ALLOW DEVELOPMENT OF A SERVICE STATION WITH A CONVENIENCE STORE AT 2807 HAMNER AVENUE LOCATED WITHIN THE C-G (COMMERCIAL GENERAL) ZONE. CONDITIONAL USE PERMIT 2010-02

WHEREAS, FAYEZ SEDRAK submitted an application for a conditional use permit to the City of Norco, California, under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code, to allow development of a service station with a convenience store on property generally described as:

> All that portion of Lot 2 in Block 25 of Riverside Orange Heights Tract No. 2 as shown by map on file in Book 7 page 54 of Maps, Records of Riverside County, California;
>
> More generally described as an irregular-shaped area of approximately .24 acres, having a frontage on the east side of Hamner Avenue of about 121 feet, having a maximum depth of about 85 feet, and being further identified as 2807 Hamner Avenue (Assessor's Parcel Number 127-180-036); and

WHEREAS, said application was scheduled for a public hearing on September 29, 2010; and

WHEREAS, notice of public hearing on said petition was given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on September 29, 2010 within the Council Chambers at 2820 Clark Avenue, Norco, California, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is categorically exempt from environmental assessment.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

A. The requested Conditional Use Permit may adversely affect the General Plan or the public convenience or general welfare of persons residing or working in the neighborhood thereof. The Norco General Plan designates the site as Commercial Community, and the C-G (Commercial General) zoning designation of the site is consistent with the General Plan. The proposed service station use with an ancillary convenience store is a conditionally permitted use in this zone and subject to development standards in both the C-G zone and Chapter 18.33 entitled "General Provisions for Service Stations. Because development standards cannot be met, if approved, the proposed use could have significant negative effects on-site, as well as on surrounding uses and future development in the area.

B. The requested use could adversely affect the adjoining land uses and the growth and development of the area because the site is not large enough to accommodate the proposed land use and still meet all of the Norco Municipal Code development standards.

C. The size and shape of the site for the proposed use is not adequate to allow the full development of the proposed use in a manner not detrimental to the particular area as the proposed development does not meet all applicable development standards. The parking ratio cannot be met and on-site circulation is inadequate because the required 25-foot wide drive-aisle clearance cannot be maintained at all times. As such, the site is not large enough to accommodate the proposed land use.

D. The traffic generated by the proposed use would not impose an undue burden upon the streets and highways in the area if developed per the requirements of the Norco Municipal Code. However, since the project does not meet those requirements there is the chance that this project could impose an undue burden upon the streets and highways in the area. The accessory use (convenience store) in combination with the service station could cause hazards on, or congestion to, adjacent City streets or surrounding traffic patterns.

E. Because the project lacks sufficient parking the accessory use (convenience store) may cause customer vehicles to remain at dispensing pumps beyond the time necessary for the dispensing of fuels causing vehicles waiting for gas to queue into the drive aisles, access ways, and potentially into the street.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled on September 29, 2010 that the aforesaid application for a conditional use permit is denied.

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on September 29, 2010.

Patricia Hedges, Chairman
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

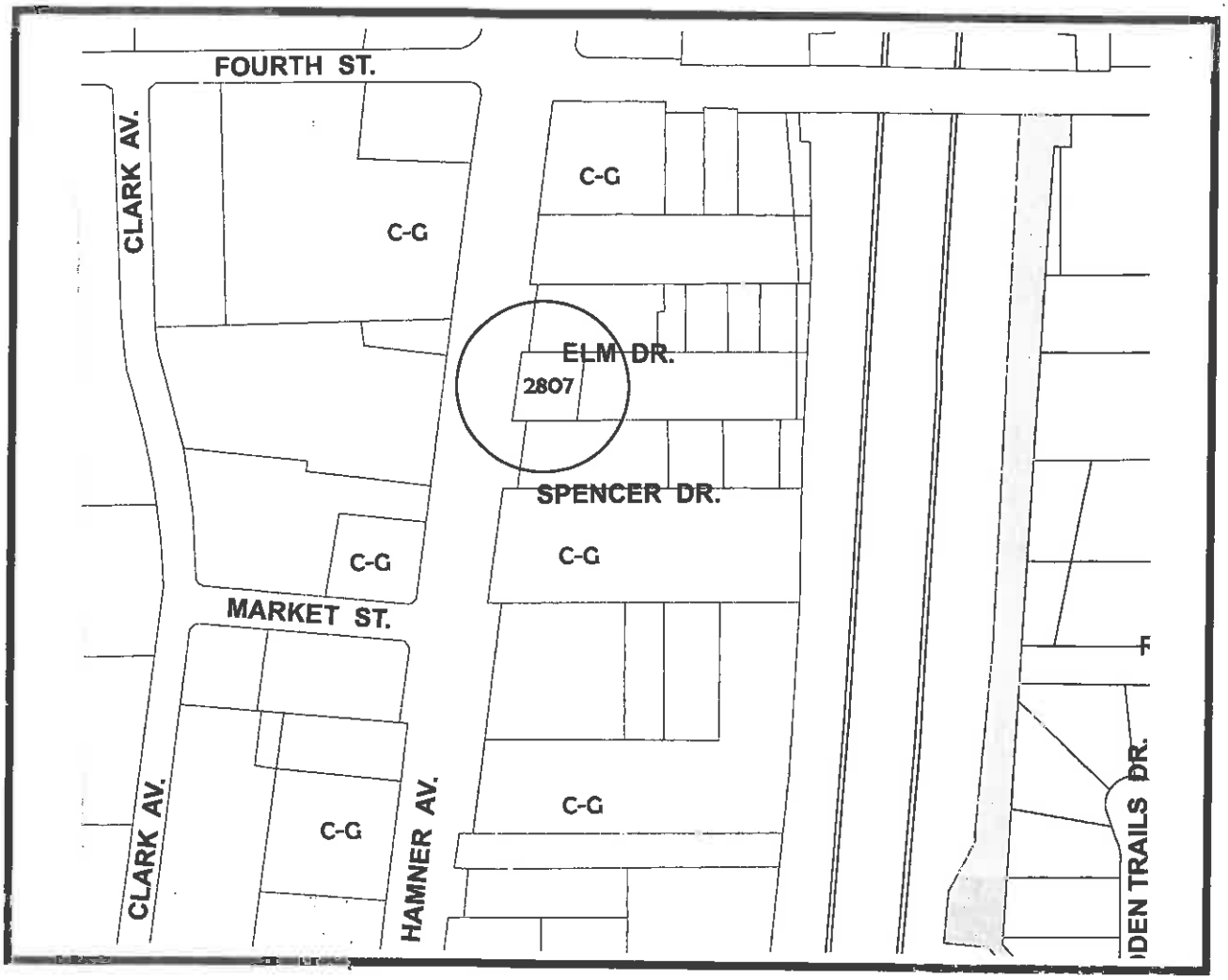
I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on September 29, 2010 by the following roll call vote:

AYES: Hedges, Henderson, Jaffarian, Newton and Wright
NOES: None
ABSENT: None
ABSTAIN: None

Steve King, Secretary
Planning Commission
City of Norco, California

/adr-76606

LOCATION MAP



Not to Scale

N

PROJECT: Conditional Use Permit 2010-02

APPLICANT: Fayez Sedrak

LOCATION: 2807 Hamner Avenue

Exhibit "A"

APN MAP

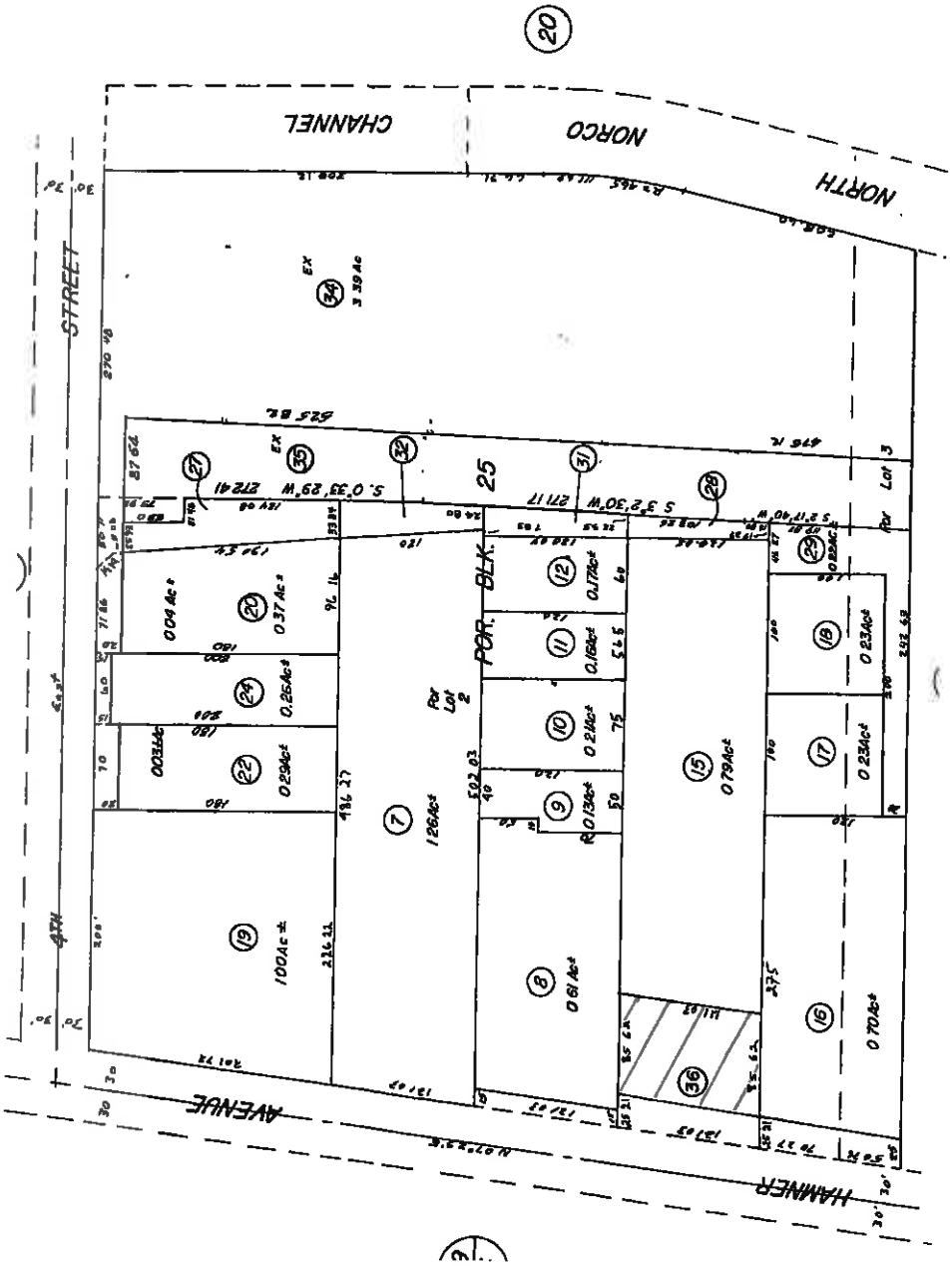


Exhibit "B"