



AGENDA
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
JUNE 15, 2011

- CALL TO ORDER: 7:00 p.m.
- ROLL CALL: Mayor Berwin Hanna
Mayor Pro Tem Kevin Bash
Council Member Kathy Azevedo
Council Member Greg Newton
Council Member Harvey C. Sullivan
- PLEDGE OF ALLEGIANCE: Mayor Hanna
- INVOCATION: Calvary Chapel – Norco
Pastor Louie Montieth
- PROCLAMATIONS: Hidden Valley Golf Club
2011 NGCOA Course of the Year
- PRESENTATION: Certificates In Recognition of the Cougar
Wrestling Club Team Accomplishments

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 June 1, 2011
Recommended Action: Approve the CRA Minutes (City Clerk)
2. JOINT CRA/CITY COUNCIL PUBLIC HEARINGS:
 - A. Approving and Adopting the City and the Norco Redevelopment Agency Operating Budgets Including Related Personnel Adjustments for Fiscal Year 2011-2012 and Authorizing Appropriations Therefrom

The FY 2011-2012 Proposed Budget for the General Fund includes total estimated revenues of \$12,803,219 and total estimated expenditures of

\$13,030,930. The estimated deficit of \$227,711 is expected to be covered by anticipated revenue revisions or additional expenditure reductions during the Fiscal Year. Water Fund total revenues are estimated to be \$9,003,662 while total expenditures are estimated to be \$8,306,254. Sewer Fund total revenues are estimated to be \$4,755,882 and total expenditures are estimated to be \$4,649,970. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues exceed total expenditures. (See Attachment A) For the Redevelopment Agency, total estimated revenues for the Operating Fund are \$14,433,377 while total estimated expenditures are \$16,207,088. The estimated deficit of \$1,773,711 is proposed to be funded by drawing from existing fund balance. The Low-to-Moderate Income Housing Fund of the Agency's FY 2011-2012 Proposed Budget includes total estimated revenues of \$3,007,304 and total estimated expenditures of \$2,367,198.

Recommended Actions: Receive public comments on the proposed Annual Operating Budgets for the City of Norco and the Norco Redevelopment Agency; adopt Resolution No. 2011- ____ approving and adopting the City Operating Budget and related personnel adjustments for Fiscal Year 2011-2012 and authorizing appropriations therefrom; and adopt CRA Resolution No. 2011-____, approving and adopting the Norco Redevelopment Agency Budget and related personnel adjustments for Fiscal Year 2011-2012 and authorizing appropriations therefrom. (City Manager/Executive Director and Deputy City Manager/Director of Finance)

- B. Capital Improvement Program Budgets for the City of Norco and the Norco Redevelopment Agency for Fiscal Years 2012-2016

Staff and the City Council/Norco Redevelopment Agency ("Agency") Board held a Budget Workshop to discuss the five-year Capital Improvement Program (CIP) Budgets for Fiscal Years 2012-2016. Staff is recommending that the City Council/Agency Board open a Public Hearing to receive input from the public and that at the conclusion of the hearing, further recommends that the City Council/Agency Board approve the CIP Budgets for Fiscal Years 2012-2016.

Recommended Actions: Receive public comments on the proposed Capital Improvement Program Budgets; adopt Resolution No. 2011____, approving and adopting the City of Norco Capital Improvement Program Budget for Fiscal Years 2012-2016; and adopt CRA Resolution No. 2011-____, approving and adopting the Norco Redevelopment Agency Capital Improvement Program Budget for Fiscal Years 2012-2016. (City Manager/Executive Director and Deputy City Manager/Director of Finance)

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 June 1, 2011
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Recap of Actions Taken at the Planning Commission Regular Meeting of June 8, 2011. **Recommended Action: Receive and File** (Planning Director)
- C. Order of Procedure and Resolutions Necessary for The Annual Assessment Levy Continuing Landscape Maintenance Districts No. 1 – Beazer, Tract 28765; No. 2 – Western Pacific, Tract 25779; No. 3 – Centex, Tract 28826; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230. **Recommended Actions: Adopt the following Resolutions:**

A.) Resolution No. 2011-___, (Beazer); Resolution No. 2011-___, (Western Pacific); Resolution No. 2011-___, (Centex); Resolution No. 2010-___, (Norco Ridge Ranch); Resolution No. 2011-___, (Hawk’s Crest), approving the Engineer’s Preliminary Report for the Annual Levy of Assessments for the Fiscal Year 2011-2012 in said District; and

B.) Resolution No. 2011-___, (Beazer); Resolution No. 2011-___, (Western Pacific); Resolution No. 2011-___, (Centex); Resolution No. 2010-___, (Norco Ridge Ranch), Resolution No. 2011-___, (Hawk’s Crest), declaring the City’s intention to provide for an Annual Levy and Collection of Assessments for certain maintenance in an existing District, and setting a time and place for the Public Hearing. (City Engineer)

- D. Request to Extend the Annual On-Call Street Maintenance Program Service Agreement. **Recommended Action: Approve the extension of the Annual On-Call Street Maintenance Program Service Agreement with Caliber Paving, Inc. for one (1) year through June 30, 2012.** (Public Works Director)
- E. Request to Extend the Annual Street Sweeping Services Contract Agreement. **Recommended Action: Approve the extension of the Annual Street Sweeping Services Contract Agreement with CleanStreet for One (1) year through June 30, 2012.** (Public Works Director)
- F. Approval of the City Attorney Agreement for Fiscal Year 2011-2012. **Recommended Action: Approve the City Attorney Agreement.** (City Manager)

5. ITEMS PULLED FROM CITY COUNCIL CONSENT CALENDAR:

6. CITY COUNCIL ACTION ITEM:

- A. Planning Information Letter 2011-04: Request for Exception to Nonconforming Land Use Requirements Allowing a "Rebuild Letter" to be Issued for Property Located at 4127 Temescal Avenue Located within the A-1-20 Zone

This is a request for consideration by the City Council of an exception from the Norco Municipal Code (NMC) which prohibits nonconforming uses, in this case a second dwelling in the A-1-20 zone, from being rebuilt in the case of significant destruction. A "Rebuild Letter" is being required by a lending institution as a condition for receiving a loan on property located at 4127 Temescal Avenue located in the A-1-20 zone (ref. Exhibit "A" – Location Map and Exhibit "B" – Assessor's Parcel Map). Rebuild Letters are typically requested as an assurance to lenders that a non-conforming structure can be rebuilt, and/or a land use may continue even after destruction to more than 50% of the value of the subject building.

Recommended Action: That the request for a "Rebuild Letter" not be granted for the property located at 4127 Temescal Avenue. (Planning Director)

- B. Appointments to Various City Commissions and the Economic Development Advisory Council (EDAC)

The Council has reviewed applications submitted for vacancies on the Historic Preservation Commission (2); the Parks and Recreation Commission (1); the Planning Commission (1); and the Streets, Trails and Utilities Commission (4) and is recommended to make appointments to serve 4-year terms on the respective Commissions. The Council is also recommended to appoint John Fernandez to the EDAC, as recommended by the EDAC.

Recommended Actions: Appoint two persons to the Historic Preservation Commission; one person to the Parks and Recreation Commission; one person to the Planning Commission; four persons to the Streets, Trails and Utilities Commission and appoint John Fernandez to the EDAC. (City Clerk)

- C. Request for Proposals for Fire Protection and Emergency Medical Services in the City of Norco

At its June 1, 2011 meeting, the City Council directed staff to agendize a Request for Proposals ("RFP") regarding Fire Protection and Emergency Medical Services in the City of Norco. An RFP has been drafted and is presented to the Council for consideration.

Recommended Action: Authorize the City Manager to release a Request for Proposals to neighboring jurisdictions that provide Fire Protection and Emergency Medical Services. (City Manager)

7. PUBLIC COMMENTS OR QUESTIONS - THIS IS THE TIME WHEN PERSONS IN THE AUDIENCE WISHING TO ADDRESS THE CITY COUNCIL REGARDING MATTERS NOT ON THE AGENDA MAY SPEAK. PLEASE BE SURE TO COMPLETE THE CARD IN THE BACK OF THE ROOM AND PRESENT IT TO THE CITY CLERK SO THAT YOU MAY BE RECOGNIZED.
8. OTHER MATTERS – COUNCIL:
- A. Discussion Regarding the City Council Recommendation to Place a Moratorium on the Installation of Pavers on the Horse Trails, Especially in the Flat Ground. **Recommended Action: City Council direction is requested. (City 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-78453



MINUTES
CITY OF NORCO
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
JUNE 1, 2011

CALL TO ORDER: Mayor Hanna called the meeting to order at 5:31 p.m.

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

Staff Present: Cooper, de Boer, Groves, Jacobs, King, Okoro, Petree and Thompson

City Attorney Harper– **Present**

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

§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
Management
Middle Management, Professional and Confidential Service

RECONVENE PUBLIC SESSION: Mayor Hanna reconvened the meeting at 7:03 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1): **City Attorney Harper stated that there were no reportable actions from Closed Session.**

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Bash

INVOCATION: Assembly of God – Beacon Hill
Pastor Rene Parish

Agenda Items 1.A. & 4.A.

PRESENTATION:

WRCOG Assembly Bill 811 Presentation
*Rick Bishop, Executive Director, and
Barbara Spoonhour, Program Manager*

Ms. Spoonhour presented Mayor Hanna with a plaque recognizing the City of Norco's participation and partnership in the SCE/WRCOG Energy Leadership Program. Louis Davis, representing Southern California Edison, stated that a rebate check in the amount of \$33,000 will be sent to the City of Norco for its participation in this Program.

Mr. Bishop presented information on WRCOG's Energy Efficiency and Water Conservation Program. Examples of eligible improvements, along with the Program benefits were presented. Ms. Spoonhour presented the financing options and requirements for the Program. The judicial validation and timeline were presented with June/July 2011 being the beginning point for the acceptance of applications.

In response to questions asked by the City Council Members, Ms. Spoonhour stated that this Program is for property owners only and not municipalities. She also stated that workshops will be held in the different sub-regions and added that the City will be contacted when they will be held.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

1. CRA CONSENT CALENDAR ITEMS:

A. CRA Minutes:

Regular Meeting of May 18, 2011

Special Meeting of May 18, 2011

Recommended Action: Approve the CRA Minutes (City Clerk)

M/S Bash/Sullivan to approve the CRA Minutes with corrections requested by Council Member Sullivan and Council Member Azevedo. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, NEWTON, SULLIVAN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- B. Acceptance of Bids and Award of Contract for the City of Norco Animal Shelter Expansion Project. **Recommended Action: Award of base bid with Add Alternate 1 for the City of Norco Animal Shelter Expansion Project to Hamel Contracting, Inc. in the amount of \$1,364,480 and authorize the Executive Director to approve contract change orders up to 10 percent of the original contract amount. (Director of Parks, Recreation & Community Development)**

Council Member Newton commented on the present drawings for the Animal Shelter and asked if the building could be expanded in the future. Director Petree replied that this was previously discussed and requested by the Council and that provision for future expansion is included in the drawings. He added that a structural engineer confirmed that the Animal Shelter is designed to be expanded out.

M/S Bash/Newton to award the base bid with Add Alternate 1 for the City of Norco Animal Shelter Expansion Project to Hamel Contracting, Inc. in the amount of \$1,364,480 and authorize the Executive Director to approve contract change orders up to 10 percent of the original contract amount. The motion was carried by the following roll call vote:

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

2. OTHER CRA MATTERS: No other CRA Matters

ADJOURNMENT OF CRA: 7:32 p.m.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

3. CITY COUNCIL CONSENT CALENDAR ITEMS:

Council Member Sullivan pulled Item 3.E. and Item 3.G. was pulled by the public for discussion.

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

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

- A. City Council Minutes:
Special Meeting of May 24, 2011
Regular Meeting of May 18, 2011
Special Meeting of May 18, 2011
Recommended Action: **Approve the City Council Minutes (City Clerk)**
- B. Resolutions Calling the 2011 General Municipal Election. **Recommended Actions: Adopt a) Resolution No. 2011-30, requesting the Board of Supervisors of the County of Riverside consent to the conduction of the November 8, 2011 General Municipal Election in the City of Norco**

by the County of Riverside Registrar of Voters; b) Resolution No. 2011-31, calling and giving notice of the General Municipal Election; and c) Resolution No. 2011-32, adopting regulations for the candidates for elective office. (City Clerk)

- C. Approval of Salary and Benefits Resolutions for Management; Middle Management, Professional and Confidential Employees; and Approval of an Amendment to the City Manager Employee Agreement for Fiscal Year 2011-12 to Implement Employee's Paying Four Percent (4%) of the Employee's Contribution Rates Toward Retirement through the CalPERS Retirement System. **Recommended Actions:** a.) **Adopt Resolution No. 2011-33, approving the Annual Salary and Benefits for Management personnel;** b.) **Adopt Resolution No. 2011-34, approving the Annual Salary and Benefits for Middle Management, Professional and Confidential Service personnel;** c.) **Adopt Resolution No. 2011-35, approving the Employer Paid Member contributions'** and d.) **Approve an Amendment to the City Manager's Employment Agreement.** (City Manager/Deputy City Manager/Director of Finance)
- D. Approval of a Memorandum of Understanding between the Public Works and Parks Maintenance Workers Association and the City of Norco for Fiscal Year 2011-2012. **Recommended Action:** a.) **Approve the Memorandum of Understanding for Public Works and Parks Maintenance Workers Association for Fiscal Year 2011-2012** and b.) **Adopt Resolution No. 2011-36, approving the Employer Paid Member contributions.** (City Manager/Deputy City Manager/Director of Finance)
- E. Approval of a Memorandum of Understanding between the Norco Firefighters Association and the City of Norco for Fiscal Year 2011-2012. **Recommended Action: Approve the Memorandum of Understanding for the Norco Firefighters Association for Fiscal Year 2011-2012.** (City Manager/Deputy City Manager/Director of Finance) **PULLED FOR DISCUSSION**
- F. Ratification of an Expenditure for Sewer Collection System Maintenance and Cleaning Services provided by National Plant Services, Inc. **Recommended Action: Staff recommends that the City Council ratify an expenditure in the amount of \$77,512.11 for sewer collection system maintenance and cleaning services provided by National Plant Services, Inc.** (Director of Public Works)

- G. Approval to Restructure the Norco Beautification Committee. **Recommended Action: Adopt Resolution No. 2011-37, disbanding the Council-appointed Joint City-Chamber of Commerce Beautification Committee and approve City Manager appointments of community representatives to serve on committees in order to assist City staff with community events sponsored by the City. (City Clerk)**
PULLED FOR DISCUSSION

4. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:

- 3.E. Approval of a Memorandum of Understanding between the Norco Firefighters Association and the City of Norco for Fiscal Year 2011-2012. **Recommended Action: Approve the Memorandum of Understanding for the Norco Firefighters Association for Fiscal Year 2011-2012. (City Manager/Deputy City Manager/Director of Finance)**

Council Member Sullivan commented on the Memorandum of Understanding (MOU), noting that he does not agree with it. He further commented on discussions held at the Budget Workshops regarding cuts that needed to be made in each City department, noting what the Firefighters gave up in the past year. He also stated that the Firefighters have given more than we have asked them to give. Council Member Sullivan stated that this could have been worked out in time. He also stated that if we impose this contract, the Firefighters could hire a law firm to implement the 3% at 50 and the City would probably lose. He stated again that he does not agree with the recommendation to impose the contract.

Rose Eldridge. Ms. Eldridge commented that she has seen a lot of things happen with the Norco Fire Department, noting an article from a newspaper she saved that is 22 years old. She urged the Council to keep the Fire Department.

Rick Cheatham. Mr. Cheatham stated that the Council has a tough decision and "begged" them not to make this decision on the back of the Norco Firefighters. He added that if benefits and staffing levels are reduced, the Firefighters will leave Norco, noting that the Firefighters are public servants and they would serve even if they were asked to cut more.

David Goad. Mr. Goad thanked the Council for doing the job they do and commented on the time he worked for the Fire Department and watched it turn into a professional department. He stated that for Norco to maintain its unique lifestyle, it needs to implement a tax. He asked that the Council give the Firefighters the opportunity to work with them.

Steve Sandefer. Mr. Sandefer spoke in support of the Norco Firefighters Association as the Union President for the Hemet Firefighters. He stated that the people of Norco are in charge and added, as information, that the administrative staff in Hemet took the same cut as the firefighters.

Karen Leonard. Ms. Leonard stated that the Norco Firefighters Association has met the terms set and asked why the Council is not acting in good faith to negotiate this as they have requested, noting the valid concerns of the Council. She added that the Council should take this contract for the next year and look at more competitive bids during that time.

Bill Kohl. Mr. Kohl commented on the important services that are provided by police and fire, noting how much of his property taxes go for these services. He added that this needs to be a priority for the City as response times are critical. He suggested that the Council come up with a different plan with concern for health and safety.

Ron Laursen. Mr. Laursen commented on his disbelief, noting that beginning two and one-half years ago concessions were made that saved the City over \$700,000 and added that the Firefighters stood beside the City through the tough economic times. Mr. Laursen stated that in February, the Norco Firefighters Association was asked for a collaborative \$1 million budget reduction from the Fire Department, noting the efforts made and rejected. He commented on the formal negotiations that took place and the resulting demands made from the Firefighters. He stated that he would like to send the representatives back to the table to negotiate in good faith.

Curtis Coombs. Mr. Coombs stated that dire times call for dire measures and added that he believes that as the City, there is an obligation to fight for what is best in the City. He commented on contracting out for fire services and the fact that the City has an obligation to do this as they cannot afford to pay for the current Norco Fire Department.

Roy Hungerford. Mr. Hungerford stated that the City does not have any money and this is what it comes down to. He added that everyone is facing hard times, not just the Firefighters, and if not cut from them, what else do we shut down. He noted that he would fight a parcel tax to the end, adding that taxes are not an option.

Su Bacon. Ms. Bacon commented on the fact that police and fire are not the only ones that save lives. She added that these are difficult times; not the fire or police against the City. She stated that every City department has made cuts, adding that you don't tax your way out of a recession.

Council Member Sullivan interjected that the City's financial problems will continue into next year whether we keep the Fire Department or not. He commented on the need for a tax and stated that he would like to let the people decide if they want to save the City to get it out of the hole.

Linda Dixon. Ms. Dixon noted her concern with the bottom line, adding that she attended the Budget Workshops and the Council meetings and has paid attention to where the cuts are. She stated that the major concern is there is no money and every city needs to act with common sense and for the better good of the city.

Nina Mango. Ms. Mango thanked the Fire Department for its response to her home and stated that she hopes that the Council can decide to keep protection in Norco with the help of the paramedics. She begged the Council to make a conscientious decision for the wellbeing of the City.

Denise Shoemaker. Ms. Shoemaker stated that this is a budget problem and not a personal action taken against the Fire Department. She added that the City really needs to look at what cuts can be made.

Council Member Sullivan stated that the City needs to bring in some big box stores on Hamner Avenue to bring in some tax revenue, also noting that Silverlakes and Ingalls will help out some. He added that the City still needs to go to the people for some help. He stated that personal agendas should be kept out of the way and added he does not think the Council has done that.

Council Member Azevedo stated this has been a challenge for her, adding that this is one of the best fire departments a city could ever have. She noted that on the other hand, Norco has no money and is going bankrupt. She stated that constant staffing needs to be managed to sustain this Department and overtime is part of what is bankrupting the City. Council Member Azevedo stated that she would be willing to spend another week or two to discuss options and added that the Council needs to be fiscally responsible. She noted that she wants the Fire Department but does not want the City to go bankrupt.

Mayor Pro Tem Bash commented on the budget process, noting that staff continues to work to build economic development in the City. He further commented on the overtime and disability claims, noting that those are things that a city our size needs to look at. Mayor Pro Tem Bash stated that he would love to go out for a public safety tax but cannot defend the numbers at this time. He further stated that he resents the fact that the Fire Department thinks that the Council will not keep the public safe, adding that he is committed to public safety. He noted that people want a different form of public servant that they can afford, adding that if the numbers submitted were real, the Council would have accepted them. He further added that the Council needs to find a way to keep residents safe within a certain budget.

Council Member Newton commented on the Fire Department personnel and the quality of service they provide, adding that this is not the issue. He stated that if we continue on this path, we will be closing stations. Council Member Newton stated that his main concern is that the management of this Department is not effective with the costs resulting from constant staffing and overtime. He noted that the Department needs to manage constant staffing and overtime or the City will be forced to brown out stations. He added that he knows his decision will be correct.

Mayor Hanna stated that the bottom line is that we cannot afford this, noting constant staffing and overtime, adding to the problems with the Fire Department going over budget. He added that Deputy City Manager/Director of Finance Okoro has the correct figures. Mayor Hanna stated that he has nothing against the Fire Department, but changes need to be made and the City needs to do what they can afford. He added that he does not see any way around this MOU and added that he likes the part in it regarding future compensation not being based on a survey of any other city, but on the City's ability to pay, as that is the way a budget should be.

Council Member Sullivan commented on the fact that fifty percent of the City is in the Redevelopment Project Area, and further commented on the projects funded in the Redevelopment Budget. He noted the \$200,000 in the budget for constant staffing and stated that when that money runs out, the City would use a small two-man crew. He commented on the disability claims funded, noting that the money spent is for all City staff, not just the Fire Department. Council Member Sullivan stated that if the City does not get additional revenues, it would need to close a fire station. He further stated that the Council needs to go back to the table and negotiate.

Council Member Azevedo noted that the City is at a deadline to bring a balanced budget to the Council by the end of June. She asked if negotiations could continue to address constant staffing even if the MOU was approved. City Attorney Harper noted that the negotiations are at an impasse at this time and if the MOU is approved, it would go into effect on July 1st and the Council would have the ability to change it at any time.

Mayor Pro Tem Bash addressed the proposed MOU, noting that if the Council would want to put two men on the fire truck right now, they would need to impose a contract because the current MOU, as it stands, does not allow for that. He further commented on one of the side letters that makes it impossible to manage the constant staffing and added that times are changing and cities are going bankrupt.

Council Member Sullivan noted that discussions could be held next year regarding browning out a station to manage the constant staffing. He also commented on the 3% at 50 retirement enhancement for the Firefighters that the Council voted down, noting that they are entitled to this and it will cost the City. He further commented on the opportunity to negotiate to a 3% at 55 retirement enhancement with them.

Motion by Council Member Azevedo to approve the Memorandum of Understanding for the Norco Firefighters Association for Fiscal Year 2011-2012 with the stipulation that the Council continues negotiations in case there is an opportunity for a side letter in the future. The motion died for lack of a second motion.

M/S Bash/Hanna to approve the Memorandum of Understanding for the Norco Firefighters Association for Fiscal Year 2011-2012.

Council Member Azevedo, under discussion, asked what the next step in the impasse process is. City Attorney Harper stated that the NFA has requested that a meeting take place where a decision could be made regarding the next step in the impasse proceedings. He added that mediation is not mandatory for the parties, parties meaning the Norco Firefighters Association and the City.

Substitute Motion by Council Member Sullivan to put impasse procedure off for at least two weeks to give staff an opportunity to sit down with the Norco Firefighters Association to see if they can work out constant staffing. The substitute motion died for lack of a second motion.

M/S Bash/Hanna to approve the Memorandum of Understanding for the Norco Firefighters Association for Fiscal Year 2011-2012 was voted on the board. The motion was carried by the following roll call vote:

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

G. Approval to Restructure the Norco Beautification Committee. **Recommended Action: Adopt Resolution No. 2011-37, disbanding the Council-appointed Joint City-Chamber of Commerce Beautification Committee and approve City Manager appointments of community representatives to serve on committees in order to assist City staff with community events sponsored by the City.** (City Clerk)

Pat Overstreet. Ms. Overstreet asked for clarification on the recommendation and what the changes would be that would affect the Beautification Committee.

City Manager Groves stated that this is an item to restructure the Beautification Committee. She noted that this is a committee that falls under the Brown Act and is required to have noticing provided for each meeting that a majority of the Committee members attend, which has become difficult with the current Committee's involvement. She stated that what this action does is disbands the Council-appointed Committee and creates two separate event committees appointed by the City Manager, adding that all of the current members will be asked if they wish to stay on a committee. She also stated that Council Member Azevedo will continue to serve as the Council liaison for the committees.

Council Member Sullivan received confirmation that there will still be Beautification Awards presented and the current Beautification Committee members will be asked if they wish to continue to serve on that event committee.

M/S Azevedo/Bash to adopt Resolution No. 2011-37, disbanding the Council-appointed Joint City-Chamber of Commerce Beautification Committee and approve City Manager appointments of community representatives to serve on committees in order to assist City staff with community events sponsored by the City. The motion was carried by the following roll call vote:

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

5. PUBLIC COMMENTS OR QUESTIONS:

Brian Borg. Mr. Borg commented on the pavers in the horse trails and the maintenance problems that accompany them. He asked that they not be allowed in the horse trails. He also stated that there is a bio hazard problem at Pikes Peak Park in regards to the litter found by his children, who frequent the park. He added that there is a lighting problem at the Park, noting that it is too dark.

Eliza Echevarria. Ms. Echevarria stated that she is the Community Relations Officer for the Riverside County Transportation Commission and reported on the SR-91 Corridor Improvement Project Update and the public hearing to be held on June 9th at the Corona Civic Center Gymnasium from 3:30 – 7:30 p.m.

Nina Mango. Ms. Mango commented on her concerns regarding the equestrians' safety with the pavers in the horse trails, noting her hopes to improve the trail system in the City and not ever put pavers in again.

Bobbie Pope. Ms. Pope asked for a moratorium on the placement of pavers in the trails, noting that the pavers are dangerous for riders and horses. She asked that the Municipal Code be changed to not allow pavers to be installed, adding that she has done some research on products other than pavers. She stated that where it is flat in the City is where the problems are and pavers should not be allowed there.

6. OTHER MATTERS – COUNCIL:

Council Member Newton:

- ↓ Thanked Public Works Director Thompson for taking care of the problem at Corydon where the vehicles were going on the trails.
- ↓ Stated that he was appointed to the Riverside County Waste Management Advisory Council as a WRCOG representative and commented on a Assembly Bills discussed at the meetings he attended. He noted that AB 341 could have an effect on the future manure-to-energy plant regarding the storing of green waste.

Mayor Pro Tem Bash:

- ↓ Asked Public Works Director Thompson if he reviewed the illegal paver list he submitted to him. Director Thompson responded to that list, as he had reviewed them himself.
- ↓ Recommend that the Council participate in a questions answer session at the Senior Center to calm any fears they may have.
- ↓ Stated that he does not think Deputy City Manager/Director of Finance Okoro gets enough credit as he has saved the City many times and has kept the City afloat.

M/S Bash/Newton to place a Request for Proposals (RFP) for Fire Protection and Emergency Medical Services in the City of Norco on the next City Council agenda. The motion was carried by the following roll call vote:

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

Council Member Azevedo:

M/S Azevedo/Bash to place a report on the next City Council agenda regarding a moratorium on the installation of pavers on the horse trails, especially in the flat ground. The motion was carried by the following roll call vote:

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

- ↓ Publically acknowledged Parks, Recreation & Community Services Supervisor Peggy Calvert for her work at the Senior Center and her infectious enthusiasm and interaction with the seniors.
- ↓ Commented on the Stevie Wonder performance at Norco College, noting that he is a motivational speaker and was rewarding to listen to.
- ↓ Reported that on June 23rd, WRCOG will hold its General Assembly and Condoleezza Rice will be the speaker. She stated that Dr. Brenda Davis will be recognized and presented with an award at that event.

Council Member Sullivan:

- ↓ Thanked Public Works Director Thompson for taking care of the problem at Seventh and California.
- ↓ Thanked Deputy City Manager/Director of Finance Okoro for the work he has done for the City and complimented him on receiving the Certificate of Achievement for Excellence in Financial Reporting seven years in a row.
- ↓ Commented on the retirement of Dr. Davis and also the presentation made by Stevie Wonder.

Mayor Hanna:

- ↓ Commented on the horse that had fallen on Sixth Street, as mentioned by Council Member Azevedo, noting that this did not happen on the pavers, but happened on the asphalt and cement where the horse could not get traction.

7. OTHER MATTERS – STAFF:

City Manager Groves commented on the action the Council took on the Norco Firefighters Association MOU and noted that there is no change in staffing at the Fire Department with this action. She added that the Council would need to approve any staffing changes with the FY 2011-12 Budget. She further commented on the privilege it is as the City Manager to work with the City employees -- every department, every director, every firefighter and every sheriff. She added that these are extremely difficult times and none of this is easy. She thanked all of the groups for the implementations made on the agenda tonight regarding the PERS contributions.

Director of Parks, Recreation & Community Services Petree gave a brief update on the Equine Herpes Myeloencephalopathy caused by EHV-1. He noted that there have been some cancellations of shows because of this threat, adding that there is a link on the City's website with updated information.

8. ADJOURNMENT: There being no further business to come before the City Council, Mayor Hanna adjourned the meeting at 9:38 p.m.

BRENDA K. JACOBS, CMC
CITY CLERK

CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, City Manager/Executive Director 

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

DATE: June 15, 2011

SUBJECT: Approving and Adopting the City and the Norco
Redevelopment Agency Operating Budgets Including
Related Personnel Adjustments for Fiscal Year 2011-2012
and Authorizing Appropriations Therefrom

RECOMMENDATION: Adopt **Resolution No. 2011- ____** approving and adopting
the City Operating Budget and related personnel
adjustments for Fiscal Year 2011-2012 and authorizing
appropriations therefrom; and **CRA Resolution No. 2011-
____**, approving and adopting the Norco Redevelopment
Agency Budget and related personnel adjustments for Fiscal
Year 2011-2012 and authorizing appropriations therefrom.

SUMMARY: The FY 2011-2012 Proposed Budget for the General Fund includes total estimated revenues of \$12,803,219 and total estimated expenditures of \$13,030,930. The estimated deficit of \$227,711 is expected to be covered by anticipated revenue revisions or additional expenditure reductions during the Fiscal Year. Water Fund total revenues are estimated to be \$9,003,662 while total expenditures are estimated to be \$8,306,254. Sewer Fund total revenues are estimated to be \$4,755,882 and total expenditures are estimated to be \$4,649,970. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues exceed total expenditures. (See Attachment A) For the Redevelopment Agency, total estimated revenues for the Operating Fund are \$14,433,377 while total estimated expenditures are \$16,207,088. The estimated deficit of \$1,773,711 is proposed to be funded by drawing from existing fund balance. The Low-to-Moderate Income Housing Fund of the Agency's FY 2011-2012 Proposed Budget includes total estimated revenues of \$3,007,304 and total estimated expenditures of \$2,367,198.

BACKGROUND/ ANALYSIS: The FY 2011-2012 budget process for the City began in September 2010 when staff conducted a Budget Study Session to review General Fund cash flows and FY 2011-2012 General Fund Preliminary Budget. Subsequent to this

Study Session additional Study sessions have been held to discuss potential ways of addressing the Preliminary Budget shortfall of \$3.3 million identified in the September 2010 Study Session. Subsequent Study decisions reviewed potential revenue raising measures, changes to facilities operations and charges, alternate police staffing models, potential parks and facilities closures and other expenditure reduction options. Among other things, one of the actions that came out from these Study Sessions was direction from City Council not to pursue any revenue measure because of feedback from the community. In February when the process to put together a City Budget for FY 2011-2012 began, the General Fund was facing a shortfall of over \$3.4 million including projected cost increases from pension and health insurance premiums.

Through staff's Internal Budget Review Process, this shortfall was narrowed to \$3.15 million. On May 4, 2011, staff conducted a Budget Workshop with the City Council to review the FY 2011-2012 Proposed Budget and suggested various actions to reduce the deficit. Another Workshop was conducted on May 18, 2011 to continue discussion on ways to reduce the deficit. Pursuant to these Budget Workshops, the following actions summarized by program have been incorporated into the FY 2011-2012 Proposed General Fund Budget. Further detail discussions on the fiscal impact to the budget and potential operational impact on City services is presented in the City Manager's Budget Transmittal Letter and the Budget Overview and Analysis which is attached to this Staff Report.

Fire Department

The FY 2011-2012 Proposed Budget provides for major reductions to staffing levels as well as employee salaries and benefits. Outlined below are the key reduction actions that have been incorporated into the FY 2011-2012 Proposed Budget.

- Conversion of two (2) full-time (40-hour week) Battalion Chiefs position to part-time positions (20-hour week) due to retirement
- Layoffs of a Firefighter and two (2) Paramedic-firefighter positions
- Reduction to constant staffing allocation
- Base salary reduction of 22% for all employees
- Elimination of longevity pay
- Elimination of education incentive pay
- Reduction to medical and health insurance subsidy

With the proposed reduction to the number of personnel on Fire Station 21 Engine Company will be reduced from four (4) to three (3) and with reduction to constant

staffing, service levels may be impacted. The estimated budget savings from the implementation of all the above mentioned actions is \$1.4 million.

Police Department

Police protection services are provided to the City through a contract with the Riverside County Sheriff Department. Under the contract, the City pays the full cost of each FTE Deputy Sheriff that the City contracts for plus related allocated facility, equipment and support costs. In addition to the three motor officers eliminated during the FY 2010-2011, the FY 2011-2012 Proposed Budget includes the elimination of two traffic deputies from the contract with the County. Additionally, overtime costs have been reduced and the anticipated contract rate increase for FY 2011-2012 has been reduced from 5 percent (5%) to three percent (3%). These actions along with anticipated grant funding to supplement the cost of a deputy will generate estimated net budget savings of \$705,000.

Parks, Recreation, Animal Control, Building and Parks Maintenance

The Proposed Budget includes two layoffs in this department. The employees who were served notices of layoff have filed for retirement. One of the layoffs is the position of Animal Control Officer in the Animal Control Division and the other is the position of a Maintenance Worker in Building Maintenance Division. Both of these positions will be staffed through re-alignment of part-time staffing positions and hours. Additionally, the budget incorporates savings from the closure of Neal Snipes Park and certain landscape maintenance areas of Ingalls. The net savings from these layoffs and Park closure is estimated to be \$112,000.

Other key actions which have been incorporated into the FY 2011-2012 Proposed Budget to eliminate the projected shortfall in revenues include:

- Suspension of contribution to fund accrued liability for retiree health insurance \$300,000
- Reduction of contribution to Equipment Replacement Fund \$100,000
- Employee share of pension contribution \$40,000
- Anticipated additional reimbursement of plan check and inspection fees for work already performed \$70,000
- Reduction of compensation for City Attorney litigation services \$20,000
- Recognition of Silverlakes lease revenue \$198,000
- Anticipated reimbursement from FEMA \$119,000

Fund Balance and Cash Flows

The estimated fund balance of the General Fund at the beginning of FY 2011-2012 is \$1 million. The FY 2011-2012 Proposed Budget is essentially balanced including anticipated revisions during the year to fund the \$227,000 identified at the beginning of this report. Even with the budget being balanced, the General Fund will run into a cash deficit sometime during the first half of the fiscal year. This is because of the timing difference between outlays for expenditures and collection of revenues. Staff will begin immediately to explore options by which the expected cash deficit would be covered.

Additional summary information regarding the Operating Budgets can be found in the City Manager's Transmittal Budget Message and the Budget Overview and Analysis attached to this report. Detailed departmental and Fund budget information are contained in the budget document which will be available for review by Tuesday June 14, 2011.

Staff is recommending that City Council and Agency Board approve the City Operating Budgets as summarized in Attachment A and the CRA Budget as summarized in the CRA Resolution. Pursuant to the City's Personnel Rules and Regulations, staff is also requesting that the City Council ratify the layoffs of Animal Control Officer, Maintenance Worker, Firefighter and two (2) Paramedic-firefighter positions.

FISCAL IMPACT: Attachment A provides a summary of estimated beginning fund balance, estimated revenues, transfers, expenditures and estimated ending fund balance for each Operating Fund.

/jk-78672

Attachments: Resolution No. 2011-___
CRA Resolution No. 2011-___

RESOLUTION NO. 2011-__

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2011-2012 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2010-2011 Operating Budget for the City of Norco includes total appropriations in the amount as summarized in Attachment A for all Operating Funds as listed and is on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, a budget workshop was held on May 4 and 18, 2011 to review the Proposed Fiscal Year 2011-2012 Budget; and

WHEREAS, a public hearing is required to present and review the Proposed Fiscal Year 2011-2012 Budget; and

WHEREAS, the Proposed Budget actions include the layoffs of Animal Control Officer and a Maintenance Worker;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby authorize the recommended personnel changes, appropriations and expenditure of monies as set forth in said Budget subject to budgetary control.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

Mayor of the City of Norco, California

ATTEST:

Brenda K Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 15, 2011, 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 June 15, 2011.

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

/jk-78673
Attachment: Attachment A

CRA RESOLUTION NO. 2011-_____

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING AND ADOPTING THE NORCO REDEVELOPMENT AGENCY BUDGET FOR FISCAL YEAR 2011-12 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2011-2012 Operating Budget for the Norco Redevelopment Agency ("Agency") includes appropriations in the amount of \$19,366,800 (including administrative expenditures for Low and Moderate Income Housing Fund), and is on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, a budget workshop was held on May 4, and May 18, 2011 to review the Proposed Agency Fiscal Year 2011-2012 Budget; and

WHEREAS, a Public Hearing is being conducted today to seek public input on the Proposed Budget; and

WHEREAS, the Proposed Agency Budget appropriations by Fund are as follows:

(1) Redevelopment/Debt Service Funds	\$16,207,088
(2) Low/Moderate Housing Fund	\$ 2,822,198
(3) Community Development Block Grant Fund	\$ 337,514
Total Appropriations	<u>\$19,366,800</u>

NOW, THEREFORE, BE IT RESOLVED that the appropriation of monies from the Norco Redevelopment Agency Funds for administrative expenditures, debt service and other program expenditures of the Agency as set forth in said Budget, is hereby authorized subject to expenditure in substantially the same manner as money drawn by other agencies and departments of the City of Norco subject to budgetary control.

BE IT FURTHER RESOLVED that the Agency hereby finds that the planning and administrative expenditures to be paid from the Agency Low to Moderate Income Housing Fund for the Redevelopment Project Area is necessary for the production, improvement or preservation of low and moderate income housing and are not disproportionate to the amounts budgeted for the costs of production improvement or preservation of that housing.

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on June 15, 2011.

Chairman
Norco Redevelopment Agency

ATTEST:

Secretary, Norco Redevelopment Agency

I, BRENDA K. JACOBS, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco Redevelopment Agency at a regular meeting thereof held on June 15, 2011, 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 June 15, 2011.

Secretary, Norco Redevelopment Agency

/jk-78674

City of Norco
FY 2011-2012 Operating Budgets
Appropriation Schedule

Fund #	Fund Name	Estimated Beg. Balance July 1, 2011	Estimated FY 2011-2012 Revenues	Transfers In	Transfers Out	Estimated FY 2011-2012 Expenditures	Estimated Ending Fund Balance June 30, 2012
121	General	\$ 997,722	12,297,664	505,555	25,000	13,005,930	770,011
122,160-65	Misc. Grants	12,824	158,407	-	-	157,791	13,440
124	Water	(1,577,178)	9,003,662	-	127,223	8,179,031	(879,770)
126	Sewer	1,102,242	4,755,882	-	127,223	4,522,447	1,208,454
133	Gas Tax	158,036	738,394	-	-	509,888	386,542
139	NPDES	(57,840)	90,000	50,000	-	96,099	(13,939)
156	AQMD	85,154	30,900	-	1,500	1,545	113,009
Total All City Operating Funds		\$ 720,960	27,074,909	555,555	280,946	26,472,731	1,597,747



CITY of NORCO

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

June 15, 2011

Honorable Mayor and Members of the City Council:

I submit to you the annual budget for the 2011-2012 Fiscal Year. This series of budget documents defines how the City of Norco will use its financial and human resources during the coming fiscal year which begins on July 1, 2011. As has been the case in recent years, the City continues to operate with a structural imbalance that requires expenditure reductions and the use of one-time balancing measures to close the budget gap. The economic uncertainty of the past years is expected to continue. Revenue projections are based on the most current information available at the time the budget is prepared. Even more so than in the past, these estimates are fragile and are subject to change as information becomes available throughout the year. Revised estimates will be brought back to the City Council as necessary.

The Fiscal Year 2011-2012 budget includes estimated revenues of \$12.8 million and estimated expenditures of \$13 million. The estimated deficit is expected to be covered by anticipated revenue revisions or additional expenditure reductions during the fiscal year. The General Fund budget prioritizes spending for public safety and parks and recreation services. Police protection (Sheriff's contract) accounts for 34 percent; Fire Suppression and EMS for 23 percent; and Parks, Recreation, Animal Control, Building and Park Maintenance for 13 percent of the total General Fund revenues. However, these areas are also where the expenditure reductions are focused.

Key Actions to Balance the Fiscal Year 2011-2012 General Fund Budget:

1. **Contract reduction with Riverside County Sheriff's Department.** Two traffic deputies will be eliminated and overtime will be reduced. These actions, along with other measures, and the addition of anticipated grant funds, will bring a net budget savings of \$705,000.
2. **Fire Department budget reductions.** Significant changes to the Memorandum of Understanding (MOU) with the Norco Firefighters Association will bring budget savings of nearly \$1 million. Additionally, one firefighter and two firefighter paramedic positions will be eliminated and funding for overtime (constant staffing) has been reduced. This budget is also built on two 40-week Battalion Chief positions converted to part time positions due to retirements. These actions, added to the MOU savings, bring the total savings to \$1.4 million.

CITY COUNCIL

BERWIN HANNA
Mayor

KEVIN BASH
Mayor Pro Tem

KATHY AZEVEDO
Council Member

GREG NEWTON
Council Member

HARVEY SULLIVAN
Council Member

- 3. Parks, Recreation, Animal Control, Building and Parks Maintenance.** Two full time positions have been eliminated in this department: A Maintenance Worker and an Animal Control Officer. Part time positions will be added in these areas and part time hours will be reduced in other areas of the department as duties and functions are realigned. Additional savings from park closures and reduced maintenance of park landscaping are also included. These actions bring an estimated net savings of \$112,000.

Service Impacts:

The balancing measures implemented in this budget will bring changes to levels of, and reduced access to, public services. Reductions to Sheriff staffing will result in longer response times and less availability for community-oriented policing activities. Reductions to Fire Department overtime funding, coupled with reductions in staffing, could result in intermittent reductions in service levels later in the fiscal year.

The reductions in every other department of the City will bring reduced public service hours at City facilities, and reduced public access to park and Animal Shelter facilities. Reductions to equipment replacement and building maintenance will also have citywide impacts throughout the fiscal year.

Conclusion:

Although this budget balances expenditures with anticipated revenues, it remains structurally unbalanced due to the use of one-time revenues and deferrals. These are measures adopted to meet very short-term needs.

When we consider General Fund revenues, it is important to keep in mind that the City's revenues are vulnerable to budget decisions and legislative initiatives at the state level. At the time this budget proposal was crafted, much uncertainty remains as to the final provisions in the State of California's budget.

While discussion of the annual budget is often focused on the General Fund revenues and services, this document also shows challenges in Redevelopment Agency Funds. Water Funds will show improvement over the coming fiscal year due to increased revenues which will bridge the previous deficit in this fund.

As the City continues to provide services in these challenging economic times, it is even more important than ever before for the community, City Council and City management staff to work together to identify additional revenues and make tough policy decisions to reduce expenditures in critical service delivery areas.

In closing, I want to express my personal appreciation for the work of the City's management team and employees throughout the organization in preparing this budget and managing its impacts. I specifically want to acknowledge the efforts of Andy Okoro, Deputy City Manager/Director of Finance and the Fiscal and Support Services Department staff for their efforts in preparing the budget document and presentation materials.

Respectfully submitted,

A handwritten signature in cursive script that reads "Beth Groves".

Beth Groves
City Manager

BUDGET OVERVIEW AND ANALYSIS

The City and the Community Redevelopment Agency (CRA) Operating Budgets for Fiscal Year (FY) 2011-2012 are summarized by programs, departments and funds. The presentation of budget by fund is intended to demonstrate and ensure legal compliance on restrictions over the inflow and use of the various financial resources that are available to the City and the CRA. The budget is also presented by programs and departments to show the level of budgetary control for each program and department of the City or the Agency and to show how financial resources are allocated to the various programs and services that are provided to the residents of Norco.

The City's Operating Budget consists of the following funds:

1. General Fund
2. Water Fund
3. Sewer Fund
4. Gas Tax Fund
5. Miscellaneous Grants Fund
6. NPDES Storm Drain Fund

The CRA Budget consists of the Following funds:

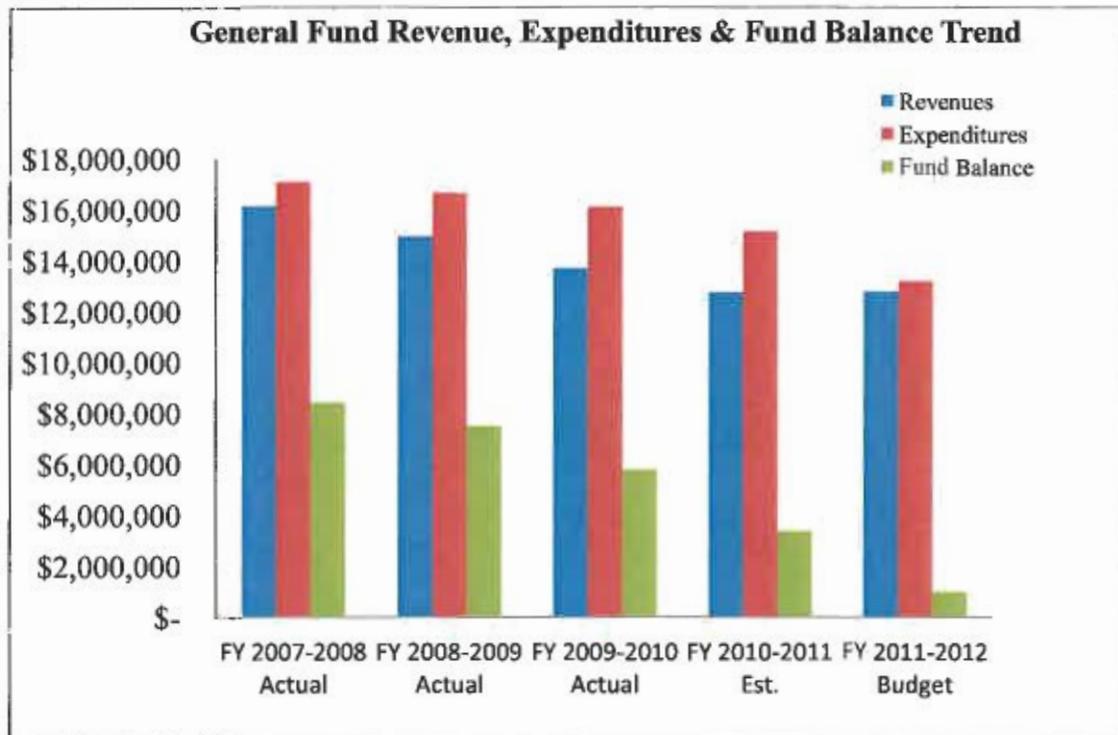
1. Redevelopment Tax Increment and Debt Service Fund
2. Low and Moderate Income Housing Fund
3. Community Development Block Grant (CDBG) Fund

GENERAL FUND BUDGET- LAST FOUR YEARS PERSPECTIVE

The General Fund is the chief Operating Fund of the City. It is used to budget for all the governmental activities of the City except for those that are required to be budgeted and/or accounted for in other funds to meet or comply with legal requirements and restrictions over the use of financial resources. Separate Funds are also used to budget for financial resources when it is determined by management that such practice will result in the efficient financial administration of the City.

General Fund revenues consist primarily of taxes, franchise fees, user fees, overhead reimbursement and transfers from other funds. General Fund revenues have been declining consistently for the last four years and are projected to decline further in FY 2011-2012. Expenditures which consist of salaries, benefits, supplies, contractual services, maintenance, rentals and utilities are allocated to provide public safety, community services, parks, recreation, animal control, engineering, public works and administrative services to the residents of Norco. Presented below is a graphic representation of total General Fund

revenue and expenditure trends over the last four years. The numbers for the FY 2011-2012 Proposed Budget are also included to reflect the continuing decrease in revenues caused by the national recession that began in FY 2008. The chart also demonstrates continuing efforts to reduce expenditures.



Over the last four years, the City has implemented several measures designed to reduce General Fund expenditures. These measures resulted in expenditures being reduced from \$17.1 million in FY 2007-2008 to estimated \$15.2 million by the end of FY 2010-2011. Additional net reductions totaling over \$2.2 million have been incorporated into the Proposed FY 2011-2012 Budget. With these additional proposed reductions, total General Fund expenditures budget now stands at \$13 million. So, FY 2011-2012 total proposed General Fund expenditures represents a decrease of \$4.1 million or 24% from FY 2007-2008 levels. This reduction is achieved despite the rise in third party costs such as pension rates, health insurance premium and other contracted costs during this period.

Some of the key actions taken over the last four years to drive down annual General Fund expenditure budget from \$17.1 million to the current level of \$13 million include:

Staff Reductions: Through attrition management and layoffs, the number of full time City the employees has been significantly reduced from 104 in FY 2007-2008 to 67 in the FY 2011-2012 Proposed Budget. These reductions have been implemented throughout the organization including public safety and

miscellaneous employees. The number of fire safety employees has gone from 28 in FY 2007-2008 to 16 in the FY 2011-2012 Proposed Budget while the number of miscellaneous employees has gone from 76 to 53. Similar reductions have also been made to the number of contracted Full Time Equivalent (FTE) public safety police personnel where staffing has gone from 29.3 FTE in FY 2007-2008 to 19.3 FTE in the FY 2011-2012 Proposed Budget.

Reduction to Salaries and Benefits: Reductions to employee salaries and benefits have been implemented through furloughs, lower health insurance subsidy, employee contribution to pension, outright wage reduction, salary/wage freezes, reduction to mandatory paid holiday hours, elimination of uniform allowance and others.

Cost Deferrals: Over the last four years and in the FY 2011-2012 Proposed Budget, the City has taken actions to defer and or eliminate annual funding for equipment replacement, contribution to Information Technology Fund, and post-retirement healthcare liability reduction. While these cost items have provided short term relief to the budget, it is expected that continuing to defer funding for these items will limit the City's ability to balance future budgets.

Maintenance and Operations: Throughout the last four years and continuing in FY 2011-2012, operations and maintenance costs have been reduced through contract re-negotiations, strict restriction on travel and cost controls on the use of services and supplies.

Despite the above mentioned efforts to control, reduce or eliminate certain expenditure items, overall General Fund expenditures have exceeded revenues for the last four years. This situation resulted in the use of fund balance to cover revenue shortfall. At the beginning of FY 2007-2008, fund balance was \$8.4 million and the estimated fund balance at the beginning of FY 2011-2012 is \$1 million. The draw from fund balance over the last several years has been due to precipitous decline in General Fund revenues.

Major General Fund revenue categories including; sales tax, property tax and building revenues have experienced significant declines. Prior to the national recession, sales tax revenues were \$6.2 million, property tax \$1.7 million and building revenues \$1 million. In the FY 2011-2012 Proposed Budget, sales tax is estimated to be \$4.1 million; property tax \$1.1 million and building related revenues \$474,000. Even though sales tax revenues have improved slightly, the combined average annual loss from these three revenue categories is still \$3.2 million. So, while total General Fund expenditures over the last four years have exceeded revenues by \$7.4 million, estimated General Fund revenue losses during this same period are \$12.8 million.

FY 2011-2012 GENERAL FUND BUDGET ANALYSIS

General Fund Revenues

General Fund revenues for FY 2011-2012 are estimated based on the most available information through May 2011. These estimates are subject to change as more information becomes available throughout the year. If it becomes necessary to revise the estimates, staff will bring recommendations back to the City Council to approve the necessary changes.

Property Tax: Property tax revenues are projected to remain flat from FY 2010-2011 year-end estimates. Staff projects property tax revenues based on the assessed value of real property in the City of Norco. The County of Riverside is responsible for determining the value of real property within the County. The final assessed value for FY 2011-2012 budget year is expected to be provided to cities in late August. However, based on preliminary information from the City's property tax consultant, assessed valuation is estimated to essentially remain flat in FY 2011-2012 from FY 2010-2011 levels. Consequently, the only change forecasted for property tax revenues is a slight reduction in the collection of prior year delinquent taxes in FY 2011-2012.

Sales Tax: For many years, sales tax has represented the highest percentage of General Fund revenues. Since the national economic recession began in FY 2007-2008, sales tax revenues have continued to decrease from a peak of \$6.2 million in FY 2006-2007 to a low of \$3.3 million in FY 2009-2010. While recent trends suggest that sales tax revenues may have bottomed out during FY 2009-2010, overall estimated sales tax receipts of \$4.1 million in FY 2011-2012 is still \$2.1 million below the peak amount of \$6.2 million. For FY 2011-2012, sales tax is projected to increase by 5.3% based on statewide projection by the state department of finance.

While the rapid decline in sales tax receipts is part of the steep national recession that began in 2008, it is to be noted that the City's sales tax decline of nearly 50% from the peak was considerably higher than the average countywide or state decline during the same period. The primary reason for this is the City's high reliance on sales tax from auto sales. Over the last three years, there have been considerable changes in the City's Auto Mall. Some of the well-established dealerships have been replaced with lesser known dealers selling primarily used vehicles. As a result, sales tax from auto sales which previously accounted for nearly 40% of total sales tax revenues, is estimated to account for only 25% of the substantially reduced total sales tax revenues in FY 2010-2011. While this represents a slight improvement from the 22% percentage in FY 2009-2010, it is an indication that the road to sales tax recovery is slow. Currently, the City is generating the same percentage of sales from fuel and service stations that it is generating from autos and transportation. For these reasons, no significant improvement in General Fund overall revenue can be anticipated in the near term.

Other Taxes: Other taxes which include public safety sales tax, business license tax, transient occupancy tax and property transfer tax, are projected to increase slightly from the FY 2010-2011 year end amount due mainly to an anticipated slight increase in public safety sales tax and transient occupancy (bed) tax. Public safety sales tax is based on countywide collections. The situation with real estate sales on which property transfer tax is based is still very uncertain. Due to this uncertainty, staff is continuing to base future receipts on the most actual receipt data. Likewise, business license tax revenues are projected to remain flat due to continuing weakness in general economic conditions. Over the past two years, staff has used several data matching sources to ensure that businesses operating in the City are adequately identified and business license taxes are collected. These efforts will continue in the upcoming fiscal year but are not anticipated to increase revenues.

Franchise Fees: Cable television, electric and gas franchise revenues are based on most recent year's receipts. For FY 2011-2012 the projections are based on FY 2010-2011 actual receipts, except that gas franchise revenues are projected from the average receipts for the last two years. Even though, refuse rates are projected to increase by 3% due to change in Consumer Price Index (CPI), the revenue projection for refuse franchise fee is expected to increase by only 2% because the gain from the change in CPI is expected to be offset by reduced demand for services.

Motor Vehicle License Fees: The bulk of VLF receipts are allocated to local governments by the state based on assessed value of real property in each local jurisdiction. A small amount is allocated based on population. Since the new allocation formula went into effect in FY 2003-2004 as part of the "triple flip" arrangement by the state, the City's annual receipt has not changed materially from year to year. Consequently, the revenue estimate for FY 2011-2012 is based on the FY 2010-2011 estimated final allocation amount. It is important to note that the state budget has not been resolved and uncertainty still exists with respect to the state's ability to continue to collect motor vehicle license fees at current rates. If the state is unable to continue collection at current rates, allocation to the City could negatively be impacted.

Fines and Penalties: Fines and penalties consist primarily of receipts from vehicle code violations; parking citations and vehicle impound charges. Revenue receipts from this category are projected to decrease by nearly 55%. With the loss of motor traffic officers, issuance of traffic violation citations has been significantly reduced. Related vehicle impound fees and parking citation revenues are also projected to be significantly reduced due to the elimination of these Traffic, Motor Officers and several Community Service Officers.

Community Development Fees: Community development revenues which include engineering, planning and building fees have been declining each year for the last seven years. These fees are estimated based on projected building

and related activities in the City for the upcoming year. Estimated revenues for FY 2011-2012 reflect nearly 31% increase from FY 2010-2011 mainly due to the planned development of Silverlakes and the former Norco Egg Ranch site.

Community Services and Recreation Fees: Community services and recreation fees are based on currently approved fees and estimated participation levels. Projected revenues for FY 2011-2012 reflects 11% increase from FY 2010-2011 due mainly to estimated increase in Wee People Program and Parade of Lights revenues. The Parade of Lights is expected to fully fund itself this coming Fiscal Year.

Other Revenues: Other revenues comprise of EMS subscriptions, penalties, fire inspection and plan check, dog license, reimbursements, refuse billing and other miscellaneous revenues. This revenue category is projected to decrease by 3% next fiscal year due to decrease in dog license and fire plan check fees.

Inter-Governmental Revenues: Inter-governmental revenues consist of receipts from other governments for cost reimbursements. For FY 2011-2012, the projected increase is from estimated reimbursement from Federal Emergency Management Agency (FEMA).

Lease and Interest Earnings: Due to the near depletion of General Fund reserves, staff expects minimal investment earnings from the General Fund. It is to be noted that investment earnings from the Special Asset Revenue Fund is credited to the General Fund. Communication site lease revenues are projected to double due to new agreements for cell sites. Lease income for FY 2011-2012 includes \$198,000 lease revenue from the lease of Silverlakes property.

Overhead Reimbursements and Transfers: Overhead reimbursements and transfers to the General Fund from other funds represent each transferring fund's share of overhead costs which are paid by the General Fund. The reimbursement to the General Fund from other funds including enterprise, community facilities districts, landscape maintenance districts and capital projects funds is based on the most recent cost allocation plan. Examples of costs paid by the General Fund and proportionately reimbursed by other benefiting funds are general administrative costs, liability insurance premiums, workers compensation premiums, rents, retiree medical insurance and self-insurance expenses. Overhead reimbursements and transfers are projected to decline in FY 2011-2012 by 36% due to one-time transfers included in the FY 2010-2011 which are not included in FY 2011-2012. In FY 2010-2011, \$600,000 was transferred from developer agreement fees to the General Fund.

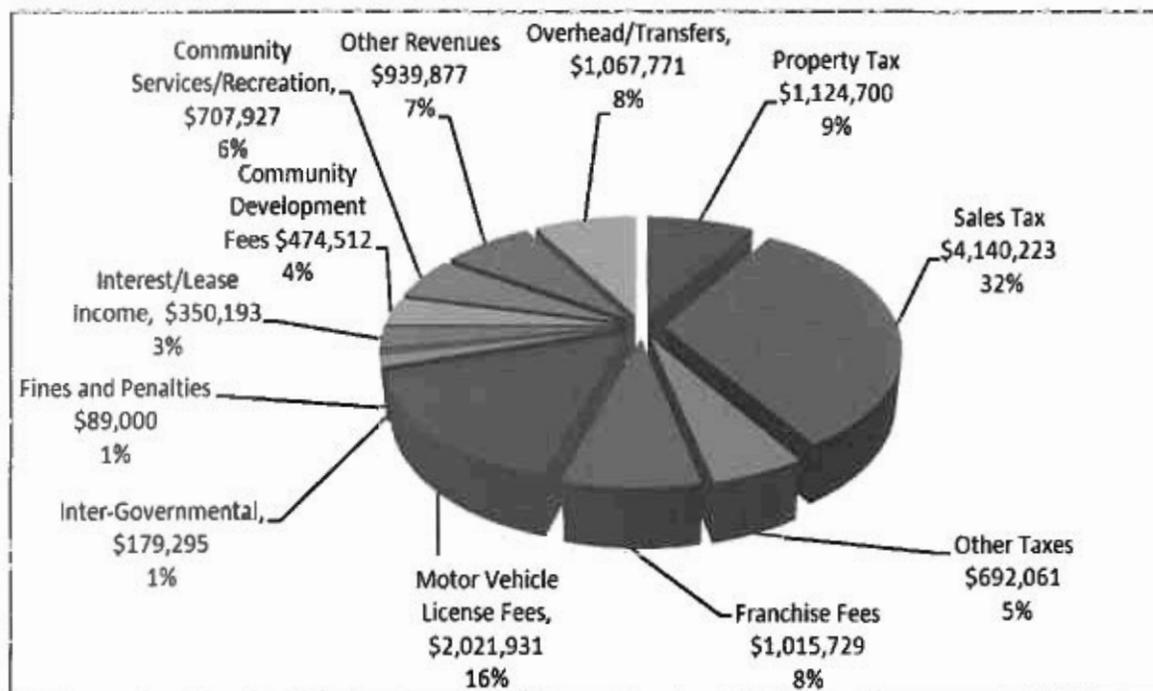
The table and chart below provides a summary of General Fund revenues by source. The chart includes FY 2010-2011 amended budget and year-end estimates for comparative purposes.

General Fund Revenues by Source

Revenue Category	FY 2010-2011 Amended Budget	FY 2010-2011 Year-End Estimate	FY 2011-2012 Proposed Budget	% Change
Property Tax	\$ 1,193,200	1,140,700	1,124,700	-1.40%
Sales Tax	3,749,633	3,930,633	4,140,223	5.33%
Other Taxes	681,000	673,886	692,061	2.70%
Franchise Fees	1,057,460	995,348	1,015,729	2.05%
Motor Vehicle License Fees	2,025,756	2,021,931	2,021,931	0.00%
Inter-Governmental	80,704	57,312	179,295	212.84%
Fines and Penalties	168,520	195,500	89,000	-54.48%
Interest/Lease Income	115,334	109,034	350,193	221.18%
Community Development Fees	313,491	362,999	474,512	30.72%
Community Services/Recreation	648,582	637,213	707,927	11.10%
Other Revenues	1,226,161	970,633	939,877	-3.17%
Overhead/Transfers	1,675,267	1,667,767	1,067,771	-35.98%
Total	\$ 12,935,108	12,762,956	12,803,219	0.32%

As can be seen from the chart above, total General Fund revenues for FY 2011-2012 are projected to be flat from the FY 2010-2011 estimated year-end amount.

FY 2011-2012 Projected General Fund Revenues by Source Graph



Property tax, sales tax and motor vehicle license fees make up 57% of total General Fund revenues. These revenues are subject to the control and frequent raid by the state. Franchise fees and other taxes which are considered locally generated taxes make up only 13% of the budget. The remainder of General Fund revenues including overhead reimbursements, community services, community development fees and other revenues which are internally generated user charges make up 30% of total revenues.

General Fund Expenditures:

General Fund expenditures are estimated based on staffing, service levels and third party costs. Staffing costs like benefits include third party costs such as group health insurance premium and pension contribution to California Public Employees Retirement System (PERS). The FY 2011-2012 Budget assumes that medical insurance premium rates will increase by 5% during the second half of the Fiscal Year while PERS employer contribution rates will go from 17.043% to 21.038% and 13.772% to 19.617% for miscellaneous and safety plans respectively. Other significant third party costs in the General Fund expenditure Budget include sheriff's contract cost, liability and workers compensation premium. Reductions to sheriff contract cost can only be achieved through service level reductions; while liability and workers compensation premium are generally fixed and not easily reduced in the short term.

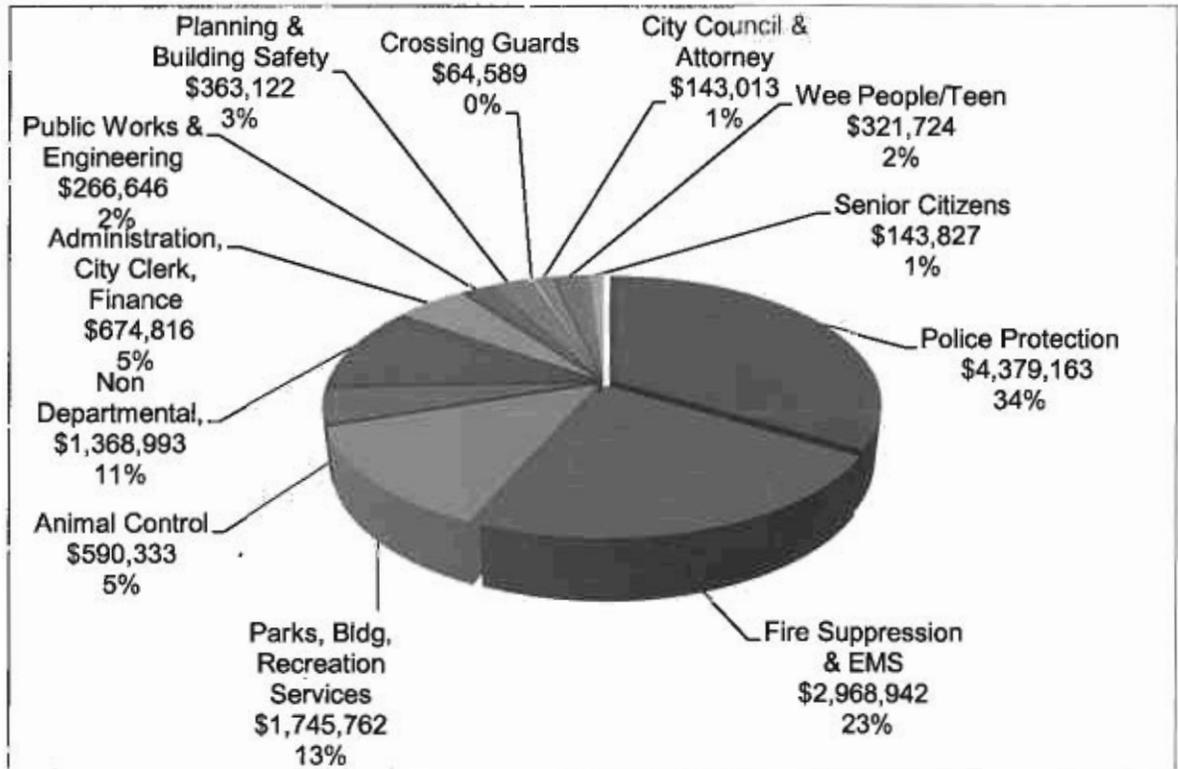
As part of the FY 2011-2012 budget process, the City has taken the following actions to minimize the impact of rising third party contracts.

- Beginning July 1, 2011, all miscellaneous employees except for those represented by the Norco General Employees Association, will be required to contribute 4% of their pay towards the cost of CalPERS pension costs.
- City Council members will be required to contribute 8% of their pay towards the cost of pension
- Medical health insurance subsidy paid by the City for employees, spouses and dependents will be capped at a maximum of \$1,250 per month. Previously, the City paid full premium up the cost of family coverage for CalPERS Choice health plan. Additionally, funding contribution towards the payment of accrued retiree healthcare costs liability has been suspended. The City will continue to fund retiree healthcare costs on a pay-as-you-go basis during the Fiscal Year.
- The number of FTE sheriff deputies funded has been reduced. Additional detail discussion is provided later in this report.

For FY 2011-2012, total General Fund expenditures are projected to be \$13 million compared to \$15.1 million estimated year-end for FY 2010-2011. The projected decrease of \$2.1 million or nearly 14% is net of cost increases for third party costs. The schedule and chart on the next page represents expenditures

Summary of General Fund Expenditures by Program

Program Name	FY 2010-2011 Estimated Year- End	FY 2011-2012 Proposed Budget	Percentage Change
Police Protection	\$ 4,808,082	4,379,163	-8.92%
Fire Suppression & EMS	4,176,534	2,968,942	-28.91%
Parks, Bldg, Recreation Services	1,901,520	1,745,762	-8.19%
Animal Control	631,334	590,333	-6.49%
Non Departmental	1,619,434	1,368,993	-15.46%
Administrative	653,139	674,816	3.32%
Public Works & Engineering	303,265	266,646	-12.07%
Planning & Building Safety	417,306	363,122	-12.98%
Crossing Guards	64,589	64,589	0.00%
City Council & Attorney	170,644	143,013	-16.19%
Wee People/Teen Program	276,466	321,724	16.37%
Senior Citizens	125,284	143,827	14.80%
Total	\$ 15,147,597	13,030,930	-13.97%



As reflected by the chart on the previous page, public safety costs consisting of police and fire protection make up 57% of total General Fund expenditures. This percentage would be much higher if non-discretionary expenditure items are excluded. Other key direct programs which consist of parks, building maintenance, recreation services, animal control, senior citizens, public works, planning and building safety, crossing guards and Wee People makes up another 26% of total expenditures. Non-departmental makes up 11% while support programs like finance, city clerk, city manager, city attorney and city council makes up the remaining 6% of total expenditures.

Outlined below are some of the budgetary actions and factors that have impacted the budget numbers for various programs and the impact the budgetary actions are likely to have in service delivery for FY 2011-2012.

Police Protection: Police protection services are provided to the City through a contract with the Riverside County Sheriff Department. Under the contract, the City pays the full cost of each FTE Deputy Sheriff that the City contracts for plus related allocated facility, equipment and support costs. In addition to the three motor officers eliminated during the FY 2010-2011, the FY 2011-2012 Proposed Budget includes the elimination of two traffic deputies from the contract with the County. The total General Fund budget for FY 2011-2012 in the amount of \$4,379,163 represents a net reduction of \$428,919 from the estimated FY 2010-2012 year-end estimate of \$4,808,082. In addition to net budget reduction, additional reduction would have been realized if it was not for the loss \$100,000 in supplemental law enforcement grant funding and the provision of 3% increase to fund for expected contract rate change in FY 2011-2012.

The Proposed Budget allows for the Sheriff Department to continue to operate patrol and community oriented policing from the City Hall and to keep the public service lobby open. As part of the budget process, alternative staffing models which would have reduced staffing further and resulted in the closure of the City Hall sub-station we also considered but ultimately rejected by the City Council.

Fire Protection and Emergency Medical Services: The City operates a full service Fire Suppression and Emergency Medical Services Department. The FY 2011-2012 Proposed Budget provides for major reductions to staffing levels as well as employee salaries and benefits. With the proposed staffing, wages and benefits reductions, the Proposed Budget for FY 2011-2012 is \$2,968,942 compared to \$4,176,534 year-end estimated actual for FY 2010-2011. This represents a net reduction of \$1,207,592. This net reduction is after funding the significant increase of 42% in pension contribution rate for safety employees.

Outlined below are the key reduction actions that have been incorporated into the FY 2011-2012 Proposed Budget.

- Conversion of two (2) full-time (40-hour week) battalion chiefs position to part-time positions (20-hour week)
- Defunding of a firefighter and two (2) paramedic-firefighter positions
- Reduction to constant staffing allocation
- Base salary reduction of 22% for all employees
- Elimination of longevity pay
- Elimination of education incentive pay
- Reduction to medical and health insurance subsidy

With the proposed reduction to the number of personnel on Fire Station 21 Engine Company from four (4) to three (3) and reduction to constant staffing funding, it is likely that the City will experience situations when an engine company may not be effectively staffed and thus, lead to station "brown outs." Staff will monitor this situation on an ongoing basis, report to Council and recommend necessary adjustments throughout the fiscal year.

To compound this situation, the significant reduction in wages and benefits are likely to result in rapid employee turnover during the fiscal year and this could lead to additional brown outs and potential station closure. To avoid this situation, staff will also be exploring other options for providing fire and emergency services to the City.

Parks, Recreation and Building Maintenance: Expenditure projections for parks and recreation programs are based on expected service levels. The same is generally true for building maintenance except that utility costs consisting of electric, gas, and telephone are to some extent fixed. The FY 2011-2012 projected expenditure budget for the Parks, Recreation and Building Maintenance Divisions is \$1,745,762 compared to FY 2010-2011 estimated year-end amount of \$1,901,520 for net expenditure reduction of \$155,758. This reduction is after factoring in cost increases to pension contribution rates and medical insurance premium. The cost reduction consists of \$20,035 from Recreation Services; \$59,514 from Park Maintenance; and \$76,209 from Building Maintenance.

The proposed reduction in Building Maintenance largely comes from the elimination a full time Maintenance Worker position which will be replaced with a part-time position as well as reduction to contract services achieved by reducing the frequency and scope of custodial services. In the Parks Maintenance Division, budget reductions are achieved through the proposed closure of Neal Snipes Park and reduction to certain landscape maintenance areas at Ingalls

Park. Staffing costs were also reduced in Parks and Building Maintenance by under-filling the vacant position of Building and Parks Maintenance Superintendent with Maintenance Supervisor. In the Recreation Services Division, budget reductions were achieved by reducing part-time hours, and the elimination of printing and postage cost for the brochure. The brochure will be published online. These reductions are partially offset by the cost of software upgrade necessary to implement online class registration and payment system.

Animal Control Division: The FY 2011-2012 Proposed Budget for the Animal Control Division reflects estimated expenditures of \$590,333 compared to FY 2010-2011 estimated year-end amount of \$631,334 for net reduction of \$41,001. The projected budget reduction consists of net savings from the elimination of a full-time Animal Control Officer which will be replaced with a part-time staff. The proposed budget reductions are net of the increase in pension rate and health insurance premium.

Senior Citizens Division: The Senior Citizens Program is funded partly by the General Fund and partly by grants from the Riverside County Transportation Commission (RCTC). The General Fund portion of the budget for FY 2011-2012 is estimated to be \$143,827 compared to \$125,284 for FY 2010-2011. The increase in the General Fund is due to reduced funding from RCTC and increased pension cost.

Administrative Departments: The administrative departments include the City Manager, City Clerk and Fiscal and Support Services functions. These functions are support functions providing services to other operating departments and non-General Fund functions such as water, sewer and redevelopment. Fiscal and Support Services Department cost of salaries and benefits are charged directly to the General, Water, Sewer and Redevelopment Funds based on the estimated amount of direct services provided to these Funds. Likewise, the City Manager's and City Clerk's Office salaries and benefits are also directly charged to the General Fund and Redevelopment Agency Funds based on the estimated benefits received by each Fund. The Water and Sewer Funds are charged overhead reimbursement through cost allocation to capture the cost of support services provided by the City Manager and City Clerk's Office.

The FY 2011-2012 Proposed Budget reflects total General Fund estimated expenditures of \$674,816 for the administrative departments compared \$653,816 for FY 2010-2011 which represents overall increase of \$21,677. The total General Fund cost estimate consists of \$133,795 for the City Clerk, \$132,481 for the City Manager and \$408,540 for Fiscal and Support Services. The projected overall increase to the City Clerk's budget is \$12,482. It is to be noted that the budget includes \$17,500 to fund the cost of the November elections and increases associated with pension and medical insurance. Fiscal and Support Services Department has a projected net cost increase of \$5,911 which is largely due to pension and medical insurance increases.

Engineering/Public Works: Engineering and public works functions included in the General Fund consist of public works inspection, engineering administration and parkway maintenance. The total estimated General Fund expenditures for these activities in FY 2011-2012 are \$266,646 which represents a decrease of \$36,619 achieved through reduction in services, supplies and cost re-allocation.

Planning and Building Safety Division: This budget consists of planning and building services. The FY 2011-2012 General Fund Budget for these activities is \$363,122 compared to estimated expenditures of \$417,306 for FY 2010-2011. This represents net budget reduction of \$54,184. This net reduction after accounting for the cost increases associated with medical and pension costs are attributable to re-assignment and cost re-allocation.

Non Departmental General Expenditures: Expenditures budgeted as non-departmental are those that are not easily traceable to specific City departments and programs. Examples of these expenditure items are premium and third party administration costs related to the City's workers compensation and general liability self-insurance programs; medical insurance costs for retirees; claims settlement expenditures, and General Fund transfers to other Funds. The FY 2011-2012 budget reflects \$1,368,993 total projected expenditures compared to FY 2010-2011 estimated year-end total expenditures of \$1,619,434 for a net budget reduction of \$250,441.

The following describes the material changes in the budget:

1. The FY 2011-2012 eliminates contribution towards the liability for accrued retiree medical insurance for total savings of \$300,000;
2. The FY 2011-2012 includes increased costs in the amount of \$40,000 for the pay-as-you-go portion of retiree health insurance costs. This increase is due to higher count on the number of retirees and increase in premium;
3. The cost of unemployment has been increased by \$13,000 based on the number of former employees receiving unemployment benefits.

Fund Balance and Cash Flows

The estimated fund balance of the General Fund at the beginning of FY 2011-2012 is \$1 million. The FY 2011-2012 Proposed Budget is essentially balanced including anticipated revisions during the year to fund the \$227,000 deficit. Even with the budget being balanced, the General Fund will run into cash deficit something during the first half of the fiscal year. This is because of the timing difference between cash outlays for expenditures and collection of revenues. Staff will begin as soon as the beginning of the fiscal year to review ways through which the expected cash deficit will be covered.

WATER FUND BUDGET SUMMARY

During the current fiscal year, the City Council approved water rate adjustments to be implemented over 18 months. While the cost of purchased water which is the largest share of the Fund's operating expenses continues to rise due to pass-through costs from "take or pay" water purchase agreements, the City is completing several capital projects that will expand the City's ability to produce, store and distribute domestic water. Examples of these projects are construction of new reservoirs and expansion of treatment plants and waterlines. During FY 2009-2010 and the current FY 2010-2011, the Water Fund is projected to accumulate nearly \$1.6 million in working capital deficit caused by significant rise in cost of purchased water and debt service. However, the financial position of the Fund is expected to improve beginning in FY 2011-2012 due to the implementation of the rate adjustments approved by the City Council.

Water Fund Revenues

Water Fund revenues are derived primarily from water sales to residential, commercial and industrial customers within City limits. The revenues are projected based on the recently approved rates and estimated level of consumption. The total estimated revenues for FY 2011-2012 is \$9 million which significantly exceeds the \$7.3 million in total revenues estimated for FY 2010-2011. The projected increase in revenue is from the implementation of water rate adjustments.

Water Fund Expenditures

Water Fund expenditures consist primarily of purchased water, utilities, debt service, salaries and benefits, maintenance and services, internal service fund charges and overhead reimbursements to the General Fund. The total estimated FY 2011-2012 expenditures is \$8.3 million excluding potential transfer to the Water Capital Fund for future capital replacement. This means that estimated revenues before transfer to the Capital Fund will exceed estimated expenditures by nearly \$700,000. Total estimated expenditures of \$8.3 million are higher than FY 2010-2011 year-end total estimated expenditures of \$8.1 million due to anticipated increase in utilities. The expenditure highlights are as follows:

1. Purchased water, utilities and pump tax \$5,166,700
2. Debt service \$1,069,876
3. Salaries and benefits \$961,562
4. Supplies, services and rentals \$464,951
5. Overhead reimbursement \$362,216
6. Internal service fund charges and capital outlay \$153,726
7. Transfers out to General Fund for street repairs \$127,223

SEWER FUND BUDGET SUMMARY

The Sewer Fund is currently facing significant operating pressure due to sewer rates that have not kept up with high fixed costs required to operate and maintain the sewer system. The system is capital intensive requiring capital costs which are funded primarily through the issuance of debt. Additionally, third party operating and maintenance costs are continuing to increase. During FY 2010-2011, the City Council approved sewer rate adjustments. The first phase of the rate will be implemented at the beginning of FY 2011-2012.

Sewer Fund Revenues

Sewer Fund revenues are derived from sewer service charges on residential, commercial and industrial customers. Most of Sewer Fund revenues (estimated at 83%) are from the fixed component of the rate which is currently \$40 per month for all connected customers. All residential customers connected to the system pay only the fixed monthly \$40 charge. The remaining revenues (estimated at 17%) are derived from the variable rate component which is only assessed to commercial and industrial users at the rate of \$6 per month for all units exceeding the base unit of 10 per month.

Beginning in FY 2011-2012, the fixed residential rate charge will increase to \$46 per month; non connected charge will increase to \$17 per month and the excess flow charge on non-residential customers will increase to \$7 per excess flow unit. The total estimated sewer charge revenues for FY 2011-2012 are \$4.7 million which represents nearly \$500,000 increase over the estimated FY 2010-2011 revenue amount. The projection is based the rate adjustment change as of July 1, 2011.

Sewer Fund Expenditures

Sewer Fund expenditures consist primarily of debt service, contractual sewer operations and maintenance costs, salaries and benefits, in-house maintenance costs, internal service fund charges and overhead reimbursements. The total estimated FY 2011-2012 expenditures of the Sewer Fund is \$4.7 million which equals projected revenues. This compares to FY 2010-2011 year-end estimate of \$4.6 million. The following is a summary of key expenditure categories:

1. Debt service \$1,808,938
2. Contractual services \$1,680,975
3. Salaries and benefits \$548,890
4. Overhead reimbursement \$200,000
5. Internal service fund charges and capital outlay \$129,317
6. Transfers out for street repairs \$127,223
7. Supplies, services, utilities and rentals \$154,327

GAS TAX BUDGET SUMMARY

Gas Tax Fund resources are derived from state allocation of gasoline tax. Expenditures from this Fund are restricted by the state to eligible streets and roads items. The total estimated expenditures for FY 2011-2012 are \$632,701 which includes \$122,813 from previous receipts of Proposition 42 monies. FY 2011-2012 estimated revenues are \$738,394. Of significant importance is that receipt of gas tax revenues from the state will not be delayed as was the case this current Fiscal Year. This action will positively impact cash flows. However, given the ongoing debate on the state's budget no one knows for sure whether these revenues will be ultimately received.

REDEVELOPMENT AGENCY OPERATING BUDGET OVERVIEW

The operating activities of the CRA as defined earlier are budgeted in three Funds. The Funds include Redevelopment/Debt Service Fund; Low and Moderate Income Housing Fund and Community Development Block Grant (CDBG) Fund. Redevelopment/Debt Service Fund budgets for the receipt of 80% of tax increment, payment of debt service, administrative and contractual, pass through payments to other taxing entities and AB 1389 pass-through payments. The Low to Moderate Income Housing Fund budgets for the receipt of the remaining 20% set-aside of tax increment and expenditures related to the Agency's housing programs. These expenditures include debt service, administrative and contractual, and various housing grant program expenditures.

Gross tax increment revenues are based on the assessed value of real property in the redevelopment project areas. Due to declines in assessed values experienced during the recent housing "bubble burst" and the increases in the amount of tax increment revenues from the VTS passed through to the Corona-Norco Unified School District (CNUSD) and the County of Riverside, the amount of tax increment remaining is not sufficient to cover debt service payments and other expenditure. Consequently, the FY 2011-2012 Proposed Budget reflects an estimated \$1.8 million revenue shortfall. This shortfall is to be made up by drawing from rapidly dwindling fund balance caused by state raids and expenditures exceeding revenues. The estimated fund balance at the end of the Fiscal Year 2011-2012 is \$3.9 million.

Of significant importance is the ongoing debate in Sacramento to abolish Redevelopment Agencies across the state. The consequences of this action if approved by the State Legislature are unknown. The one thing that is certain is that ongoing revenues are not sufficient to cover ongoing expenditures and this situation is not expected to improve anytime soon due to depressed property values.

Redevelopment/Debt Service Fund Revenues

Total estimated revenues for FY 2011-2012 are \$14.4 million compared to \$15 million estimated for the FY 2010-2011. The revenue difference is due to reduction in the amount coming from capitalized interest account for debt service payment and reduction in investment earnings due to projected lower cash balance. The primary sources of revenue are tax increment receipts and CNUSD reimbursement for debt service payment made on their behalf by the Agency. Total estimated tax increment receipt is \$11.3 million while the reimbursement from CNUSD for debt service payment is nearly \$2.1 million. Other revenues including contribution from capitalized interest account make up the remaining \$1 million.

Redevelopment/Debt Service Fund Expenditures

The total estimated FY 2011-2012 expenditures are \$16.2 million. This compares to \$16.5 million estimated year-end total for FY 2010-2011. The decrease in expenditures is attributable mainly to the SERAF payment of \$1 million. However, FY 2011-2012 expenditures include \$417,000 higher pass-through payments due to expected AB 1389 catch up payment. The following is a summary of FY 2011-2012 projected expenditures;

1. CRA administration and program expenditures \$1,363,577
2. Pass through payments to other taxing agencies \$8,669,670
3. Debt service payment \$6,173,841

Low to Moderate Income Housing Fund Revenues

Low to Moderate Income Housing Fund revenues are 20% tax increment set-aside, Cal Home Grant and other revenue items. For FY 2011-2012, total estimated revenues is \$3.5 million consisting of \$2.8 million from 20% tax increment set-aside, \$455,000 from Cal Home Grant and \$182,000 in other revenues. The estimated total revenue for FY 2010-2011 year-end is \$3.7 million. The difference between FY 2011-2012 and FY 2010-2011 revenues is the NSP receipt in FY 2010-2011.

Low to Moderate Income Housing Fund Expenditures

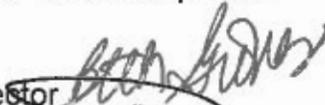
Program expenditures consist of debt service, administrative, contractual, Cal Home Grant, first time home buyer grant, infill housing, deferred loan program, home improvement grants and senior discount subsidy. The total estimated housing programs, debt service, administrative and contractual expenditures for FY 2010-2011 is \$2.8 million.

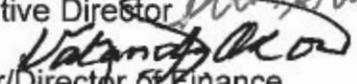
Other Information

Detailed department-by-department budget information can be found in this budget document beginning on page 5. Detailed Fund-by-Fund expenditure and revenue information can be found beginning from page 158. Questions regarding the FY 2011-2012 budget overview should be directed to the Deputy City Manager/Finance Director at (951) 270-5650.

CITY OF NORCO STAFF REPORT

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

FROM: Beth Groves, City Manager/Executive Director 

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

DATE: June 16, 2011

SUBJECT: Approval of the Five Year Capital Improvement Program for
the Fiscal Years 2012-2016

RECOMMENDATION: Adopt **Resolution No. 2011-____**, approving and adopting
the City of Norco Capital Improvement Program Budget for
the Fiscal Years 2012-2016; and **CRA Resolution No.
2011-____**, approving and adopting the Norco
Redevelopment Agency Capital Improvement Program
Budget for the Fiscal Years 2012-2016.

SUMMARY: Staff and the City Council/Norco Redevelopment Agency ("Agency") Board held a Budget Workshop to discuss the five-year Capital Improvement Program (CIP) Budgets for Fiscal Years 2012-2016. Staff is recommending that the City Council/Agency Board open a Public Hearing to receive input from the public and that at the conclusion of the hearing, further recommends that the City Council/Agency Board approve the CIP Budgets for Fiscal Years 2012-2016.

BACKGROUND/ ANALYSIS: A Budget Workshop was held on May 18, 2011 for the City Council/Agency Board to review the preliminary five-year Capital Improvement Program Budgets for Fiscal Years 2012-2016.

During the Budget Workshop, staff reviewed key projects funded in the following Capital Project Funds as follows:

- Park Improvement Fund;
- Animal Control Facilities Fund;
- Trails Improvement Fund;
- Water Improvement Fund;
- Street Improvement Fund;
- Storm Drain Fund;
- Sewer Facilities Fund; and
- Measure A Projects Fund

Resolutions Adopting the CIP Budget Fiscal Years 2012-2016

Page 2

June 16, 2011

The following highlights major projects expected to be funded in Fiscal Years 2011-2012:

- Improvements to Ingalls Park \$950,000
- Project management and construction of animal shelter \$1,601,117
- Funding for 4.0 MG Reservoir – CRC well field \$2,475,000
- Loan for water related infrastructure improvements on Silverlakes \$3,000,000
- Loan for sewer related infrastructure improvements on Silverlakes \$3,000,000
- Purchase of additional sewer capacity/expansion WRCRWA \$1,993,840
- Widen Hamner North of Santa Ana River \$1,606,600
- Second Street widening I-15 to Corona \$773,535
- Hamner Avenue improvements – TUMF funded \$3,300,435
- Hamner Avenue Bridge engineering \$700,000
- Norco channel stage 5 storm drain improvements \$3,300,000
- Santa Ana River riprap training dike \$1,500,000
- Norco MDP N-1D/Temescal/Spirit Knoll storm drain improvements \$1,560,000

/jk-78664

Attachments: Resolution No. 2011-____
CRA Resolution No. 2011-____

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2012-2016, AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, a budget workshop was held on May 18, 2011 to review the proposed Fiscal Years 2012-2016 Capital Improvement Program Budget; and

WHEREAS, estimated expenditures and revenues to finance these capital projects are tentative and subject to City Council changes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby authorize expenditure of monies as set forth in said Budget and subject to budgetary controls.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 16, 2011.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 16, 2011, 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 June 16, 2011.

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

/jk-78665
Attachment: Budget Summary

CRA RESOLUTION NO. 2011-_____

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY APPROVING AND ADOPTING THE NORCO REDEVELOPMENT AGENCY CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2012-2016 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, a budget workshop was held on May 18, 2011, to review the proposed Fiscal Year 2012-2016 Capital Improvement Program Budget; and

WHEREAS, estimated expenditures and revenues to finance these capital projects are tentative and subject to Agency Board changes.

NOW, THEREFORE, BE IT RESOLVED that the Agency Board of the Norco Redevelopment Agency does hereby authorize expenditure of monies as set forth in said Budget and subject to budgetary controls.

PASSED AND ADOPTED by the City Norco Redevelopment Agency at a regular meeting held on June 16, 2011.

Chairman
Norco Redevelopment Agency

ATTEST:

Secretary, Norco Redevelopment Agency

I, BRENDA K. JACOBS, Secretary of the Norco Redevelopment Agency, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco Redevelopment Agency at a regular meeting thereof held on June 16, 2011, by the following vote of the Norco Redevelopment Agency Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Norco Redevelopment Agency on June 16, 2011.

Secretary, Norco Redevelopment Agency

/jk-78666
Attachment: CIP Budget Summary

City of Norco, California
FY 2011 Capital Improvement Program
Budget Summary

Fund Name	Estimated Beginning Fund Balance July 1, 2011	FY 2012 Estimated Revenues/ Transfers	FY 2012 Estimated Expenditures/ Transfers	Estimated Ending Fund Balance June 30, 2012
Park Projects	\$ 592,083	1,202,819	1,241,682	553,220
Fire Projects	539,627	131,558	7,303	663,882
General Government Projects	1,191,523	28,478	686,194	533,807
Trail Projects	412,550	2,063	110,370	304,243
Water Projects	10,603,178	691,016	6,817,713	4,476,480
Street Projects	2,450,526	7,123,978	8,348,321	1,226,183
Storm Drain Projects	719,920	9,000,185	9,341,948	378,157
Sewer Projects	8,799,948	348,204	6,250,684	2,897,468
Animal Control Projects	35,378	1,603,056	1,603,587	34,847
Measure A Projects	2,634,205	449,171	1,275,876	1,807,500
Library Facilities	13,135	66	-	13,201
Public Meeting	37,830	189	-	38,019
Aquatics Center Facilities	8,680	43	-	8,723
Redevelopment Projects	6,578,181	32,891	6,136,566	474,506
Total	\$ 34,616,764	20,613,716	41,820,244	13,410,236



**RECAP OF ACTIONS TAKEN
AGENDA
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
JUNE 8, 2011**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: **Chair Hedges, Vice Chair Wright, Commission Members Henderson, Jaffarian and Leonard**
3. STAFF PRESENT: **Planning Director King, Senior Planner Robles, Deputy City Clerk Germain**
4. PLEDGE OF ALLEGIANCE: **Commissioner Jaffarian**
5. APPEAL NOTICE: **Read by Staff**
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: **Received and Filed**
7. APPROVAL OF MINUTES: Minutes of May 11, 2011 **Recommended Action: Approval.** Meeting of May 27, 2011 was cancelled. (Deputy City Clerk): **Approved 5-0**
8. CONTINUED ITEMS: **None**
9. PUBLIC HEARINGS
 - A. **Resolution 2011-___**: Conditional Use Permit 2011-08 (Kerry Carson Landscape): A Request for Approval to Allow a 1,500 Square-Foot Storage Shed/Garage at 2895 Corydon Avenue Located within the A-1-20 Zone. **Recommended Action: Approval (SP Robles): Approved 5-0. This action is final unless appealed to the City Council within 10 calendar days.**
 - B. **Resolution 2011-___**: Conditional Use Permit 2011-07 (Madden): A Request for Approval to Allow a 4,900 Square-Foot Garage Building at 4950 Roundup Road Located within the A-1-20 Zone. **Recommended Action: Denial (SP Robles): Denied 5-0 without prejudice. This action is final unless appealed to the City Council within 10 calendar days.**
10. BUSINESS ITEM: Discussion of Recommended Thresholds for Staff Approval of Smaller Accessory Structures under Current Provisions in the Site Plan

Approval Process (Oral Presentation) **Recommended Action: Direction** (PD King): **Direction Received**

11. CITY COUNCIL: **Received and Filed**
 - A. Recap of Actions Taken at the June 2, 2011 City Council/Community Redevelopment Agency Meeting.
 - B. City Council Minutes dated April 27, 2011 (Special Meeting)
May 4, 2011 (Special Meeting)
May 4, 2011 (Workshop/Regular Meeting)
May 18, 2011 (Special Meeting)
May 18, 2011 (Regular Meeting)
May 24, 2011 (Special Meeting)
12. PLANNING COMMISSION: Oral Reports from Various Committees: **None**
13. STAFF: Current Work Program: **Received and Filed**
14. OTHER MATTERS: **Received and Filed**
 - A. Follow-up on Items from Previous Meetings (Director King)
15. ADJOURNMENT: **7:50 p.m.**

/adr-78741

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Dominic C. Milano, City Engineer 

DATE: June 15, 2011

SUBJECT: Order of Procedure and Resolutions Necessary for The Annual Assessment Levy Continuing Landscape Maintenance Districts No. 1 – Beazer, Tract 28765; No. 2 – Western Pacific, Tract 25779; No. 3 – Centex, Tract 28826; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk’s Crest, Tract 30230

Resolution No. 2011-___, (Beazer); Resolution No. 2011-___, (Western Pacific); Resolution No. 2011-___, (Centex); Resolution No. 2011-___, (Norco Ridge Ranch); Resolution No. 2011-___, (Hawk’s Crest), Approving the Engineer’s Preliminary Report for the Annual Levy of Assessments for the Fiscal Year 2010-2011 in Said District;

Resolution No. 2011-___, (Beazer); Resolution No. 2011-___, (Western Pacific); Resolution No. 2011-___, (Centex); Resolution No. 2011-___, (Norco Ridge Ranch); Resolution No. 2011-___, (Hawk’s Crest), Declaring City’s Intention to Provide for an Annual Levy and Collection of Assessments for Certain Maintenance in an Existing District, and Setting a Time and Place for the Public Hearing

RECOMMENDATION: That the members of the City Council adopt the five Resolutions approving the Preliminary Engineer’s Report and the five Resolutions providing for an annual levy of assessments and setting the public hearing date.

SUMMARY: The “Landscaping and Lighting Act of 1972 requires an Engineer’s Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the five districts allow for an annual increase not to exceed the Consumer Price Index (CPI). The 2010 CPI adjustment per parcel assessment in all districts is 1.3%.

BACKGROUND/ANALYSIS: The following information applies to each Landscape Maintenance District as designated:

LMD No. 1 - On February 3, 1999, City Council adopted Landscape Maintenance District No. 1 for Tract 28765 (Beazer Homes) comprised of 67 lots. The District was formed to maintain landscaping along the River Road frontage of the tract. The estimated cost to maintain the District is proposed to remain at the 2010/11 level of \$12,709. With the application of previous year's surpluses and a CPI increase (\$1.63 per parcel), the net assessment will be \$8,506.00. The per parcel assessment for Fiscal Year 2011/12 is proposed to increase from \$125.33 to \$126.96.

LMD No. 2 - On January 27, 2000, City Council adopted Landscape Maintenance District No. 2 for Tract No. 25779 (Western Pacific) comprised of 219 lots. The District was formed to maintain landscaping along the Norco Hills Road and Hidden Valley Parkway frontages of the tract as well as selected interior slopes, wetland, equestrian trail, and parkway maintenance. The estimate of cost to maintain the District is proposed to decrease from \$171,353.00 to \$127,570.00. The maintenance level is proposed to be significantly reduced to match the assessment amount to be collected. In previous years, a surplus in the fund was used to balance the budget with the assessment collected. This surplus has now been exhausted. The equestrian trail maintenance level is not being reduced so as not to reduce public safety. With the application of the CPI, the per parcel assessment is proposed to increase from \$575.03 to \$582.51.

LMD No. 3 - On June 6, 2001, City Council adopted Landscape Maintenance District No. 3 for Tract 28626 (Centex) comprised of 82 lots. The District was formed to maintain landscaping along Norco Hills Road and certain designated slopes within the District as well as all equestrian trails in the development. The proposed estimate of costs to maintain the District will increase from \$75,110 to \$80,128. With the application of previous year's surpluses and the CPI increase (\$11.29 per parcel), the net assessment is \$72,137.00. The per parcel assessment for Fiscal Year 2011/12 is proposed to increase from \$868.43 to be \$879.72.

LMD No. 4 - On October 2, 2002, City Council adopted Landscape Maintenance District No. 4 for Tracts 29588 and 29589 (Norco Ridge Ranch) comprised of 537 single-family lots and five other assessable lots. The District was formed to maintain landscaping within certain slopes, irrigated and non-irrigated, fuel modification areas, parkway landscaping, equestrian trails, natural open space and wetlands area. The proposed budget for Fiscal Year 2011-12 is \$483,837, the same as Fiscal Year 2010-11. A \$20,000 surplus from Fiscal Year 2010-11 is being applied to reduce the assessment levy to Fiscal Year 2010/11 level of \$463,837. The maximum assessment rate allowed per parcel with the application of the 2010 CPI is \$927.55 which could

generate a total assessment of \$498,094.00. This amount exceeds the amount necessary to maintain the district. The per parcel levy for the upcoming Fiscal Year 2011-12 is proposed at the 2010/11 level of \$863.76, which is less than the maximum allowed. The City Council previously approved the surplus in the District, which at the end of Fiscal Year 2009/10 was approximately \$400,000.00, to be used for the installation of drainage devices across driveways in the equestrian trail to reduce trail erosion. The construction of the first priority phase of 102 properties is under construction. The first phase is budgeted at approximately \$200,000.00.

LMD No. 5 – On January 7, 2004 City Council adopted Landscape District No. 5 for Tract 30230 (Hawks Crest) comprised of 50 lots. The District was formed to maintain certain exterior slopes, parkway landscaping, equestrian trails and the two park lots. The estimate of cost to maintain the District will increase from \$44,205 to \$45,172. The assessment is proposed to increase by the 2010 CPI (\$12.50 per parcel) from the previous year's level of \$884.10 per parcel to \$896.60 per parcel and with previous years surplus balances the budget. The maximum allowed per parcel assessment is \$973.95.

As stipulated in the "Landscaping and Lighting Act of 1972," the continuation of an existing maintenance district assessment has to be reviewed and approved each fiscal year. The attached resolutions provide for the proper continuation of the Districts as well as the assessments. The proposed CPI increases in Landscape Maintenance Districts will not require a majority protest vote of the property owners since the increase in assessments was allowed for in the formation of the Districts.

Included for your information are the Preliminary Engineer's Reports including the District boundaries, the items of work included in each maintenance district, as well as costs and the per parcel assessments for each District.

Staff recommends that the members of the City Council preliminarily approve the Engineer's Report for the continuation of the Landscape Maintenance Districts to guarantee that landscaping within each district will remain attractive and well maintained and set the Public Hearing for the five districts for July 20, 2011. To do so, Council will need to adopt the attached Resolutions.

FINANCIAL IMPACT: None.

78735

Attachments: Preliminary Engineer's Reports (5)
Resolutions (10)

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ENGINEER'S "PRELIMINARY REPORT" AND THE ANNUAL LEVY OF ASSESSMENTS FOR THE FISCAL YEAR 2011-2012 IN SAID DISTRICT.

WHEREAS, the City Council of the City of Norco, California, pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, did, by previous Resolution, order the preparation of an Engineer's "Report" for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER)

(hereinafter referred to as the "District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said "Report."

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

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the "Report" as presented, consisting of the following:

- A. Plans and specifications;
- B. Estimate of cost;
- C. Diagram of the District;
- D. Assessment of the estimated cost;

is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

ENGINEER'S REPORT

FOR

LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)

FISCAL YEAR 2011-2012

PREPARED FOR THE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

PREPARED BY:

DOMINIC C. MILANO, P.E.

CITY ENGINEER

**ENGINEER'S REPORT
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)
FISCAL YEAR 2011-2012**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: _____, 2011

By: _____
Dominic C. Milano, P.E.
R.C.E. No. 27172
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

**FISCAL YEAR 2011-2012
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

PART A

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

PART B

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

PART C

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

PART D

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

PART A

PLANS AND SPECIFICATIONS

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF NORCO
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)
FISCAL YEAR 2011-2012**

The improvements are the operation, maintenance, and servicing of landscaping, wetlands, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

LANDSCAPING

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fixtures, and appurtenant facilities in the River Road public right-of-way (parkway area), along the frontage and adjacent to the proposed boundary of said Assessment District. A reduced scale plan depicting the improvements is attached hereto.

PART B

ESTIMATE OF COST

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)
NORCO, CALIFORNIA**

The cost of the operation, maintenance, and servicing of the improvements for Fiscal Year 2011-2012 as described in Part A, are summarized herein and described below:

ITEM	DESCRIPTION	QUANTITY	ANNUAL COST PER YEAR
1	LANDSCAPE MAINTENANCE: includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, water cost, electrical cost for controllers, tree trimming up to 15 feet, tree staking, backflow testing, rodent control and plant replacement.	16,900 S.F.	\$ 2,800.00
2	HARDSCAPE MASONRY: including graffiti removal, repair cracks, heaving and breakage.	6,970 S.F. (wall)	\$ 400.00
3	LIGHTING MAINTENANCE: cleaning and repair, fixture replacement, and observation.	N/A	\$ 0
4	WATER UTILITY COST: cost for annual water utility within district.		\$ 2,500.00
5	ENERGY MAINTENANCE: annual cost for power based on a fixed rate for an irrigation electrical pedestal.		\$ 500.00
6	SUPERVISOR OBSERVATION: cost for landscaping contractual observation to include punch list review and follow-up to completion.		\$ 2,674.00
	SUBTOTAL:		\$ 8,874.00
7	CONTINGENCY: 10 percent		\$ 887.00
8	REPLACEMENT RESERVE: 2.9 percent		\$ 257.00
9	INCIDENTALS: including Engineer's Report and proceedings, administration, printing, and advertising.		\$ 2,691.00
	TOTAL ANNUAL COSTS:		\$ 12,709.00

Costs from City of Norco average of landscape maintenance costs for the City. Source of information Bill Thompson and Brian Petree of the Departments of Public Works, Parks, Recreation and Community Services respectively.

Annual assessments shall be calculated based on updated numbers and upon annual adjustments to the assessment rate as provided in the Engineer's Report.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. The CPI for 2010 was 1.3%. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year.

PART C

ASSESSMENT DIAGRAM

As Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

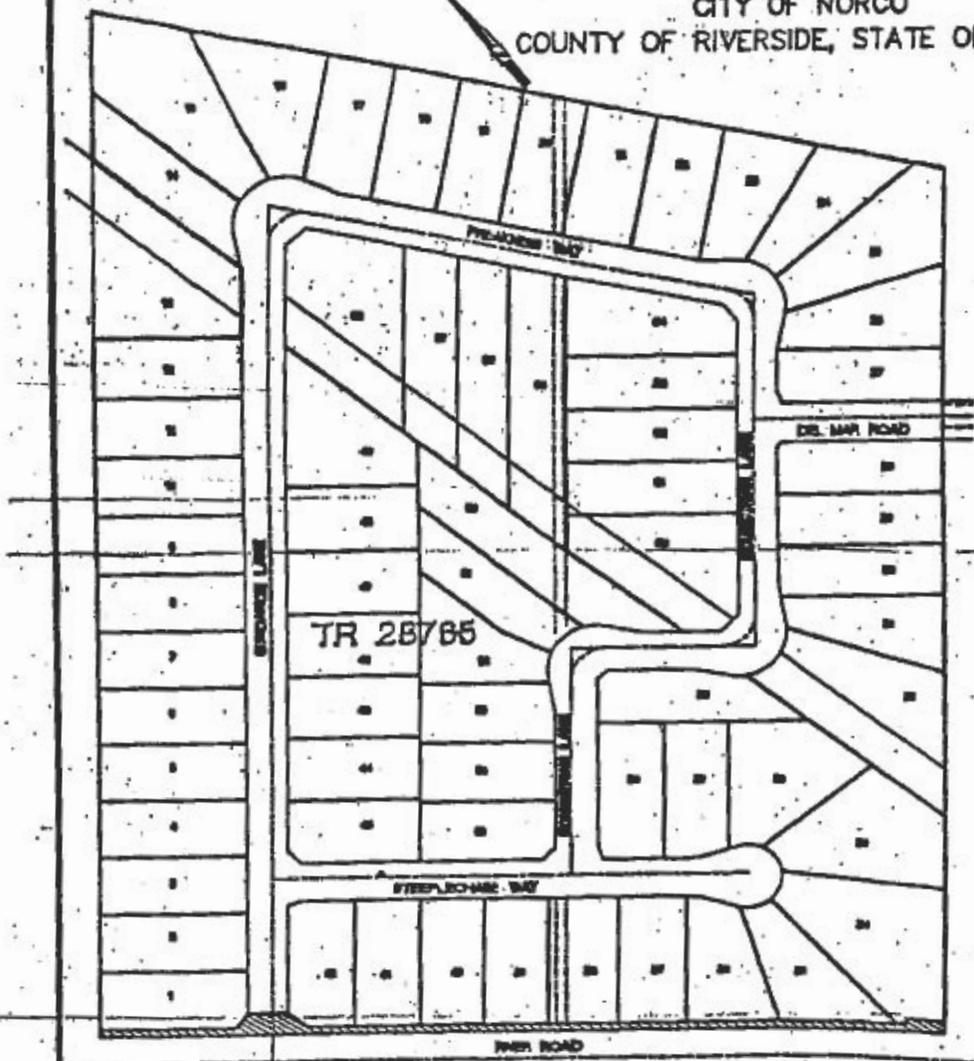
EXHIBIT A

***LEGAL DESCRIPTION
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)***

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 12 inclusive, and Lots 14 through 68, inclusive, of Tract No. 28765 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 274, Pages 95 through 98, inclusive, of Maps in the Office of the County Recorder of Said County.

ASSESSMENT DIAGRAM AND BOUNDARY MAP
 LANDSCAPE MAINTENANCE DISTRICT NO.1 (BEAZER)
 CITY OF NORCO
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



AN ASSIGNMENT WAS MADE BY THE CITY COUNCIL OF THE CITY OF NORCO, STATE OF CALIFORNIA, ON PARCELS OF LAND SHOWN ON THE ASSIGNMENT DIAGRAM MAP, SAID ASSIGNMENT WAS MADE ON THE _____ DAY OF _____ 19____, SAID ASSIGNMENT MAPS AND THE ASSIGNMENT WILL NOW FILED IN THE OFFICE OF THE SUPERVISOR OF STREETS OF THE CITY OF NORCO ON THE _____ DAY OF _____ 19____. REFERENCE IS MADE TO THE ASSIGNMENT MAPS KEPT IN THE OFFICE OF THE SUPERVISOR OF STREETS FOR THE EXACT AMOUNT OF EACH ASSIGNMENT LISTED AGAINST EACH PARCEL OF LAND SHOWN ON THE ASSIGNMENT MAPS.

SCALE: 1"=180'

LEGEND

-  ASSIGNMENT DISTRICT BOUNDARY
-  LANDSCAPE MAINTENANCE AREA

 CITY CLERK, CITY OF NORCO

RECORDED IN THE OFFICE OF THE SUPERVISOR OF STREETS OF THE CITY OF NORCO THIS _____ DAY OF _____ 19____

 SUPERVISOR OF STREETS
 CITY OF NORCO

PAID BY THE OFFICE OF THE CITY CLERK OF THE CITY OF NORCO, THIS _____ DAY OF _____ 19____

 CITY CLERK, CITY OF NORCO

REFERENCE IS MADE TO THE ASSIGNMENT MAPS OF THE COUNTY OF RIVERSIDE FOR A DETAILED DESCRIPTION OF THE LAND AND PARCELS AND THE PARCELS WITH LANDSCAPE MAINTENANCE DISTRICT NO.1 BOUNDARY.

PART D

ASSESSMENT

WHEREAS, on February 3, 1999, the City Council of the City of Norco, California, pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 1 (Beazer) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 10,018.00	\$ _____	\$ _____
Incidental Expenses	\$ 2,691.00	\$ _____	\$ _____
Total Cost	\$ 12,709.00	\$ _____	\$ _____
Surplus or (Deficit) from Previous Fiscal Year	\$ 4,312.00	\$ _____	\$ _____
NET TO BE ASSESSED FOR FISCAL YEAR 2011-2012	\$ 8,506.00	\$ _____	\$ _____

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2010-2011 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: _____, 2011

Dominic C. Milano, P.E.
City Engineer

EXHIBIT B

METHOD AND FORMULA OF ASSESSMENT SPREAD

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

IDENTIFYING THE BENEFIT

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

APPORTIONMENT OF COSTS

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 1 (BEAZER)
FISCAL YEAR 2011-2012**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
1	\$126.96		45	\$126.96	
2	\$126.96		46	\$126.96	
3	\$126.96		47	\$126.96	
4	\$126.96		48	\$126.96	
5	\$126.96		49	\$126.96	
6	\$126.96		50	\$126.96	
7	\$126.96		51	\$126.96	
8	\$126.96		52	\$126.96	
9	\$126.96		53	\$126.96	
10	\$126.96		54	\$126.96	
11	\$126.96		55	\$126.96	
12	\$126.96		56	\$126.96	
13	\$0 (City)		57	\$126.96	
14	\$126.96		58	\$126.96	
15	\$126.96		59	\$126.96	
16	\$126.96		60	\$126.96	
17	\$126.96		61	\$126.96	
18	\$126.96		62	\$126.96	
19	\$126.96		63	\$126.96	
20	\$126.96		64	\$126.96	
21	\$126.96		65	\$126.96	
22	\$126.96		66	\$126.96	
23	\$126.96		67	\$126.96	
24	\$126.96		68	\$126.96	
25	\$126.96				
26	\$126.96				
27	\$126.96				
28	\$126.96				
29	\$126.96				
30	\$126.96				
31	\$126.96				
32	\$126.96				
33	\$126.96				
34	\$126.96				
35	\$126.96				
36	\$126.96				
37	\$126.96				
38	\$126.96				
39	\$126.96				
40	\$126.96				
41	\$126.96				
42	\$126.96				
43	\$126.96				
44	\$126.96				

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ENGINEER'S "PRELIMINARY REPORT" AND THE ANNUAL LEVY OF ASSESSMENTS FOR THE FISCAL YEAR 2011-2012 IN SAID DISTRICT.

WHEREAS, the City Council of the City of Norco, California, pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, did, by previous Resolution, order the preparation of an Engineer's "Report" for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)

(hereinafter referred to as the "District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said "Report."

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

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the "Report" as presented, consisting of the following:

- A. Plans and specifications;
- B. Estimate of cost;
- C. Diagram of the District;
- D. Assessment of the estimated cost;

is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

ENGINEER'S REPORT

FOR

**LANDSCAPE MAINTENANCE DISTRICT NO. 2
(WESTERN PACIFIC – TRACT 25779)**

FISCAL YEAR 2011-2012

PREPARED FOR THE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

PREPARED BY:

DOMINIC C. MILANO, P.E.

CITY ENGINEER

**ENGINEER'S REPORT
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 2
(WESTERN PACIFIC – TRACT 25779)
FISCAL YEAR 2011-2012**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: _____, 2011

By:

Dominic C. Milano, P.E.
R.C.E. No. 27172
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

**FISCAL YEAR 2011-2012
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 2
(WESTERN PACIFIC – TRACT 25779)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duty appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

PART A

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

PART B

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

PART C

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

PART D

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

PART A

PLANS AND SPECIFICATIONS

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF NORCO
LANDSCAPE MAINTENANCE DISTRICT NO. 2
(WESTERN PACIFIC – TRACT 25779)
FISCAL YEAR 2011-2012**

The improvements are the operation, maintenance, and servicing of landscaping, wetlands, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

LANDSCAPING

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fixtures, and appurtenant facilities located within public right-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.

PART B

ESTIMATE OF COST

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)
NORCO, CALIFORNIA**

The cost of the operation, maintenance, and servicing of the improvements for Fiscal Year 2011-2012 as described in Part A, are summarized herein and described below:

ITEM	DESCRIPTION	QUANTITY	ANNUAL COST PER YEAR
1	LANDSCAPE MAINTENANCE: includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement for Hidden Valley Parkway.	57,480 S.F. (1.32 A)	Included in parkway maintenance
2	EQUESTRIAN TRAIL: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	352,500 S.F. (8.09 A)	\$ 21,150.00
3	SLOPE MAINTENANCE: includes same activities as Item 1 for exterior slopes along Hidden Valley Parkway and Norco Hills Road as well as private slopes adjacent to wetlands area at Lots 77, 78, 89, 90, and 91.	175,344 S.F. (4.03 A)	Included in parkway maintenance
4	MAINTENANCE OF WETLAND (LOT 71): trash and debris cleanup, plant replacement, pest and rodent control.	159,510 S.F. (3.66 A)	\$ 3,400.00
5	PARK MAINTENANCE (LOT 2): trash and debris cleanup, mowing, fertilization, turf care, pest and rodent control, and observation.	53,485 S.F. (1.23 A)	\$ 4,000.00
6	PARKWAY MAINTENANCE: includes all pruning, weed and pest control, fertilization, ground cover, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control and plant replacement.	128,604 S.F. (2.95 A)	\$ 39,100.00
7	UTILITIES: includes cost of water and electrical for controller for all areas.	L.S.	\$ 54,320.00
	SUBTOTAL:		\$ 121,970.00
8	OBSERVATION: staff time to manage District.	L.S.	\$ 3,000.00
9	INCIDENTALS: including Engineer's Report and proceedings, administration, printing, and advertising.		\$ 2,600.00
10	CONTINGENCY: 1.5 percent (max)		\$ 0.00
	TOTAL ANNUAL COSTS:		\$ 127,570.00

Costs from City of Norco average of landscape maintenance costs for the City. Source of information Bill Thompson and Brian Petree of the Departments of Public Works and Parks, Recreation and Community Services respectively.

Annual assessments shall be calculated based on updated numbers and upon annual adjustments to the assessment rate as provided in the Engineer's Report.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index (CPI) applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The CPI for 2010 was 1.3%.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year.

PART C

ASSESSMENT DIAGRAM

As Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

EXHIBIT A

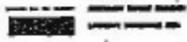
**LEGAL DESCRIPTION
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)**

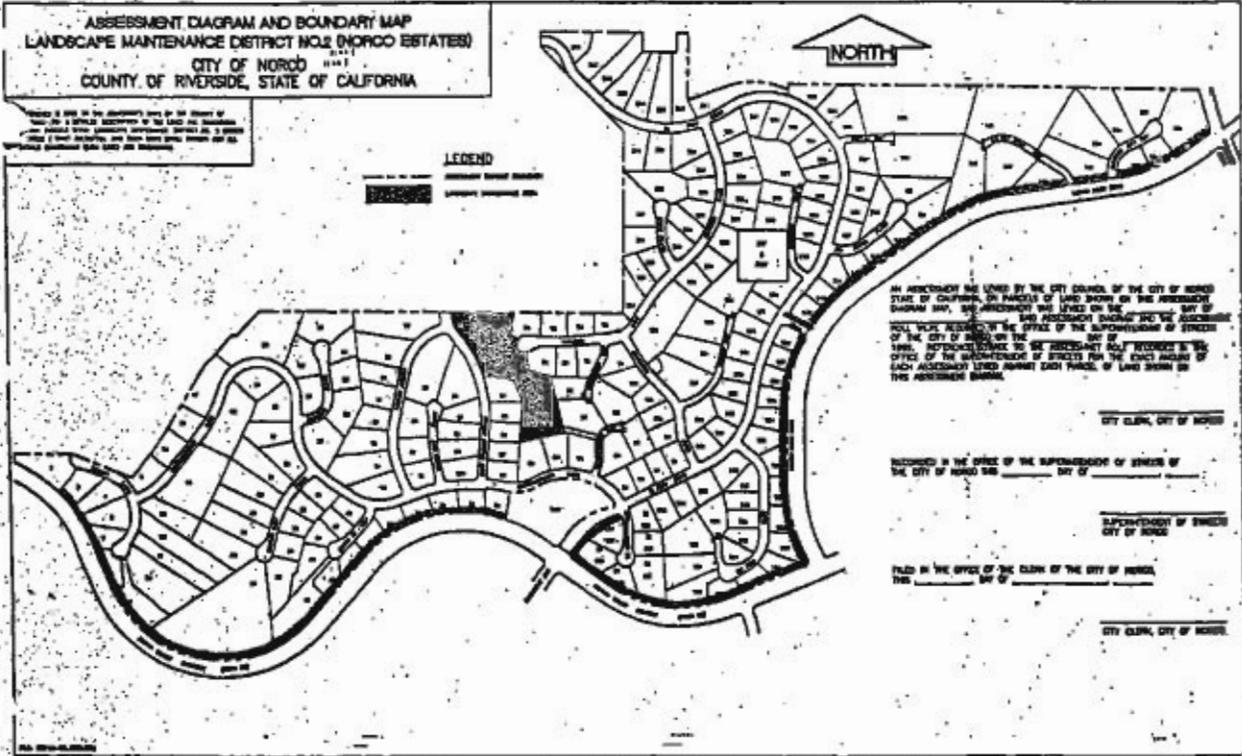
That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 3 through 70 inclusive, and Lots 72 through 221, exclusive of Lot 219, of Tract No. 25779 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 284, Pages 20 through 30, inclusive, of Maps in the Office of the County Recorder of Said County.

**ASSESSMENT DIAGRAM AND BOUNDARY MAP
LANDSCAPE MAINTENANCE DISTRICT NO.2 (NORCO ESTATES)
CITY OF NORCO
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

NOTED: A map of the assessment area is on file in the office of the City Clerk, City of Norco, 100 West Main Street, Norco, California. The map shows the assessment area and the location of the assessment area. The map also shows the location of the assessment area and the location of the assessment area.

LEGEND

 - - - - - Assessment District Boundary
 _____ Property Boundary



AN ASSESSMENT WAS LAYED BY THE CITY COUNCIL OF THE CITY OF NORCO, STATE OF CALIFORNIA, ON PARCELS OF LAND SHOWN ON THE ATTACHED DIAGRAM MAP, AND ASSESSMENT WAS LAYED ON THE _____ DAY OF _____ 1988. THE ASSESSMENT ENGINEER AND THE ASSESSMENT ENGINEER'S OFFICE OF THE CITY OF NORCO, ON THE _____ DAY OF _____ 1988, HEREBY CERTIFY TO BE ACCURATELY MADE ACCORDING TO THE OFFICE OF THE SUPERVISOR OF STREETS FOR THE EXACT ANGLE OF EACH ASSESSMENT LINED ABOVE EACH PARCEL OF LAND SHOWN ON THE ATTACHED ENGINE.

CITY CLERK, CITY OF NORCO

RECORDED IN THE OFFICE OF THE SUPERVISOR OF STREETS OF THE CITY OF NORCO THIS _____ DAY OF _____

SUPERVISOR OF STREETS
CITY OF NORCO

FILED IN THE OFFICE OF THE CLERK OF THE CITY OF NORCO, THIS _____ DAY OF _____

CITY CLERK, CITY OF NORCO

PART D

ASSESSMENT

WHEREAS, on October 20, 1999, the City Council of the City of Norco, California, pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 2 (Western Pacific) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 124,970.00	\$	\$
Incidental Expenses	\$ 2,600.00	\$	\$
Total Cost	\$ 127,570.00	\$	\$
Surplus or (Deficit) from Previous Fiscal Year	\$ 0.00	\$	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2011-2012	\$ 127,570.00	\$	\$

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2011-2012 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: _____, 2011

Dominic C. Milano, P.E.
City Engineer

EXHIBIT B

METHOD AND FORMULA OF ASSESSMENT SPREAD

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

IDENTIFYING THE BENEFIT

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

APPORTIONMENT OF COSTS

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)
FISCAL YEAR 2011-2012**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
3	\$582.51		46	\$582.51	
4	\$582.51		47	\$582.51	
5	\$582.51		48	\$582.51	
6	\$582.51		49	\$582.51	
7	\$582.51		50	\$582.51	
8	\$582.51		51	\$582.51	
9	\$582.51		52	\$582.51	
10	\$582.51		53	\$582.51	
11	\$582.51		54	\$582.51	
12	\$582.51		55	\$582.51	
13	\$582.51		56	\$582.51	
14	\$582.51		57	\$582.51	
15	\$582.51		58	\$582.51	
16	\$582.51		59	\$582.51	
17	\$582.51		60	\$582.51	
18	\$582.51		61	\$582.51	
19	\$582.51		62	\$582.51	
20	\$582.51		63	\$582.51	
21	\$582.51		64	\$582.51	
22	\$582.51		65	\$582.51	
23	\$582.51		66	\$582.51	
24	\$582.51		67	\$582.51	
25	\$582.51		68	\$582.51	
26	\$582.51		69	\$582.51	
27	\$582.51		70	\$582.51	
28	\$582.51		71	\$582.51	
29	\$582.51		72	\$582.51	
30	\$582.51		73	\$582.51	
31	\$582.51		74	\$582.51	
32	\$582.51		75	\$582.51	
33	\$582.51		76	\$582.51	
34	\$582.51		77	\$582.51	
35	\$582.51		78	\$582.51	
36	\$582.51		79	\$582.51	
37	\$582.51		80	\$582.51	
38	\$582.51		81	\$582.51	
39	\$582.51		82	\$582.51	
40	\$582.51		83	\$582.51	
41	\$582.51		84	\$582.51	
42	\$582.51		85	\$582.51	
43	\$582.51		86	\$582.51	
44	\$582.51		87	\$582.51	
45	\$582.51				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)
FISCAL YEAR 2011-2012**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
88	\$582.51		132	\$582.51	
89	\$582.51		133	\$582.51	
90	\$582.51		134	\$582.51	
91	\$582.51		135	\$582.51	
92	\$582.51		136	\$582.51	
93	\$582.51		137	\$582.51	
94	\$582.51		138	\$582.51	
95	\$582.51		139	\$582.51	
96	\$582.51		140	\$582.51	
97	\$582.51		141	\$582.51	
98	\$582.51		142	\$582.51	
99	\$582.51		143	\$582.51	
100	\$582.51		144	\$582.51	
101	\$582.51		145	\$582.51	
102	\$582.51		146	\$582.51	
103	\$582.51		147	\$582.51	
104	\$582.51		148	\$582.51	
105	\$582.51		149	\$582.51	
106	\$582.51		150	\$582.51	
107	\$582.51		151	\$582.51	
108	\$582.51		152	\$582.51	
109	\$582.51		153	\$582.51	
110	\$582.51		154	\$582.51	
111	\$582.51		155	\$582.51	
112	\$582.51		156	\$582.51	
113	\$582.51		157	\$582.51	
114	\$582.51		158	\$582.51	
115	\$582.51		159	\$582.51	
116	\$582.51		160	\$582.51	
117	\$582.51		161	\$582.51	
119	\$582.51		163	\$582.51	
120	\$582.51		164	\$582.51	
121	\$582.51		165	\$582.51	
122	\$582.51		166	\$582.51	
123	\$582.51		167	\$582.51	
124	\$582.51		168	\$582.51	
125	\$582.51		169	\$582.51	
126	\$582.51		170	\$582.51	
127	\$582.51		171	\$582.51	
128	\$582.51				
129	\$582.51				
130	\$582.51				
131	\$582.51				

**LANDSCAPE MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)
FISCAL YEAR 2011-2012**

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
172	\$582.51		216	\$582.51	
173	\$582.51		217	\$582.51	
174	\$582.51		218	\$582.51	
175	\$582.51		219	\$582.51	
176	\$582.51		220	\$582.51	
177	\$582.51		221	\$582.51	
178	\$582.51				
179	\$582.51				
180	\$582.51				
181	\$582.51				
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207	\$582.51				
208	\$582.51				
209	\$582.51				
210	\$582.51				
211	\$582.51				
212	\$582.51				
213	\$582.51				
214	\$582.51				
215	\$582.51				

TOTAL TO BE ASSESSED IS \$127,569.69

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ENGINEER'S "PRELIMINARY REPORT" AND THE ANNUAL LEVY OF ASSESSMENTS FOR THE FISCAL YEAR 2011-2012 IN SAID DISTRICT.

WHEREAS, the City Council of the City of Norco, California, pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, did, by previous Resolution, order the preparation of an Engineer's "Report" for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 3 (CENTEX)

(hereinafter referred to as the "District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said "Report."

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

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the "Report" as presented, consisting of the following:

- A. Plans and specifications;
- B. Estimate of cost;
- C. Diagram of the District;
- D. Assessment of the estimated cost;

is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

ENGINEER'S REPORT

FOR

**LANDSCAPE MAINTENANCE DISTRICT NO. 3
(CENTEX- TRACT 28626)**

FISCAL YEAR 2011-2012

PREPARED FOR THE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

PREPARED BY:

DOMINIC C. MILANO, P.E.

CITY ENGINEER

**ENGINEER'S REPORT
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 3
(CENTEX – TRACT 28626)
FISCAL YEAR 2011-2012**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: _____, 2011

By: _____
Dominic C. Milano, P.E.
R.C.E. No. 27172
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

**FISCAL YEAR 2011-2012
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 98-97, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 3
(CENTEX – TRACT 28626)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

PART A

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

PART B

An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

PART C

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

PART D

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.

PART A

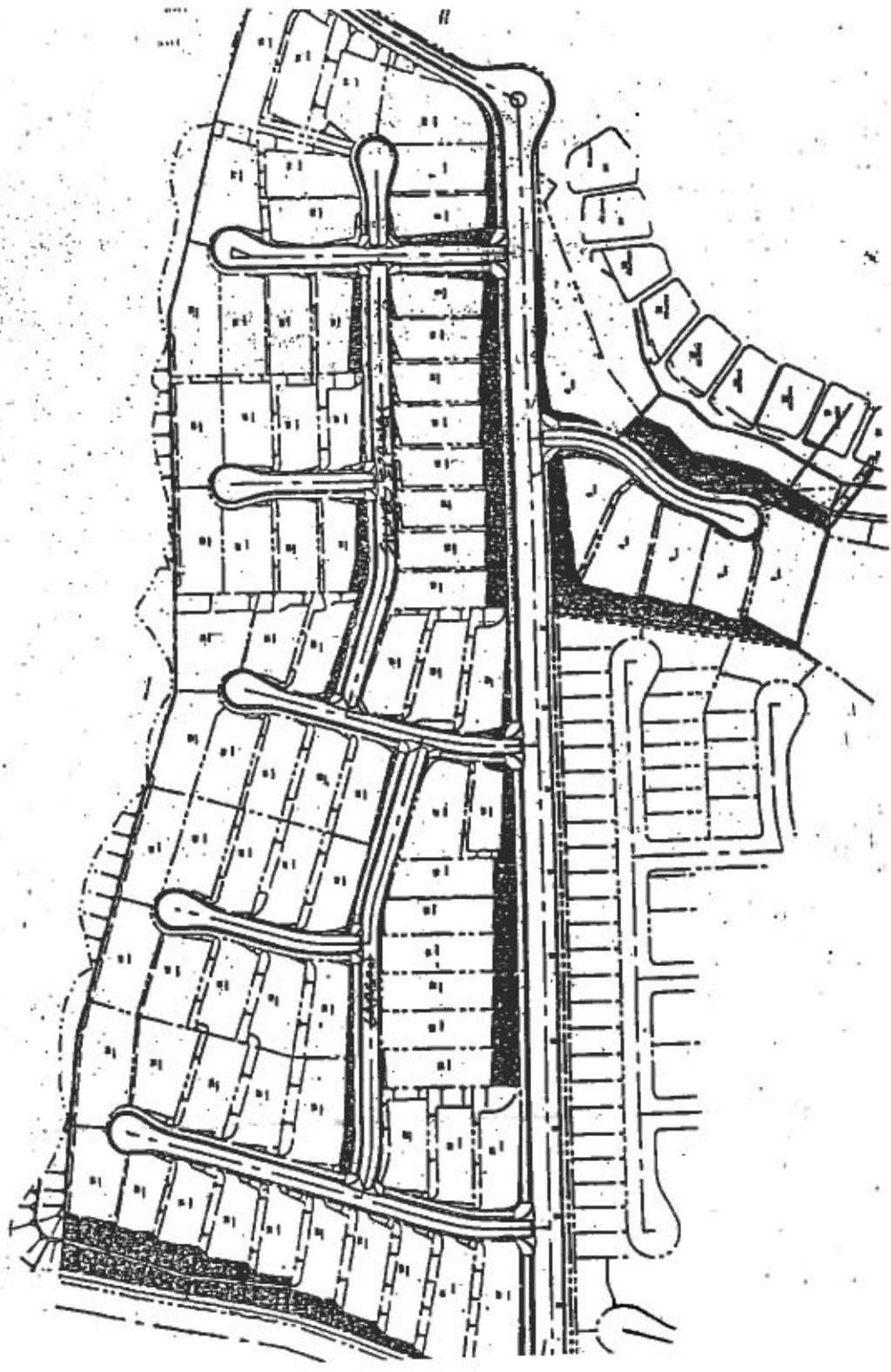
PLANS AND SPECIFICATIONS

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF NORCO
LANDSCAPE MAINTENANCE DISTRICT NO. 3
(CENTEX – TRACT 28626)
FISCAL YEAR 2011-2012**

The improvements are the operation, maintenance, and servicing of landscaping, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

LANDSCAPING

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fencing, fixtures, and appurtenant facilities located within public rights-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.



PART B

ESTIMATE OF COST

**LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)
NORCO, CALIFORNIA**

The cost of the operation, maintenance, and servicing of the improvements for Fiscal Year 2011-2012 as described in Part A, are summarized herein and described below:

ITEM	DESCRIPTION	QUANTITY	ANNUAL COST PER YEAR
1	LANDSCAPE MAINTENANCE (INTERIOR): includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control, plant replacement, and observation.	48,843 S.F. (1.12 A)	\$ 27,630.00
2	EQUESTRIAN TRAIL: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	92,100 S.F. (2.11 A)	\$ 5,692.00
3	SLOPE MAINTENANCE: includes same activities as Item 1 for exterior slopes along Parkview Drive and Norco Hills Road as well as private slopes at Lots 1, 2, 3, and 4.	186,541 S.F. (4.28 A)	\$ Included in landscape maintenance
4	UTILITIES: includes cost of water and electrical for controller for all landscape areas.	L.S.	\$ 35,000.00
	SUBTOTAL:		\$ 68,322.00
5	OBSERVATION: includes cost for landscape contractor management.	L.S.	\$ 8,081.00
6	INCIDENTALS: including Engineer's Report and proceedings, administration, printing, and advertising.		\$ 2,154.00
7	CONTINGENCY: 2.0 percent		\$ 1,571.00
	TOTAL ANNUAL COSTS:		\$ 80,128.00

Costs from City of Norco average of landscape maintenance costs for the City. Source of information Bill Thompson and Brian Petree of the Departments of Public Works and Parks, Recreation and Community Services respectively.

Annual assessments shall be calculated based on updated numbers and upon annual adjustments to the assessment rate as provided in the Engineer's Report.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District for 2010 the CPI was 1.3%.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year.

PART C

ASSESSMENT DIAGRAM

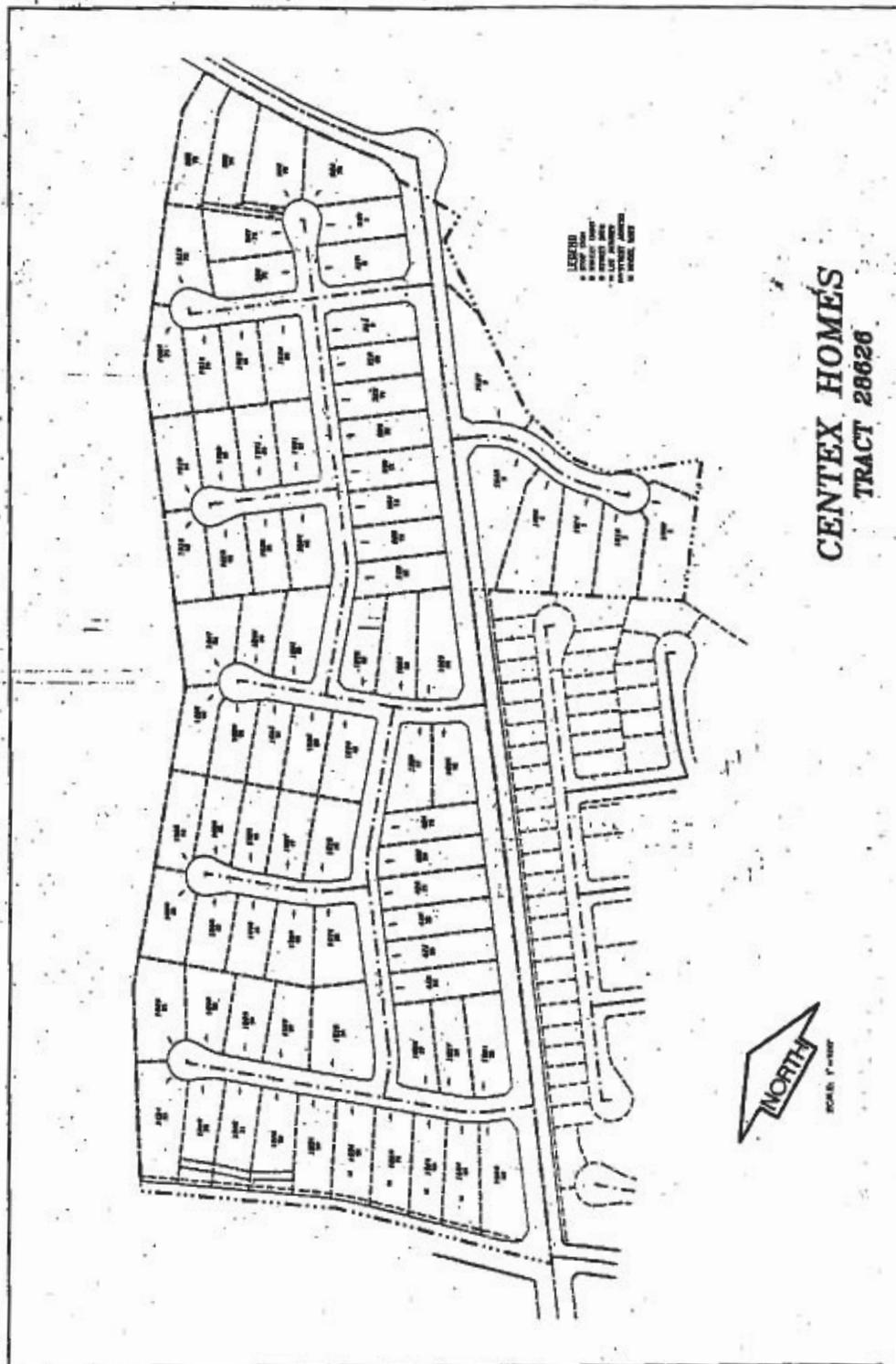
As Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

EXHIBIT A

**LEGAL DESCRIPTION
LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 82 inclusive, of Tract No. 28626 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 295, Pages 46 through 53, inclusive, of Maps in the Office of the County Recorder of Said County.



PART D

ASSESSMENT

WHEREAS, on April 18, 2001, the City Council of the City of Norco, California, pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 3 (Centex – Tract 28626) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 77,974.00	\$ _____	\$ _____
Incidental Expenses	\$ 2,154.00	\$ _____	\$ _____
Total Cost	\$ 80,128.00	\$ _____	\$ _____
Surplus or (Deficit) from Previous Fiscal Year	\$ 7,991.00	\$ _____	\$ _____
NET TO BE ASSESSED FOR FISCAL YEAR 2011-2012	\$ 72,137.00	\$ _____	\$ _____

As required by said Act, a diagram is hereto attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2010-2011 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: _____, 2011

Dominic C. Milano, P.E.
City Engineer

EXHIBIT B

METHOD AND FORMULA OF ASSESSMENT SPREAD

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

IDENTIFYING THE BENEFIT

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

APPORTIONMENT OF COSTS

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 3 (CENTEX – TRACT 28626)
FISCAL YEAR 2011-2012**

Lot No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Lot No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1	\$879.72		45	\$879.72	
2	\$879.72		46	\$879.72	
3	\$879.72		47	\$879.72	
4	\$879.72		48	\$879.72	
5	\$879.72		49	\$879.72	
6	\$879.72		50	\$879.72	
7	\$879.72		51	\$879.72	
8	\$879.72		52	\$879.72	
9	\$879.72		53	\$879.72	
10	\$879.72		54	\$879.72	
11	\$879.72		55	\$879.72	
12	\$879.72		56	\$879.72	
13	\$879.72		57	\$879.72	
14	\$879.72		58	\$879.72	
15	\$879.72		59	\$879.72	
16	\$879.72		60	\$879.72	
17	\$879.72		61	\$879.72	
18	\$879.72		62	\$879.72	
19	\$879.72		63	\$879.72	
20	\$879.72		64	\$879.72	
21	\$879.72		65	\$879.72	
22	\$879.72		66	\$879.72	
23	\$879.72		67	\$879.72	
24	\$879.72		68	\$879.72	
25	\$879.72		69	\$879.72	
26	\$879.72		70	\$879.72	
27	\$879.72		71	\$879.72	
28	\$879.72		72	\$879.72	
29	\$879.72		73	\$879.72	
30	\$879.72		74	\$879.72	
31	\$879.72		75	\$879.72	
32	\$879.72		76	\$879.72	
33	\$879.72		77	\$879.72	
34	\$879.72		78	\$879.72	
35	\$879.72		79	\$879.72	
36	\$879.72		80	\$879.72	
37	\$879.72		81	\$879.72	
38	\$879.72		82	\$879.72	
39	\$879.72				
40	\$879.72				
41	\$879.72				
42	\$879.72				
43	\$879.72				
44	\$879.72				

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ENGINEER'S "PRELIMINARY REPORT" AND THE ANNUAL LEVY OF ASSESSMENTS FOR THE FISCAL YEAR 2011—2012 IN SAID DISTRICT.

WHEREAS, the City Council of the City of Norco, California, pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, did, by previous Resolution, order the preparation of an Engineer's "Report" for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 4 (NORCO RIDGE RANCH)

(hereinafter referred to as the "District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said "Report."

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

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the "Report" as presented, consisting of the following:

- A. Plans and specifications;
- B. Estimate of cost;
- C. Diagram of the District;
- D. Assessment of the estimated cost;

is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

ENGINEER'S REPORT

FOR

**LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)**

FISCAL YEAR 2011-2012

PREPARED FOR THE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

PREPARED BY:

DOMINIC C. MILANO, P.E.

CITY ENGINEER

**ENGINEER'S REPORT
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)
FISCAL YEAR 2011-2012**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: _____, 2011

By: _____
Dominic C. Milano, P.E.
R.C.E. No. 27172
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

**FISCAL YEAR 2011-2012
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. No. 98-97 adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 AND 29589)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five parts as follows:

PART A – PLANS AND SPECIFICATIONS

Contains a description of the improvements that are to be maintained or serviced by the District.

PART B – ESTIMATE OF COST

Identifies the estimated cost of the services or maintenance to be provided by the District, including incidental costs and expenses in connection herewith.

PART C – METHOD OF APPORTIONMENT

Describes the basis on which the costs have been apportioned to each parcel of land within the Assessment District, in proportion to the estimated benefits to be received by such lots and parcels.

PART D – ASSESSMENT ROLL

Identifies the maximum assessment to be levied on each benefited lot or parcel of land within the Assessment District.

PART E – ASSESSMENT DIAGRAM

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

PART A

PLANS AND SPECIFICATIONS

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF NORCO
LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH TRACTS 29588 AND 29589)
FISCAL YEAR 2011-2012**

The improvements to be maintained and serviced include landscaping as described herein.

Landscaping and Appurtenant Improvements:

Improvements include but are not limited to: landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, and appurtenant facilities, in public rights-of-way, parkways, slopes, trails, open space and dedicated easements within the boundaries of said Assessment District. The following are the facilities to be maintained within the District:

Slopes, Parkway and Trails

1. Slope landscaping-non-irrigated (3.78 acres)
2. Slope landscaping-irrigated (13.17 acres)
3. Fuel modification areas (17.66 acres)
4. Parkway landscaping (1.11 acres)
5. Equestrian trails (26.54 acres)

Open Space and Wetlands Areas

1. Natural open space – non-irrigated (384.34 acres)
2. Wetlands area – non-irrigated (13.04 acres)

The District will fund costs in connection with the District maintenance and servicing including, but not limited to, labor, electrical energy, water, materials, contracting services, administration, and other expenses necessary for the satisfactory maintenance and operation of these improvements.

Maintenance means the furnishing of services and materials for the ordinary and usual operation, maintenance and servicing of the landscaping and appurtenant improvements, including repair, removal or replacement of all or part of any of the landscaping or appurtenant improvements; providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

Operating and servicing means the furnishing of water for the irrigation of the landscaping, the maintenance of irrigation controllers and appurtenant facilities and the furnishing of telephone services and electric energy, and administration of all aspects of the operation, maintenance and servicing of the improvements.

The plans and specifications for the improvements, showing the general nature, location and the extent of the improvements, are on file in the office of the City Engineer and are by reference herein made a part of this report.

PART B

ESTIMATE OF COST

**LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH-TRACTS 29588 & 29589)
NORCO, CALIFORNIA**

The estimated costs for the operation, maintenance and servicing of the facilities, shown below, are the estimated costs of maintenance if the facilities were fully maintained for Fiscal Year 2011-2012. The 1972 Act provides that the total cost of the maintenance and services, together with incidental expenses, may be financed from the assessment proceeds. The incidental expenses may include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with district proceedings.

Direct Costs

Natural Open Space	\$ 5,000.00
Wetlands Area	\$ 5,000.00
Contractual Maintenance	\$108,144.00
Non-Irrigated Slope Landscaping	
Irrigated Slope Landscaping	
Fuel Modification	
Zone B "Irrigated Zone"	
Zone C "Thinning Zone"	
Zone D "Thinning Zone"	
Parkway Landscaping	
Tree Replacement	\$ 10,000.00
Equestrian Trails	\$ 71,440.00
Utilities	\$154,700.00
Operating Contingency (5% max)	\$ 17,714.00
Subtotal-Direct Costs	<u>\$371,998.00</u>
Administrative Costs (5% max)	
Observation	\$ 18,000.00
Incidentals	\$ 2,730.00
Operating Reserve for Trail Maintenance	<u>\$ 91,109.00</u>
TOTAL ANNUAL BUDGET	<u>\$483,837.00</u>

The 1972 Act requires that a special fund to set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. The City may advance funds to the District, if needed, to ensure adequate cash flow, and will be reimbursed for any such advances upon receipt of assessments. Any surplus or deficit remaining on July 1 must be carried over to the next fiscal year.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District.

PART C

METHOD OF APPORTIONMENT

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

REASON FOR THE ASSESSMENT

The assessment is proposed to be levied to defray the costs of the operation, servicing and maintenance of landscaping and appurtenant improvements within the public rights-of-way, as previously defined herein in Part A of this Report.

APPORTIONMENT OF COSTS

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

The amount to be paid for the maintenance of said improvements, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 481,107.00	\$	
Incidental Expenses	\$ 2,730.00	\$	\$
Total Cost	\$ 483,837.00	\$	\$
Surplus or from Previous Fiscal Year	\$ 20,000.00	\$	\$
NET TO BE ASSESSED FOR FISCAL YEAR 2011-2012	\$ 463,837.00	\$	\$

The table below provides the assessment apportionment for the various development areas within the Norco Ridge Ranch Specific Plan and shows the maximum annual assessment rate per planned SFR lot. The golf course lots are undeveloped.

<u>Tract Nos.</u>	<u>Planned SFR Lots</u>	<u>Total Assessment Estimate</u>	<u>Maximum* Asmt. Rate per Planned SFR Lot</u>
Tr 29588,-2,-3,-4,-5	293	\$271,772.15	\$927.55/lot
Tr 29589-1,-2,-3	239	\$221,684.45	\$927.55/lot
Tr 29588-1*	25	\$ 0	\$ 0/lot
Other Assessable Lots	<u>5</u>	<u>\$ 4,637.75</u>	\$927.55/lot
	562	\$498,094.35	

*Lots in Tr 29588-1 included in District but receive no benefit. Subdivision not contiguous with Norco Ridge Ranch.

The table below provides the final approved assessment apportionment without the previous year's surplus has been applied.

<u>Tract Nos.</u>	<u>Planned SFR Lots</u>	<u>Total Assessment Estimate</u>	<u>Assessment</u>
Tr 29588-1,-2,-3,-4,-5	293	\$253,081.68	\$863.76/ lot
Tr 29589-1,-2,-3	239	\$206,438.64	\$863.76/ lot
Tr 29588-1	0	\$ 0	\$ 0/lot
Other Assessable Lots	<u>5</u>	<u>\$ 4,318.86</u>	\$863.76/ lot
	537	\$463,839.12	

*The maximum annual maintenance assessment rates may be increased each year by the annual change in the Consumer Price Index (CPI), during the preceding year ending in March, for All Urban Consumers, for the Los Angeles, Riverside and Orange County areas. The CPI for 2010 was 1.3%, for a maximum assessment of \$927.55/lot.

The actual assessments levied in any fiscal year will be as approved by the City Council and may not exceed the maximum assessment rate without receiving property owner approval for the increase.

PART D

ASSESSMENT ROLL

The Assessment Roll is a listing of the proposed assessment for Fiscal Year 2011-2012 apportioned to each lot or parcel, as shown on the last equalized roll of the Assessor of the County of Riverside. The Assessment Roll is provided below and is incorporated herein.

The description of each lot or parcel is part of the records of the Assessor of the County of Riverside and these records are, by reference, made part of this Report.

The following list of parcels will be assessed for landscape maintenance:

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)
FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1682900091	\$863.76		1683000321	\$863.76	
1682900101	\$863.76		1683000332	\$863.76	
1682900112	\$863.76		1683000343	\$863.76	
1682910016	\$863.76		1683000354	\$863.76	
1682910027	\$863.76		1683000365	\$863.76	
1682910038	\$863.76		1683000376	\$863.76	
1682910049	\$863.76		1683000387	\$863.76	
1682910050	\$863.76		1683000398	\$863.76	
1682910061	\$863.76		1683100014	\$863.76	
1682920019	\$863.76		1683110017	\$863.76	
1682920020	\$863.76		1683110028	\$863.76	
1682920031	\$863.76		1683110039	\$863.76	
1682920042	\$863.76		1683110040	\$863.76	
1682920053	\$863.76		1683110051	\$863.76	
1682920064	\$863.76		1683110062	\$863.76	
1682920075	\$863.76		1683110073	\$863.76	
1683000013	\$863.76		1683110084	\$863.76	
1683000024	\$863.76		1683110095	\$863.76	
1683000035	\$863.76		1683110105	\$863.76	
1683000046	\$863.76		1683110116	\$863.76	
1683000057	\$863.76		1683110127	\$863.76	
1683000068	\$863.76		1683110138	\$863.76	
1683000079	\$863.76		1683110149	\$863.76	
1683000080	\$863.76		1683110150	\$863.76	
1683000091	\$863.76		1683110161	\$863.76	
1683000101	\$863.76		1683110172	\$863.76	
1683000112	\$863.76		1683110183	\$863.76	
1683000123	\$863.76		1683120010	\$863.76	
1683000134	\$863.76		1683120021	\$863.76	
1683000145	\$863.76		1683120032	\$863.76	
1683000156	\$863.76		1683120043	\$863.76	
1683000167	\$863.76		1683120054	\$863.76	
1683000178	\$863.76		1683120065	\$863.76	
1683000189	\$863.76		1683120076	\$863.76	
1683000190	\$863.76		1683120087	\$863.76	
1683000200	\$863.76		1683120098	\$0.00	
1683000211	\$863.76		1683200015	\$863.76	
1683000222	\$863.76		1683200026	\$863.76	
1683000233	\$863.76		1683200037	\$863.76	
1683000244	\$863.76		1683200048	\$863.76	
1683000255	\$863.76		1683200059	\$863.76	
1683000266	\$863.76		1683200060	\$863.76	
1683000277	\$863.76		1683200071	\$863.76	
1683000288	\$863.76		1683200082	\$863.76	
1683000299	\$863.76		1683200093	\$863.76	
1683000309	\$863.76		1683200103	\$863.76	
1683000310	\$863.76		1683200114	\$863.76	

**LIST OF ASSESSMENTS
 LANDSCAPE MAINTENANCE DISTRICT NO. 4
 (NORCO RIDGE RANCH – TRACTS 29588 & 29589)
 FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1682500053	\$0 00	undeveloped	1682700011	\$863 76	
1682500064	\$0 00	undeveloped	1682700022	\$863.76	
1682500075	\$0 00	undeveloped	1682700033	\$863 76	
1682500086	\$0 00	undeveloped	1682700044	\$863.76	
1682500097	\$0 00	undeveloped	1682700055	\$863.76	
1682500107	\$0 00	undeveloped	1682700066	\$863.76	
1682500118	\$0 00	undeveloped	1682700077	\$863.76	
1682500129	\$0 00	undeveloped	1682700088	\$863.76	
1682500130	\$0 00	Golf Course Lot	1682700099	\$863 76	
1682500141	\$0 00	undeveloped	1682700109	\$863 76	
1682500152	\$0 00	undeveloped	1682700110	\$863 76	
1682500163	\$0 00	undeveloped	1682700121	\$863 76	
1682500174	\$0 00	undeveloped	1682700132	\$863 76	
1682500185	\$0 00	Vacant-directly bill	1682700143	\$863 76	
1682500196	\$0 00	undeveloped	1682700154	\$863 76	
1682500206	\$0 00	undeveloped	1682700165	\$863 76	
1682500217	\$0 00	Golf Course Lot	1682710014	\$863 76	
1682500228	\$0 00	undeveloped	1682710025	\$863 76	
1682500239	\$0 00	undeveloped	1682710036	\$863 76	
1682500240	\$0 00	undeveloped	1682710047	\$863 76	
1682500251	\$0 00	Vacant-directly bill	1682710058	\$863 76	
1682500262	\$0 00	undeveloped	1682800012	\$863 76	
1682500273	\$0 00		1682800023	\$863 76	
1682500284	\$0 00		1682800034	\$863 76	
1682500295	\$0 00	undeveloped	1682800045	\$863 76	
1682600010	\$863 76		1682800056	\$863.76	
1682600021	\$863 76		1682800067	\$863 76	
1682600032	\$863 76		1682810015	\$863 76	
1682600043	\$863 76		1682810026	\$863 76	
1682600054	\$863 76		1682810037	\$863 76	
1682600065	\$863 76		1682810048	\$863 76	
1682600076	\$863 76		1682810059	\$863 76	
1682600087	\$863 76		1682810060	\$863 76	
1682600098	\$863 76		1682810071	\$863 76	
1682600108	\$863 76		1682810082	\$863 76	
1682600119	\$863 76		1682820018	\$863 76	
1682600120	\$863 76		1682820029	\$863 76	
1682600131	\$863 76		1682820030	\$863 76	
1682600142	\$863 76		1682820041	\$863 76	
1682600153	\$863 76		1682900013	\$863 76	
1682600164	\$863 76		1682900024	\$863 76	
1682600175	\$863 76		1682900035	\$863 76	
1682600186	\$863 76		1682900046	\$863 76	
1682600197	\$863 76		1682900057	\$863 76	
1682600207	\$863 76		1682900068	\$863 76	
1682600218	\$863 76		1682900079	\$863 76	
1682600229	\$863 76		1682900080	\$863 76	

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)
FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1236300182	\$863.76		1236600086	\$863.76	
1236300193	\$863.76		1236600097	\$863.76	
1236300203	\$863.76		1236600107	\$863.76	
1236300214	\$863.76		1236600118	\$863.76	
1236300225	\$863.76		1236600129	\$863.76	
1236300236	\$863.76		1236600130	\$863.76	
1236400017	\$863.76		1236600141	\$863.76	
1236400028	\$863.76		1236610012	\$863.76	
1236400039	\$863.76		1236610023	\$863.76	
1236400040	\$863.76		1236610034	\$863.76	
1236400051	\$863.76		1236610045	\$863.76	
1236400105	\$863.76		1236610056	\$863.76	
1236400116	\$863.76		1236610067	\$863.76	
1236400127	\$863.76		1236610078	\$863.76	
1236400138	\$863.76		1236610089	\$863.76	
1236400149	\$863.76		1236610090	\$863.76	
1236400150	\$863.76		1236610100	\$863.76	
1236400161	\$863.76		1236610111	\$863.76	
1236400172	\$863.76		1236700010	\$863.76	
1236400183	\$863.76		1236700021	\$863.76	
1236400194	\$863.76		1236700032	\$863.76	
1236400204	\$863.76		1236700043	\$863.76	
1236400215	\$863.76		1236700054	\$863.76	
1236500018	\$863.76		1236700065	\$863.76	
1236500029	\$863.76		1236700076	\$863.76	
1236500030	\$863.76		1236700087	\$863.76	
1236500041	\$863.76		1236700098	\$863.76	
1236500052	\$863.76		1236710013	\$863.76	
1236500063	\$863.76		1236710024	\$863.76	
1236500074	\$863.76		1236710035	\$863.76	
1236500085	\$863.76		1236710046	\$863.76	
1236500096	\$863.76		1236710057	\$863.76	
1236500106	\$863.76		1236710068	\$863.76	
1236500117	\$863.76		1236710079	\$863.76	
1236500128	\$863.76		1236710080	\$863.76	
1236500139	\$863.76		1236710091	\$863.76	
1236500140	\$863.76		1236710101	\$863.76	
1236510011	\$863.76		1236710112	\$863.76	
1236510022	\$863.76		1236710123	\$863.76	
1236510033	\$863.76		1236710134	\$863.76	
1236600019	\$863.76		1236710145	\$863.76	
1236600020	\$863.76		1236710156	\$863.76	
1236600031	\$863.76		1236710167	\$863.76	
1236600042	\$863.76		1235800209	\$0.00	Vacant-directly bill
1236600053	\$863.76		1235800210	\$0.00	Vacant-directly bill
1236600064	\$863.76		1682500031	\$0.00	undeveloped
1236600075	\$863.76		1682500042	\$0.00	undeveloped

**LIST OF ASSESSMENTS
 LANDSCAPE MAINTENANCE DISTRICT NO. 4
 (NORCO RIDGE RANCH – TRACTS 29588 & 29589)
 FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1236000046	\$863.76		1236130035	\$863.76	
1236000057	\$863.76		1236130046	\$863.76	
1236000068	\$863.76		1236130057	\$863.76	
1236000079	\$863.76		1236130068	\$863.76	
1236000080	\$863.76		1236130079	\$863.76	
1236000091	\$863.76		1236130080	\$863.76	
1236000101	\$863.76		1236200015	\$863.76	
1236000112	\$863.76		1236200026	\$863.76	
1236000123	\$863.76		1236200037	\$863.76	
1236000134	\$863.76		1236200048	\$863.76	
1236000178	\$863.76		1236200059	\$863.76	
1236000189	\$863.76		1236200060	\$863.76	
1236000190	\$863.76		1236200071	\$863.76	
1236000200	\$863.76		1236210018	\$863.76	
1236000211	\$863.76		1236210029	\$863.76	
1236000222	\$863.76		1236210030	\$863.76	
1236000233	\$863.76		1236210041	\$863.76	
1236020019	\$863.76		1236210052	\$863.76	
1236020020	\$863.76		1236210063	\$863.76	
1236020031	\$863.76		1236210074	\$863.76	
1236020042	\$863.76		1236210085	\$863.76	
1236020053	\$863.76		1236210096	\$863.76	
1236020064	\$863.76		1236210106	\$863.76	
1236020075	\$863.76		1236210117	\$863.76	
1236020086	\$863.76		1236210128	\$863.76	
1236020097	\$863.76		1236210139	\$863.76	
1236020107	\$863.76		1236210140	\$863.76	
1236020118	\$863.76		1236210151	\$863.76	
1236100014	\$863.76		1236210162	\$863.76	
1236100025	\$863.76		1236210173	\$863.76	
1236110017	\$863.76		1236300016	\$863.76	
1236110028	\$863.76		1236300027	\$863.76	
1236110039	\$863.76		1236300038	\$863.76	
1236120010	\$863.76		1236300049	\$863.76	
1236120021	\$863.76		1236300050	\$863.76	
1236120032	\$863.76		1236300061	\$863.76	
1236120043	\$863.76		1236300072	\$863.76	
1236120054	\$863.76		1236300083	\$863.76	
1236120065	\$863.76		1236300094	\$863.76	
1236120076	\$863.76		1236300104	\$863.76	
1236120087	\$863.76		1236300115	\$863.76	
1236120098	\$863.76		1236300126	\$863.76	
1236120108	\$863.76		1236300137	\$863.76	
1236120119	\$863.76		1236300148	\$863.76	
1236120120	\$863.76		1236300159	\$863.76	
1236130013	\$863.76		1236300160	\$863.76	
1236130024	\$863.76		1236300171	\$863.76	

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)
FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1235400162	\$863.76		1235700055	\$863.76	
1235400173	\$863.76		1235700066	\$863.76	
1235400184	\$863.76		1235700077	\$863.76	
1235400195	\$863.76		1235700088	\$863.76	
1235400205	\$863.76		1235700099	\$863.76	
1235400216	\$863.76		1235700109	\$863.76	
1235400227	\$863.76		1235700110	\$863.76	
1235500019	\$863.76		1235700121	\$863.76	
1235500020	\$863.76		1235700132	\$863.76	
1235500031	\$863.76		1235700143	\$863.76	
1235500064	\$863.76		1235700154	\$863.76	
1235500075	\$863.76		1235700165	\$863.76	
1235500086	\$863.76		1235700176	\$863.76	
1235500097	\$863.76		1235800012	\$863.76	
1235500107	\$863.76		1235800023	\$863.76	
1235500118	\$863.76		1235800034	\$863.76	
1235500129	\$863.76		1235800090	\$863.76	
1235500196	\$863.76		1235800188	\$863.76	
1235500206	\$863.76		1235900013	\$863.76	
1235510012	\$863.76		1235900024	\$863.76	
1235510023	\$863.76		1235900035	\$863.76	
1235510034	\$863.76		1235900046	\$863.76	
1235510045	\$863.76		1235900057	\$863.76	
1235510056	\$863.76		1235900068	\$863.76	
1235600010	\$863.76		1235900079	\$863.76	
1235600021	\$863.76		1235900080	\$863.76	
1235600032	\$863.76		1235900091	\$863.76	
1235600043	\$863.76		1235900101	\$863.76	
1235600054	\$863.76		1235900112	\$863.76	
1235600065	\$863.76		1235900123	\$863.76	
1235600076	\$863.76		1235900134	\$863.76	
1235600087	\$863.76		1235900145	\$863.76	
1235600098	\$863.76		1235900156	\$863.76	
1235600108	\$863.76		1235910016	\$863.76	
1235600119	\$863.76		1235910027	\$863.76	
1235600120	\$863.76		1235910038	\$863.76	
1235610013	\$863.76		1235910049	\$863.76	
1235610024	\$863.76		1235910050	\$863.76	
1235610035	\$863.76		1235910061	\$863.76	
1235610046	\$863.76		1235910072	\$863.76	
1235610057	\$863.76		1235910083	\$863.76	
1235610068	\$863.76		1235920019	\$863.76	
1235610079	\$863.76		1235920020	\$863.76	
1235700011	\$863.76		1235920031	\$863.76	
1235700022	\$863.76		1236000013	\$863.76	
1235700033	\$863.76		1236000024	\$863.76	
1235700044	\$863.76		1236000035	\$863.76	

**LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 4
(NORCO RIDGE RANCH – TRACTS 29588 & 29589)
FISCAL YEAR 2011-2012**

Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1230800150	\$0.00		1235100048	\$863.76	
1230800194	\$0.00		1235100059	\$863.76	
1230800226	\$0.00	undeveloped	1235100060	\$863.76	
1230800248	\$0.00	undeveloped	1235100071	\$863.76	
1230800282	\$0.00		1235100082	\$863.76	
1230800303	\$0.00	undeveloped	1235100093	\$863.76	
1230800325	\$0.00	directly bill	1235100103	\$863.76	
1230800347	\$0.00	Vacant-directly bill	1235100114	\$0.00	
1230800358	\$0.00	Vacant-directly bill	1235110018	\$863.76	
1230800369	\$0.00	undeveloped	1235110029	\$863.76	
1230800370	\$0.00	Golf Course Lot	1235110030	\$863.76	
1230800381	\$0.00	undeveloped	1235110041	\$863.76	
1230800523	\$0.00	Golf Course Lot	1235110052	\$863.76	
1230800534	\$0.00	Golf Course Lot	1235110063	\$863.76	
1230800545	\$0.00	Vacant-directly bill	1235110074	\$863.76	
1230800633	\$0.00		1235110085	\$863.76	
1230800644	\$0.00	Golf Course Lot	1235110096	\$863.76	
1230800655	\$0.00	Golf Course Lot	1235110106	\$0.00	
1230800666	\$0.00	Golf Course Lot	1235200016	\$863.76	
1230800709	\$0.00	undeveloped	1235200027	\$863.76	
1230800710	\$0.00	undeveloped	1235200038	\$863.76	
1234500153	\$863.76		1235200049	\$863.76	
1234500164	\$863.76		1235200050	\$863.76	
1234500175	\$863.76		1235200061	\$863.76	
1234500186	\$863.76		1235200072	\$863.76	
1234500197	\$863.76		1235200083	\$863.76	
1234500207	\$863.76		1235200094	\$863.76	
1234500218	\$863.76		1235200104	\$863.76	
1234500229	\$863.76		1235200115	\$863.76	
1234500230	\$863.76		1235200126	\$863.76	
1234500263	\$863.76		1235200137	\$863.76	
1234500274	\$863.76		1235200148	\$863.76	
1234500285	\$863.76		1235210019	\$863.76	
1235000069	\$863.76		1235400018	\$863.76	
1235000070	\$863.76		1235400029	\$863.76	
1235000081	\$863.76		1235400030	\$863.76	
1235000092	\$863.76		1235400041	\$863.76	
1235000102	\$863.76		1235400052	\$863.76	
1235000113	\$863.76		1235400063	\$863.76	
1235000124	\$863.76		1235400074	\$863.76	
1235000146	\$863.76		1235400085	\$863.76	
1235000157	\$863.76		1235400096	\$863.76	
1235000168	\$863.76		1235400106	\$863.76	
1235000179	\$863.76		1235400117	\$863.76	
1235000180	\$863.76		1235400128	\$863.76	
1235100015	\$863.76		1235400139	\$863.76	
1235100026	\$863.76		1235400140	\$863.76	
1235100037	\$863.76		1235400151	\$863.76	

**LIST OF ASSESSMENTS
 LANDSCAPE MAINTENANCE DISTRICT NO. 4
 (NORCO RIDGE RANCH – TRACTS 29588 & 29589)
 FISCAL YEAR 2011-2012**

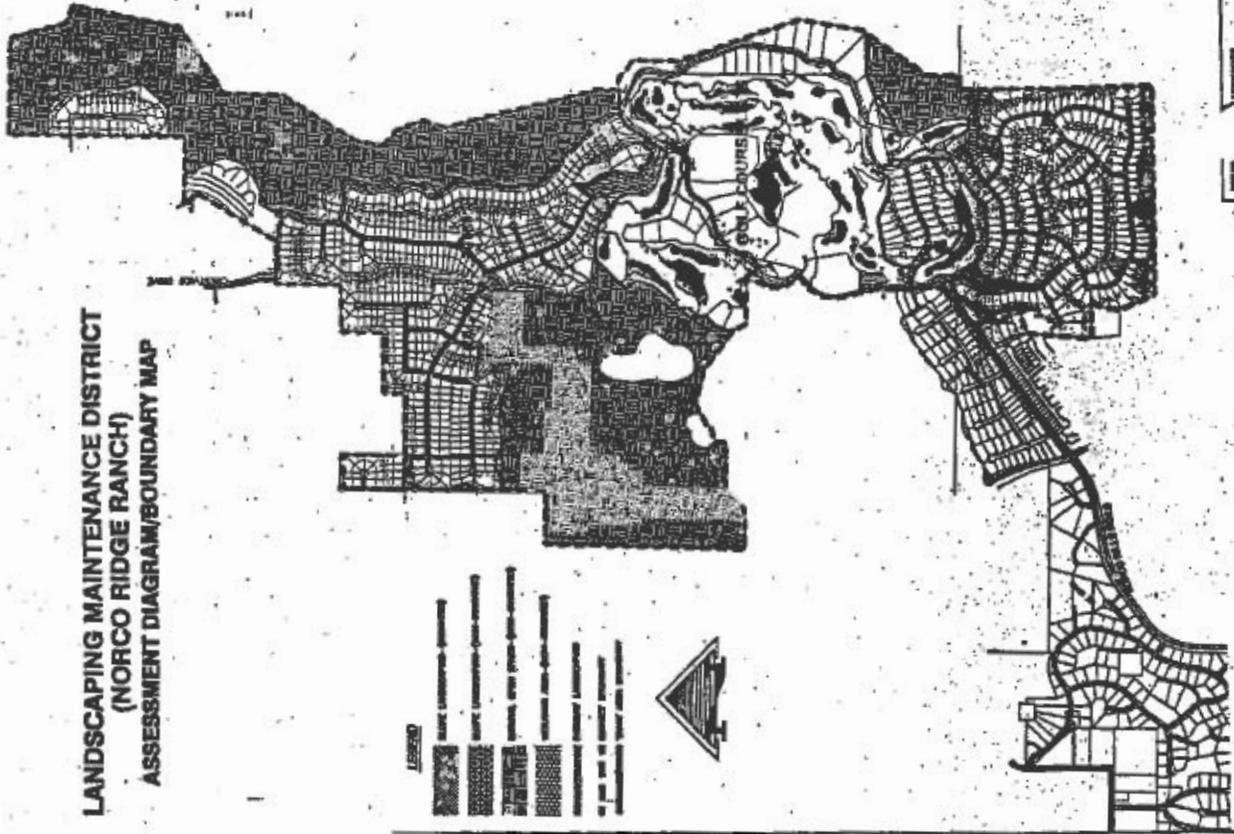
Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded	Parcel No.	As Preliminarily Approved	As Finally Confirmed and Recorded
1683200125	\$863.76				
1683200136	\$863.76				
1683200147	\$863.76				
1683200158	\$863.76				
1683200169	\$863.76				
1683200170	\$863.76				
1683210018	\$863.76				
1683210029	\$863.76				
1683210030	\$863.76				
1683210041	\$863.76				
1683210052	\$863.76				
1683210063	\$863.76				
1683210074	\$863.76				
1683210085	\$863.76				
1683210096	\$863.76				
1683210106	\$863.76				
1683210117	\$863.76				
1683210128	\$863.76				
1683210139	\$863.76				
1683500011	\$863.76				
1683500021	\$863.76				
1683500031	\$863.76				
1683500041	\$863.76				
1683500051	\$863.76				
1683500061	\$863.76				
1683500071	\$863.76				
1683500081	\$863.76				
1683500091	\$863.76				
1683500101	\$863.76				
1683500111	\$863.76				
1683500121	\$863.76				
1683500131	\$863.76				
1683500141	\$863.76				
1683500151	\$863.76				
1683500161	\$863.76				
1683500171	\$863.76				
1683500181	\$863.76				
1683500191	\$863.76				
1683500201	\$863.76				
1683500211	\$863.76				
1683500221	\$863.76				
1683500231	\$863.76				
1683500241	\$863.76				
1683500511	\$863.76				

PART E

ASSESSMENT DIAGRAM

An Assessment Diagram for the Assessment District is on file in the office of the City Engineer. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made part of this Report. A reduced scale map depicting the assessment diagram is attached hereto.

**LANDSCAPING MAINTENANCE DISTRICT
(NORCO RIDGE RANCH)
ASSESSMENT DIAGRAM/BOUNDARY MAP**



- LEGEND**
- Public Landscaping - Street
 - Public Landscaping - Open Space
 - Public Landscaping - Open Space - Street
 - Public Landscaping - Open Space - Street

APPROVED
DATE OF
BY THE BOARD

RESOLUTION NO. 2011-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ENGINEER'S "PRELIMINARY REPORT" AND THE ANNUAL LEVY OF ASSESSMENTS FOR THE FISCAL YEAR 2011-2012 IN SAID DISTRICT.

WHEREAS, the City Council of the City of Norco, California, pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, did, by previous Resolution, order the preparation of an Engineer's "Report" for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)**

(hereinafter referred to as the "District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said "Report."

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

SECTION 1: That the above recitals are all true and correct.

SECTION 2: That the "Report" as presented, consisting of the following:

- A. Plans and specifications;
- B. Estimate of cost;
- C. Diagram of the District;
- D. Assessment of the estimated cost;

is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

June 15, 2011

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

ENGINEER'S REPORT

FOR

LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)

FISCAL YEAR 2011-2012

PREPARED FOR THE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

PREPARED BY:

DOMINIC C. MILANO, P.E.

CITY ENGINEER

**ENGINEER'S REPORT
CITY OF NORCO**

**LANDSCAPE MAINTENANCE DISTRICT NO. 5
(HAWK'S CREST – TRACT 30230)
FISCAL YEAR 2011-2012**

The undersigned respectfully submits the enclosed report as directed by the City Council.

Date: _____, 2011

By: _____
Dominic C. Milano, P.E.
R.C.E. No. 27172
City Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was filed with me on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Norco, California, on _____, 2011.

City Clerk, City of Norco
Riverside County, California

By: _____

**FISCAL YEAR 2011-2012
CITY OF NORCO**

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH
22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, and in accordance with the Resolution of Initiation, being Resolution No. 99-76, adopted by the Council of the City of Norco, State of California, in connection with the proceedings for:

**CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 5
(HAWK'S CREST- TRACT 30230)**

Hereinafter referred to as the "Assessment District," I, Dominic C. Milano, P.E. authorized representative of the City of Norco, the duty appointed ENGINEER OF WORK, submit herewith the "Report" consisting of four parts as follows:

PART A

Plans and specifications for the improvements are as set forth herein and are on file in the Office of the Clerk of the City.

PART B

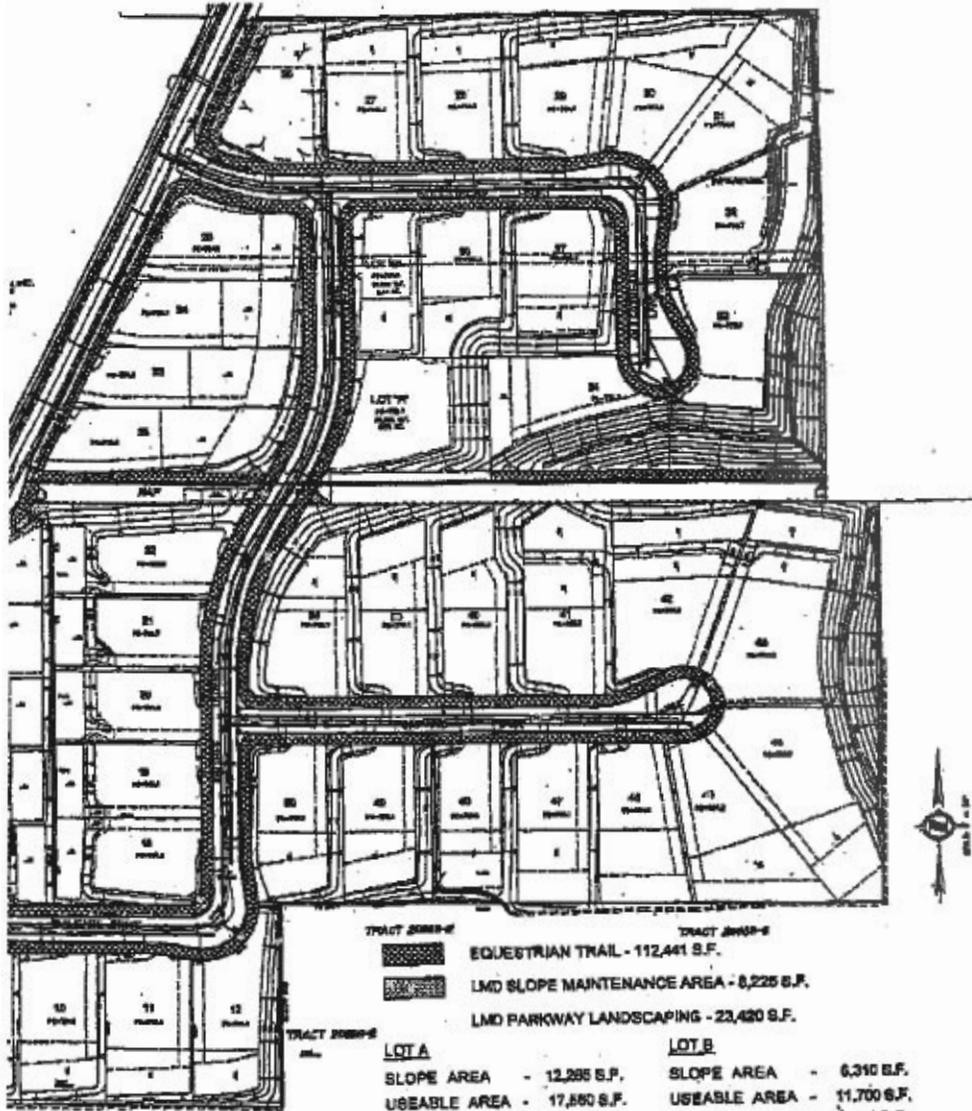
An estimate of cost of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth herein.

PART C

The Diagram of the Assessment District Boundaries showing the exterior boundaries of the Assessment District, the boundaries of any zones within the Assessment District, and the lines and dimensions of each lot or parcel of land within the Assessment District has been submitted to the Clerk of the City. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report. The legal description of the Assessment District is attached hereto.

PART D

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District.



TRACT 2000-4
 EQUESTRIAN TRAIL - 112,441 S.F.
 LMD SLOPE MAINTENANCE AREA - 8,225 S.F.
 LMD PARKWAY LANDSCAPING - 23,420 S.F.

TRACT 2000-4	TRACT 2000-5
LOT A	LOT B
SLOPE AREA - 12,285 S.F.	SLOPE AREA - 6,310 S.F.
USEABLE AREA - 17,660 S.F.	USEABLE AREA - 11,700 S.F.
EQUESTRIAN TRAIL - 3,230 S.F.	TOTAL AREA - 18,010 S.F.
TOTAL AREA - 33,085 S.F.	

T 2000-4

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PART A

PLANS AND SPECIFICATIONS

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF NORCO
LANDSCAPE MAINTENANCE DISTRICT NO. 5
(HAWK'S CREST – TRACT 30230)
FISCAL YEAR 2011-2012**

The improvements are the operation, maintenance, and servicing of landscaping, horse trails, hardscaping, and masonry, and appurtenant facilities including but not limited to personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services, described as follows:

LANDSCAPING

Landscaping, planting, shrubbery, trees, irrigation, hardscapes, masonry wall surfaces, fencing, fixtures, and appurtenant facilities located within public rights-of-way (parkways), easements (slope and trail) and publicly owned parcels within the boundary of the Assessment District except as specifically excluded.

**PART B
ESTIMATE OF COST**

**LANDSCAPE MAINTENANCE DISTRICT NO. 5 (KB HOME TRACT 30230)
NORCO, CALIFORNIA**

The cost of the operation, maintenance, and servicing of the improvements for Fiscal Year 2011-2012 as described in Part A, are summarized herein and described below:

ITEM	DESCRIPTION	QUANTITY	ANNUAL COST PER YEAR
1	LANDSCAPE MAINTENANCE (PARK-FLAT): includes all pruning, weed and pest control, fertilization, turf care, trash and debris cleanup, irrigation to include maintenance and repair, backflow testing, rodent control, plant replacement, and observation.	11,700 S.F. (0.269 A)	\$ 9,023.00
2	ARENA MAINTENANCE: includes grading & replenishment of DG and maintenance of rail.	17,560 S.F. (0.403 A)	Included in No. 1
3	EQUESTRIAN TRAIL: includes minor grading, replacement of wooden posts and rails, and addition of decomposed granite for trail surface.	115,671 S.F.	\$ 9,533.00
4	LANDSCAPE MAINTENANCE (SLOPE – PARK & ARENA): includes plant maintenance, weed and pest control, and debris cleanup.	18,575 S.F. (0.426 A)	\$ 5,895.00
5	SLOPE MAINTENANCE : includes same activities as Item 1 but for exterior slopes along Fifth Street and California Avenue.	8,225 S.F. (0.19 A)	\$ Included in No. 4
6	LANDSCAPE MAINTENANCE (PARKWAYS): includes weeding, feeding of ground cover and maintenance & trimming of street trees.	23,420 S.F. (0.538 A)	\$ Included in No. 4
7	UTILITIES: includes cost of water and electricity for controller for all areas.	L.S.	\$ 8,700.00
	SUBTOTAL:		\$ 33,151.00
8	OBSERVATION: including staff time to oversee Contractor maintaining District.	L.S.	\$ 6,100.00
9	INCIDENTALS: including Engineer's Report and proceedings, administration, printing, and advertising.		\$ 2,691.00
10	CONTINGENCY: 7.7 percent		\$ 3,230.00
	TOTAL ANNUAL COSTS:		\$ 45,172.00

Costs from City of Norco average of landscape maintenance costs for the City. Source of information Bill Thompson and Brian Petree of the Departments of Public Works and Parks, Recreation and Community Services respectively.

Annual assessments shall be calculated based on updated numbers and upon annual adjustments to the assessment rate as provided in the Engineer's Report.

The total annual levy of assessments hereunder may be increased annually by an amount not to exceed the increase in the consumer price index applicable to the City of Norco. In no case may the increase exceed the actual cost of providing the services rendered within and pursuant to the District. The CPI increase for 2010 was 1.3%.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purposes as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance remaining on July 1 must be carried over to the next fiscal year.

PART C

ASSESSMENT DIAGRAM

As Assessment Diagram for the Assessment District is on file in the office of the City Clerk. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Riverside, for the year when this Report was prepared, and are incorporated by reference herein and made a part of this Report. A reduced scale map depicting the assessment diagram is attached hereto. Also attached as Exhibit "A" is the Legal Description of Assessment District.

EXHIBIT A

**LEGAL DESCRIPTION
LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)**

That certain real property situated in the City of Norco, County of Riverside, State of California, more particularly described as follows:

Lots 1 through 50 inclusive, of Tract No. 30230 in the City of Norco, County of Riverside, State of California, as per map recorded in Book 344, Pages 40 through 45, inclusive, of Maps in the Office of the County Recorder of Said County.

PART D
ASSESSMENT

WHEREAS, on November 5, 2003, the City Council of the City of Norco, California, pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (the "Act") adopted its Resolution of the City Council of the City of Norco Initiating Proceedings for the Formation for a Maintenance Assessment District and thereafter formed Landscape Maintenance District No. 5 (Hawk's Crest) (the "District") as more particularly described in said proceedings; and

WHEREAS, said resolution directed the undersigned to prepare and file a report pursuant to Section 22565, et seq., of said Act;

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the City Council of said City, hereby makes the following assessment to cover the portion of the estimated cost of the maintenance of said improvements and the costs and expenses incidental thereto to be paid by said District.

The amount to be paid for the maintenance of said improvement, and the expenses incidental thereto, are as follows:

	(1) As Filed	(2) As Preliminarily Approved	(3) As Finally Approved
Cost of Maintenance	\$ 42,481.00	\$ _____	\$ _____
Incidental Expenses	\$ 2,691.00	\$ _____	\$ _____
Total Cost	\$ 45,172.00	\$ _____	\$ _____
Surplus or (Deficit) from Previous Fiscal Year	\$ 342.00	\$ _____	\$ _____
NET TO BE ASSESSED FOR FISCAL YEAR 2010-2011	\$ 44,830.00	\$ _____	\$ _____

As required by said Act, a diagram is attached showing the exterior boundaries of said District. The lines and dimensions of each lot or parcel of land within the said District as the same existed at the time of the passage of said resolution are as shown on the maps of the County Assessor of the County of Riverside. Reference is hereby made to said maps and said maps shall govern for all details concerning the lines and dimensions of such lots and parcels.

I do hereby assess the net amount to be assessed upon all assessable lots or parcels of land within said District by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the maintenance of said improvements, and more particularly set forth in the list hereto attached and by reference made a part hereof.

Said assessment is made upon the several lots or parcels of land within the District in proportion to the estimated benefits to be received by said lots or parcels, respectively, from the maintenance of said improvements. The diagram and the assessor's map are the documents to which reference is hereby made for a more particular description of said property.

Each lot or parcel of land assessed is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Riverside for the Fiscal Year 2011-2012 and includes all of such parcel. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

City of Norco

Dated: _____, 2011

Dominic C. Milano, P.E.
City Engineer

EXHIBIT B

METHOD AND FORMULA OF ASSESSMENT SPREAD

The law requires and the statutes provide that assessments, as levied pursuant to the provisions of the "Landscaping and Lighting Act of 1972," must be based on the benefit that the properties receive from the works of improvement. The statute does not specify the method or formula that should be used in any special assessment district proceedings. The Assessment Engineer is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. For these proceedings, the City has based its determination on standard assessment practices utilized by consulting civil engineers with a background of experience in the design of such works of improvement and experience in the completion of assessment district formation projects.

IDENTIFYING THE BENEFIT

First of all, it is necessary to identify the benefit that the public improvement will render to the properties within the Assessment District. The landscaping, irrigation, and equestrian trails have been designed and will be constructed for the benefit of enhanced aesthetics and neighborhood identity for all properties within the Assessment District.

APPORTIONMENT OF COSTS

In further making the analysis, it is necessary that the property owners receive a special and direct benefit distinguished from that of the general public. In this case, several factors are being used in the final method and spread and assessment.

The individual parcels of land within the Assessment District are currently developed or have the potential for development to single family residential units. The proposed improvements are designed to enhance the appearance and appeal of the District and all of the parcels within. The improvements will provide a sense of neighborhood identity for the District. As such, each parcel will benefit equally from the proposed improvements.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the benefits that each parcel receives from the works of improvements.

LIST OF ASSESSMENTS
LANDSCAPE MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST – TRACT 30230)
FISCAL YEAR 2011-2012

<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>	<u>Lot No.</u>	<u>As Preliminarily Approved</u>	<u>As Finally Confirmed and Recorded</u>
1	\$896.60		45	\$896.60	
2	\$896.60		46	\$896.60	
3	\$896.60		47	\$896.60	
4	\$896.60		48	\$896.60	
5	\$896.60		49	\$896.60	
6	\$896.60		50	\$896.60	
7	\$896.60				
8	\$896.60				
9	\$896.60				
10	\$896.60				
11	\$896.60				
12	\$896.60				
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34	\$896.60				
35	\$896.60				
36	\$896.60				
37	\$896.60				
38	\$896.60				
39	\$896.60				
40	\$896.60				
41	\$896.60				
42	\$896.60				
43	\$896.60				
44	\$896.60				

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DECLARING CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING DISTRICT, AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING.

WHEREAS, the City Council of the City of Norco, California, desires to form a Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER)

(hereinafter referred to as the "District"); and

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, at this time there has been presented and approved this City Council, the Engineer's "Report" as required by law, and this City Council is desirous of proceeding with the proceedings for said annual levy.

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

SECTION 1: That the above recitals are all true and correct.

PUBLIC INTEREST

SECTION 2: That the public interest and convenience requires, and it is the intention of this City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the "Report" of the Engineer, incorporated herein as a part hereof.

REPORT

SECTION 3: That the "Report" of the Engineer regarding the annual levy for said District, which "Report" is for maintenance for the Fiscal Year 2011-2012 is hereby approved and is directed to be filed in the Office of the City Clerk.

ASSESSMENT

SECTION 4: That the public interest and convenience requires, and it is the intention of this City Council to order the annual assessment levy for the District as set forth and described in said Engineer's "Report," and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said "Report."

DESCRIPTION OF MAINTENANCE

SECTION 5: The assessments levied and collected shall be for the maintenance of certain landscaping and street lighting improvements, as set forth in the Engineer's "Report," referenced and so incorporated herein.

COUNTY AUDITOR

SECTION 6: The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the Treasurer for purposes of paying for the costs and expenses of said District.

SPECIAL FUND

SECTION 7: That all monies collected shall be deposited in a special fund known as:

"SPECIAL FUND, CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 1 (BEAZER)"

Payment shall be made out of said fund only for the purpose provided for in this Resolution, and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the

proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this Resolution.

BOUNDARIES OF DISTRICT

SECTION 8: Said contemplated maintenance work is, in the opinion of this City Council, of direct benefit to the properties within the boundaries of the District, and this City Council makes the costs and expenses of said maintenance chargeable upon a district, which district said City Council hereby declares to be the district benefited by said improvement said maintenance, and to be further assessed to pay the costs and expenses thereof. Said District shall include each and every parcel of land within the boundaries of said District, as said District is shown on a map as approved by this City Council and on file in the Office of the City Clerk, and so designated by the name of the District.

SECTION 9: NOTICE IS HEREBY GIVEN THAT ON JULY 20, 2011 AT THE HOUR OF 7 P.M., IN CITY COUNCIL CHAMBERS LOCATED AT 2870 CLARK AVENUE, NORCO, CALIFORNIA, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE HEARING OF PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS, TO THE EXTENT OF THE MAINTENANCE, AND ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION BY THOSE PROPERTY OWNERS AFFECTED HEREBY. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET AND SCHEDULED FOR SAID PUBLIC HEARING.

NOTICE

SECTION 10: The City Clerk is directed to publish this Resolution of Intention pursuant to Government Code Section 6061, said publication to be completed no later than ten days prior to the date set for the Public Hearing.

EFFECTIVE DATE

SECTION 11: This Resolution shall take effect immediately upon its adoption.

PROCEEDINGS INQUIRIES

SECTION 12: For any and all information relating to the proceedings, protest procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated:

Mr. Dominic C. Milano, City Engineer
CITY OF NORCO
2870 Clark Avenue
Norco, California 92860

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DECLARING CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING DISTRICT, AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING.

WHEREAS, the City Council of the City of Norco, California, desires to form a Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)

(hereinafter referred to as the "District"); and

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, at this time there has been presented and approved this City Council, the Engineer's "Report" as required by law, and this City Council is desirous of proceeding with the proceedings for said annual levy.

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

SECTION 1: That the above recitals are all true and correct.

PUBLIC INTEREST

SECTION 2: That the public interest and convenience requires, and it is the intention of this City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the "Report" of the Engineer, incorporated herein as a part hereof.

REPORT

SECTION 3: That the "Report" of the Engineer regarding the annual levy for said District, which "Report" is for maintenance for the Fiscal Year 2011-2012 is hereby approved and is directed to be filed in the Office of the City Clerk.

ASSESSMENT

SECTION 4: That the public interest and convenience requires, and it is the intention of this City Council to order the annual assessment levy for the District as set forth and described in said Engineer's "Report," and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said "Report."

DESCRIPTION OF MAINTENANCE

SECTION 5: The assessments levied and collected shall be for the maintenance of certain landscaping and street lighting improvements, as set forth in the Engineer's "Report," referenced and so incorporated herein.

COUNTY AUDITOR

SECTION 6: The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the Treasurer for purposes of paying for the costs and expenses of said District.

SPECIAL FUND

SECTION 7: That all monies collected shall be deposited in a special fund known as:

"SPECIAL FUND, CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 2 (WESTERN PACIFIC)"

Payment shall be made out of said fund only for the purpose provided for in this Resolution, and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the

proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this Resolution.

BOUNDARIES OF DISTRICT

SECTION 8: Said contemplated maintenance work is, in the opinion of this City Council, of direct benefit to the properties within the boundaries of the District, and this City Council makes the costs and expenses of said maintenance chargeable upon a district, which district said City Council hereby declares to be the district benefited by said improvement said maintenance, and to be further assessed to pay the costs and expenses thereof. Said District shall include each and every parcel of land within the boundaries of said District, as said District is shown on a map as approved by this City Council and on file in the Office of the City Clerk, and so designated by the name of the District.

SECTION 9: NOTICE IS HEREBY GIVEN THAT ON JULY 20, 2011 AT THE HOUR OF 7 P.M., IN CITY COUNCIL CHAMBERS LOCATED AT 2870 CLARK AVENUE, NORCO, CALIFORNIA, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE HEARING OF PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS, TO THE EXTENT OF THE MAINTENANCE, AND ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION BY THOSE PROPERTY OWNERS AFFECTED HEREBY. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET AND SCHEDULED FOR SAID PUBLIC HEARING.

NOTICE

SECTION 10: The City Clerk is directed to publish this Resolution of Intention pursuant to Government Code Section 6061, said publication to be completed no later than ten days prior to the date set for the Public Hearing.

EFFECTIVE DATE

SECTION 11: This Resolution shall take effect immediately upon its adoption.

PROCEEDINGS INQUIRIES

SECTION 12: For any and all information relating to the proceedings, protest procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated:

Mr. Dominic C. Milano, City Engineer
CITY OF NORCO
2870 Clark Avenue
Norco, California 92860

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

RESOLUTION NO. 2011-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DECLARING CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING DISTRICT, AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING.

WHEREAS, the City Council of the City of Norco, California, desires to form a Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 3 (CENTEX)

(hereinafter referred to as the "District"); and

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, at this time there has been presented and approved this City Council, the Engineer's "Report" as required by law, and this City Council is desirous of proceeding with the proceedings for said annual levy.

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

SECTION 1: That the above recitals are all true and correct.

PUBLIC INTEREST

SECTION 2: That the public interest and convenience requires, and it is the intention of this City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the "Report" of the Engineer, incorporated herein as a part hereof.

REPORT

SECTION 3: That the "Report" of the Engineer regarding the annual levy for said District, which "Report" is for maintenance for the Fiscal Year 2011-2012 is hereby approved and is directed to be filed in the Office of the City Clerk.

ASSESSMENT

SECTION 4: That the public interest and convenience requires, and it is the intention of this City Council to order the annual assessment levy for the District as set forth and described in said Engineer's "Report," and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said "Report."

DESCRIPTION OF MAINTENANCE

SECTION 5: The assessments levied and collected shall be for the maintenance of certain landscaping and street lighting improvements, as set forth in the Engineer's "Report," referenced and so incorporated herein.

COUNTY AUDITOR

SECTION 6: The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the Treasurer for purposes of paying for the costs and expenses of said District.

SPECIAL FUND

SECTION 7: That all monies collected shall be deposited in a special fund known as:

"SPECIAL FUND, CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 3 (CENTEX)"

Payment shall be made out of said fund only for the purpose provided for in this Resolution, and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the

proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this Resolution.

BOUNDARIES OF DISTRICT

SECTION 8: Said contemplated maintenance work is, in the opinion of this City Council, of direct benefit to the properties within the boundaries of the District, and this City Council makes the costs and expenses of said maintenance chargeable upon a district, which district said City Council hereby declares to be the district benefited by said improvement said maintenance, and to be further assessed to pay the costs and expenses thereof. Said District shall include each and every parcel of land within the boundaries of said District, as said District is shown on a map as approved by this City Council and on file in the Office of the City Clerk, and so designated by the name of the District.

SECTION 9: NOTICE IS HEREBY GIVEN THAT ON JULY 20, 2011 AT THE HOUR OF 7 P.M., IN CITY COUNCIL CHAMBERS LOCATED AT 2870 CLARK AVENUE, NORCO, CALIFORNIA, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE HEARING OF PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS, TO THE EXTENT OF THE MAINTENANCE, AND ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION BY THOSE PROPERTY OWNERS AFFECTED HEREBY. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET AND SCHEDULED FOR SAID PUBLIC HEARING.

NOTICE

SECTION 10: The City Clerk is directed to publish this Resolution of Intention pursuant to Government Code Section 6061, said publication to be completed no later than ten days prior to the date set for the Public Hearing.

EFFECTIVE DATE

SECTION 11: This Resolution shall take effect immediately upon its adoption.

PROCEEDINGS INQUIRIES

SECTION 12: For any and all information relating to the proceedings, protest procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated:

Mr. Dominic C. Milano, City Engineer
CITY OF NORCO
2870 Clark Avenue
Norco, California 92860

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

RESOLUTION NO. 2011-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DECLARING CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING DISTRICT, AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING.

WHEREAS, the City Council of the City of Norco, California, desires to form a Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 4 (NORCO RIDGE RANCH)

(hereinafter referred to as the "District"); and

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, at this time there has been presented and approved this City Council, the Engineer's "Report" as required by law, and this City Council is desirous of proceeding with the proceedings for said annual levy.

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

SECTION 1: That the above recitals are all true and correct.

PUBLIC INTEREST

SECTION 2: That the public interest and convenience requires, and it is the intention of this City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the "Report" of the Engineer, incorporated herein as a part hereof.

REPORT

SECTION 3: That the "Report" of the Engineer regarding the annual levy for said District, which "Report" is for maintenance for the Fiscal Year 2011-2012 is hereby approved and is directed to be filed in the Office of the City Clerk.

ASSESSMENT

SECTION 4: That the public interest and convenience requires, and it is the intention of this City Council to order the annual assessment levy for the District as set forth and described in said Engineer's "Report," and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said "Report."

DESCRIPTION OF MAINTENANCE

SECTION 5: The assessments levied and collected shall be for the maintenance of certain landscaping and street lighting improvements, as set forth in the Engineer's "Report," referenced and so incorporated herein.

COUNTY AUDITOR

SECTION 6: The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the Treasurer for purposes of paying for the costs and expenses of said District.

SPECIAL FUND

SECTION 7: That all monies collected shall be deposited in a special fund known as:

**"SPECIAL FUND, CITY OF NORCO
LANDSCAPING MAINTENANCE DISTRICT NO. 4 (NORCO RIDGE RANCH)"**

Payment shall be made out of said fund only for the purpose provided for in this Resolution, and in order to expedite the making of this maintenance and improvement,

the City Council may transfer into said funds as it may deem necessary to expedite the proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this Resolution.

BOUNDARIES OF DISTRICT

SECTION 8: Said contemplated maintenance work is, in the opinion of this City Council, of direct benefit to the properties within the boundaries of the District, and this City Council makes the costs and expenses of said maintenance chargeable upon a district, which district said City Council hereby declares to be the district benefited by said improvement said maintenance, and to be further assessed to pay the costs and expenses thereof. Said District shall include each and every parcel of land within the boundaries of said District, as said District is shown on a map as approved by this City Council and on file in the Office of the City Clerk, and so designated by the name of the District.

SECTION 9: NOTICE IS HEREBY GIVEN THAT ON JULY 20, 2011 AT THE HOUR OF 7 P.M., IN CITY COUNCIL CHAMBERS LOCATED AT 2870 CLARK AVENUE, NORCO, CALIFORNIA, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE HEARING OF PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS, TO THE EXTENT OF THE MAINTENANCE, AND ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION BY THOSE PROPERTY OWNERS AFFECTED HEREBY. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET AND SCHEDULED FOR SAID PUBLIC HEARING.

NOTICE

SECTION 10: The City Clerk is directed to publish this Resolution of Intention pursuant to Government Code Section 6061, said publication to be completed no later than ten days prior to the date set for the Public Hearing.

EFFECTIVE DATE

SECTION 11: This Resolution shall take effect immediately upon its adoption.

PROCEEDINGS INQUIRIES

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Mr. Dominic C. Milano, City Engineer
CITY OF NORCO
2870 Clark Avenue
Norco, California 92860

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

RESOLUTION NO. 2011-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, DECLARING CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING DISTRICT, AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING.

WHEREAS, the City Council of the City of Norco, California, desires to form a Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Street Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California, known and designated as:

CITY OF NORCO LANDSCAPING MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)

(hereinafter referred to as the "District"); and

WHEREAS, at this time, this City Council is desirous to provide for the annual levy of assessments for the territory within the District for the next ensuing fiscal year, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, at this time there has been presented and approved this City Council, the Engineer's "Report" as required by law, and this City Council is desirous of proceeding with the proceedings for said annual levy.

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SECTION 1: That the above recitals are all true and correct.

PUBLIC INTEREST

SECTION 2: That the public interest and convenience requires, and it is the intention of this City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the "Report" of the Engineer, incorporated herein as a part hereof.

REPORT

SECTION 3: That the "Report" of the Engineer regarding the annual levy for said District, which "Report" is for maintenance for the Fiscal Year 2011-2012 is hereby approved and is directed to be filed in the Office of the City Clerk.

ASSESSMENT

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LANDSCAPING MAINTENANCE DISTRICT NO. 5 (HAWK'S CREST)"**

Payment shall be made out of said fund only for the purpose provided for in this Resolution, and in order to expedite the making of this maintenance and improvement,

the City Council may transfer into said funds as it may deem necessary to expedite the proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this Resolution.

BOUNDARIES OF DISTRICT

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NOTICE

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EFFECTIVE DATE

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PROCEEDINGS INQUIRIES

SECTION 12: For any and all information relating to the proceedings, protest procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated:

Mr. Dominic C. Milano, City Engineer
CITY OF NORCO
2870 Clark Avenue
Norco, California 92860

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2011.

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 June 15, 2011, by the following vote of the City Council:

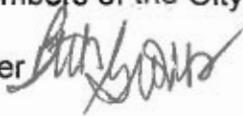
AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of the City of Norco, California, held on June 15, 2011.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 15, 2011

SUBJECT: Request to Extend the Annual On-Call Street Maintenance Program Service Agreement

RECOMMENDATION: Approve the requested extension of the Annual On-Call Street Maintenance Program Service Agreement with Caliber Paving, Inc. for one (1) year through June 30, 2012.

SUMMARY: Caliber Paving, Inc. has requested the City of Norco extend the term of the current On-Call Street Maintenance Program Service Agreement for an additional one (1) year period through June 30, 2012. The existing contract agreement between the City of Norco and Caliber Paving allows for justified annual cost increases within the Consumer Price Index (CPI) limits. Caliber Paving, Inc. has requested and agreed to extend the contract without a cost increase during the 2011/12 fiscal year.

BACKGROUND/ANALYSIS: On February 3, 2010, the City Council authorized the City Manager to execute an agreement with Caliber Paving, Inc. of Santa Ana for Annual On-Call Street Maintenance Program services. The agreement stipulated that the initial term would be through June 30, 2010, but it also provided language allowing the City of Norco the option of extending the agreement on a year-to-year basis. On July 21, 2010, the City Council extended the current agreement without a cost increase through June 30, 2011.

Staff has been extremely satisfied with the performance of Caliber Paving, Inc. and would recommend that the City Council authorize the contract extension. The City will retain its right to terminate the contract for just cause if the contractor fails to perform adequately.

FINANCIAL IMPACT: Annual expenditure of \$75,000 is included in the FY 2011-12 Gas Tax Fund 133-801-42220 and Measure A Capital Improvement Fund 137.

/wrt-78709

Attachments: Exhibit "A" – Letter of request from Caliber Paving, Inc.



CALIBER
PAVING COMPANY INC

673 E. YOUNG, SANTA ANA, CA 92705 714/556-0484 FAX 714/556-1026 www.caliberpaving.com LICENSE NO. 657602

June 3, 2011

To: City of Norco
Attn: Bill Thompson
2870 Clark Ave
Norco, CA 92860

Bus. (951) 270-5607
Fax (951) 270-5619
Email: Bthompson@ci.norco.ca.us

Dear Mr. Thompson,

The purpose of this letter is to inform you of our intention to extend our Annual Maintenance contract for 2011 – 2012 effective July 1st, 2011.

We will honor the prices we have previously agreed upon and look forward to another year working with the City of Norco.

If you have any questions at all, please don't hesitate to call us at (714) 556-0484.

Sincerely,

Darin Gilchriese, President
Caliber Paving Company, Inc.

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: June 15, 2011

SUBJECT: Request for an Extension of the Annual Street Sweeping Services Contract Agreement with CleanStreet

RECOMMENDATION: Approve the extension of the Annual Street Sweeping Services Contract Agreement with CleanStreet for one (1) year through June 30, 2012.

SUMMARY: CleanStreet has requested the City of Norco approve a one-year extension of the Annual Street Sweeping Services Contract Agreement through June 30, 2012. Clean Street has indicated they are willing to provide street sweeping services without a cost increase in the 2010/11 pricing levels.

BACKGROUND/ANALYSIS: CleanStreet has performed street sweeping services for the City of Norco for one year. Their team has become familiar with and understands the unique challenges of providing contract services to streets located within the City. Staff has worked with this contractor over the past year and has been satisfied with their professionalism and commitment to maintain high performance standards.

Based on the request to provide street sweeping services without an increase, staff recommends that the City Council authorize the extension of the Street Sweeping Contract with CleanStreet through June 30, 2012.

FINANCIAL IMPACT: Funds in the amount of \$25,000 are proposed in FY 2011-12 Storm Drain (Street Operations Budget 139)

/wrt-78710

Attachments: Letter of Request



May 31, 2011

Mr. William Thompson
City of Norco
2870 Clark Avenue
Norco, CA 92860

Email: bthompson@ci.norco.ca.us

RE: Street Sweeping Contract Extension

Dear Mr. Thompson,

CleanStreet wishes to extend its current Street Sweeping contract with the city of Norco from July 1, 2011 to June 31, 2012.

All terms, conditions, and rates will remain the same.

Please feel free to give me a call if you have any questions or comments.

We appreciate your business very much and look forward to continuing our excellent business relationship for years to come.

Sincerely,
CLEANSTREET

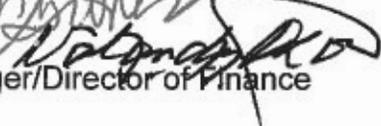
Rick Anderson
Director of Business Development

Cell: (310) 740-1601
Office: (800) 225-7316 x108

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: June 15, 2011

SUBJECT: Approval of the City Attorney Agreement for Fiscal Year 2011-2012

RECOMMENDATION: Approve the City Attorney Agreement

SUMMARY: The City of Norco employs an Attorney to perform and fulfill all duties and obligations of the Office of the City Attorney. The proposed City Attorney Agreement defines the scope of services for the City Attorney and in the compensation section, states that a retainer in lieu of hourly billing will be charged for City Attorney Services.

BACKGROUND/ANALYSIS: Given the current economic circumstances faced by the City of Norco, the City Manager and City Attorney have explored alternatives to both providing the best utilization of City Attorney services by the City Council and staff, as well as providing certainty in the amount of attorney's fees. To this end, last year the City Council amended the City Attorney Agreement ("Agreement") and converted it from hourly-based compensation to a flat monthly retainer. While the services provided will remain essentially the same, the Agreement allows both the City Council and staff to most effectively use the City Attorney without the concern that utilization will have an unidentified effect on the annual budget.

For the coming fiscal year, staff recommends amending the Agreement to bring better clarity to the way litigation hours will be paid. Litigation services provided to the City related to the validation of the Silverlakes development transaction shall be provided for a flat amount of \$20,000. The litigation services will not be counted against the 100 hours of litigation services. The flat amount will be paid by the Silverlakes developer directly to the City. The City Attorney has agreed to allow the City to retain the \$20,000 flat fee, as that is the savings that the City has identified in the FY 2011-12 Operating Budget as a reduction in compensation for City Attorney litigation services.

FINANCIAL IMPACT: Funds for the City Attorney compensation shall be included in the Fiscal Year 2011-2012 City Council and Agency Operating Budgets.

/bj-78716

Attachment: City Attorney Agreement

AGREEMENT FOR SERVICES OF CITY ATTORNEY

THIS AGREEMENT is made and entered into this 15th day of June, 2011, by and between the City of Norco, a Municipal Corporation, Riverside County, California (the "City") and Harper & Burns LLP, Orange, California (the "Attorney").

RECITALS

WHEREAS, the City currently employs the Attorney to perform the duties and fulfill the obligations of the office of City Attorney; and

WHEREAS, the Attorney is prepared and able to provide all legal services required and necessary to perform the duties and fulfill the obligations of the Office of the City Attorney; and,

WHEREAS, the Parties desire to modify the current basis for compensation to the Attorney.

COVENANTS

NOW, THEREFORE, it is mutually agreed by the Parties hereto as follows:

SECTION 1. AGREEMENT FOR SERVICES. The City employs Attorney to render and Attorney agrees to render all legal services incident to the Office of the City Attorney, pursuant to the provisions of this Agreement.

SECTION 2. SCOPE OF SERVICES. The Attorney will perform and fulfill all duties and obligations of the Office of City Attorney including, but not limited to:

- (a) Attendance at all regular meetings of the City Council/Community Redevelopment Agency and attendance at any adjourned regular or special meetings upon request by the City Council.
- (b) Attendance at meetings of the Planning Commission and any other meetings at which Attorney's attendance is deemed necessary by the City Council or City Manager.
- (c) Preparation or approval as to form of all resolutions, ordinances, contracts, agreements and other legal documents in the conduct of business of the City.
- (e) Preparation of formal and informal legal opinions regarding interpretation of statutes, ordinances and resolutions, rules and procedures in the conduct of the business of the City.
- (f) Consultation with City, County, State and Federal government officials regarding legal matters pertinent to the City.
- (g) Preparation of pleadings and representation of the City in all litigation, negotiations and administrative hearings and procedures.

(h) Provision of bond counsel services, based on the rates mutually agreed upon for each bond issue.

(i) General availability for telephone consultation on a daily basis.

SECTION 3. MODIFICATION OF SCOPE OF SERVICES. The services specified in Section 2 may be modified from time to time at the discretion of the City.

SECTION 4. DESIGNATIONS. In order to assign direct responsibilities for the foregoing legal services, the City Attorney and the Deputy City Attorney shall be designated as follows:

(a) John R. Harper shall be designated as City Attorney; and

(b) Alan R. Burns and Colin R. Burns shall be designated as Deputy City Attorney.

The foregoing designations may be changed from time to time as mutually agreeable between the Parties.

SECTION 5. OTHER ATTORNEYS. The City Attorney and Deputy City Attorney shall have discretion to utilize the services and expertise of any other attorney with whom they are associated with or have any other attorney with whom they are associated with or have an of-counsel relationship if such services are necessary to perform the duties and fulfill the obligations of the Office of the City Attorney.

SECTION 6. COMPENSATION. All general City Attorney services shall be provided by the Attorney for the annual retainer amount of \$200,000, payable on a monthly basis. This retainer amount shall include 100 hours of litigation services annually. Should the amount of litigation exceed 100 hours, litigation will be charged on an hourly basis at a rate of \$145 per hour. Litigation services provided to the City related to the validation of the Silverlakes development transaction shall be provided for a flat amount of \$20,000. The litigation services will not be counted against the 100 hours of litigation services. The flat amount will be paid by the Silverlakes developer directly to the City.

SECTION 7. TERM. The Attorney shall serve at the pleasure of the City Council and this Agreement may be terminated with or without cause upon written notice by the City Council. The Parties intend the compensation set forth in Section 6 to be effective for the 2011-2012 fiscal year, subject to reconsideration by either party thereafter.

SECTION 8. SUPPORT FACILITIES AND STAFF. During the term of this Agreement, the Attorney shall maintain a library focused on public law and a skilled support staff, in order to facilitate rapid response time in the preparation of opinions, documents, pleadings and other matters incident to or arising from the performance of services under this Agreement.

SECTION 9. INSURANCE. As a condition to the execution of this Agreement, the Attorney will deliver to the City evidence of professional liability and malpractice insurance from a reputable insurance carrier in the amount of \$1 million dollars. The Attorney further agrees to maintain such insurance at all time during the term of this Agreement. Attorney further agrees to maintain workers' compensation insurance required by California law.

SECTION 10. INDEPENDENT CONTRACTOR. Attorney is an independent contractor and is not a City employee for the purposes of employee benefits, including vacation, sick leave, administrative leave or participation in the Public Employees Retirement System and related insurance.

SECTION 11. AMENDMENT. This Agreement may be amended from time to time in writing as mutually agreed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

CITY OF NORCO

By: _____
Berwin Hanna, Mayor

HARPER & BURNS LLP

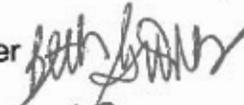
By: _____
John R. Harper, City Attorney

Attest:

Brenda K. Jacobs, CMC, City Clerk

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: June 15, 2011

SUBJECT: Planning Information Letter 2011-04: Request for Exception to Nonconforming Land Use Requirements Allowing a "Rebuild Letter" to be Issued for Property Located at 4127 Temescal Avenue Located within the A-1-20 Zone

RECOMMENDATION: That the request for a "Rebuild Letter" not be granted for the property located at 4127 Temescal Avenue.

SUMMARY: This is a request for consideration by the City Council of an exception from the Norco Municipal Code (NMC) which prohibits nonconforming uses, in this case a second dwelling in the A-1-20 zone, from being rebuilt in the case of significant destruction. A "Rebuild Letter" is being required by a lending institution as a condition for receiving a loan on property located at 4127 Temescal Avenue located in the A-1-20 zone (ref. Exhibit "A" – Location Map and Exhibit "B" – Assessor's Parcel Map). Rebuild Letters are typically requested as an assurance to lenders that a non-conforming structure can be rebuilt, and/or a land use may continue even after destruction to more than 50% of the value of the subject building.

BACKGROUND: A letter has been received from Wesley and Debra Gilmore requesting an exception from the nonconforming section of the NMC (ref. Exhibit "D" – Letter dated 5/31/011). Specifically, the request is that a "Rebuild Letter" be issued from the City that will allow a potential lender to fund a loan for a residential property that currently consists of two homes. The property is located in the A-1-20 zone, which only allows one dwelling per lot. Because two dwellings on a lot do not conform to the existing requirements of the A-1-20 zone, one of the homes is a nonconforming land use (ref Exhibit "C" - Aerial and Site Photos).

Per the NMC Section 18.39.06 (Nonconforming Uses), a nonconforming use is one which lawfully existed prior to the A-1-20 zone, but which is no longer permitted and is incompatible with permitted uses in the zones. The continuance of a legal nonconforming use is subject to the following:

- (1) A nonconforming use shall not be enlarged, altered, or moved to another portion of the lot unless approved by a conditional use permit.

(2) If a nonconforming use is discontinued for a period of 180 days or more, it shall lose its legal nonconforming status.

On any nonconforming structure, or portion of a structure containing a nonconforming use, ordinary repairs may be done. However, whenever a nonconforming structure, or nonconforming use of a structure, is destroyed by fire or other calamity, or by act of God to the extent exceeding 50 percent, the nonconforming structure cannot be rebuilt and a nonconforming use shall not be resumed (ref. Exhibit "E" – Section 18.39.10). These provisions are premised on the theory that owners do not have a right to reconstruct a nonconforming building and/or use after it suffers significant damage, because their property rights were destroyed by the disaster (rather than by the ordinance). And in that situation the owner is subject to the same rules and regulations as other property owners in the same zone.

The intent of the NMC, with respect to non-conforming uses, is to promote compatibility of land uses in a zone and to prohibit the continued use of uses that are not compatible or complementary. Allowing nonconforming uses to continue, which is uniformly consistent in most jurisdictions, originated from concerns that the application of zoning regulations to uses existing prior to the regulations enactment might be construed as confiscatory and unconstitutional. It was assumed that by limiting enlargement and major reconstruction of non-conforming uses/buildings, they would disappear over time. The allowance of nonconforming uses has been characterized by the courts as a "grudging tolerance" of them; the right of a city to adopt reasonable measures to eliminate them has been recognized. The ultimate goal of the NMC is to achieve uniformity of property uses within each zoning district that can only be accomplished by the elimination of uses that do not conform to the regulations of a zone. It is a reasonable measure to protect the legitimate investment expectations of owners of developed land.

There is obvious difficulty between protecting the investment of the owners of nonconforming uses and achieving uniformity of land use within zoning districts. To achieve this latter goal, a variety of provisions exist in the NMC to discourage the continuation of nonconforming uses. These include provisions that limit an owner's right to reconstruct the nonconforming use after substantial damage, expand or enlarge the nonconforming use without a conditional use permit, or change the property's use to a different nonconforming use.

CONCLUSION: The property is currently being used for residential purposes, which may be continued indefinitely. However, if the non-conforming use (second dwelling) is damaged by more than 50 percent of its value, the non-conforming use cannot be resumed. Providing a "Rebuild Letter" for one owner could be construed as providing special privileges contrary to the requirement of the Code.

Planning Information Letter Request 2011-04

Page 3

June 15, 2011

Staff is recommending that a "Rebuild Letter" not be issued for the property located at 4127 Temescal Avenue.

/adr-78681

Attachments:

Exhibit "A" – Location Map

Exhibit "B" – Assessor's Parcel Map

Exhibit "C" – Aerial and Site Photos

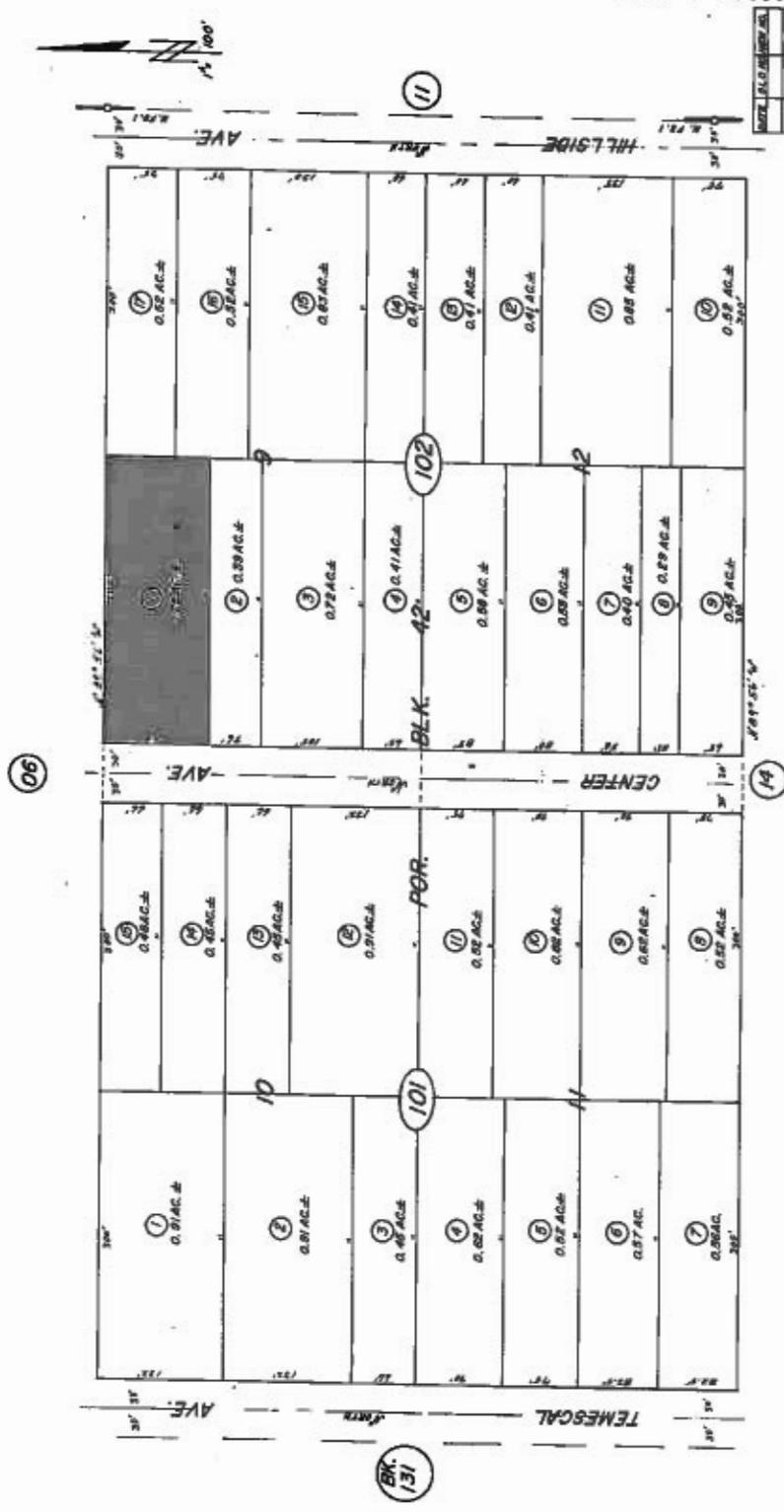
Exhibit "D" – Letter dated 5/31/11

Exhibit "E" – Section 18.39.10

ASSESSOR'S PARCEL MAP

T.R.A. 015-007 133-10

POR. SEC. 5, T.3S. R.6W



M.B. 11/3 Norco Farms Tract No. 1

AUG. 1974

ASSESSOR'S MAP BK 153 PG. 10
RIVERSIDE COUNTY, CALIF.

Exhibit "B"

AERIAL PHOTO AND SITE PHOTOS

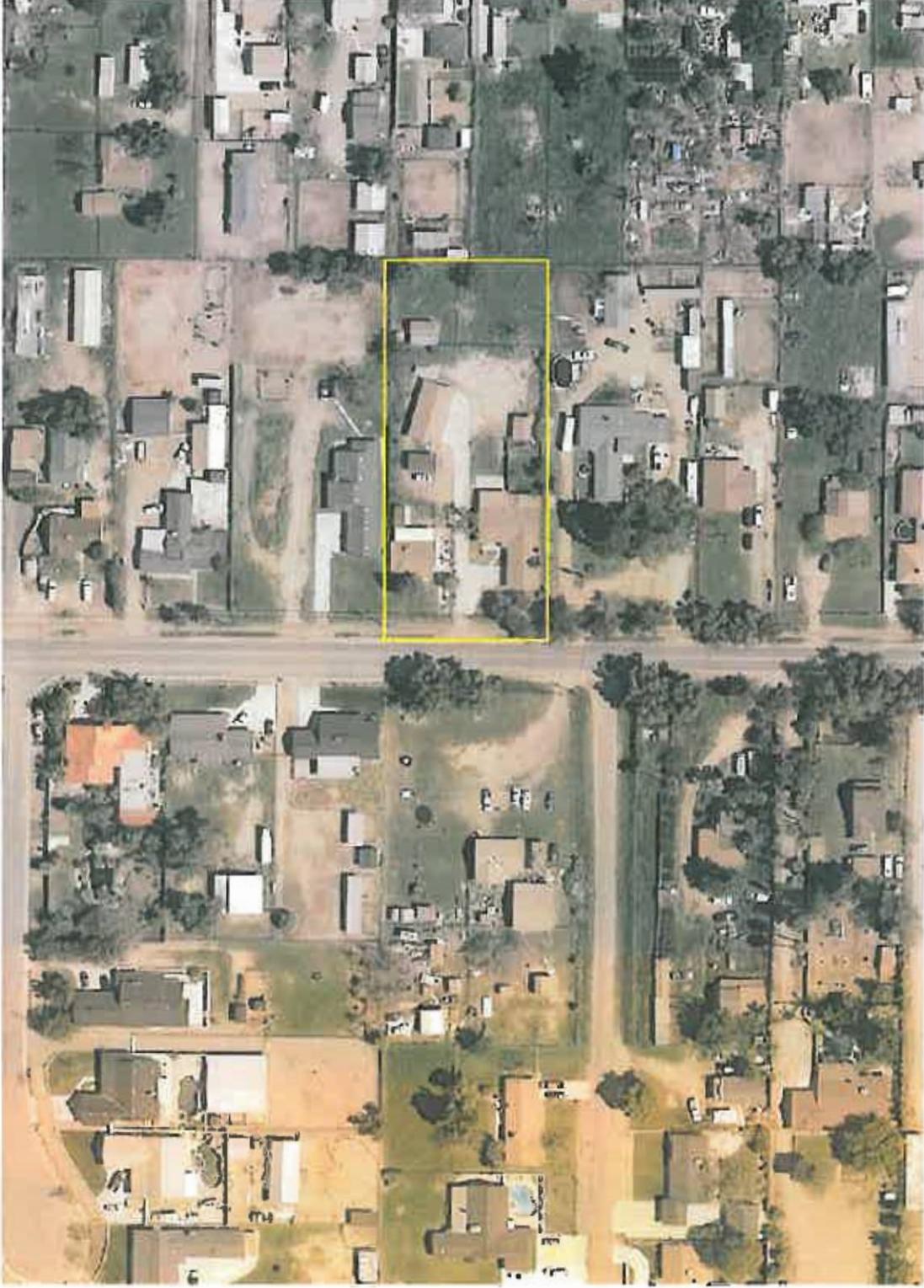






Exhibit "C" - 3 of 3



From the Desk of Jonathan Starr

May 31, 2011

As a condition of our being able to get our loan on the property at 4127 Temescal Ave, Norco CA the lender said that we need to have a "Rebuild Letter" from the city stating that:

The subject property consists of two single family dwellings and although the property is zoned A-1-20, the City of Norco will allow the existing homes to be rebuilt, to it's present condition, in the event of fire or other damage.

We do hereby petition the City Council of Norco to make a determination that this letter can be written.

EXHIBIT "D"

18.39.10 Restoration of a Damaged Structure.

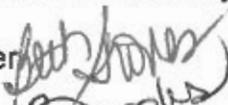
Whenever a non-conforming structure, or non-conforming use of a structure, is destroyed by fire or other calamity, or by act of God to the extent of 50 percent or less, the structure may be rebuilt with the non-conformity resumed. The rebuilding must be started within one year and diligently pursued to completion. If the destruction exceeds 50 percent, the non-conforming structure cannot be rebuilt and a non-conforming use shall not be resumed.

The extent of damage shall be based on the cost of restoring the structure to the estimated value of structure prior to damage. Estimates shall be made by or shall be reviewed and approved by the Building Official.

EXHIBIT "E"

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: June 15, 2011

SUBJECT: Appointments to Various City Commissions and the Economic Development Advisory Council

RECOMMENDATION: Staff recommends that the Mayor and Members of the City Council appoint the following for four-year terms:

- Two persons to the Historic Preservation Commission;
- One person to serve on the Parks and Recreation Commission;
- One person to the Planning Commission; and
- Four persons to serve on the Streets, Trails and Utilities Commission.

And,

- Appoint John Fernandez to the Economic Development Advisory Council (EDAC) for a four-year term.

SUMMARY: The City of Norco has four commissions that advise the City Council on one or more aspects of City government. The Council has reviewed applications submitted for vacancies on the Historic Preservation Commission (2); the Parks and Recreation Commission (1); the Planning Commission (1); and the Streets, Trails and Utilities Commission (4) and is recommended to make appointments to serve 4-year terms on the respective Commissions. The Council is also recommended to appoint John Fernandez to the EDAC, as recommended by the EDAC to fill one vacated seat.

BACKGROUND/ANALYSIS: An appointment to a City commission is an honor and a responsibility and the City Council has confidence in the judgment and integrity of its appointees and relies on them for information and recommendations on specific matters. As advisors to the Council, commission members are expected to regularly attend meetings, understand their duties and roles, and work to contribute to the betterment of the community.

All members of a commission shall meet the following requirements:

- (1) Be a citizen of the United States.
- (2) Be at least eighteen years of age.
- (3) Be a permanent resident of the city.
- (4) Have taken and filed with the City Clerk the oath required by Section 36507 of the Government Code.
- (5) Have never been convicted of a felony.

All members of the EDAC shall be defined and appointed as follows:

- EDAC members will be recommended by the EDAC and appointed by the City Council;
- Nine members will serve on the EDAC, including two members of the City Council;
- New members appointed to the EDAC will be selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community; and

Applications for the Parks and Recreation Commission; the Planning Commission; and the Streets, Trails and Utilities Commission were solicited through the release of a public notice on April 28, 2011 and were received by the Thursday, May 26, 2011 deadline. The following Applications were received and from these submittals, the Council will make its recommendations for four-year terms of service:

Historic Preservation Commission (2 Vacancies)
Terms Expiring – Linda Dixon and Matthew Potter

Linda Dixon
Matthew Potter

Parks and Recreation Commission (1 Vacancy)
Term Expiring – Richard Hallam

Richard Hallam

Planning Commission (1 Vacancy)
Term Expiring – Robert Wright

Robert Wright
William Schwab

Streets, Trails and Utilities Commission (4 Vacancies)

Terms Expiring – Glenn Hedges, Vernon Showalter, James Turpin and Sherry Walker

Lance Gregory
Vernon Showalter
James Turpin
Sherry Walker

At its May 26, 2011 meeting, the EDAC reviewed the application for one seat vacated on the EDAC and unanimously recommends the City Council appoint John Fernandez to the EDAC. Mr. Fernandez is a managing partner of Norco Valley Dental and oversees property management for the medical office building on Hamner Avenue. Mr. Fernandez has successfully started and grown a business in Norco and would be an ideal advocate to help attract and retain businesses to do business in Norco.

FINANCIAL IMPACT: N/A

/bj-78670

Applications are on file in the Office of the City Clerk

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: June 15, 2011

SUBJECT: Request for Proposals for Fire Protection and Emergency Medical Services

RECOMMENDATION: Authorize the City Manager to release a Request for Proposals to neighboring jurisdictions that provide fire protection and emergency medical services.

SUMMARY: At its June 1, 2011 meeting, the City Council directed staff to agendize a Request for Proposals ("RFP") regarding Fire Protection and Emergency Medical Services in the City of Norco. An RFP has been drafted and is presented to the Council for consideration.

BACKGROUND/ANALYSIS: An RFP has been prepared to solicit proposals to contract out for the provision of Fire Protection and Emergency Medical Services (EMS) within the city limits of the City of Norco. If approved, the RFP will be sent to neighboring jurisdictions that provide Fire Protection and EMS including the cities of Corona, and Riverside, the County of Riverside (Cal Fire) and the Chino Valley Fire District.

If the RFP is approved, proposals will be required to be delivered to the City no later than 5:00 p.m. on July 14, 2011. All proposals received after that date will be returned to the Proposer.

FINANCIAL IMPACT: There will be no significant financial impacts associated with inviting neighboring jurisdictions to submit proposals.

/bj-78715
Attachment: RFP



THE CITY OF NORCO

REQUEST FOR PROPOSALS

FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

June 2011

1. INTRODUCTION

The City of Norco (hereinafter referred to as the "City") seeks proposals from qualified jurisdictions to provide complete Fire Protection and Emergency Medical Services (EMS) throughout the City. The information provided in this Request for Proposals (RFP) is intended to enable departments to prepare and submit proposals for complete Fire Protection and Emergency Medical Services within the City.

The City's primary goal is to respond to fire and emergency medical service calls throughout the City within acceptable time frame to ensure protection of lives and property using minimum safe and effective staffing levels. The goal recognizes the City's desire to provide acceptable level of Fire Protection and EMS services within the constraints of the City's limited financial resources.

2. COMMUNITY PROFILE

The Norco Fire Department was established in 1964 and has served the City continuously since that time. The Fire Department protects an area of approximately 15 square miles with a permanent population of approximately 22,500 residents (not including approximately 5,000 prison inmates). The community prides itself on the rural atmosphere of residential neighborhoods, where "animal keeping" is the rule rather than the exception. The City consists of 108 miles of streets and 120 miles of equestrian/pedestrian trails.

The City is bisected by Interstate 15, which runs north and south directly through the heart of the community. The principal areas of commerce include the Hamner Avenue Corridor, which parallels the freeway, and Sixth Street, which runs east and west and is located on the northern edge of the City. Industrial development is primarily located in the southern portion of the City along Second Street.

Children in the City attend one of the five public elementary schools, one intermediate school, or one of the two high schools. There are also several private schools in operation. Norco College also maintains a campus in the City (which includes the site of one of the two high schools) that serves approximately 10,000 students, faculty members and employees.

The California Department of Corrections maintains a correctional facility on Fifth Street, which houses about 5,000 inmates. The institution specializes in drug rehabilitation and offers vocational rehabilitation for the inmates housed at the facility.

The U.S. Department of Defense also maintains a Navy Base surrounding the historic Norconian Hotel property adjacent to the California Rehabilitation Center.

3. NORCO FIRE DEPARTMENT PROFILE

The current Norco Fire Department consists of a part-time Fire Chief, two (2) 40-hour work week Battalion Chiefs, one (1) Fire Prevention Specialist, six (6) Captains, six (6) Engineers, eight (8) Firefighter Paramedics, one (1) Firefighter and two (2) part-time clerical assistants. Effective July 1, 2011, the number of Firefighter Paramedics could be reduced to six (6) and Battalion Chiefs position could be reduced to part-time.

The Department operates from two stations, one located on the east side of the City and one on the west. Station 22 is located at 3902 Hillside Avenue at Sixth Street and serves as the Headquarters Station. It houses one (1) frontline engine and one (1) reserve engine. The station was constructed in 2004 and houses the Department's Administration and Emergency Operations Center, which also serves as a community meeting room.

Station 21 is located at 3367 Corydon and was constructed over 30 years ago but during 2007 the facility was completely gutted and rebuilt to modern day standards and is designed to house only four (4) personnel at any one time. The new station should remain serviceable for at least 30 years. The station has two full bays and has the potential to house several engines.

The Norco Fire Department provides fire suppression and advanced life support services at the paramedic level. The Department is staffed twenty-four hours a day, seven days a week, with a standard weekly work schedule of 56 hours. There are three shifts working a schedule of 48 hours on duty followed by 96 hours off duty. Currently, staffing levels generally include a Fire Captain, Apparatus Engineer and two (2) Firefighter Paramedics at Station 21. Engine Company staffing at Station 22 includes a Fire Captain, Apparatus Engineer and one (1) Firefighter Paramedic.

The Fire Department inventory includes two (2) frontline engines, three (3) reserve engines, one (1) utility stake side truck, one (1) support tow vehicle, one (1) mobile command and rescue trailer and three (3) ATVs. The Fire Chief and Battalion Chiefs are assigned a staff vehicle as is the Fire Prevention Specialist. There is one (1) reserve staff vehicle.

4. SCOPE OF SERVICE / PURPOSE OF PROPOSAL

The City is soliciting proposals pursuant to its desire to provide emergency medical service and fire service within generally accepted response times. The City further desires to provide Fire Protection and EMS to its residents and businesses using minimum safe and effective staffing levels. The rural animal-keeping lifestyle in the community is unique as compared to most suburban and urban areas where the population is concentrated and should be a consideration in the preparation of the proposal. Unique to Norco is the minimum lot size of 20,000 square feet (Norco half-acre lots) in its residential zones, which have ready access to an elaborate trail system along City streets.

The proposal should identify all potential service level strategies, including chief officer coverage designed to demonstrate how the proposer intends to meet the City's primary goal for the RFP.

5. PROPOSAL SUBMITTAL AND SELECTION

- 5.1 All proposals must be received by mail, recognized carrier, or hand delivered no later than 5:00 p.m. on July 14, 2011. Late proposals will not be considered.
- 5.2 All correspondence should be directed to:
City of Norco
Beth Groves, City Manager
2870 Clark Avenue
Norco, CA 92860
- 5.3 Costs of proposals will be borne by the Proposer.
- 5.4 The selection of a qualified Proposer will be by action of the City Council through an approved procedure for awarding professional contracts.
- 5.5 This request does not constitute a contract for services.
- 5.6 The City reserves the option to reject any and all proposals, wholly or in part, received by reason of this request.
- 5.7 The City reserves the option to retain all proposals, whether selected or rejected.
- 5.8 All proposals shall remain firm for one-hundred twenty (120) days following the closing date for receipt of proposals.
- 5.9 The City reserves the right to award the contract to an agency which presents a proposal, which in the judgment of the City Council best accomplishes the desired results.
- 5.10 Final selection will be made on the basis of the proposals submitted and subsequent contract negotiations..
- 5.11 The proceedings of the City in the reviews of proposals shall be confidential.
- 5.12 The initial contract to be issued following the RFP review and finalization process will be for a period of five (5) years.
- 5.13 The Proposer must provide a reasonable estimate of the expected rate of increase in the contract cost for the initial term of the contract.

6. INSTRUCTIONS TO PROPOSERS

6.1 Pre-Proposal Conference

There will be no formal pre-proposal conference scheduled with this RFP. Any questions regarding this RFP should be directed to Andy Okoro, Deputy City Manager at (951) 270-5650.

6.2 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- Have carefully read and fully understand the information that was provided by the City to serve as a basis for submission of a proposal.
- Have the capability to successfully provide a level of professional Fire Protection and EMS required by the City.
- Represent that all the information contained in the proposal is true and correct.
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any other department or Proposer in regard to the amount, terms or conditions of their proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries.

Any request for modification of the proposal after its submission shall only be considered if the Proposer can show that the City was negligent in the distribution of the original information. Should a discrepancy or omission in this RFP be found, or should there be a need to clarify this RFP in any way, the City will communicate such clarification to all recipients in writing.

All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's form. The City shall not be bound by any oral communications, instructions, interpretations or explanations issued by the City or its representatives.

6.3 Submission of Proposals

All proposals shall be submitted to:

City of Norco
Beth Groves, City Manager
2870 Clark Avenue
Norco, CA 92860

Proposals must be delivered no later than 5:00 p.m. on July 14, 2011. All proposals received after that date will be returned to the Proposer.

The Proposer shall submit five (5) copies of its proposal in a sealed envelope, including 1 original clearly marked "ORIGINAL", addressed as noted above. The proposal must be marked **FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES PROPOSAL**.

Proposers may propose any deployment of personnel, equipment or site usage combination or configuration that meets acceptable levels of service delivery prevalent in communities similar to Norco. Proposers may provide various alternative or optional variations for the deployment of personnel, equipment and site usage for consideration by the City of Norco.

6.4 Withdrawal of Proposal

A Proposer may withdraw its proposal at any time before the expiration of the time for submission by delivering a written request for withdrawal signed by, or on behalf of the Proposer.

This RFP does not commit the City of Norco to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation or submission of the RFP. The City reserves the right to:

- Make a selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening for its own convenience.
- Negotiate with any, all or none of the Proposers.
- Waive informalities or irregularities in the proposals.

Any agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City of Norco and the Proposer.

7. PROPOSED RFP TIMELINES

RFP Approved	June 15, 2011
RFP Issued	June 16, 2011
Deadline for Questions and Clarifications	June 29, 2011
Proposal Submittal Deadline	July 14, 2011

8. INFORMATION TO BE SUBMITTED

The City expects all Proposers to thoroughly consider all issues relating to personnel and staffing requirements, equipment needs and placement, and facilities usage in providing professional, uniform coverage and service to all areas of the City of Norco. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's needs and requirements in its desire to provide an effective level of Fire Protection and EMS to its citizenry. Only that information which is essential to demonstrate the Proposers' understanding of the City's needs and requirements should be submitted. Items not specifically related to the RFP will not be considered.

All proposals should include a cover letter that clearly identifies the Proposer's interest in providing the services as required. The remainder of the requested information shall include a Proposal Summary; the Plan or Proposal; Projected Staffing; Equipment Needs Assessment; Facilities Usage, and Cost Analysis.

8.1 Proposal Summary

This chapter shall discuss the highlights, key features and distinguishing points of the proposal. A separate sheet shall include a list of individuals and contacts for this proposal and will contain all contact information, including electronic mail addresses.

8.2 The Plan or Proposal

This chapter will address the Proposer's plan for meeting the City's Fire Protection and EMS needs. A brief summary of the plan will include proposed usage of current City facilities, equipment and personnel.

8.3 Projected Staffing

This section will include details of the proposed staffing necessary to meet the City's needs of providing Fire Protection and EMS services within acceptable response times using minimum safe and effective staffing levels. This chapter will also address, in detail, the extent to which the Proposer intends to use existing City fire personnel.

This chapter will also outline the proposed use (or non-use) of City's administrative and command staff including Fire Prevention Specialist.

The proposal may include different configuration and staffing level options and total costs for each option provided that each option proposed shall meet acceptable levels of service.

8.4 Equipment Needs Assessment

This chapter will detail what equipment is proposed to be used to support the required service level. The use of existing City fire apparatus should first be considered as part of the proposal and specific information about each vehicle may be obtained from the administrative staff of the Fire Department.

Identify which City equipment will be used and if existing City equipment are to be used, please detail estimated maintenance and operating costs and clearly state whether the Proposer or City will be responsible for paying for the cost of maintenance and operations. For all existing City equipment to be used in support of the requested service, clearly state whether the City or Proposer will be responsible for future replacement costs.

8.5 Facilities Usage

It is anticipated that both fire stations will be considered in the proposal. However, the Proposer is encouraged to also propose other alternatives which will maximize the primary goal of the City as stated in Section 1 of this RFP. General information about the current stations is included and specific or detailed information can be obtained from the Fire Department's administrative staff.

8.6 Cost Analysis

For each configuration of personnel and fire station(s) proposed, detail cost analysis information is required in order to determine whether the costs are reasonable in relation to the service being proposed and the City's ability to pay. Provision of this information is necessary and assists the City in determining if the Proposer has a complete understanding of the RFP and provides City representatives with tools necessary to negotiate the costs.

The cost analysis chapter will include a detailed schedule of all costs associated with operations including all personnel costs, equipment costs, dispatching costs, and facility usage costs. Station usage should also be included in the proposal for both stations.

8.7 Required Cost Proposal

While the Proposer is strongly encouraged to propose various configurations of personnel and fire station usage as is necessary to meet

the City's primary goal of providing professional Fire and EMS services using minimum safe and effective staffing levels, each Proposer is required to present a cost proposal (may also propose additional configurations to meet the objectives of the RFP) based on the following staffing levels and fire stations:

Chief Officers: As determined by the Proposer to support two municipal engine operations with 3 persons on an engine.

Fire Stations: Operating from the City's existing 2 fire stations

Captains: As necessary to staff two municipal engine company operations with 3 persons on an engine.

Engineers: As necessary to staff two municipal engine operations with 3 persons on an engine.

Firefighter Paramedics: As necessary to staff two municipal engine operations with 3 persons on an engine.

Support Services: Include the cost of all support services necessary to support two municipal fire operations with 3 persons on an engine, including; administrative; medic program, fleet maintenance, fuel and operations; communications, dispatching, IT support, supplies; and other necessary operating items

Equipment Replacement: Describe how existing City equipment will be used and the party responsible for future replacement. Identify the annual required charge for equipment replacement for non-City equipment needed for operation.

9. VOLUNTEER AND/OR ON-CALL FIRE PROGRAMS:

The City desires to develop a viable Volunteer and/or On-call Program that could ultimately supplement core engine personnel within established state, county and other local rules and regulations. In your proposal, please describe your experience assisting to develop these programs. Please identify the cost of assistance in developing and implementing such programs.

10. REVIEW AND SELECTION PROCESS

The City will evaluate the proposals and participate based on the following criteria:

- The flexibility of options presented to achieve the City's primary goal as stated in Section 1
- Quality and completeness of the proposal.
- Cost of services provided to the City.
- Proposer's ability to implement an agreement in a timely manner.
- Proposer's compliance with applicable laws, regulations, policies (including City Council policies) and other professionally recognized standards and/or best practices.

The City Council is the contract awarding authority.

11. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the property of the City of Norco. At such time as the awarding authority accepts the recommendations of the committee of an acceptable proposal, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of elements in each proposal which are defined as "Confidential" or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as previously described or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential" or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential information may be protected from disclosure, the City of Norco may not accept or approve that the information a Proposer submits is confidential or proprietary. If a request is made for information marked "Confidential" or "Proprietary", the City shall provide the Proposer with reasonable notice to allow the Proposer to seek protection from the disclosure by a court of competent jurisdiction.

12. COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusion or made in the interest of, or on behalf of, any person or entity not named herein; that the Proposer has not directly induced or solicited any other person or entity to submit a sham proposal or any other person or entity from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person or entity submitting a proposal.

13. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion with regard to the amount or terms and conditions of this proposal.
- Any attempt to improperly influence any member of the evaluation team.
- Evidence of incorrect information submitted as part of the proposal.

14. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal, may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

178729

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: June 15, 2011

SUBJECT: Discussion Regarding the City Council Recommendation to Place a Moratorium on the Installation of Pavers on the Horse Trails, Especially in the Flat Ground

RECOMMENDATION: City Council direction is requested.

SUMMARY: At its meeting held on June, 2011, the City Council requested that an item be placed on this agenda regarding placing a moratorium on the installation of pavers on the horse trails, especially in the flat ground. Staff is requesting direction from the City Council in regards to a moratorium.

BACKGROUND/ANALYSIS: On June 6, 2007, the City Council approved a Streets and Trails Commission-recommended Equestrian Trail Standard Drawing No. 700, which includes a standard for installation of interlocking paving stones across driveways. A pilot project for the use of the paving stones took place at the east driveway to the fire station located on Hillside Avenue and as a result, it was proposed and approved that the pavers be allowed on all driveway crossings of trails in the community. The standard prepared by the City Engineer provides the necessary standards and details for the approval and use of these interlocking paving stones on all driveways crossing of trails.

Any use of asphalt or interlocking paving stones requires an encroachment permit issued by the City. The City of Norco Standard Drawing for Interlocking Brick Pavers is attached for the City Council's review.

At its meeting held on June 1, 2011, the City Council recommended that an item be placed on this meeting agenda regarding placing a moratorium on the placement of pavers on the horse trails, especially in the flat ground. At this time, staff is seeking direction regarding how the City Council wants to proceed with a moratorium, if that is its desire.

FINANCIAL IMPACT: N/A

/bj-78711

Attachment: Equestrian Trail Standard Drawing No. 700 (C. Interlocking Brick Pavers)

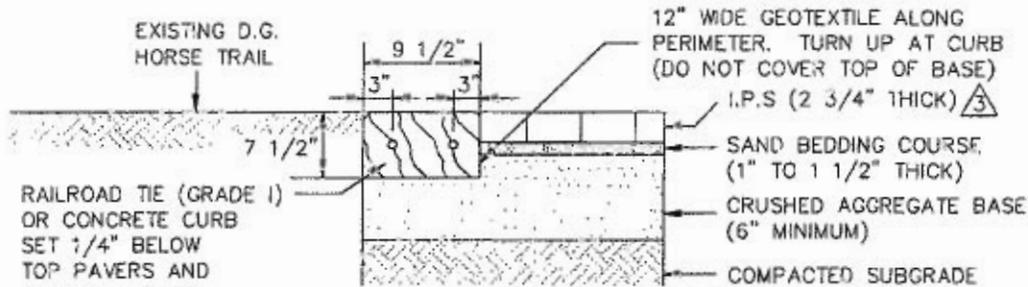
CITY of NORCO STANDARD DRAWING



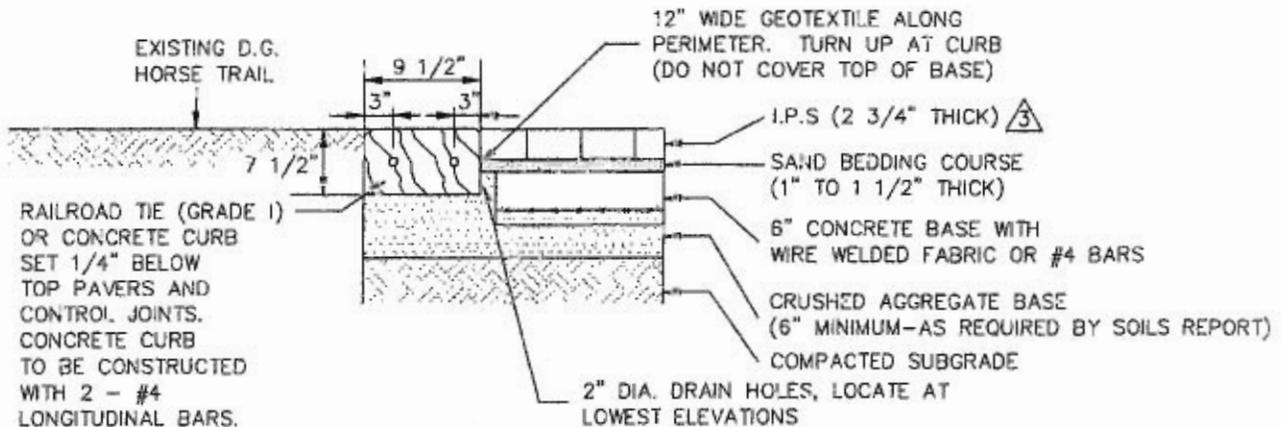
C. INTERLOCKING BRICK PAVERS

NOTES:

1. EDGE TREATMENT SHALL BE AS STRAIGHT AS POSSIBLE TO COMPLEMENT THE ALIGNMENT OF PAVING STONES.
2. INTERLOCKING PAVING STONES (I.P.S.) SHALL CONFORM TO ASTM C936 AND BE INSTALLED TO MANUFACTURER'S SPECIFICATIONS.
BLOCK STYLE = CAPRI
PATTERN = RUNNER
COLOR = SANTA BARBARA SANDSTONE
(OR APPROVED EQUAL BY THE CITY ENGINEER.)
3. ALL SURFACING UTILITIES SHALL BE ENCASED IN CONCRETE, CREATING STRAIGHT LINES TO CUT AGAINST.
4. PCC CLASS
DRIVEWAY - 520-A-2500



**SECTIONAL VIEW
(RESIDENTIAL CONDITION)**



**SECTIONAL VIEW
(COMMERCIAL CONDITION)**

REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:	APPROVED: CITY ENGINEER RCE
	1	LJA	09/01/05	3	JCW	10/23/07	
	2	SRL	03/28/07	4	SRL	02/22/08	

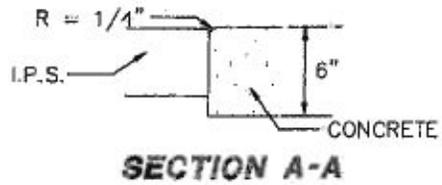
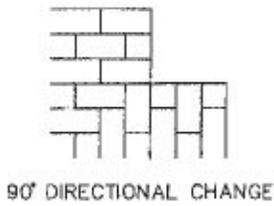
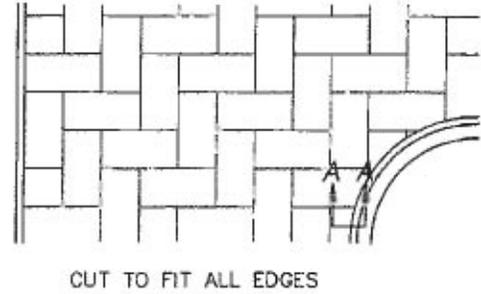
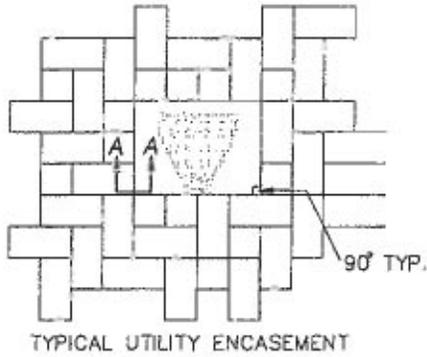
Drawn By: LJA

Date: 01/03/05

EQUESTRIAN TRAIL STANDARD

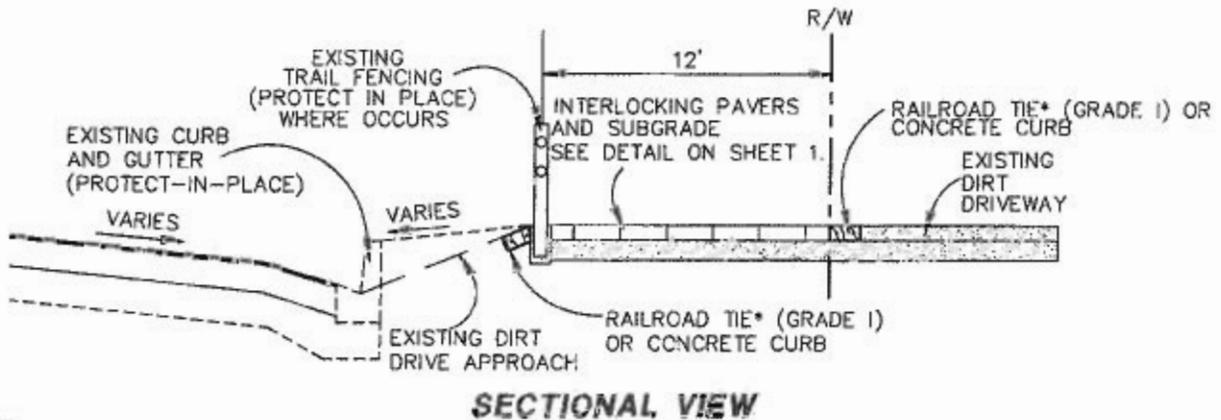
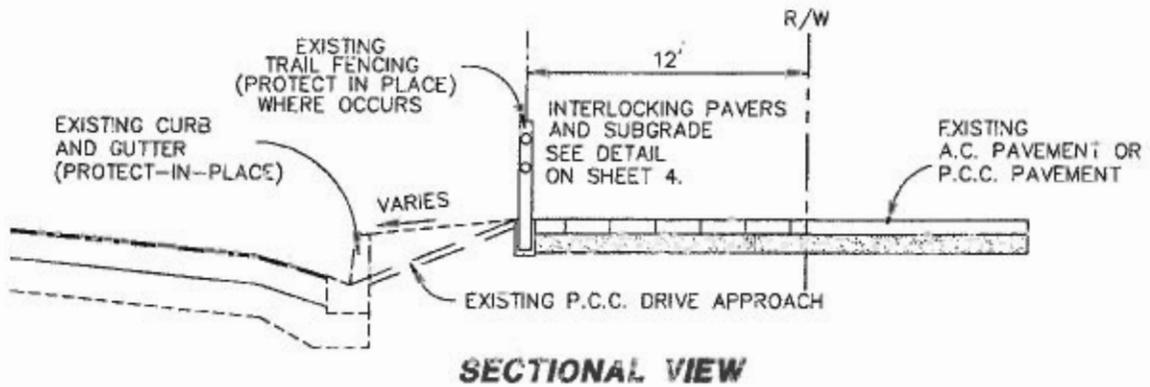
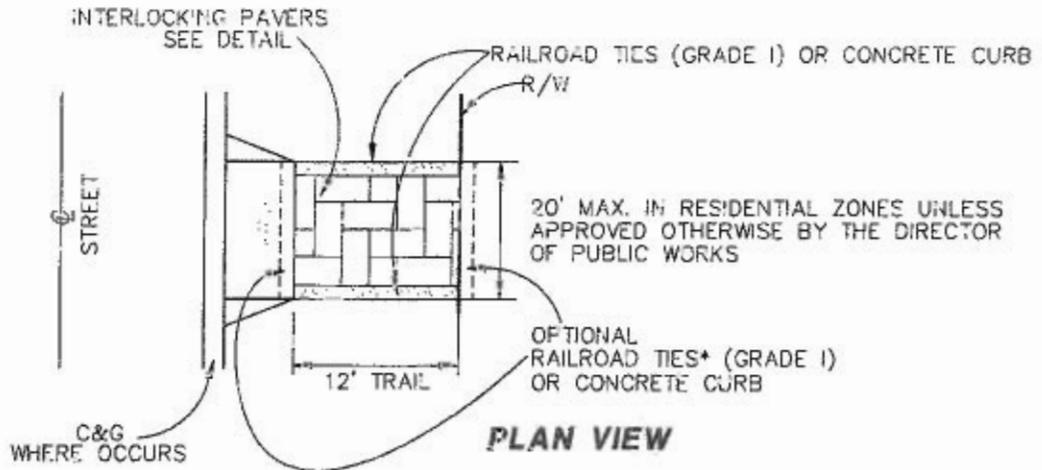
Std. Dwg. No.
700
Sheet 4 of 6

CITY of NORCO STANDARD DRAWING



REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:	APPROVED: C27172 CITY ENGINEER RCE
	1	LJA	09/01/05	3	JCW	10/23/07	
	2	SRL	03/28/07	4	SRL	02/22/08	
Drawn By: LJA			Date: 01/03/05				
EQUESTRIAN TRAIL STANDARD							Std. Dwg. No. 700 Sheet 5 of 6

CITY of NORCO STANDARD DRAWING



***NOTE:**
TO BE USED ONLY IF DWY OR DWY
APPROACH IS OTHER THAN A.C OR P.C.C.

REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:
	1	LJA	09/01/05	3	JCW	10/23/07
	2	SRL	03/28/07	4	SRL	02/22/08

Drawn By: LJA

Date: 01/03/05

APPROVED: *[Signature]*
CITY ENGINEER RCE

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700
Sheet 6 of 6