



AGENDA CITY OF NORCO

CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
SEPTEMBER 7, 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: Council Member Azevedo

INVOCATION: Grace Fellowship Church
Pastor Vernie Fletcher

PROCLAMATIONS: Constitution Week – September 17-23, 2011
Diane Stephens, Committee Chair

Patriot Day 2011

PRESENTATION: California Law Enforcement Challenge First
Place Award for Traffic Safety

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 August 17, 2011
Recommended Action: Approve the CRA Minutes (City Clerk)
 - B. Ratification and Approval of the Amended Enforceable Obligation Payment Schedule. **Recommended Action: Adopt CRA Resolution No. 2011-___, ratifying and approving the Amended Enforceable Obligation Payment Schedule.** (Deputy City Manager/Director of Finance)
 2. OTHER CRA MATTERS:
- ADJOURNMENT OF CRA:

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

3. CITY COUNCIL CONSENT CALENDAR ITEMS: *(All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No. 4 of the Agenda.)*
 - A. City Council Minutes:
Regular Meeting of August 17, 2011
Recommended Action: **Approve the City Council Minutes** (City Clerk)
 - B. Recap of Actions Taken at the Planning Commission Special Meeting of August 31, 2011. **Recommended Action: Receive and File** (Planning Director)
 - C. Approval of a Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act (Norco General Employee Association). **Recommended Action: Adopt Resolution No. 2011 ____, fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.** (Deputy City Manager/Director of Finance)
 - D. Approval to Purchase a 2011 Case Model No. 580 SN Loader-Backhoe. **Recommended Action: Authorize the Department of Public Works to purchase a 2011 Case Model No. 580 SN Loader/Backhoe and trade-in a 1996 Caterpillar Model 416 B Backhoe from/to Case Power and Equipment for a total amount of \$71,640.26.** (Public Works Director)
4. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:
5. CITY COUNCIL ACTION ITEM:
 - A. Consideration of a Proposal to Contract out Fire Protection and Emergency Medical Services

On July 25, 2011, in response to a Request for Proposals (RFP), the Riverside County Fire Department/CAL FIRE provided a proposal to the City for the provision of fire protection and emergency medical services. Staff has reviewed the proposal, sought clarifying information and met with County and CALFIRE representatives regarding the proposal. It is being presented to the Council for consideration. The next steps would be the preparation of a Transitional Memorandum of Understanding with the Norco Firefighters Association (NFA) and a contract between the City and the County of Riverside.

Recommended Action: 1) That the City Council declare its intent to enter into a contract with the County of Riverside/CAL FIRE for the provision of fire protection and emergency medical services; 2) Authorize the City Manager to prepare a Transitional MOU between The Norco Firefighters Association (NFA) and City of Norco; and 3) Authorize the City Manager to negotiate a contract with The Riverside County Fire Department/CAL FIRE for fire protection and emergency medical services for Council approval. (City Manager and Deputy City Manager/Director of Finance)

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

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

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

/bj-79029



MINUTES
CITY OF NORCO
NORCO CITY COUNCIL
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
AUGUST 17, 2011

CALL TO ORDER: Mayor Hanna called the meeting to order at 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

Staff Present: Bryan, Groves, Jacobs, King, Okoro, Petree, Thompson and Violette

City Attorney Harper – **Present**

PLEDGE OF ALLEGIANCE: Mayor Hanna

INVOCATION: Assembly of God – Beacon Hill
Pastor Rene Parish

INTRODUCTION: Director of the Naval Weapons Station
Seal Beach, Detachment Fallbrook
Anthony A. Winicki

Mayor Hanna introduced Mr. Winicki, who responded with some brief comments noting that he represents the Commanding Officer of Seal Beach with the mission to build a good relationship with the City of Norco. He stated that a Fire Department MOU and an MOA with the California Rehabilitation Center are currently being negotiated. He further commented on the challenges presented in opening up the Base for recreational purposes to non-military persons.

REGULAR COMMUNITY REDEVELOPMENT AGENCY (CRA) AGENDA AS FOLLOWS:

1. CRA CONSENT CALENDAR ITEMS:

- A. Adoption of the Enforceable Obligation Payment Schedule (EOPS) as Required by Assembly Bill 1X 26. **Recommended Action: Adopt CRA Resolution No. 2011-___, approving and adopting the EOPS.** (Deputy City Manager/Director of Finance)

M/S Sullivan/Bash to adopt CRA Resolution No. 2011-12, approving and adopting the EOPS. The motion was carried by the following roll call vote:

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

Agenda Item 1.A. & 3.A.

2. OTHER CRA MATTERS: No other CRA matters

ADJOURNMENT OF CRA: 7:10 p.m.

3. CITY COUNCIL CONSENT CALENDAR ITEMS:

Council Member Newton pulled Items 3.B. and 3.D.

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

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

- A. City Council Minutes:
Regular Meeting of August 3, 2011
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Recap of Actions Taken at the Planning Commission Regular Meeting of August 10, 2011. **Recommended Action: Receive and File** (Planning Director) **PULLED FOR DISCUSSION**
- C. Acceptance of Bids and Award of Contract for the Second Street 12-inch Water Line Project. **Recommended Action: Accept bids submitted for the installation of a new 12-inch water line on Second Street and award a contract to Clearwater Pipeline, Inc. in the amount of \$154,868.50, and authorize the City Manager to approve contract change orders up to 10 percent of the contract amount.** (Senior Engineer)
- D. Approval of Final Tract Map 35650 Located on the East Side of Temescal Avenue and Immediately Adjacent to the North Side of Wrangler Way (Essenmacher). **Recommended Action: Approve Tract Map 35650 and authorize the City Clerk to sign the map on behalf of the City.** (Senior Engineer) **PULLED FOR DISCUSSION**

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

3.B. Recap of Actions Taken at the Planning Commission Regular Meeting of August 10, 2011. **Recommended Action: Receive and File** (Planning Director)

Council Member Newton inquired from Planning Director King about the noticing process and procedure, as well as the mailing radius covered for the Alere development. He also briefly commented on the site plan for the development.

Planning Director King responded that the 300 foot radius, as required, was used for the mailing process and at the request of the Planning Commission, that radius will be doubled for the future public hearing. In response to Council Member Newton's question regarding the two private streets, Director King stated that this has already been discussed with the applicants as they do not function as private streets, but instead more like an onsite driveway. He added that the applicant will rename them as such so that there is no confusion.

M/S Bash/Newton to receive and file the Recap of Actions taken at the Planning Commission Regular Meeting of August 10, 2011. The motion was carried by the following roll call vote:

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

3.D. Approval of Final Tract Map 35650 Located on the East Side of Temescal Avenue and Immediately Adjacent to the North Side of Wrangler Way (Essenmacher). **Recommended Action: Approve Tract Map 35650 and authorize the City Clerk to sign the map on behalf of the City.** (Senior Engineer)

Council Member Newton had questions regarding the design of the cul-de-sac and the trail on the south side of Rangler relating to the circulation element.

Public Works Director Thompson responded that prior to the issuance of any building permits the property owner will be required to dedicate 19 additional feet on the north side from Temescal to the cul-de-sac, which also requires the property owner to demolish the pool and the wall in the back yard. He added that it will become a symmetrical bulb similar to most cul-de-sacs and the trail will not be reduced.

Council Member Newton asked Chief Bryan if the symmetrical bulb cul-de-sac would cause any impacts for fire protection in regards to the turning radius.

Chief Bryan responded that it will be safe if built to City standards.

Council Member Azevedo commented on the street lamps discussed previously by the Council because of the dangers faced coming out of the cul-de-sac.

Public Works Director Thompson responded that the standards state that when the the street improvement plans and development are submitted, this will go through the same process as before and will be reviewed by the Council.

M/S Newton/Bash to approve Tract Map 35650 and authorize the City Clerk to sign the map on behalf of 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. LEGISLATIVE MATTERS -- SECOND READING: *(No new evidence will be heard from the public as the public hearing has been closed regarding all items listed.)*

- A. Ordinance Determining that the City of Norco will Comply With the Voluntary Alternative Redevelopment Program Pursuant to Part 1.9 of Division 24 of the California Health and Safety Code in Order to Permit the Continued Existence and Operation of the Redevelopment Agency of the City of Norco. **Recommended Action: Adopt Ordinance No. 936 for second reading.** (City Clerk)

M/S Sullivan/Azevedo to adopt Ordinance No. 936 for second reading. The motion was carried by the following roll call vote:

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

6. CITY COUNCIL ACTION ITEMS:

- A. Request for a "Rebuild" Letter to be Issued for Property Located at 3984 Temescal Avenue in the A-1-20 Zone

This item is a request for a rebuild letter in the event of damage to more than 50% of the value of the structure in question. The request was submitted following a requirement received from a lending institution with regards to re-financing an existing mortgage.

Recommended Action: That the City Council approve the issuance of a rebuild letter. (Planning Director)

Planning Director King presented the City Council item.

Richard Julian. Mr. Julian, the applicant, commented on the request for a rebuild letter he sent to the Council and staff and noted that he would appreciate the issuance of this rebuild letter.

M/S Bash/Newton to approve the issuance of a rebuild letter. The motion was carried by the following roll call vote:

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

7. PUBLIC COMMENTS OR QUESTIONS:

Vern Showalter. Mr. Showalter commented on Corona Avenue noting that this street needs to be opened as now there is no good cause to keep it closed.

Don Bowker. Mr. Bowker commented on the drains that were installed in LMD No. 4, noting the tour he went on with City Engineer Milano. He added that the second installation of the drains could begin as the drains work well. He also stated that from the over 100 drains installed, only 10 needed to be modified. He added that "he is here to tell the Council that the experiment worked and the City can now move ahead with phase two."

Roy Hungerford. Mr. Hungerford spoke representing the Norco Regional Conservancy and shared information regarding the September 17, 2011 family barbeque and trail fundraising event that will take place at the Star Brite Riding Academy from 10 am.to 3 p.m. He noted that the funds received will go towards trail preservation and maintenance. He added a comment regarding the drains installed in LMD No. 4 and the responsibility that the homeowners need to take.

Pat Overstreet. Ms. Overstreet commented that it is a "joy" to see the Auto Mall full. She noted a number of street horse crossing lights that are out on Sixth Street. Ms. Overstreet thanked Public Works Director Thompson for preserving the giant palm tree on the "Moreno property" during the Second Street widening project.

Norvah Williams. Ms. Williams thanked Councilman Newton and the Captain from the Jurupa Station for assisting with locating her grandson who was missing yesterday.

Su Bacon. Ms. Bacon commented on the opening of Corona Avenue, noting that it should not open until the City does some traffic calming and speed control. She also commented on the "perception" having to do with the proposed truck warehouse development, noting that she wants to see Council members and commission members at the meetings. She added that the perception from citizens is that this is being shoved under the table and rammed down their throats.

City Attorney Harper commented on the liability and litigation exposure to the City and the advice he gave to the Planning Commission members and the City Council to not attend the meetings. He noted that the purpose of public hearings is that the decisions made are based solely on the evidence presented at that time. He further noted that it becomes problematic when information is received from sources other than at the public hearing that is before them.

Alan Smith. Mr. Smith commented on the safety issue at the end of his street. He further commented on the curbs that he stated were promised to go to the end of the street and did not. He stated that the City should come up with a plan for the safety of the children in Norco, adding that every street should be open for safety purposes as this is the number one issue.

8. OTHER MATTERS – COUNCIL:

Council Member Newton:

- ✚ Recommended that an item be placed on a future agenda to discuss the overall sign code that would require minimal staff involvement and include more members of the community and commissions to update the current sign code and address the current visual clutter and economic development.

M/S Newton/Bash to place a discussion on a future agenda regarding the City's overall sign code. The motion was carried by the following roll call vote:

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

- ✚ Thanked City Manager Groves and Economic Development Specialist Grody for providing the "lodging concepts" information to the Council.

Council Member Azevedo:

- ✚ Reported on the Beautification awards applications received, noting that the awards will be given out on the Thursday night of the Fair.
- ✚ Reported on the most recent Schools Committee, noting that the best news, in regards to the young girl that was hit by a car, is that fortunately the response time was amazing in spite of the traffic.
- ✚ Commented on a development on Sixth Street, noting that meetings were held with the developer concerning renovation issues. She added that everyone should take notice of the western-themed retail project and watch as it gets completed.
- ✚ Noted her frustration in regards to not being able to attend the meetings as noted by Ms. Bacon. She asked if a disclaimer could be read at beginning of the meetings stating why the Council is not present. City Attorney Harper responded that he would be in attendance at the Planning Commission meeting and would provide a statement.

Council Member Sullivan:

- ✚ Noted that he did not recall City Attorney Harper advising the Council not to attend the proposed development meetings and added that he did get an email advising not to attend the community meeting held. He further commented on his attendance at the meetings and how he believed it was important to attend, but questioned comments made by commission members and/or spouses of Council Members and commission members. In closing, he addressed the need for a tax to generate revenue for the City.

- ↓ Commented at the end of the meeting that he has never met with the developer, in reference to an earlier comment that all of the Council Members had met with the developer.

Mayor Hanna:

- ↓ Commented on the ribbon cutting for the River Road Bridge that was held. He added that the region is on board to try to get the new bridge on Hamner Avenue built.
- ↓ Stated that he attended the grand opening of the City of Eastvale's City Hall new location.

9. OTHER MATTERS – STAFF:

- A. Status Update on Staff Review of Proposal for Fire Protection and Emergency Medical Services from Riverside County Fire Department CAL FIRE. (City Manager)

City Manager Groves:

- ↓ Commented on the written status report regarding the RFP. She noted that staff is working with CAL FIRE regarding delivery and costs. She noted that staff is working towards the next step, that being working diligently to bring the item to the Council on September 7. She stated that this is a process and the City Council will review the information and then decide if they want to consider pursuing a contract with CAL FIRE. She also clarified that the original proposal from CAL FIRE and the follow-up information will be given to the Council for its review.
- ↓ Commented on Assembly Bill 1X 26 and Assembly Bill 1X 27, noting that the court approved a stay on Assembly Bill 1X 27, but not on Assembly Bill 1X 26. Therefore, the City/Agency is still in limbo regarding the continued operation of the Norco Redevelopment Agency.

Public Works Director Thompson:

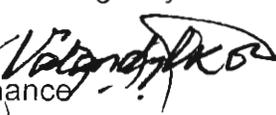
- ↓ Stated that Second Street was base paved today between Interstate 15 and Corona Avenue and next week Wednesday, the final cap will be completed followed by the striping.

10. ADJOURNMENT: There being no further business to come before the City Council, Mayor Hanna adjourned the meeting at 8:24 p.m.

BRENDA K. JACOBS, CMC
CITY CLERK

CITY OF NORCO STAFF REPORT

TO: Chairman and Members of the Norco Redevelopment Agency

FROM: Beth Groves, Executive Director 
Andy Okoro, Deputy City Manager/Director of Finance 

PREPARED BY: Brenda K. Jacobs, Agency Secretary 

DATE: September 7, 2011

SUBJECT: Ratification and Approval of the Amended Enforceable
Obligation Payment Schedule (EOPS) as Required by AB 1X
26

RECOMMENDATION: Adopt **CRA Resolution No. 2011-___**, ratifying and approving
the adopted Amended EOPS.

SUMMARY: Assembly Bill 1X 26 was enacted as part of the FY 2011-2012 state budget providing for the dissolution of redevelopment agencies effective October 1, 2011. The bill also requires each Redevelopment Agency to prepare and adopt the Enforceable Obligations Payment Schedule (EOPS) no later than August 28, 2011. On August 17, 2011, the Agency Board adopted CRA Resolution No. 2011-12 approving the Agency's EOPS. Subsequent to that date, additional information was received stating that low-moderate income housing information should also be included on the EOPS. An Amended EOPS was prepared with the addition of the Low-Moderate Income Housing Funds. The Executive Director (Beth Groves) adopted the Amended EOPS on August 25, 2011. The Agency Board is now recommended to ratify and approve the adopted Amended EOPS.

BACKGROUND/ ANALYSIS: The state legislature enacted AB 1X 26 as part of the FY 2011-2012 state budget requiring all redevelopment agencies in the state to dissolve effective October 1, 2011. One of the provisions of the law requires redevelopment agencies to prepare and adopt the EOPS no later than August 28, 2011. The EOPS is required to be adopted at a public meeting and then posted on the City's website. It is also required to be submitted to the County Auditor-Controller, the State Controller's Office and the State Department of Finance. The EOPS will serve as the Preliminary Draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the dissolving Agency by September 30, 2011.

The State Controller's Office and the California Redevelopment Association developed a reporting template for preparing the EOPS. Following this template, staff initially prepared the schedule providing a list of Enforceable Obligations of the Norco Redevelopment Agency, excluding the Low-Moderate Income Housing Funds. The instructions given

Ratification and Approval of the Adopted Amended EOPS

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September 7, 2011

initially regarding the preparation of the EOPS were not very clear regarding what information should be included. Even after consulting with the California Department of Finance, it still was not clear if housing and non-housing funds should be included. In order to accurately depict all obligations, staff determined that the housing funds should be included in the list of all the Agency's enforceable obligations. The State Controller has also now defined a procedure for amending the EOPS.

Therefore, staff prepared an Amended EOPS with the addition of the Low-Moderate Income Housing Funds. One other change was made to the EOPS, with the removal of the funding obligation for Kleinfelder Inc., as there is not a current contract with them to qualify for submittal on the schedule. The Executive Director, as given the authority, adopted the Amended EOPS on August 25, 2011 and it was then transmitted via e-mail and hard copy to the California Department of Finance. The Agency Board is now recommended to ratify and approve the Amended EOPS as adopted, which will then be submitted to the County Auditor-Controller, the State Controller's Office and the State Department of Finance for review.

As stated in the August 17, 2011 staff report, the Agency's Enforceable Obligations list consists primarily of outstanding debt obligations, contracts for services, pass-through payment obligations, estimated accrued pension and other post retirement costs, and current employee costs.

FISCAL IMPACT: This report is for information only.

/bj-79260

Attachments: CRA Resolution 2011-____

Amended EOPS Transmittal Letter dated August 25, 2011

CRA RESOLUTION NO. 2011-_____

A RESOLUTION OF THE NORCO REDEVELOPMENT AGENCY RATIFYING AND APPROVING THE ADOPTED AMENDED ENFORCEABLE OBLIGATION PAYMENT SCHEDULE (EOPS) AS REQUIRED BY AB 1X 26

WHEREAS, the state legislature enacted AB 26 as part of the FY 2011-2012 state budget requiring all redevelopment agencies in the state to dissolve effective October 1, 2011; and

WHEREAS, the provisions of the law requires redevelopment agencies to prepare and adopt an Enforceable Obligation Payment Schedule (EOPS) no later than August 28, 2011; and

WHEREAS, on August 17, 2011, the Norco Redevelopment Agency ("Agency") adopted CRA Resolution No. 2011-12 approving the Agency's EOPS; and

WHEREAS, subsequent to that date, further details were released in regards to the information required on the EOPS; and

WHEREAS, an Amended EOPS was prepared with the addition of the Low-Moderate Income Housing Fund information and was adopted by the Executive Director on August 25, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Norco Redevelopment Agency, in regular session, ratify and approve the Amended Enforceable Obligation Payment Schedule as required by Assembly Bill 26.

PASSED AND ADOPTED by the Norco Redevelopment Agency at a regular meeting held on September 7, 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 September 7, 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 September 7, 2011.

Secretary, Norco Redevelopment Agency



CITY of NORCO

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

August 25, 2011

California Department of Finance
Redevelopment Administration

VIA Email

Re: Norco Redevelopment Agency
Enforceable Obligation Payment Schedule (EOPS) Amendment

On August 18, 2011, the Norco Redevelopment Agency EOPS was submitted to the California Department of Finance as formally adopted on August 17, 2011 by the Agency Board. Upon further review of that EOPS, it was determined that the information regarding the Low-Moderate Income Housing Fund debt obligations should be included as an enforceable obligation to the Norco Redevelopment Agency.

Therefore, an Amended EOPS has been prepared, with the addition of the Low-Moderate Income Housing Fund information as page 3, and with the removal of Line 27 (Kleinfelder Inc.) on page 1. The Amended EOPS is being transmitted via email to the California Department of Finance Redevelopment Administration with this letter. As stated in the instructions provided, "if a majority of the members of the Redevelopment Agency are not available for a special meeting prior to August 27th, the Executive Director can adopt the Amended EOPS, followed by official action taken to ratify that adoption of the Amended EOPS at the next scheduled meeting of the agency. "

The next regular meeting of the Norco Redevelopment Agency is scheduled for Wednesday, September 7, 2011. Following the action taken at that meeting to adopt a resolution approving the Amended EOPS, a certified copy of the resolution, along with the Amended EOPS will be sent in hard copy to the three agencies requiring receipt of that action taken.

I, Beth Groves, Executive Director of the Norco Redevelopment Agency, hereby adopt the Amended EOPS as submitted in absence of the Agency Board and commit to place this action on the September 7, 2011 Agenda to be formally ratified by the Norco Redevelopment Agency Board.



Beth Groves, Executive Director
Norco Redevelopment Agency

ATTEST:



Brenda K. Jacobs
Secretary, Norco Redevelopment Agency

CITY COUNCIL

BERWIN HANNA
Mayor

KEVIN BASH
Mayor Pro Tem

KATHY AZEVEDO
Council Member

GREG NEWTON
Council Member

HARVEY SULLIVAN
Council Member

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE -AMENDED
 Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month					Total	
					Aug**	Sept	Oct	Nov	Dec		
1) RCC Certificate of Participation	Riverside Community Col	Third Street Entry Project	3,049,415.00	86,512.00	86,512.00					\$ 86,512.00	
2) 2001 RDA Refunding TAB	US Bank Trustee	Refund 1992 RDA TAB	41,998,375.00	2,711,512.50	673,256.25					\$ 673,256.25	
3) 2001 School Refunding Bonds	US Bank Trustee	Refund 1992 School District Bonds	6,545,735.00	343,155.00	109,077.50					\$ 109,077.50	
4) 2004 School Refunding Bonds	US Bank Trustee	Refund 2001 School Notes, Projects	16,085,810.00	731,372.50	235,886.25					\$ 235,886.25	
5) 2005 RDA Refunding TAB	US Bank Trustee	Refund 1996 RDA TAB	26,585,738.75	883,431.25	409,215.63					\$ 409,215.63	
6) 2009 School District Bonds	US Bank Trustee	Various School District Projects	24,641,157.50	982,913.75	383,956.88					\$ 383,956.88	
7) 2010 RDA Refunding Bonds	US Bank Trustee	Refund 2003 RDA TAB	54,629,975.14	1,550,556.26	715,278.13					\$ 715,278.13	
8) Loan from LMIHF	LMIHF	Borrowing to Pay Part of 2010 SERAF	3,000,000.00	0.00						\$ -	
9) Unfunded Pension Obligations	City of Norco, CalPERS	Allocated Unfunded Pension Costs	223,050.00	18,568.00	775.00		1,549.00	1,549.00	1,549.00	\$ 6,971.00	
10) Unfunded Post Retirement Health	City of Norco, CalPERS	Allocated OPEB Cost	1,076,051.00	89,670.00	3,736.00		7,473.00	7,473.00	7,473.00	\$ 33,628.00	
11) Employee Costs	Employees of Agency	Payroll for Employees	531,723.00	531,723.00	22,155.00		44,310.00	44,310.00	44,310.00	\$ 199,395.00	
12) Contract for Animal Shelter	Hamel Contracting/GMID	Construction of Animal Shelter	1,601,117.00	1,601,117.00	217,522.00		217,522.00	217,522.00	217,522.00	\$ 1,087,610.00	
13) Contract for Second Street Proj	All American Asphalt	Street Improvements	773,735.00	773,735.00	386,868.00					\$ 773,735.00	
14) Contract for Consulting	Harper & Burns	Agency Legal Services	75,722.00	75,722.00	6,310.00		6,310.00	6,310.00	6,310.00	\$ 31,550.00	
15) Contract for Consulting	Turch & Associates	Economic Development Assistance	6,000.00	6,000.00	1,000.00		1,000.00	1,000.00	1,000.00	\$ 5,000.00	
16) Contract for Consulting	Bill Wilkman	Historical Services	24,000.00	24,000.00	2,000.00		2,000.00	2,000.00	2,000.00	\$ 10,000.00	
17) Contract for Consulting	Roger Grody	Economic Development Assistance	33,750.00	33,750.00	2,813.00		2,813.00	2,813.00	2,813.00	\$ 14,065.00	
18) Contract for Consulting	LSA and Associates	Historic Resources Survey	2,565.00	2,565.00	2,565.00					\$ 2,565.00	
19) Contract for Consulting	RKA Engineering	Engineering Project Assistance	25,000.00	25,000.00	2,083.00		2,083.00	2,083.00	2,083.00	\$ 2,565.00	
20) Contract for Consulting	PM Group	Printing Services	8,275.00	8,275.00	5,000.00					\$ 29,195.00	
21) Contract for Consulting	Air Commercial Real Estate	Commercial Real Estate Assistance	4,800.00	4,800.00	400.00		400.00	400.00	400.00	\$ 5,000.00	
22) Contract for Consulting	Eagle Aerial	Mapping Services	4,212.00	4,212.00	351.00		351.00	351.00	351.00	\$ 2,000.00	
23) Contract for Consulting	ESRI	Mapping Services	4,400.00	4,400.00	367.00		367.00	367.00	367.00	\$ 1,755.00	
24) Contract for Consulting	Kosmont Companies	Development Services	45,000.00	45,000.00	3,750.00		3,750.00	3,750.00	3,750.00	\$ 1,835.00	
25) Contract for Consulting	HDL Companies	Tax Consulting Services	18,000.00	18,000.00	1,500.00		1,500.00	1,500.00	1,500.00	\$ 18,750.00	
26) Contract for Consulting	Urban Futures Inc	Redevelopment Services	25,000.00	25,000.00	2,083.00		2,083.00	2,083.00	2,083.00	\$ 7,500.00	
27)										\$ 10,415.00	
28)										\$ -	
29)										\$ -	
30)										\$ -	
Totals - This Page			\$ 181,018,606.39	\$ 10,581,010.26	\$ 661,278.00	\$ 3,293,360.64	\$ 293,511.00	\$ 293,511.00	\$ 293,511.00	\$ 312,291.00	\$ 4,853,951.64
Totals - Other Obligations			\$ 320,514,017.00	\$ 9,957,093.00	\$ 996,865.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 1,179,604.00
Grand total - All Pages			\$ 501,532,623.39	\$ 20,538,103.26	\$ 1,658,163.00	\$ 3,325,936.64	\$ 326,087.00	\$ 326,087.00	\$ 326,087.00	\$ 344,867.00	\$ 6,033,555.64

The County of Riverside is responsible for administering the statutory and negotiated pass-through payments of the Agency. The pass-through payments are made directly to the other taxing entities by the County. The total obligations due for pass-through payments have been estimated based on projected tax increment revenues through the life of the Agency FY 2035-2036. The amount due to each taxing entity is not readily determinable. The amount due to each taxing entity will be determined by the County as tax increments are received.

Project Area(s)

All

OTHER OBLIGATION PAYMENT SCHEDULE - AMENDED

Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month						Total
					Aug**	Sept	Oct	Nov	Dec		
1) AB 1389 Pass-through	Various Tax Entities	Past AB 1389 Payments	392,193.00	392,193.00	392,193.00						\$ 392,193.00
2) AB 1389 Pass-through	City of Norco	Past AB 1389 Payments	553,011.00	553,011.00	553,011.00						\$ 553,011.00
3) Statutory Payments	City of Norco	Payments per CRL 33607.5 and .7									\$ -
4) Statutory Payments	Riverside County	Payments per CRL 33607.5 and .7									\$ -
5) Statutory Payments	Riverside County Library	Payments per CRL 33607.5 and .7									\$ -
6) Statutory Payments	Corona Norco USD	Payments per CRL 33607.5 and .7									\$ -
7) Statutory Payments	County Office of Education	Payments per CRL 33607.5 and .7									\$ -
8) Statutory Payments	Northwest Mosquito Dist	Payments per CRL 33607.5 and .7									\$ -
9) Statutory Payments	Western MWD	Payments per CRL 33607.5 and .7									\$ -
10) Statutory Payments	Riverside- Corona Con. Dist	Payments per CRL 33607.5 and .7									\$ -
11) Pass-Through Payments	Riverside County	Negotiated Pass-through Payments									\$ -
12) Pass-Through Payments	Northwest Mosquito Dist	Negotiated Pass-through Payments									\$ -
13) Pass-Through Payments	Riverside County Flood Ctrl. Dist	Negotiated Pass-through Payments									\$ -
14) Pass-Through Payments	Riverside Community College Dist	Negotiated Pass-through Payments									\$ -
15) Pass-Through Payments	Riverside County Sup. Of Schools	Negotiated Pass-through Payments									\$ -
16) Pass-Through Payments	Corona Norco USD	Negotiated Pass-through Payments	319,077,052.00	8,520,128.00							\$ -
17) Future AB 1389 Payments	Various Tax Entities	Payments per AB 1389	TBD	TBD							\$ -
18) Future AB 1389 Payments	City of Norco	Payments per Ab 1389	TBD	TBD							\$ -
19)											\$ -
20)											\$ -
21)											\$ -
22)											\$ -
23)											\$ -
24)											\$ -
25)											\$ -
26)											\$ -
27)											\$ -
28)											\$ -
Totals - Other Obligations			\$ 320,022,256.00	\$ 9,465,332.00	\$ 945,204.00	\$ -	\$ 945,204.00				

The County of Riverside is responsible for administering the statutory and negotiated pass-through payments of the Agency. The pass-through payments are made directly to the other taxing entities by the County. The total obligations due for pass-through payments have been estimated based on projected tax increment revenues through the life of the Agency FY 2035-2036. The amount due to each taxing entity is not readily determinable. The amount due to each taxing entity will be determined by the County as tax increments are received. Similarly, future amounts due under AB 1389 are not determinable until tax increments are received.

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE - AMENDED
 Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month					Total	
					Aug	Sept	Oct	Nov	Dec		
1) Funded SWAT Program	185 Qualified Participants	Utility subsidy for Low-income Seniors	115,000.00	115,000.00	9,583.00	9,583.00	9,583.00	9,583.00	9,583.00	9,583.00	\$ 47,915.00
2) First-Time Homebuyer Down	Emerald Escrow	Down-Payment for approved Buyer	29,250.00	29,250.00							\$ -
3) First-Time Homebuyer Down	Sunsel One Escrow, Inc.	Down-Pmt for Escrow opened 6-21-11	36,750.00	36,750.00	36,750.00						\$ 36,750.00
4) Home Rehab Grant Program	RZ Title	Title Report for Approved Project	70.00	70.00							\$ -
5) Home Rehab Case 195/183	AI & Ken's Construct.	Final Items and Retention for Rehab	3,835.00	3,835.00	0.00	3,835.00	0.00				\$ 3,835.00
6) Home Rehab Case 196/184	JMS Construction	Contract Retention Due to Contractor	4,650.00	4,650.00	0.00	4,650.00	0.00				\$ 4,650.00
7) Home Rehab Case 198/190	AI & Ken's Construct.	Retention for Rehab	3,160.00	3,160.00	0.00	0.00	0.00				\$ 3,160.00
8) Home Rehab Case 199/195	AI & Ken's Construct.	Retention for Rehab	1,925.00	1,925.00	0.00	1,925.00	0.00				\$ 1,925.00
9) Home Rehab Case 201/198	Cook Construction	Retention for Rehab	2,650.00	2,650.00	0.00	670.00	0.00				\$ 2,650.00
10) Home Rehab Case 202/199	Cook Construction	Final Items and Retention for Rehab	2,455.00	2,455.00	0.00	1,355.00	0.00				\$ 2,455.00
11) Home Rehab Case 202/199	Cook Construction	Final Items and Retention for Rehab	11,735.00	11,735.00	10,285.00	1,450.00	0.00				\$ 11,735.00
12) Home Rehab Case 202/G	Cook Construction	Final work and Retention for Rehab	4,360.00	4,360.00	2,560.00	1,780.00	0.00				\$ 4,360.00
13) Contract Shredding Service	Shred-It	Document Shredding Service	468.00	468.00	39.00	39.00	39.00	39.00	39.00	39.00	\$ 195.00
14) Contract for Consulting	Roger Grody	Housing Specialist Assistance	33,500.00	33,500.00	2,792.00	2,792.00	2,792.00	2,792.00	2,792.00	2,792.00	\$ 13,960.00
15) Administrative Costs	Employees	Agency Administration	241,953.00	241,953.00	20,162.00	20,162.00	20,162.00	20,162.00	20,162.00	20,162.00	\$100,810.00
16)											\$ -
17)											\$ -
18)											\$ -
19)											\$ -
20)											\$ -
21)											\$ -
22)											\$ -
23)											\$ -
24)											\$ -
25)											\$ -
26)											\$ -
27)											\$ -
28)											\$ -
29)											\$ -
30)											\$ -
Totals - This Page			\$ 491,761.00	\$ 491,761.00	\$ 51,661.00	\$ 64,991.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 323,400.00
Totals - Page 2			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 3			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 4			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Other Obligations			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand total - All Pages			\$ 491,761.00	\$ 491,761.00	\$ 51,661.00	\$ 64,991.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 32,576.00	\$ 323,400.00



RECAP OF ACTIONS TAKEN AGENDA
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
SPECIAL MEETING
AUGUST 31, 2011

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: **Chair Wright, Vice Chair Henderson, Commission Members Hedges, Jaffarian and Leonard**
3. STAFF PRESENT: **Planning Director King, Senior Planner Robles, Deputy City Clerk Germain, Lieutenant Cooper, Fire Chief Bryan**
4. PLEDGE OF ALLEGIANCE: **Commissioner Hedges**
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 August 10, 2011 **Recommended Action: Approval** (Deputy City Clerk): **Approved 5-0**
8. CONTINUED ITEMS:
 - A. **Resolution 2011-___**; Site Plan 2011-05 (Beckman): A Request for Approval to Allow a 439 Square-foot Tack Room/Shed at 249 (Oldenburg Lane Located within the Norco Ridge Ranch Specific Plan (NRRSP). Continued from regular meeting on August 10, 2011 **Recommended Action: Continue** (SP Robles): **Continued 5-0 off-calendar**
 - B. **Resolution 2011-___**: Conditional Use Permit 2011-11 (Correa): A Request for Approval to Allow an Accessory Building Consisting of a 2,640 Square-Foot Metal Barn at 2330 Corona Avenue Located within the A-1-20 Zone. Continued from regular meeting on August 10, 2011 **Recommended Action: Continue** (SP Robles): **Continued 5-0**
9. PUBLIC HEARINGS
 - A. **Resolution 2011-47**: Conditional Use Permit 2011-15 (Kardani): A Request for Approval to Allow a Car Wash at 2100 Hamner Avenue Located within Norco Auto Mall Specific Plan. **Recommended Action: Approval** (SP Robles): **Continued 5-0 to the meeting of September 14, 2011**

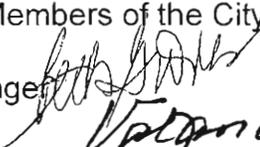
- B. **Resolution 2011-54:** Conditional Use Permit 2011-09 (Koziel): A Request for Approval to Allow the Use of the Outdoor Deck and Front Fenced Area as a Dining Area (Serving of Food and Alcoholic Beverages) at an Existing Restaurant (Mavericks Steak House) Located at 3841 Hamner Avenue. **Recommended Action: Approval (PD King): Approved 5-0. This action is final unless appealed to the City Council within 10 calendar days.**
 - C. **Resolutions 2011-48 Through 2011-53;** Zone Changes 2011-01 through 2011-03 and General Plan Amendments 2011-01 through 2011-03 (City of Norco): A City-Initiated Proposal for Zone Changes and Changes in the Corresponding General Plan Land Use Designation to Apply the Hospitality Development zone on: 1) Approximately 6.75 Acres on the Southwest Corner of Valley View Avenue and Second Street; 2) Approximately 3.34 Acres Between Valley View Avenue and the I-15 Freeway North of Second Street; and 3) Approximately 2.18 Acres South of Hidden Valley Parkway and East of Hamner Avenue Adjacent to the I-15 Freeway. **Recommended Action: Approval (PD King): Recommendation from the Planning Commission was for Denial 5-0. This is a public hearing item and is tentatively scheduled to go before the City Council on September 21, 2011.**
10. BUSINESS ITEMS:
- A. **Resolution 2011-___,** Denial Resolution Prepared for Conditional Use Permit 2011-12 (Arroyo); Denied without Prejudice on August 10, 2011. **Reviewed and approved for signature 5-0**
 - B. **Resolution 2011-___,** Koopman: A Request for Approval of a 602 Square-Foot Gazebo at 310 Filly Lane in the A-1-20 Zone. **Recommended Action: Approval (SP Robles): Approved 5-0. This action is final unless appealed to the Planning Commission within 10 calendar days.**
 - C. Criteria for Issuing Rebuild Letters: A Request to Review the Establishment of Criteria for the Issuance of Rebuild Letters for Non-Conforming Residential Uses in Residential and Commercial Zones. **Recommended Action: Recommendation to City Council (SP Robles): Direction received for a Zone Code Amendment**
11. CITY COUNCIL: **Received and Filed**
- A. Recap of Actions Taken at the August 17, 2011 City Council/Community Redevelopment Agency Meeting.
 - B. City Council Minutes dated August 3, 2011

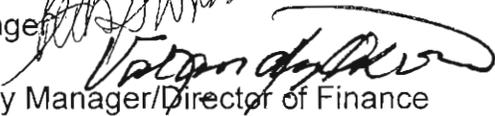
12. PLANNING COMMISSION: Oral Reports from Various Committees: **Received and Filed.**
13. STAFF: Current Work Program: **Received and Filed**
14. OTHER MATTERS: **Received and Filed**
 - A. Follow-up on Items from Previous Meetings (Director King)
15. ADJOURNMENT: **9:30 p.m.**

/adr-79311

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: September 7, 2011

SUBJECT: Approval of a Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act (Norco General Employee Association)

RECOMMENDATION: Adopt **Resolution No. 2011** ____, fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.

SUMMARY: Staff is recommending approval of the attached resolution required by CalPERS in order to implement changes in the amount of health insurance subsidy to be paid by the City for members of the Norco General Employees Association. These changes were previously adopted by the Council in 2010 and are now being implemented for the 2012 calendar year.

BACKGROUND/ANALYSIS: In an effort to reduce City exposure to the rising cost of medical insurance premium, the City Council approved a two year Memorandum of Understanding (MOU) with the Norco General Employee Association (NGEA) on November 3, 2010 as follows:

- Effective January 1, 2011 through December 31, 2011, the City agreed to pay up to a maximum of \$1,250 a month for those employees and their dependents enrolled in any of the available PERS health plans.
- Effective January 1, 2012 through December 31, 2012, the City agreed to pay up to the Employee, Employee plus 1, or Employee plus Family premium for the lowest HMO in the CalPERS Other Southern California Region.

The attached resolution is required by CalPERS in order to implement the change for the calendar year 2012 coverage period.

FINANCIAL IMPACT: This change will result in a savings to the City and has been included in the FY 2011-2012 adopted budget.

Attachments: Resolution No. 2011-____

/mp-78947

RESOLUTION NO. 2011-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, the City of Norco is a local agency contracting under the Act.

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

Section 1. That, effective January 1, 2012, the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH
005	General Employees	Lowest HMO in the CalPERS Other Southern California Region

Plus administrative fees and Contingency Fund Assessments.

Section 2. That the City of Norco has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on September 7, 2011.

Mayor of the City of Norco, California

ATTEST:

Brenda Jacobs, CMC, City Clerk
City of Norco, California

September 7, 2011

I, BRENDA JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on September 7, 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 September 7, 2011.

Brenda Jacobs, CMC, City Clerk
City of Norco, California

/78946

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: September 7, 2011

SUBJECT: Approval to Purchase a 2011 Case Model No. 580SN Loader-Backhoe

RECOMMENDATION: Authorize the Department of Public Works to purchase a 2011 Case Model No. 580 SN Loader-Backhoe and trade-in a 1996 Caterpillar Model 416 B Backhoe from/to Case Power and Equipment for a total amount of \$71,640.26.

SUMMARY: Staff is requesting that City Council consider approving and authorizing the purchase of a 2011 Case, Model No. 580SN Loader-Backhoe for the purpose of assisting in the maintenance of the City's streets, trails, water and sewer system.

BACKGROUND/ANALYSIS: The adopted 2011/12 fiscal year budget provides funding in the vehicle/equipment replacement reserve fund to replace an existing backhoe purchased in 1996. Public Works is requesting consideration to purchase a 2011 Case Model No. 580 SN Loader-Backhoe. The Public Works Department has become dependent on this type of equipment to perform underground water and sewer repairs as well as a number of daily maintenance functions. The new loader-backhoe would replace the City's existing 1996 Caterpillar Model 416 B Backhoe, asset number 175, scheduled for replacement this year.

On August 4, 2011, the Field Operations Division of the Public Works Department opened the Request for Quotations (RFQ) for a 2011 loader-backhoe. A matrix was created to establish minimum specifications and guidelines suitable to perform day to day maintenance requirements within the division. Four responses were received, with Case Power and Equipment providing the low quote in the amount of \$78,640.26. The low quote includes three new loader buckets.

Case Power, the authorized dealer has inspected the City's existing 1996 Caterpillar Model 416 B Backhoe, asset number 175, and is prepared to apply a trade-in allowance in the amount of \$7,000 for our used equipment. Staff requests that Council authorize the purchase of the Case Model 580SN Loader-Backhoe to replace the Caterpillar Model 416 B Backhoe. The Public Works Department has determined that the Caterpillar Model 416 B Backhoe no longer meets the City's needs and therefore recommends trading it in as proposed.

FISCAL IMPACT: \$71,640.26, including tax and shipping, is available in the vehicle/equipment replacement fund 128.900.48061.

wrt/-79263

Attachments: Quotations
Letter to purchase existing loader as trade-in

Case Power and **Equipment**

August 18, 2011

Mr. Terry Piorkowski
Public Works Superintendent
City of Norco
2870 Clark Ave.
City of Norco, Ca 92860

Mr. Piorkowski,

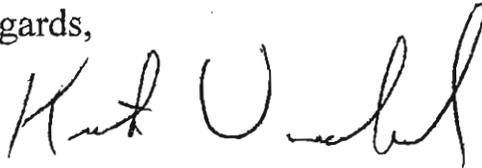
Please be advised that Case Power and Equipment is prepared to allow \$7000.00 as trade-in allowance for your Cat backhoe as described below, for the pending award to CP&E of a purchase order referenced as City of Norco Request for Quote / New 2011 Loader-Backhoe dated July 13, 2011, and submitted August 4th, 2011.

The allowance applies to your Cat Model 416B 1996 Backhoe, serial number 8ZK08954, as inspected, and inclusive of the 12", 18", 24", and 'V' bucket attachments.

Unit hours as inspected on August 17, 2011 were 2115. The unit at the time of trade must be of commensurate hours and condition pending purchase order issue and new unit delivery lead time.

Thank you for your consideration. If you need any additional information, please contact me.

Regards,



Kirk Vanderschel
Fontana Branch Manager



City of Norco
Purchase Specification Sheet

20 IOWA AVE
RIVERSIDE, CA 92507

951-778-3700 Phone
800-494-4863 Toll Free
951-217-9951 Cell
951-778-3746 Fax
www.rdoequipment.com

MARK GRUNEWALD
TERRITORY MANAGER
MGRUNEWALD@rdoequipment.com

FT 6 IN

236 LBS

090 LBS

DIPPER CYLINDER DIGGING FORCE (EXTENDED)	6,166 LBS
PLOT CONTROLS (Y/N)	YES
WARNING LIGHT CODE 3-SELED PRISM DUOBEAM, HPDB412AMH	AS SPECIFIED
POWER BACKHOE BUCKET COUPLER (Y/N)	NO
QUICK CONNECT BACKHOE BUCKET COUPLER (Y/N)	YES
FRONT COUNTERWEIGHT (LBS)	700 LBS
TOTAL ACCUMULATED HOURS ON HOUR METER LESS THAN 10 HOURS ON DELIVERED MACHINE (Y/N)	YES
WARRANTY (MACHINE HOURS/YEARS). DETAILED INFORMATION MAY BE PROVIDED BY ATTACHING SHEETS	3,000 HOURS OR 3 YEARS POWERTRAIN & HYDRAULICS, 1ST YEAR FULL MACHINE, INCLUDES RDO PROMISE SEE ATTACHMENT
UNIT FULLY FUELED AND OPERATION READY UPON DELIVERY (Y/N)	YES
SALES TAX 7.75%	\$ 6,269.20
TOTAL DELIVERED PURCHASE COST INCLUDING TAX	\$ 87,162.20

Please write your complete, delivered bid pricing including tax and delivery on the line below.
EXAMPLE -- One Hundred Fifteen Dollars and Twenty Seven cents

GRAND TOTAL **EIGHTY SEVEN THOUSAND ONE HUNDRED SIXTY TWO & TWENTY CENTS.**

Signature of Vendor representative

Gregg Raslowsky

Please print your name

GREGG RASLOWSKY

Date **08-03-11**



Brian Morgan
Equipment Sales

Johnson Machinery
800 E. La Cadena Drive
P.O. Box 351
Riverside, CA 92502
951.712.3893 mobile
951.686.4560 tel
951.774.3270 fax
morgan_brian@johnson-machinery.com
www.johnson-machinery.com

City of Norco
Purchase Specification Sheet

	FEET, 11 INCHES
	,863 LBS.
	516 LBS.
DIPPER CYLINDER DIGGING FORCE - EXTENDED	7,023 LBS.
PILOT CONTROLS (Y/N)	YES
WARNING LIGHT, CODE 3 PSE, LED PRIZM DUOBEAM, #PDB412AMH	AS SPECIFIED
POWER BACKHOE BUCKET COUPLER (Y/N)	NO
QUICK CONNECT BACKHOE BUCKET COUPLER (Y/N)	YES
FRONT COUNTERWEIGHT (LBS)	1,075 LBS.
TOTAL ACCUMULATED HOURS ON HOUR METER LESS THAN 10 HOURS ON DELIVERED MACHINE (Y/N)	YES
WARRANTY (MACHINE HOURS/YEARS), DETAILED INFORMATION MAY BE PROVIDED BY ATTACHING SHEETS	UNLIMITED HOURS/ONE YEAR
UNIT FULLY FUELED AND OPERATION READY UPON DELIVERY (Y/N)	YES
SALES TAX	\$ 6,994.92
TOTAL DELIVERED PURCHASE COST INCLUDING TAX	\$ 97,251.95

Please write your complete, delivered bid pricing including tax and delivery on the line below.
EXAMPLE -- One Hundred Fifteen Dollars and Twenty Seven cents

GRAND TOTAL NINETY SEVEN THOUSAND TWO HUNDRED FIFTY ONE DOLLARS AND NINETY FIVE CENTS

Signature of Vendor representative

Please print your name **BRIAN J. MORGAN**

Date **AUGUST 4, 2011**

SCOTT EQUIPMENT

14635 VALLEY BLVD.
FONTANA, CA 92335



NEW HOLLAND
CONSTRUCTION

KOBELCO
Your Competitive Edge.

QUOTATION

DATE 07-28-11

SALESMAN Art De La Torre

MOBILE# 951-830-6213

OFFICE# 909-822-2200

FAX# 909-822-4850

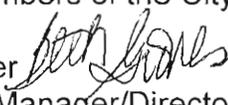
ATTN: TERRENCE PIORKOWSKI
COMPANY: CITY OF NORCO
2870 Clark Ave.
Norco, Ca. 92860
OFFICE: 951-270-5607
FAX: 951-270-5619
MOBILE:

F.O.B. FONTANA, CA

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	NEW HOLLAND B95B TURBO BACKHOE LDR UNIT INCLUDES: ROPS, 4 W/D, EXT. HOE 12",18" & 24 BKT, QUICK COUPLER * PILOT CONTROLS,LOADER HYDRAULICS, 4 IN 1 BKT * 95 HP 4 CYLINDER TURBOCHARGED TIER 3 ENGINE - BEST IN CLASS * 274 ft.lbs. TORQUE - BEST IN CLASS * 500 HR. OIL CHANGE INTERVALS - INDUSTRY LEADING * 8,095 lbs. LOADER LIFT CAPACITY - BEST IN CLASS * 15,212 lbs. LOADER BUCKET BREAKOUT FORCE - BEST IN CLASS * STRAIGHT LOADER ARMS & SLOPPED HOOD = EXCELLENT VISIBILITY * 4/4 POWER SHUTTLE TRANSMISSION WITH 4-WHEEL DRIVE * 15.5" OF GROUND CLEARANCE * STRONG, NARROW BACKHOE BOOM, EXCELLENT TRENCH VISIBILITY * MAX. DIGGING DEPTH 15' RETRACTED, 18'4" EXTENDED * 14' 8" BACKHOE LOADING HEIGHT - BEST IN CLASS * SEALED BUSHINGS 50 HOUR LUBE INTERVALS - INDUSTRY LEADING * 13,255 lbs. BACKHOE BUCKET DIGGING FORCE - BEST IN CLASS * BEST IN CLASS BOOM & DIPPER LIFT CAPACITY * 10' 7" WIDE STABILIZERS WITH REVERSABLE STREET-DIRT PADS * SEVERE DUTY 2,200 lb. ONE PIECE UNITIZED, INTEGRAL MAIN FRAME	75,395.00	\$75,395.00
ONE YEAR FULL FACTORY WARRANTY IN OUR SHOP ***FULL LINE OF PARTS, SERVICE & ON SITE SERVICE TRUCKS ABOVE PRICES GOOD FOR 30 DAYS		FREIGHT	\$0.00
Purchase Order # _____ Company _____		SUBTOTAL	\$75,395.00
Date <u>8-4-11</u> By _____ Title <u>PLCS</u>		7.75% CA TAX	\$5,843.11
			\$0.00
		TOTAL	\$81,238.11

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 
Andy Okoro, Deputy City Manager/Director of Finance 

DATE: September 7, 2011

SUBJECT: Consideration of a Proposal to Contract out Fire Protection and Emergency Medical Services

RECOMMENDATION: 1) That the City Council declare its intent to enter into a contract with the County of Riverside/CAL FIRE for the provision of fire protection and emergency medical services;

2) Authorize the City Manager to prepare a Transitional MOU between The Norco Firefighters Association (NFA) and City of Norco; and

3) Authorize the City Manager to negotiate a contract with The Riverside County Fire Department/CAL FIRE for fire protection and emergency medical services for Council approval.

SUMMARY: On July 25, 2011, in response to a Request for Proposals (RFP), the Riverside County Fire Department/CAL FIRE provided a proposal to the City for the provision of fire protection and emergency medical services. Staff has reviewed the proposal, sought clarifying information and met with County and CALFIRE representatives regarding the proposal. It is being presented to the Council for consideration. The next steps would be the preparation of a Transitional Memorandum of Understanding with the Norco Firefighters Association (NFA) and a contract between the City and the County of Riverside.

BACKGROUND/ANALYSIS: The City operates the Norco Fire Department which consists of a Part-time Fire Chief, one (1) Fire Prevention Specialist, six (6) Captains, six (6) Engineers, six (6) Firefighter Paramedics, and two (2) part-time clerical assistants. The Department operates three-person engine companies at each of two stations. Station 21 is located at 3367 Corydon and Station 22 is located at 3902 Hillside. The Department currently does not have any battalion chief positions. The City contracts with the City of Corona for on scene incident command chief officer coverage when fire suppression incidents occur in the city. The Corona contract does not provide any Department program administration or day to day supervision. The City also contracts with Corona for dispatch, fire apparatus maintenance/repair, and MDC/radio maintenance.

KEY PROVISIONS

- Riverside County (CAL FIRE) will operate three person engine companies out of Norco's existing two fire stations.
- The City will retain ownership of its buildings and equipment; the City will maintain local identity.
- Riverside County (CAL FIRE) will maintain fire apparatus and equipment.
- The proposal includes 24/7 Fire Chief and battalion chief coverage.
- The original proposal stated that career opportunities may be available to existing City permanent full time fire protection employees. In follow-up discussions, the Riverside County Fire Chief has committed to transitioning ALL City of Norco full time safety fire protection employees to the CAL FIRE organization. If current employees are not selected to continue serving in Norco, they will be offered positions elsewhere based on their qualifications. (Appendix B of the proposal provides details on the transition of Norco Fire Department Employees).
- The Fire Prevention Specialist could remain as a City employee. This would be beneficial to the City given the interaction between this position and other non-safety City functions.
- CAL FIRE provides cooperative fire protection services to 20 of the 28 cities in the County and to the Rubidoux Community Services District.
- All City fire stations will be staffed with personnel that meet or exceed state certification and training requirements

FINANCIAL CONSIDERATIONS

Among other factors, financial impact is one of the key considerations in making contracting out decisions. This factor becomes even more important during times of significant budget constraints facing the City. The national recession that began in 2008 continues to have a significant negative impact on City General Fund revenues.

While it is difficult to quantify exactly how much the City could save by contracting out fire services, staff has made every reasonable effort to review pertinent available data in order to estimate the future true cost of providing fire services internally compared to the estimated true cost of providing comparable services through Cal FIRE via a contract with the County of Riverside. The following items were considered in an attempt to develop a true "apples to apples" cost comparison:

1. **Four Year Historical Expenditure Data:** Staff has prepared a financial schedule showing annual summary direct expenditures of the Norco Fire Department from FY 2008 to FY 2011. While the staffing levels of the department have changed during this period, it is important that this data be considered in estimating the future costs of continuing to operate an in-house fire department. The four-year historical expenditure data and current year adopted budget data are presented as Exhibit "A".

2. **FY 2011-2012 Adopted Budget:** Another important set of data to examine in evaluating the cost of proposed services by the County is the current City budget for fire services. The FY 2011-2012 adopted budget is based on the current staffing level of a 3-person engine company operating from two stations. This staffing level is similar to the County proposal for staffing engine companies. In order to evaluate the County proposal, key differences in cost composition between the County's overall Cost Proposal and the City's adopted budget numbers should be reviewed. An attempt has been made using the best available information to adjust the City budget and County Cost proposal to make them as comparable as possible. This information is presented as Exhibit "B" (CAL FIRE Adjusted Cost Estimate) and Exhibit "C" (City Adjusted Budget).
3. **COUNTY/CAL FIRE Adjusted Cost Proposal:** Excluding one-time startup costs, the total estimated cost proposed by the County for providing a comprehensive fire protection, medical emergency and related services is \$3,056,095. Among other things, this cost includes the cost of 24/7 battalion chief duty coverage, all engine company employee fully burdened costs, fleet maintenance and operations, dispatching, communications and information technology support, future workers compensation and other liability costs, etc. However, the City will continue to pay for certain ongoing costs. These costs have been listed in Exhibit "B" and are added back to the total County/CAL FIRE Cost Proposal in an attempt to compare their cost to City cost. These costs include utilities, building and grounds maintenance, weed abatement and small tools. With these adjustments, the total County/CAL FIRE Cost Proposal is estimated to be \$3,151,150.
4. **City Adjusted Cost Estimate:** While historical expenditure data are important considerations in estimating future costs of continuing to provide a comprehensive fire and emergency medical services through an in-house fire department, the logical starting point is the City's current budget for fire department operations. This budget is based on current staffing levels which differ from previous years' staffing levels. The total current budget for the fire department based on the "Imposed MOU" is \$2,988,041. This amount does not include the various salary and benefits reductions estimated at \$688,057 on the existing fire department employees. In an attempt to make the City budget comparable to CAL FIRE Cost Proposal this \$688,057 and several other cost items pertinent to internal operations of the fire department which are not included in the fire department budget have been estimated and added back to the adopted budget number. These items have been listed and explained on Exhibit "C". These are only reasonable estimates based on the best available information. Actual expenditures pertaining to these items may differ from the estimates.

5. **Other Financial Considerations:** Should the City decide to contract with the County for services, it should be recognized that there are certain unavoidable (sunk) costs pertaining to the fire department which the City may continue to pay even after services are contracted out. Examples include potential pay out for accrued vacation, sick leave, cost of existing workers compensation claims and retired employees' healthcare costs.

SUMMARY OF FINANCIAL CONSIDERATIONS

While it is difficult to quantify exactly how much the City could save annually by contracting out for fire services, it can reasonably be said that, based on the financial information presented, the City could realize future savings without compromise to the current level and quality of service. The estimated annual adjusted cost of the County/CAL FIRE Cost Proposal is \$3,151,150 compared with the estimated adjusted City expenditures of \$4,560,041 for potential annual savings of \$1,408,891. Due to their size and scope of regional presence in Riverside County, CAL FIRE enjoys significant cost advantages over small City fire departments.

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Attachments: CAL FIRE Proposal

Revised Exhibit "A" to the Proposal

Clarifying Questions and Answers (Information Only)

Exhibit "A" -- Four-Year Historical Expenditure Data and Current Year
Adopted Budget Data

Exhibit "B" -- CAL FIRE Adjusted Cost Estimate

Exhibit "C" -- City Adjusted Budget

CAL FIRE Proposal



RIVERSIDE COUNTY FIRE DEPARTMENT
IN COOPERATION WITH
THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

John R. Hawkins ~ Fire Chief
210 West San Jacinto Avenue ~ Perris, CA 92570
(951) 940-6900 ~ www.rvcfire.org

PROUDLY SERVING THE
UNINCORPORATED AREAS
OF RIVERSIDE COUNTY
AND THE CITIES OF:

July 25, 2011

- BANNING
BEAUMONT
CALIMESA
CANYON LAKE
COACHELLA
DESERT HOT SPRINGS
EASTVALE
INDIAN WELLS
INDIO
JURUPA VALLEY
LAKE ELSINORE
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MENIFEE
MORENO VALLEY
PALM DESERT
PERRIS
RANCHO MIRAGE
RUBIDOUX CSD
SAN JACINTO
TEMECULA
WILDOMAR

City of Norco
Beth Groves, City Manager
2870 Clark Avenue
Norco, CA 92860

Dear Ms. Groves:

The Riverside County Fire Department (California Department of Forestry & Fire Protection or CAL FIRE) is honored to submit the attached proposal for fire protection services for the City of Norco. We are very interested in the prospect of providing service to the City. The proposal provides several options that might be operationally and fiscally in the best interests of the City. The proposal also offers to best take care of the current City of Norco Fire Department members.

In addition to providing fire protection options for consideration, the proposal provides details about the Riverside County Fire Department system, CAL FIRE and state employment and how City employees would be assimilated into Riverside County Fire (CAL FIRE) should the City Council so elect to enter into a cooperative fire protection agreement.

We are very proud of our integrated, cooperative, regional fire protection system that currently protects about 1.6 million of the 2.2 million Riverside County residents, serves 20 of the 28 cities in the County, one community services district and responds to about 120,000 emergency incidents per year. We have 92 fire stations, three crew camps and one air attack base that are staffed by 1,200 career CAL FIRE, 300 Riverside County career personnel and about 300 Volunteer Reserve Firefighters. Riverside County Fire also includes the County Office of Emergency Services and would offer OES services to the City of Norco.

Regardless of the outcome of this proposal, Riverside County Fire (CAL FIRE) stands as a valued neighbor of the City of Norco always ready to assist at any time. We look forward to closely working with the City on all interdepartmental activities. Thank you very much for your valued consideration.

Sincerely yours,

[Handwritten signature of John R. Hawkins]
John R. Hawkins
Fire Chief

BOARD OF SUPERVISORS:

- BOB BUSTER DISTRICT 1
JOHN TAVAGLIONE DISTRICT 2
JEFF STONE DISTRICT 3
JOHN BENOIT DISTRICT 4
MARION ASHLEY DISTRICT 5

- ORIGINAL -

**City of Norco Fire Department
Fire Protection and Emergency
Medical Services Proposal**



- ORIGINAL -

**Riverside County Fire Department
CAL FIRE
John R. Hawkins, Fire Chief
July 25, 2011**

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Executive Summary



Executive Summary

The Norco City Council has requested that the Riverside County Fire Department / California Department of Forestry and Fire Protection (commonly called CAL FIRE) provide a proposal for a full-service fire protection contract. This document contains essential information to assist the City Council in formulating a decision on contracting fire protection services with Riverside County Fire using CAL FIRE and County resources. Any cooperative agreement for fire protection services would be from the City of Norco to Riverside County who would then contract with CAL FIRE.

CAL FIRE's mission, as directed and authorized by the State Legislature and statutes, is to provide contractual emergency service to local governments throughout California when requested. In meeting this mission, CAL FIRE has a history of over 100 years of providing cooperative fire protection services. CAL FIRE has more than 140 emergency services contracts with cities, special districts, and counties throughout California. Locally, CAL FIRE through Riverside County Fire provides contract, cooperative fire protection services to 20 of the 28 cities in the County and to the Rubidoux Community Services District. These cooperative agreements are mutually beneficial and provide for the level of service that each agency desires and can afford. We are honored that the City Council has requested a proposal from the Riverside County Fire Department to provide full service fire protection to the City of Norco. We believe that working together we can enhance the fire protection services provided to the citizens of the City.

Riverside County Fire (CAL FIRE) is a modern, full-service fire protection and emergency management agency that provides comprehensive fire protection services. Therefore, we are prepared to provide full service fire protection and other emergency services to the City of Norco. We are committed to providing Regional Fire Protection System solutions that make the most effective use of limited emergency protection resources by efficiently sharing valuable personnel and equipment that are part of the Riverside County Fire (CAL FIRE) cooperative, integrated, regional fire protection system (City, County, and State). The foundation of our proposal is with the concept of regional fire protection, wherein the citizens of the City of Norco, County of Riverside and the State of California all share and mutually benefit from this agreement.

Any further references to CAL FIRE will be via the designation Riverside County Fire (CAL FIRE) unless CAL FIRE solely provides the service such as but not limited to: labor negotiations, worker's compensation administration, employee benefits, and career development.

Proposal Design Criteria

The City Council has demonstrated a commitment to providing fire and life safety protection to the citizens of the City of Norco. The City has directed, through its Request for Proposal that this service be provided economically and efficiently. The City Council is clear that it does not expect the numbers of personnel necessarily to remain the same as their current level but that an equivalent or better level of service would be delivered through sharing of resources and personnel on a regional basis.

The following elements describe the design criteria for our proposal which we believe will fully meet the level of service requested:

1. The City Council will maintain local identity and control of level of service, budget, and funding for fire protection in the City provided by Riverside County Fire (CAL FIRE).

2. The services provided through contract with Riverside County Fire (CAL FIRE) will match or exceed the City's current service levels at an economical cost.
3. Riverside County Fire (CAL FIRE) will provide for the professional management and operational control of the fire department following the level of service and policies established by the City Council and professional standards established by the Fire Chief.
4. Career opportunities may be available to the existing City permanent full-time fire protection employees.
5. Riverside County Fire (CAL FIRE) will staff the identified fire stations with qualified personnel at levels established by the City Council, recognizing established Department minimum staffing levels as set by the Fire Chief.
6. Station staffing, initial, and extended emergency response will meet or exceed the stated objectives of the City Council.
7. The City of Norco will retain ownership, control, and responsibility for replacement of all real property, assets, and equipment.
8. Riverside County Fire (CAL FIRE) Emergency Command Center will dispatch the City fire apparatus to emergencies in and adjacent to the City under a standard response plan and terms of automatic or mutual aid agreements approved by the City Council.
9. Riverside County Fire (CAL FIRE) will provide training to all employees, by qualified instructors, that will meet or exceed the accepted industry standards, requirements, and specific operational needs of the City.
10. Riverside County Fire (CAL FIRE) will maintain fire apparatus and equipment by County Fire Mechanics. The service level will meet or exceed all legal requirements for safety and code compliance.
11. Riverside County Fire (CAL FIRE) will recruit, test, hire, train, and manage full-time personnel required to deliver this service. Labor negotiations, Worker's Compensation administration, Employee Benefits, and Career Development would be CAL FIRE's responsibility thereby reducing workload and costs on City staff.
12. The City will have the advantage of the combination of Riverside County Fire (CAL FIRE) managed state funded personnel and resources operating from the City stations and adjoining Riverside County Fire (CAL FIRE) stations. This provides the economies of scale, efficiency, bench strength, and depth of experience that the City Council has demonstrated a commitment to providing. The City Council has directed, through its Request for Proposal that this service be provided economically and efficiently.

Contracting Process

It is our recommendation that the City Council review and approve this preliminary proposal. Once approved, Riverside County Fire (CAL FIRE) will return to the City Council with an executable agreement between the City of Norco and Riverside County that details out the delivery of that service level, the costs associated, and the entire transition and contract process.

We further recommend that the City Council authorize the City Manager and two Council Members to negotiate on their behalf in order to work through the details of the agreement so a satisfactory document can be presented to the Council for review and adoption. The Riverside County Fire Chief (CAL FIRE Unit Chief) is the authorized representative for Riverside County Fire (CAL FIRE) for these negotiations and for contract administration.

Once an acceptable service level, cost, and transition process is approved, Riverside County Fire (CAL FIRE) will begin the formal actions required to enact the agreement including transitioning the administration, operations, and employees to CAL FIRE. Optimistically we would like to think that it would take 90 to 120 days for the State Personnel Board to hear and approve the formal transition of the City of Norco employees into California Civil Service with CAL FIRE, but practically it could take longer. During the 90 to 120 day period the City can elect to direct Riverside County Fire (CAL FIRE) to take command, managerial, and operational responsibility in order to implement the transition in a timely manner.

Budget and Payment for Services

The fire department budget will be approved by the City Council in the same manner as is done today. The most significant difference is that personnel costs for full-time employees and other services paid for directly by Riverside County Fire (CAL FIRE) will show as a line item contract amount to Riverside County Fire (CAL FIRE). This line item will include only those items that Riverside County Fire (CAL FIRE) pays for out-of-pocket and receives reimbursement from the City. Other budget items will be managed the same as the current fire department administration, following City purchasing and budget rules.

Riverside County Fire (CAL FIRE) provides a quarterly payment schedule for personnel and operational services delivered. We enter into a "Not to Exceed" contract with the City for an amount to cover costs for personnel and contracted operational services. The contract is for reimbursement of actual direct and indirect expenses incurred by Riverside County Fire (CAL FIRE) in providing the service. Payments are made to Riverside County Fire (CAL FIRE) in arrears, on a quarterly basis. The first invoice for the fiscal year is presented to the City after November 1st thereby reducing the city's out-of-pocket expense for employees during the property tax funding dry period of July to November. Subsequent billings follow at the beginning of February, April, and August. At the end of the fiscal year, reconciliation is performed and either additional billing for actual services or a credit is issued as part of the 4th quarter billing. The City will receive the 4th quarter invoice in the first part of August.

Conclusion

Conditions exist, both internal and external to the City of Norco, which may point to the need for improvement in fiscal and operational efficiencies in the delivery of fire protection and emergency services. The City of Norco, like many other California Cities, is faced with the challenge of providing these services at increasing costs during economically challenging times.

Riverside County Fire (CAL FIRE) can deliver fire protection and rescue services for the City at the highest professional operational levels in a cost-effective manner. A cooperative agreement with Riverside County Fire (CAL FIRE) will be mutually beneficial and provide for a regional approach to fire protection that will bring an outstanding level of service to the citizens both inside and adjacent to the City.

The Norco City Council has a need to provide an important emergency service delivery system within limited revenues. By recognizing the benefits of contracting fire protection and emergency response with (CAL FIRE) in a regional solution, while retaining local control, the City can provide the level of service desired by the community while containing costs. Because this is a cooperative, integrated and regional approach, we become true partners in the delivery of emergency service and share mutual benefits from that partnership. It is in interest of the citizens of the City, County and the State of California to make the fire protection system as professional

and efficient as possible. We believe that a fire protection contract between the City of Norco and Riverside County Fire (CAL FIRE) will achieve that result. We also recognize that the City of Norco is growing in size and complexity and the current staffing level may become inadequate in the future. We recommend that the City approve the current proposal while considering that services may need to be expanded to meet the needs of both the community and the fire department in the future.

Riverside County Fire (CAL FIRE) Cooperative Fire Protection Programs



Riverside County Fire (CAL FIRE) Cooperative Fire Protection Programs

Since the 1940s, local government entities such as cities, counties and special districts have contracted with CAL FIRE to provide many forms of emergency services for their communities. CAL FIRE provides full-service fire protection to many of the citizens of California through the administration of approximately 150 cooperative fire protection agreements in 33 of the State's 58 counties including 30 cities, 32 fire districts and 25 other special districts and service areas. As a full-service fire department Riverside County Fire (CAL FIRE) responds to wildland fires, structure fires, floods, hazardous material spills, swift water rescues, civil disturbances, earthquakes, and medical emergencies of all kinds. Local governments are able to utilize this diversity and experience through their contracts and agreements with the Department. These agreements are proposals of efficient government by providing a measurable mutual benefit to both the local government agency and Riverside County Fire (CAL FIRE). California law allows virtually all government entities to contract with one another for the provision of services. In fact, Government Code section 51530 encourages intergovernmental contracts, which "eliminate the need for duplicative facilities, equipment, and personnel."

These cooperative agreements are custom tailored to suit the desires and needs of the local community and the ability of Riverside County Fire (CAL FIRE) to deliver the service. Riverside County Fire (CAL FIRE) operates in a decentralized organization. Structure; operational and administrative decisions regarding these cooperative agreements are handled at the local level. The program guidance that comes from CAL FIRE in Sacramento is for program and statewide department continuity.

The purpose is to keep control of the fire service as local as possible and provide the City of Norco the highest level of professional emergency services.

Cooperative Fire Protection Agreement: The Process

1. Norco City Council formally requests a comprehensive proposal from Riverside County Fire (CAL FIRE).
2. City of Norco staff and Riverside County Fire (CAL FIRE) meet to clarify desired services and level of protection desired by the Norco City Council.
3. Riverside County Fire (CAL FIRE), City staff, and firefighters meet to clarify employees' rights, privileges, and conditions for a transition to CAL FIRE employment.
4. City of Norco will provide Riverside County Fire (CAL FIRE) with level of service description that identifies emergency response standards, administrative roles, budgeting processes, and the role of Riverside County Fire (CAL FIRE) in the City Fire Department Management Team.
5. Riverside County Fire (CAL FIRE) will prepare a comprehensive service proposal that will detail:
 - Services to be delivered.
 - Employee transition process.
 - Salary and state civil service transition.
 - Asset and facility management plan.
 - Cost and payment schedule for services.
 - Contractual agreement for services between the City of Norco, Riverside County and CAL FIRE.
 - Timetables for implementation.

6. Presentation is made to the Norco City Council for acceptance and approval.
7. Implementation.

The Contract

The contract will be between the City of Norco and Riverside County. Riverside County then rolls all city partner contracts into one contract between Riverside County and CAL FIRE.

A contract is prepared that provides a detailed statement of work to be performed, liabilities, costs, payment schedules, indemnification, contract contact principals, terms of the agreement, and other specifics. The contract is then approved and signed by both parties. Typically the term of these fire protection contracts is for three (3) years, but they can be for as long as five (5) years if needed.

A transitional Memorandum of Understanding (MOU) is prepared that details the disposition of the current City employees as they transition to state employment. This agreement is between the City and the employees and establishes all conditions up to the moment they become state employees. This MOU will typically cover, but not limited to the following areas:

- Return rights to the City.
- Disposition of leave credits (sick leave, vacation).
- Continuity of medical and dental insurance during transition.
- Retirement account reciprocity.
- Salary rate at transition.
- Post Retirement vesting for health care
- Employees on Disability
- Other details appropriate for the transition.

Riverside County Fire (CAL FIRE) prepares the necessary staff reports for the State Personnel Board that formally transitions the City employees into state civil service. This process usually takes 90-120 days.

The City of Norco and Riverside County Fire (CAL FIRE) agree on the date to transition the management of the fire department to Riverside County Fire (CAL FIRE).

Services Provided to the City of Norco by Riverside County Fire (CAL FIRE)



Services Provided to the City of Norco by Riverside County Fire (CAL FIRE)

The objective of this preliminary proposal is to provide the City of Norco with cost-effective fire protection services that are staffed and managed by Riverside County Fire (CAL FIRE). In any jurisdiction, the local officials of that jurisdiction set the level of contract fire protection services while recognizing department established minimum and safe staffing. This document is intended to provide the Norco City Council with the information necessary to select the level and method of delivering fire protection services through Riverside County Fire (CAL FIRE) which best serves their constituents.

Riverside County Fire (CAL FIRE) staff developed this proposal. Any recommendations contained herein are subject to review and modification based on the needs and level of service desired by the City of Norco and consistent with CAL FIRE statewide programs.

Fire Service Delivery Proposal

The Norco City Council requested that we provide a cost estimate that reflects the same level of service that the City is currently receiving. The proposal contained in this document is equivalent to current level staffing with two, three person paramedic engine companies at two City of Norco Fire Stations and includes one Battalion Chief, one Fire Safety Specialist, and fifty-percent of an Office Assistant III.

Administrative and Support Services

Riverside County Fire (CAL FIRE) is proposing a fire services contract that will provide the same the level of service that the City of Norco currently receives.

The following section describes the administrative and support services components that will be delivered under this proposal.

The Riverside County Fire (CAL FIRE) Fire Chief will be appointed as the Fire Chief of the City of Norco and will represent the City in that capacity. The Riverside County Fire (CAL FIRE) Fire Chief or his representative will report to the City Manager.

The administrative and support services functions for the fire department will be managed as part of fire services contract. Many of the personnel and management functions will be performed at Riverside County Fire (CAL FIRE's) Unit headquarters office at Perris. By sharing personnel and specialists, the most efficient system of service delivery is achieved. Individuals that are specialists in their field coordinate or advise on issues and reduce the amount of time generalist employees must take to familiarize themselves with the background information.

The administration and support services listed below will be provided through a combination of on-site and off-site personnel that will fully meet the administrative needs of a modern full service fire protection agency. By sharing of these resources the City and the State receive a mutual benefit.

Riverside County Fire (CAL FIRE) will provide a Fire Department Administrator at a Chief Officer Classification to:

- Manage the fire department in a professional and efficient manner.
-

- Attend City Council meetings.
- Prepare, present, and manage the fire department budget.
- Provide personnel management services.
- Attend other policy making meetings or events as appropriate or requested.
- Coordinate emergency planning with other agencies including automatic and mutual aid agreements.

Chief Officers Assigned:

- Riverside County Fire (CAL FIRE) Northwest Division Chief-Operations will be the primary administrative contact to the City.
- Riverside County Fire (CAL FIRE) Northwest Division Chief-Operations will also be the primary contact for the Battalion Chief assigned to the City Fire Department.
- Riverside County Fire (CAL FIRE) Battalion Chief assigned to City will manage the day-to-day personnel and operational functions and prepare reports and other documents appropriate for management oversight and review.

Provide Employment Opportunities with Riverside County Fire (CAL FIRE) for Current City of Norco Permanent Full-Time Employees:

- The Riverside County Fire Department (CAL FIRE) has made every effort to offer a fire protection proposal that operationally, fiscally and personally best fits the needs of the City of Norco.
- The assigned classification and salary in CAL FIRE will be based on and commensurate with training, experience and position with City.

Provide a Level of Service that Meets the City's Needs:

From the stations that meet or exceed the Level of Service document as defined by the Norco City Council.

- Fire suppression.
- Medical emergencies.
- Vehicle accident extrication.
- Hazardous materials spill response.
- Hazardous conditions (i.e. flooding, downed power lines, etc.).
- Public Service Assists.
- Technical rescue.
- Specified fire stations will be designated as "Priority Cover" stations. In addition to being prepared for quick response to a new emergency, we are always prepared for a second simultaneous emergency through the use of move up and cover resources. Within the Riverside County Fire (CAL FIRE) system, the City will be a "Priority Cover" zone. "Priority cover" means that any time the staffed apparatus are committed to an emergency or any activity that precludes a response to a second incident, the City will be covered by either: Assignment of a cover engine from another station, or Call back of off

duty personnel. This provides an immediate fire engine for a second emergency or support to the initial emergency.

Provide 24/7 CAL FIRE Battalion Chief and Division Chief Officer Coverage:

- A Riverside County Fire (CAL FIRE) Division Chief Duty Officer for extended emergencies or administrative matters.
- A Riverside County Fire (CAL FIRE) Battalion Chief will maintain a primary office at the City Fire Department Headquarters station.
- A Riverside County Fire (CAL FIRE) Chief Officer will respond to all emergencies designated in the response plan for the Department that require the services of a chief officer.

Manage and Staff the Fire Department's Volunteer/Reserve Program

- The Riverside County Fire Department has a Reserve Volunteer Firefighter Program to assist the Fire Department in its mission and operations. Management and control of the program is vested in the Fire Chief. Members of the community whom are 18 years or older and meet the minimum qualifications are provided training prior to assignment throughout Riverside County. As a member of the Fire Department team, the program provides the Reserve an opportunity to work and train alongside professional firefighters and staff. The City of Norco would be assigned to the Northwest Division and all costs associated with this program are included within this proposal.

Provide Professional Fire Department Training Programs:

- Provide training programs that satisfy mandated and regulated skills, delivered by qualified and certified instructors both at the City fire stations and in off site-settings as described in the level of service document.
- Riverside County Fire (CAL FIRE) has a full-time fire-training bureau under the command of a Riverside County Fire (CAL FIRE) Battalion Chief. The Training Bureau is located at the Ben Clark Training Center, Riverside.
- Career training provided on site as appropriate.

Training provided on-site and at-off site venues:

- Portable training aids such as live fire trailer, confined space rescue, auto extrication, and basic fire training.
- CAL FIRE Academy at both Ben Clark Training Center and Lone, CA.
- Qualified and certified instructors and subject matter experts, including station personnel, training bureau personnel or other qualified personnel will coordinate and deliver the training programs.
- All required certifications and license requirements for employees assigned will be met and tracked.
- Annual career development training is provided to all employees as part of this proposal.
- Joint Apprenticeship Committee program participation.

Fire Apparatus and Portable Equipment:

- The City of Norco will maintain ownership and title to all existing apparatus.

- Riverside County Fire (CAL FIRE) will utilize and operate existing Norco City Fire Department Engines, Command Vehicle(s), and utility vehicle(s).
- Riverside County Fire (CAL FIRE) will review the current allocation of vehicles at the fire stations and make recommendations to the City Council.
- Riverside County Fire (CAL FIRE) has a full-time professional fire service Fleet and Equipment Manager and Fire Service Mechanics for fire apparatus-specific repairs.
- Riverside County Fire (CAL FIRE) can provide assistance with the following services or it can provide these services at a contract rate.
- Fire apparatus and automotive maintenance shops.
- Fire apparatus purchasing specifications and contract administration.
- Fleet management to assure compliance with applicable regulations and best management practices for fire apparatus.
- Riverside County Fire (CAL FIRE) station personnel are trained in key automotive preventive maintenance and inspections for the apparatus to which they are assigned.
- The City of Norco will be responsible for replacement of the existing City fire apparatus upon its retirement from service.
- We can make recommendations regarding establishment of a depreciation fund for replacement of apparatus.
- All other portable fire equipment will be on a maintenance/replacement schedule. This equipment to include: radios, pagers, firefighter turnouts, personnel safety equipment, hose, ladders, and breathing apparatus.

Provide Facility Maintenance:

Provide facility maintenance that includes preventive maintenance and repair of the fire department facilities that meets or exceeds applicable laws, regulations, and best practices.

- Facilities will be maintained and repaired by Riverside County Fire (CAL FIRE) staff within their skills including normal housekeeping, minor landscape maintenance and minor repairs. More extensive repairs and maintenance will be accomplished through existing policies of the City.
- The City may wish to direct pay utilities and phone as it has proven to be more cost effective.

Provide Fire Department 9-1-1 Emergency Dispatch:

Provide Fire Department 9-1-1 emergency dispatch services by Riverside County Fire (CAL FIRE) Fire / Emergency Command Center (ECC) at Perris. The Riverside County Fire (CAL FIRE) ECC will be responsible for fire/emergency dispatching of City units through this contract. The Riverside County Sheriff answers all 9-1-1 emergency calls that originate in the City of Norco. They will transfer fire department calls to the Riverside County Fire (CAL FIRE) ECC for dispatching fire units within the City.

The Riverside County Fire (CAL FIRE) ECC is staffed with 2 Battalion Chiefs, 7 Fire Captains, and 36 Communication Center Operators that provide 24-hour fire/emergency dispatch to more than 117,281 emergency incidents per year. There is always an officer of Fire Captain rank or higher in the ECC to serve as the duty officer-shift supervisor and command officer.

The proposal will follow those contracts that Riverside County Fire (CAL FIRE) currently has with other partner fire contract cities. The ECC is the designated mutual aid coordinator for all County fire/emergency agencies, processing and assigning resources based on requests for assistance during emergencies that are beyond the scope of local jurisdictions.

Communications Performance Standards:

- The Riverside County Sheriff's Department Public Service Answering Point (PSAP) will continue as the primary 9-1-1 answering point (PSAP) for City under this agreement. The Riverside County Fire (CAL FIRE) ECC will dispatch fire units and medical units, and make all other notifications and requests to assisting agencies for additional resources.
- Riverside County Fire (CAL FIRE) will work with all contracting agencies to jointly be responsible for producing, validating, and updating the Geographical Information System (GIS) based maps to ensure accurate dispatching for fire resources.

Additional Telecommunications Services Benefits to the City of Norco:

- Statistics and records maintenance of emergency calls within the City.
- Provide and/or utilize a link to the City system for a complete computer-based record keeping system to include a Riverside County Fire (CAL FIRE/SFM) approved incident reporting program. Perform the required quarterly incident reporting.
- Riverside County Fire (CAL FIRE) will provide software and maintenance for CAL FIRE administrative computer programs.
- 24-hour point of contact for news media.
- Riverside County Fire (CAL FIRE) ECC will provide radio and alpha paging to meet current City safety and operational capability.
- Riverside County Fire (CAL FIRE) will provide a cost analysis on telecommunication systems and make recommendations on the most efficient system.
- The Riverside County Fire (CAL FIRE) ECC will support cell phones to meet the current operational needs of the City of Norco.
- The City of Norco will have full access to reports and statistics from Riverside County Fire (CAL FIRE)

Fire Prevention and Investigation Services:

Riverside County Fire (CAL FIRE) will assist the City with the following programs.

- Fire and Life safety inspections
 - Title 19 inspections which include Form 850 inspection requests and annual inspections of public schools, hospitals, jails, daycare facilities, skilled nursing facilities, etc.
- Public education
 - School and civic programs
 - Community Outreach
 - Volunteer In Prevention (VIP) program
- Fire Hazard Reduction Program
 - Emergency response pre-planning
 - Special event fire safety plans/inspections

- Future adoption of updated Fire Code
 - Tri-annual California Fire Code update process
 - Maintain Local Amendments

- Fire Protection Planning
 - Enforcement of laws, codes and standards to provide fire and life safety, education, planning, engineering, enforcement and inspection services.

Riverside County Fire (CAL FIRE) will provide fire cause determination as well as arson investigation for the City of Norco.

Proposal for the City of Norco



City of Norco Fire Department Current Level of Service

The following describes the City of Norco Fire Department's current level of service.

Administrative and Support Services are delivered by:

- Part-time Retired Fire Chief
- Part-time Retired Administrative Battalion Chief
- One Fire Prevention Specialist
- Two Part Time Clerical Assistants

Fire Station Staffing: Fire Station 621 (Corydon Street)

Daily staffing is a three-person paramedic engine company. Staffing consists of 1 Fire Captain, 1 Fire Engineer, and 1 Firefighter-Paramedic.

Fire Station Staffing: Fire Station 622 (Sixth Street)

Daily staffing is a three-person paramedic engine company. Staffing consists of 1 Fire Captain, 1 Fire Engineer, and 1 Firefighter-Paramedic.

Total Daily Staffing:

A total of 6 fire station personnel are on duty 7 days a week, 24 hours a day. The Fire Department also funds fire equipment maintenance and dispatch services through a contract with the City of Corona.

Budgeted Cost for the City of Norco Fire Services for fiscal year 2011-2012:

Fire Suppression Personnel Costs.....	\$1,755,208
Paramedic Personnel Costs.....	\$771,369
Operating Expenses.....	\$461,465
Total Budgeted Amount.....	\$2,988,042

Proposal: Continue Existing Level of Service

The primary focus of this proposal is to provide a level of service to the citizens of the City of Norco that closely matches the current service and staffing levels of the Norco Fire Department. This proposal utilizes a cost comparison using Riverside County Fire (CAL FIRE) personnel costs and support service cost versus the City of Norco at the existing staffing levels.

Administrative and Support Services remain at the current staffing level:

- 1 Fire Chief (Riverside County Fire Chief or his designee will act in this role)
- 1 Battalion Chief
- 1 Fire Safety Specialist
- 1 Full-time Clerical Assistant funded 50% by the City of Norco

Fire Station Staffing: Fire Station 621 (Corydon Street)

Daily staffing remains as a three-person paramedic engine company. Staffing consists of 1 Fire Captain, 1 Fire Engineer, and 1 Firefighter-Paramedic.

Fire Station Staffing: Fire Station 622 (Sixth Street)

Daily staffing remains as a three-person paramedic engine company. Staffing consists of 1 Fire Captain, 1 Fire Engineer, and 1 Firefighter-Paramedic.

Total Daily Staffing:

A total of 6 fire station personnel and a Battalion Chief would be on duty 7 days a week, 24 hours a day. The Fire Prevention Specialist and Clerical staff would continue to work a standard 40 hour work week. The City would continue to fund fire equipment maintenance and dispatch services through the cooperative agreement with the Riverside County Fire Department/CAL FIRE.

Proposal Cost Estimate for fiscal year 2011-2012:

Fire Suppression and Paramedic Personnel Costs.....	\$2,522,048
*Operating Expenses.....	\$559,266
Total Projected Costs.....	\$3,081,314

*Operating Expenses includes one time estimated Communication/IT upgrades. Actual start up costs may adjust up or down.

EXHIBIT "A"
 TO THE COOPERATIVE AGREEMENT
 TO PROVIDE FIRE PROTECTION, FIRE PREVENTION, RESCUE
 AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF NORCO
 ESTIMATE DATED JULY 20, 2010 FOR FY 10/11

	CAPTAIN'S		ENGINEER'S		FF II MEDICS		TOTALS
STA #621							
Medic Engine	320,129	2.0	273,789	2.0	266,685	2.0	860,604 6.0
STA #622							
Medic Engine	320,129	2.0	273,789	2.0	266,685	2.0	860,604 6.0
Fixed Relief	160,065	1.0	136,895	1.0	133,343	1.0	430,302 3.0
SUBTOTALS	800,323		684,473		666,714		2,151,509
SUBTOTAL STAFF	5		5		5		15
BATTALION CHIEF				221,330	each		221,330 1.0
FIRE SAFETY SPECIALIST				118,633	each		118,633 1.0
OFFICE ASSISTANT III				61,154	each		61,154 0.5
SUBTOTAL							370,539 1.8
SUPPORT SERVICES							
Administrative/Operational				14,649	per assigned Staff **		14,649 16.0
Volunteer Program				6,248	Per Entity Allocation		6,248 1.0
Medic Program				5,499	per assigned Medics		5,499 5.0
Fleet Support				32,842	per Fire Suppression Equip		32,842 2.0
ECC Support					Calls/Station Basis		73,365
Comm/IT Support					Calls/Station Basis		102,090
Hazmat Support							24,781
SUBTOTAL							509,266
INITIAL ESTIMATED START UP COST							50,000
TOTAL STAFF COUNT							18
TOTAL ESTIMATED CITY BUDGET							<u>\$3,081,314</u>

SUPPORT SERVICES

Administrative & Operational Services		16.0 Assigned Staff
Finance	Public Affairs	0.00 Battalion Chief Support
Training	Procurement	16.00 Total Assigned Staff
Data Processing	Emergency Services	
Accounting	Fire Fighting Equip.	2 Fire Stations
Personnel	Office Supplies/Equip.	1,950 Number of Calls
		2 Hazmat Stations
		6 Number of Hazmat Calls

Medic Program - Support staff, Training, Certification, Case Review & Reporting

Fleet Support - Support staff, automotive costs, vehicle/engine maintenance, fuel costs

Emergency Command Center Support - Dispatch services costs

Communications / IT Support - Support staff, communications, radio maintenance, computer support functions

APPENDIX

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Appendix A

Frequently Asked Questions about Riverside County Fire (CAL FIRE) Protection Services

Will the City of Norco lose local control?

-No-

- The City Council will retain full control for setting the level of service, including where stations are located, what types of services are delivered and the budget for fire protection for the community. Riverside County Fire (CAL FIRE) is a contractor/partner that delivers the level of service that the community wants, professionally, efficiently, and economically.
- The most significant difference is the change in responsibility in the management of employees. CAL FIRE is responsible for all employment services and labor relations issues that include employee labor relations and bargaining, salaries, discipline, worker's compensation for injury, hiring, and training relieving the City of Norco of those direct responsibilities.
- CAL FIRE is a unique state agency in that the decision-making process is decentralized thus allowing local decision-making to occur locally. "CAL FIRE Sacramento" does not dictate levels of service for local contracts; the service level is determined by the local agency. CAL FIRE Sacramento's role is to maintain consistency in statewide programs.

Will Riverside County Fire (CAL FIRE) send the City of Norco fire equipment to a major fire somewhere else in the state leaving City unprotected?

-No-

- Riverside County Fire (CAL FIRE) will be contractually obligated to provide 24/7 fire protection coverage to the City of Norco and will do so.
- Riverside County Fire (CAL FIRE) does believe in the closest resource concept in a regional fire protection proposal but not to the detriment of providing primary protection to the community served. The fire stations in Norco will be designated as "priority cover" stations. The public is best served by this Proposal.

Aren't CAL FIRE employees just trained in wildland fire protection?

-No-

- Riverside County Fire (CAL FIRE) provides the most diverse fire protection programs of any fire department in this county. We respond to fires, medical emergencies, hazardous materials spills, airport emergencies, technical rescues, vehicle accidents, over the side and swift water rescues.
- CAL FIRE is California's State Fire Department. We are a full-service fire protection organization and our employees are trained in all phases and types of fire protection and emergency medical service. CAL FIRE responds to more than 350,000 emergencies per year of which 5,600 are wildland fires.

- CAL FIRE is the structural "all risk" fire department for 145 local government agencies throughout California. CAL FIRE provides municipal fire protection to communities that range in population from 1,707 to 2,189,641 and includes services such as ambulance and engine company paramedics, ladder truck operations; aircraft rescue firefighting, hazardous materials teams, and civil disaster planning.

Does CAL FIRE provide paramedic service?

-Yes-

- Riverside County Fire (CAL FIRE) currently provides paramedic services in many communities throughout the state at those locations where the local agency has requested advanced life support services. Within Riverside County, paramedic service is provided throughout most of the County Fire Department and would be a must provide, type service for the City of Norco.
- Paramedic service can be provided by engine company, rescue squad, or ambulance-based depending on the level of service desired and approved by the local governing authorities. This proposal provides for the same level of paramedic service currently enjoyed by the City.

What will happen to the Norco City Fire Department identity?

- All fire apparatus and stations will continue to be identified as the City of Norco or the identity that the City of Norco chooses. Typically Riverside County Fire (CAL FIRE) may place a seal on the apparatus adjacent to the City logos to signify our partnership in providing fire protection.

What happens to the employees that make up the City of Norco Fire Department today?

- The Riverside County Fire Department (CAL FIRE) has made every effort to offer a fire protection proposal that operationally, fiscally and personally best fit the needs of the City of Norco. Employees currently employed by the City of Norco will be blanketed in State Civil service following State Personnel Board rules to meet the staffing needs of this proposal. Any Employee on disability will remain a Norco City employee until off disability even after transition.

Will the existing City of Norco employees remain working at the fire stations in the City?

-Yes & No-

- We know from experience in these transitions that a mentoring program and process is necessary to make an effective change. Existing Riverside County Fire (CAL FIRE) employees will need a period of time to learn the nuances of the City of Norco; vice versa the current City of Norco employees will need a period of time to learn the policies and procedures of Riverside County Fire (CAL FIRE). Somewhat like an exchange student program, by a blending of current Riverside County Fire (CAL FIRE) and current City employees assigned to the fire stations this can be achieved.
- Some of the City employees may want to pursue opportunities elsewhere in CAL FIRE. Every effort will be made to accommodate this career development opportunity. The mentoring of CAL FIRE employees into how the City fire stations operate is critical to a smooth transition.

Why does Riverside County Fire (CAL FIRE) enter into these agreements?

- It is good government and creates the best platform (cooperative, integrated, regional fire protection system) for delivering emergency services to the public inside the City and adjacent to it. It is part of the Department's mission, assigned by the Legislature, to provide contract fire protection services to California's communities where there is a mutual benefit.
- Riverside County Fire (CAL FIRE) benefits by adding these quality employees of the City of Norco to our staff. It provides greater "bench strength" for management of large emergencies. The City of Norco employees will get assigned to major emergencies where they will receive training and experience that they could not obtain any other way. This training and experience will better prepare them for managing a future major emergency in Norco.
- Major Incident After Action Reports suggest Regionalized Fire Protection Systems



Appendix B

City of Norco Fire Department Employee Transition to Riverside County Fire (CAL FIRE)

Riverside County Fire (CAL FIRE) will transition City of Norco Fire Department employees into State civil service as fully tenured members that enjoy the same benefits and opportunities as existing CAL FIRE employees.

CAL FIRE has transitioned literally hundreds of local government employees into State civil service and the process is well documented. In many instances, the transitioned employees receive enhanced benefits and/or career opportunities from what they enjoyed with local government.

Summary of the Process

- Open discussions are held with the Norco City Council, City Manager, fire department staff, labor representation, and the public about the concept.
- City of Norco approves the comprehensive proposal.
- Existing personnel currently providing fire protection services are evaluated on an individual basis for work experience, training received, current classification level, and current salary (compensation) for transition into CAL FIRE positions.
- A Memorandum of Understanding (MOU) between the City of Norco Fire Department employees and the City of Norco is created to document the fire department employees' transition process, leave credit disposition, continuation of medical benefits during transition, and other pertinent details.
- Determination of classification and salary of the City of Norco Fire Department employees is made by CAL FIRE and forwarded to the State Personnel Board for formal action.
- The State Personnel Board formally adopts the resolution allowing the City of Norco Fire Department employees into State civil service classifications as fully tenured employees without participating in a civil service examination process.
- City of Norco Fire Department employees become State civil service employees and all employer responsibility is transferred to CAL FIRE.

Employee Transition – MOU

A written MOU will be prepared that details the terms and conditions of the transfer of City of Norco Fire Department employees to CAL FIRE. This will include complete details about the transfer of leave credits, health benefit continuation during transition, retirement system transition, and additional information.

State Civil Service Classification

The State civil service classification is determined by evaluating City of Norco Fire Department employees' existing classifications and duty statements compared to the same or similar classifications used within CAL FIRE. As close a match as possible is made and the employees are then blanketed (transferred upon resolution) into those State civil service classifications.

Permanent Appointment

City of Norco Fire Department employees that are blanketed into CAL FIRE are assured of permanent appointments. The process is prescribed clearly in law and takes from three to four months to process. Officially, these employees become State civil service employees "without the benefit of civil service examination." They do not serve a probationary period unless they are currently on probation with their local government. The State Personnel Board makes the civil service appointment at one of their regularly scheduled public hearings. CAL FIRE closely follows the guidelines established in the State Constitution for the transition of employees into State civil service that result from these cooperative agreements.

Article VII, Section 6(c) of the California Constitution allows the State Personnel Board to transfer, or "blanket-in" by board resolution local government employees when the work that was performed by these employees is assumed by the State.

Seniority

Once transitioned, service with City of Norco Fire Department will be reviewed and credited to employees based on the State's qualifying service requirement. Currently, an employee must have 11 days of paid time per month for the month to be qualifying. In other words, for each qualifying month as described, an employee will receive one month of State service. State service is used to determine certain benefits, including longevity pay, and vacation/annual leave rates.

Seniority is calculated similarly to State service and is used for transfers, layoffs, or demotions when necessary.

Promotions, Transfers, and Assignments

City of Norco Fire Department employees who are transitioned into CAL FIRE are fully tenured employees and enjoy the same rights, privileges, and opportunities that any other CAL FIRE employee of the same classification and seniority would receive. Employees would be eligible to compete for promotion if they meet the minimum qualifications of the civil service classification. The years spent with the local government may count as credit towards qualifying experience.

City of Norco Fire Department employees would be eligible to transfer or ask for re-assignment anywhere in California that CAL FIRE operates the same as any other CAL FIRE employees. Voluntary transfer rules may be found in the various MOUs dependent on the employee's civil service classification. For employees in fire protection classifications, this information is contained in the MOU between CDF Firefighters Local 2881 (CDFF) and CAL FIRE.

Promotions, transfers, and re-assignments are predominantly voluntary. Occasionally, due to operational needs, an employee may be involuntarily re-assigned within CAL FIRE.

Training

Training records of the City of Norco Fire Department employees will be compared to those of CAL FIRE employees of the same State civil service classification. Any training courses that are necessary will be provided to the local government employees at CAL FIRE's expense. Since CAL FIRE participates in the Joint Apprenticeship Committee (JAC) program for new employees, the transitioned employees may be entered into the JAC program for training purposes. The determination for JAC status is based on years of experience, training records, and other education and/or experience. The CAL FIRE SubJAC evaluates the individuals and determines if it is appropriate to enroll them in JAC or provide a training plan that will establish journey level

status outside of JAC. Those enrolled in the JAC program may be required to take the third year examination in order to journey. SubJAC membership is evenly distributed between labor and management.

Customized training programs will be developed for each employee to ensure that they are placed in a successful situation and have received or will receive training that meets or exceeds other CAL FIRE employees in the same classification.

Salary

Once the State civil service classification is determined, the City of Norco Fire Department employees' existing salaries at the time of transition will be compared to that of the new classifications. If the employees are within the minimum and maximum of the salary range for the State civil service classifications, the employees will retain that salary. If the employees' salaries are below the minimum of the State civil service classifications, the salaries will be raised to the minimum of the classification and the employees will be given annual step increases (e.g., merit salary adjustment, etc.) until they have reached the maximum salary range of the civil service classification.

CAL FIRE employees are paid their base pay plus any applicable pay differentials once per calendar month. Fire protection employees receive a supplemental overtime check at the end of each 28-day work period for Extended Duty Week Compensation (EDWC) as well as unplanned overtime.

Base Pay

A fire protection employee's monthly salary is based on a work schedule for an average 53 hours per week, which is established by the Federal Fair Labor Standards Act (FLSA) as the standard work week for firefighters eligible for Section 7k of the FLSA.

Scheduled Overtime

Overtime for CAL FIRE fire protection employees is calculated on a 28-day work period. Since CAL FIRE employees predominantly work a scheduled 72-hour work week, a portion of these scheduled hours are eligible for additional compensation under the FLSA (i.e., the difference between 53 hours and 72 hours per week). This additional compensation is known as EDWC. A supplemental check at the end of the 28-day work period is issued to compensate the employees for EDWC and for any unplanned overtime that was worked during the 28-day period. EDWC counts as income for California Public Employees Retirement System (CalPERS) retirement calculation purposes. Unplanned overtime does not count as compensation for CalPERS retirement calculation purposes.

Employees who are not in qualifying fire protection classifications are compensated for their overtime at the end of the monthly pay period in which they worked the overtime.

Current pay rates (Fiscal Year 2011-2012) for CAL FIRE employees are as follows:

CLASSIFICATION	MINIMUM SALARY RANGE	MAXIMUM SALARY RANGE	EDWC*
Fire Fighter II (Paramedic)	\$3,000.00	\$3,717.00	\$1,905.32
Fire Apparatus Engineer	\$3,325.00	\$3,926.00	\$2,010.20
Fire Captain, Range A	\$3,648.00	\$4,521.00	\$2,309.64
Battalion Chief (BC)	\$4,641.00	\$5,756.00	\$2,280.00

*EDWC is based on maximum salary with the anticipated increase per the MOU for 2012 and includes Educational Incentive Pay and Longevity Pay at 7%.

Educational Incentive Pay Differential

Eligible CAL FIRE employees who have completed their JAC apprenticeship and reached journey level status may be compensated with an additional educational incentive of \$75.00 per monthly pay period.

Permanent employees in specific classifications that do not require JAC certification may also be eligible for this incentive if they have completed 60 units from an accredited community college, college, or university.

Longevity Pay Differential

Eligible CAL FIRE employees who have achieved certain benchmarks in years of service may receive a monthly pay differential at a percentage rate calculated on the employee's base salary as follows:

YEARS OF SERVICE	RATE
17 and 18 years	1% of base pay
19 years	2% of base pay
20 years	3% of base pay
21 years	4% of base pay
22, 23, and 24 years	5% of base pay
25 years and above	7% of base pay

Deferred Compensation

CAL FIRE employees are eligible to participate in several tax deferred programs that invest pre-tax income into tax deferred investment accounts.

Uniform Allowance

Fire protection employees in eligible classifications may receive a \$540.00 per year uniform allowance and an additional \$290.00 per year work boot allowance. This counts as annual income for CalPERS retirement calculation purposes.

Administrative/Clerical employees are not normally required to wear a uniform and receive no uniform allowance.

Benefits (Health, Vision, and Dental Coverage)

CAL FIRE employees are provided with health, dental, and vision benefits. The cost is dependent upon the classification of an employee, how many dependents the employee enrolls, and which plan the employee enrolls in.

Fire protection employees are given a Consolidated Benefit (CoBEN) Allowance to offset the price of the total premium cost of benefits. The CoBEN Allowances for 2011 are as follows:

FAMILY STATUS	EMPLOYER CONTRIBUTION
Employee only	\$509.00 per month
Employee with one dependent	\$973.00 per month
Employee and two or more dependents	\$1,268.00 per month

NOTE: Non-fire protection classification rates are available upon request.

Post Retirement Health Care Coverage

CAL FIRE employees are provided with post retirement health care coverage paid by the employer. For State employees, there is a "vesting" period that refers to the amount of time the employee must be employed by the State to be eligible to receive employer contributions toward the cost of the monthly health premium during retirement. The amount the State contributes toward the health plan premium depends on when an employee is first hired by the State and how many years that employee has worked for the State. The contribution amount is determined by a formula set by law and the date the employee is first hired by the State.

If first hired by the State after January 1, 1989, rates are as follows:

YEARS OF STATE CIVIL SERVICE	STATE CONTRIBUTION
Less than 10 years	0%
10 years	50%
10 years to 19 years	50%, plus 5% for each year after the tenth year
20 years and above	100%

Previous State Employee Credit towards Post Retirement Health Care Coverage

Some City of Norco Fire Department employees may have worked for the State of California prior to their current employment with the local government. This prior State employment experience may count towards the vesting requirement. If they were State employees prior to

January 1, 1989, they may receive the benefit with reduced years of service requirement as follows:

YEARS OF STATE CIVIL SERVICE	STATE CONTRIBUTION
Any years of service	100%

If they began Working for the State of California between January 1, 1985, to December 31, 1988, rates as follows:

YEARS OF STATE CIVIL SERVICE	STATE CONTRIBUTION
10 years	100%
Less than 10 years	Reduced by 10% for each year of service under 10 years

The City of Norco Fire Department employees are encouraged to contact CalPERS for their particular circumstances.

Leave Credits

Vacation and Sick Leave

Vacation and sick leave credits are converted prior to being credited to an employee transitioned to the State. Credits are converted by the following formula: Hours of credit each month as a local government employee divided by the hours of credit each month a CAL FIRE employee would receive.

As an example: A local government employee earns 12 hours of sick leave per month; CAL FIRE employees earn eight hours of sick leave per month. Thus, 12 divided by eight equals 1.5. This is the conversion factor. The next step is to take the local government employee's sick leave balance and divide it by the conversion factor. This is the balance the local government employee will be allowed to carry over.

For vacation leave credits, there is a maximum amount of hours an employee can carry over. The maximum hours are determined by calculating what the employee would earn in a year as a State employee (based on his or her credited years of State service). This is the maximum carry over amount allowed for vacation leave credits. Any hours above the maximum must be resolved between the employee and the local government prior to the transition. This agreement is normally contained within the Transition MOU.

Annual Leave vs. Vacation and Sick Leave

CAL FIRE employees may choose between two patterns of accumulating leave credits: 1) annual leave or, 2) vacation and sick leave.

- Annual leave can be used as vacation or sick leave at the employee's choice. It is subject to maximum balances. The accrual rate is determined by adding four hours per month to the vacation rate for the number of years of State service the employee has.

- Vacation is accumulated at a rate based on the years of service as shown in the chart below. Vacation is subject to maximum balances per year. The following chart depicts hour vacation is earned monthly:

YEARS OF SERVICE	ANNUAL LEAVE	VACATION LEAVE	SICK LEAVE
1 month – 3 years	12 hours (3.6 weeks)	8 hours (2.4 weeks)	8 hours
37 months – 10 years	15 hours (4.5 weeks)	11 hours (3.3 weeks)	8 hours
121 months – 15 years	17 hours (5.1 weeks)	13 hours (3.9 weeks)	8 hours
181 months – 20 years	18 hours (5.4 weeks)	14 hours (4.2 weeks)	8 hours
Over 20 years	19 hours (5.7 weeks)	15 hours (4.5 weeks)	8 hours

Retirement

Safety Member Employees

All CAL FIRE firefighting employees are members of the CalPERS Peace Officer and Firefighter (POFF) Safety Retirement Program. The City of Norco Fire Department employees performing fire protection work will become members of this program.

The POFF retirement formula is 3.0% per year of service credit at age 55, with a maximum cap of 90%.

Miscellaneous Member Employees

CAL FIRE employees who are not fire protection employees belong to the CalPERS State Miscellaneous Retirement Program and local government employees that fall into this category will become members of that plan. The Miscellaneous retirement formula is 2.0% per year of service at age 55.

Upon retirement the employee will receive compensation based on a combination of retirement systems to which he or she has contributed to over their years of employment. Some will have been members of only CalPERS, while some will have participated in multiple programs and plans. Most retirement programs have "reciprocity agreements" with other programs. Each City of Norco Fire Department employee's retirement compensation calculations will be different based on the programs and plans in which they have been members.

It is strongly recommended that each employee contact CalPERS and obtain a personal evaluation of his/her retirement circumstances.

Union Representation

Fire protection employees in rank and file classifications are represented by CDFP (Bargaining Unit 8). Membership is not required; however, a Fair Share agreement is in effect between CAL FIRE and CDFP. The MOU is effective July 1, 2010, through July 1, 2013.

The MOU addresses working conditions, benefits, and wages. New MOUs are negotiated by CAL FIRE and the CDFP and go into effect once approved by the Legislature, signed by the Governor, and ratified by the CDFP membership.

Non-fire protection employees (excluding those designated as managerial, supervisory, and confidential) will be represented by one of the State's 21 collective bargaining units. Representation by a particular bargaining unit is based upon the classification as determined by CAL FIRE. These bargaining units also have MOUs in which working conditions, benefits, and wages are addressed.

Paramedic Services

CAL FIRE currently provides paramedic services in cooperative agreements throughout the State. This service level is provided through engine company, rescue company, or ambulance based paramedics depending on the level of service desired and approved by the local governing body. The service includes either first responder type service or full service including emergency transport of patients. The expense to provide this level of service, employee licensing, salary rates, retention bonuses, and training are included in the rates charged by CAL FIRE.

Appendix C

Cooperative Fire Protection Agreements

DIRECT FIRE PROTECTION SERVICES PROVIDED BY CAL FIRE

COUNTIES

The following Counties have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Alameda	Glenn	Merced	San Bernardino	Siskiyou
Alpine	Humboldt	Monterey	San Diego	Sonoma
Amador	Lake	Napa	San Mateo	Tehama
Butte	Lassen	Nevada	Santa Clara	Trinity
Calaveras	Madera	Placer	Santa Cruz	Tulare
El Dorado	Mariposa	Riverside	San Luis Obispo	Tuolumne
Fresno	Mendocino	San Benito	Shasta	Yuba

CITIES

The following Cities have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Auburn	Coachella	Indian Wells	Moreno Valley	Rancho Mirage
Banning	Desert Hot Springs	Indio	Oroville	Red Bluff
Beaumont	Elsinore	La Quinta	Palm Desert	San Jacinto
Biggs	Grass Valley	Madera	Pismo Beach	Temecula
Calimesa	Gridley	Marysville	Perris	Yucaipa
Canyon Lake	Highland			

FIRE PROTECTION DISTRICTS

The following Fire Protection Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Amador FPD	Cypress FPD	Pine Valley FD
Alameda County FD	Deer Springs FPD	Reservation FPD
Aromas Tri County FPD	East Contra Costa FPD	San Diego Rural FPD
Bald Mountain FPD	Fresno County FPD	South Lake County FPD
Cachagua FPD	Jamestown FPD	South Monterey County FPD
Carmel Highlands FPD	Hamilton City FPD	South Santa Clara County FPD
Cayucos FPD	Higgins FPD	Sycuan FPD
Cloverdale FPD	Northstar FD	Truckee FPD
Coastside FPD	Orange Cove FPD	Ukiah FD
Crest Forest FPD	Pajaro Valley FPD	Valley Center FPD

WILDLAND FIRE PROTECTION AGREEMENTS

The following Cities have Wildland Fire Protection Agreements with CAL FIRE. These agreements augment existing city fire department resources specifically for wildland fire fighting services.

Anaheim City	Chino Hills Independent FD	Redlands City
Arcata City	Loma Linda City	Rocklin City
Auburn City	Murietta City	Trinidad City
Chino Hills City	Oroville City	Truckee City
	Rocklin City	
	Trinidad City	

COUNTY SERVICE AREAS

The following County Service Areas have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon local government entities needs.

Fresno County CSA	Siskiyou CSA
	Sonoma CSA

COMMUNITY SERVICE DISTRICTS

The following Community Service Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Cameron Park CSD	Pebble Beach CSD
Loma Rica/Browns Valley CSD	Rubidoux CSD
Morongo Valley CSD	

WATER DISTRICTS

The following Water Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Arrowbear County Water District
Metropolitan Water District
Ramona MWD
Santa Clara Valley Water District
Yuima MWD

OTHER

The following entities have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

29 Palms Band of Mission Indians	Rincon Reservation
Campo Band of Mission Indians	San Pasqual Band of Mission Indians
Firenet Lassen	Shasta College
Pala Band of Mission Indians	Sierra-Sac Valley EMS

Listing of Fire Protection Contract Partners in Riverside County

- County of Riverside
 - Banning
 - Beaumont
 - Calimesa
 - Canyon Lake
 - Coachella
 - Desert Hot Springs
 - Eastvale
 - Indian Wells
 - Indio
 - Jurupa Valley
 - Lake Elsinore
 - La Quinta
 - Menifee
 - Moreno Valley
 - Palm Desert
 - Perris
 - Rancho Mirage
 - Rubidoux CSD
 - San Jacinto
 - Temecula
 - Wildomar
- Fire Department Dispatch Contracts
 - Idyllwild Fire Protection District
 - Riverside County Environmental Protection
 - Pechanga Tribal Fire Department
 - Morongo Tribal Fire Department



Revised Exhibit “A” to the Proposal

Revised Date Only

EXHIBIT "A"
 TO THE COOPERATIVE AGREEMENT
 TO PROVIDE FIRE PROTECTION, FIRE PREVENTION, RESCUE
 AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF NORCO
 ESTIMATE DATED JULY 20, 2011 FOR FY 11/12

	<u>CAPTAIN'S</u>		<u>ENGINEER'S</u>		<u>FF II MEDICS</u>		<u>TOTALS</u>
STA #621							
Medic Engine	320,129	2.0	273,789	2.0	266,685	2.0	860,604 6.0
STA #622							
Medic Engine	320,129	2.0	273,789	2.0	266,685	2.0	860,604 6.0
Fixed Relief	160,065	1.0	136,895	1.0	133,343	1.0	430,302 3.0
SUBTOTALS	800,323		684,473		666,714		<u>2,151,509</u>
SUBTOTAL STAFF	5		5		5		<u>15</u>
BATTALION CHIEF					221,330	each	221,330 1.0
FIRE SAFETY SPECIALIST					118,633	each	118,633 1.0
OFFICE ASSISTANT III					61,154	each	30,577 0.5
SUBTOTAL							<u>\$370,539 1.8</u>
SUPPORT SERVICES							
Administrative/Operational					14,649	per assigned Staff **	234,384 16.0
Volunteer Program					6,248	Per Entity Allocation	6,248 1.0
Medic Program					5,499	per assigned Medics	27,495 5.0
Fleet Support					32,842	per Fire Suppression Equip	65,684 2.0
ECC Support						Calls/Station Basis	73,365
Comm/IT Support						Calls/Station Basis	102,090
Hazmat Support							<u>24,781</u>
SUPPORT SERVICES SUBTOTAL							<u>509,266</u>
INITIAL ESTIMATED START UP COST							50,000
TOTAL STAFF COUNT							<u>18</u>
TOTAL ESTIMATED CITY BUDGET							<u>\$3,081,314</u>

SUPPORT SERVICES

Administrative & Operational Services			
Finance	Public Affairs	16.0 Assigned Staff	
Training	Procurement	0.00 Battalion Chief Support	
Data Processing	Emergency Services	16.00 Total Assigned Staff	
Accounting	Fire Fighting Equip.		
Personnel	Office Supplies/Equip.	2 Fire Stations	
		1,950 Number of Calls	
		2 Hazmat Stations	
		5 Number of Hazmat Calls	

Medic Program - Support staff, Training, Certification, Case Review & Reporting

Fleet Support - Support staff, automotive costs, vehicle/engine maintenance, fuel costs

Emergency Command Center Support - Dispatch services costs

Communications / IT Support - Support staff, communications, radio maintenance, computer support functions

Clarifying Questions and Answers

Information Only

Clarification Questions for CAL FIRE

** This proposal is a Cooperative Agreement with the County of Riverside. Although the employees and Managers are CAL FIRE in Cooperation with Riverside County.

1. Per Cal Fire's Proposal, the City of Norco will be responsible for replacing expensive equipment and other assets which will benefit other jurisdictions. Does Cal Fire have any standards to ensure that the burden of equipment replacement is fairly shared by all participating and benefitting jurisdictions? **RCFD does expect all Contract Partner's to maintain minimum Riverside County standards. The language in each Contract Partner Cooperative Agreement states:**

SECTION IX: PROPERTY ACCOUNTING

All personal property provided by CITY and by COUNTY for the purpose of providing Fire Services under the terms of this Agreement shall be marked and accounted for in such a manner as to conform to the standard operating procedure established by the County Fire Department for the segregation, care, and use of the respective property of each.

SECTION X: FACILITY

City shall provide Fire Stations, strategically located to provide standard response time within _____ from which fire operations shall be conducted. "City shall maintain the facilities at its cost and expense. In the event City requests County to undertake repairs or maintenance costs or services, the costs and expenses of such repairs or maintenance shall be reimbursed to County through the Support Services Cost Allocation, or as a direct Invoice to the City.

RCFD also offers the option of a "Fire Engine Use Agreement". The amount to date is \$19,200.00 annually. The wording in the Cooperative Agreement for the Fire Engine Use is as follows:

FIRE ENGINE USE AGREEMENT OPTION:

The Fire Engine Use Agreement is utilized in the event that a fire engine(s) which was initially purchased by the CITY, and then the CITY elects to have the COUNTY take responsibility of said fire engine(s). The Fire Engine Use Agreement guarantees the CITY the use of this fire engine(s), the COUNTY network of equipment, and resources of the COUNTY.

This fire engine(s) shall be used as an integrated unit for Fire Services as set forth in this Cooperative Agreement between the COUNTY and CITY, and shall be stationed primarily in the CITY. The change in ownership of the fire engine does not waive or supersede

any responsibilities of the CITY pursuant to this agreement. This exhibit is strictly to further detail for the CITY, the responsibilities and costs associated within the Cooperative Agreement between the COUNTY and CITY; therefore, the Fire Engine Use Agreement is inseparable.

The CITY will have the option of transferring title of said fire engine(s) to the COUNTY. If the CITY transfers title of said fire engine(s) to the County, the County will take ownership of the said fire engine(s), and the County will maintain insurance on said fire engine(s). If the CITY opts to maintain ownership and title of said fire engine(s), the CITY will maintain insurance on said fire engine(s). Proof of Insurance is to be provided to the COUNTY.

The COUNTY will ensure a working fire engine(s) is available for the CITY at all times under this agreement. All capital improvements and/or betterments to the fire engine(s) listed above, will be the responsibility and paid for by the COUNTY under this Agreement.

When the Riverside County Fire Department Fleet personnel determine the fire engine(s) listed above is due for replacement, the COUNTY will purchase a new fire engine(s); and, survey the old fire engine(s).

The annual cost for this service is calculated at 1/20 of the replacement cost. The current replacement cost is \$384,000.00. If this Agreement is entered into mid-year, the annual cost will be prorated accordingly.

OTHER ITEMS: All other capital assets that would fall under our Cost Allocation plan are amortized and allocated based on its program type per the plan.

2. During the transition period, if Cal Fire takes over the management of the Norco Fire Department, is there any cost to the City? If so how would the cost be determined? **The full cost of the Norco Battalion Chief would be the responsibility of Norco, however there would also be recruitment period until such time the employee was in place.**
3. The Proposal allows the City to enter into a contract for initial term of 3-5 years. Do you anticipate any cost/rate changes during the initial term? If so, what is the anticipated average rate of increase? **The rate may change based on many factors such as PERS changes, State ADMIN rate and collective bargaining.**
4. How would the cost proposal change if Cal Fire is to provide coverage from one of its existing station in Norco instead of using the two City owned Fire Stations? Is it even possible? **Upon completion of the First year of the agreement, Riverside County is willing to review any options for expansion, or realignment of fire service. NOTHING THAT CAUSES A REDUCTION IN THE CURRENT SERVICE LEVEL will be accepted without the County opting out of the agreement.**
5. Why did Cal Fire not present alternate Proposals? **The intent was to provide a base level of service to maintain fire service within the City of Norco at the most cost effective rate. When the financial situation improves we are willing to explore other options including additional engine staffing or the addition of a third engine utilizing existing CAL FIRE Sta. 14 in Norco.**
6. Cal Fire Proposal indicates that City of Norco will pay for ½ of the Clerical Assistant position outside of the contract, why is that so? **Because it is expected that the Clerical Assistants duties will be 50% County Business, and again we propose what is most cost effective for all of our partners.**

7. Does the City have the option to keep the fire inspection piece in-house? If so what would be the amount of reduction to Cal Fire cost proposal? **Yes, with the expectation that the Fire Inspector will work directly for the Norco Battalion Chief or the County Deputy Fire Marshal, which we currently do in other agreements.**
8. Who will be responsible for liability losses other than workers compensation resulting from Cal Fire performing services in the City of Norco? For example an accident involving Cal Fire employee driving City owned Fire Engine? **This would be covered under our indemnification language which would be negotiated with the County of Riverside during the contract process. Our current language is as follows:**

SECTION X: INDEMNIFICATION

A. COUNTY, to the extent permitted by law, agrees to indemnify, defend and hold harmless CITY, its officers, agents and employees from any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies in connection with any activities under this Agreement; and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by COUNTY in the performance of any activities under this Agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to CITY or from acts not within the scope of duties to be performed pursuant to this Agreement.

B. CITY, to the extent permitted by law, agrees to indemnify, defend and hold harmless COUNTY, its officers, agents and employees from any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies in connection with any activities under this Agreement; and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by CITY in the performance of any activities under this Agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to COUNTY or from acts not within the scope of duties to be performed pursuant to this Agreement.

9. The City is interested in a situation where trained volunteers could ultimately help reduce total City costs for fire services. Does your proposal anticipate including volunteers in a way that would accomplish City objective? **NO** If not, what is the proposed use of Volunteer/Reserve as submitted **We welcome the inclusion of a volunteer/ reserve program under the new County Ordinance to enhance Fire services in Norco. Any use of Volunteer /Reserve in Lieu of career staff is a violation of the CDFP Labor agreement.**
10. The Proposal provides opportunity for current City employees to convert their accrued sick and vacation to Cal Fire hours. What are the financial impact of this arrangement to the City if any? For example for employees that choose to cash out accrued leaves prior to transitioning to Cal Fire, would the City receive any credits? **No financial impacts or credits to the City**
11. The dates on Exhibit A references July 20, 2010 and FY 2010-2011. Are the cost proposals still current? **This was a clerical error in producing the document. The financial numbers are correct.**

12. Pg 3: How is the “better level of service” determined with the sharing of resources and personnel on a regional basis; what standards or measures are utilized? **Currently the Norco Fire Dept. has two engines to respond to a confirmed structure fire and utilizes Mutual/Automatic aid to supplement equipment and personnel, additionally if those two engines are engaged the City must request Mutual Aid for coverage. Under Regional Cooperative Fire Protection, the initial attack response is supplemented at dispatch to meet the NFPA fire ground standards. The necessary move up and cover for the City is included as part of the agreement.**
13. Pg 4: How is the “matching or exceeding” the current service level determined; what standards or measures are utilized? **The County Fire Departments 3-person Municipal staffing standard matches the current Norco City staffing standard. The ability to meet the NFPA 1710 fire ground staffing standard on every Fire dispatch exceeds the current Norco City Fire Departments Standard.**
14. Will fire apparatus need to be transported to Perris for maintenance? **Routine maintenance such as oil/lube and minor repairs are performed at the station. Mobile fire equipment mechanics are available and usually assess the needs and make repairs in the field. However if needed for more extensive repairs the vehicle would be sent to the Perris shop @ no additional cost or effort to the City.**
15. Pg 4: We understand from the Proposal that the City will be responsible for the cost of replacing Fire Engines, buildings and automotive equipment. Who will be responsible for replacing other equipment/assets such as furnishings and fixtures in the fire houses, portable radios, defibrillators, and other paramedic equipment? **City owned Station furnishings and fixtures are the responsibility of the owner. It is a Direct Bill item to each Contract Partner.**
ALS Monitors & Defibrillators replacements are the responsibility of the asset owner. It is a Direct Bill item to each Contract Partner. ALS supplies (Zoll & Life Assist) are also a Direct Bill to each Contract Partner.
Appendix 8 of the Cost Allocation Plan is a listing of all accounts that are Direct Bill.
16. Pg 8: What is the expectation or the “norm” for the “level of service description” that Cal Fire will expect? **need clarification**
17. Pg 11 and 19: Will the Fire Chief attend City staff and City Council meetings? If not who will be attending? **The County Fire Chief delegates the authority of acting Fire Chief to the assigned Battalion Chief that Norco will fund as part of the agreement. Yes, they will attend the necessary city meetings as available. As needed the Operations Division Chief may be available for Fire specific items on agenda.**
18. Pg 11: Will the Fire Chief be at the CA SFM/Cal Fire Certified Fire Chief or Certified Chief Officer level? **The County Fire Chief meets or exceeds this certification. The assigned Battalion Chief will meet the minimum requirements as stated by State Personnel Board requirements for the position.**
19. PG 13: Does the Volunteer/Reserve Program costs include in the Proposal cover all required PPE and equipment? **Yes.** Will those personnel be covered under Cal Fire WC and insurance benefits? **The Reserve Volunteer Personnel are covered under the Riverside County Workers Compensation System.**

20. Pg 14: It is our understanding from the Proposal that the cost proposal includes the repairs and maintenance of all fire apparatus (fire engines) and automotive. Are there any limits to the cost of repairs and maintenance included in the Proposal? Are maintenance and repairs of portable equipment included? Additionally, the Proposal discusses services that Cal Fire can provide assistance on contract rate. Please provide more specifics on these services and the contract rates that would apply if any. **As described on page 5 of the Cost Allocation Plan, Fleet Support provides that the maintenance of the Fleet is performed primarily by County employees with supervision and management oversight provided by the State. Operating costs include general preventative costs and minor repairs and equipment replacement. Capital costs >\$5000 for major repairs are not included and are a direct charge to the agency owning the apparatus. Allocation based on # of assigned suppression equipment to each station. The assigned suppression equipment basis does not include regionally beneficial equipment (i.e. water tenders, breathing supports, utilities, and reserve engines.)**

If the Engine/Truck is under Fleet Support the County will replace and/or repair any item in that Compliment. If the City purchased or added anything above and beyond County's Standard Compliment, it is the responsibility of the City to replace and/or repair that item, and will be a Direct Bill.

21. Pg 14: If Norco desires to pay utility costs as suggested in the Proposal, will those costs be deducted from the quarterly invoices and payments? **The City may pay for utilities directly to the Utility Companies and then there would be no direct charges for utilities on the quarterly invoices to reimburse. If the County pays any utility charges, the charges would be directly invoiced to the city on their quarterly invoice.**
22. Pg 14 and 15: Considering the number of dispatched incidents, will dispatching emergencies meet the CA PSAP standard for answering calls and the NFPA standard for call processing times? **Yes the Perris ECC meets the NFPA 1221 Standard for call processing and adheres to the CA PSAP, CA State 911 Office and National NENA (National Emergency Number Association) standards for call processing and answering.**
23. Pg 14 and 15: Will dispatching include EMD pre-arrival instructions and prioritization of calls? Will EMD utilize a national EMD protocol, software, and QI/QA process? What EMD program is proposed? **Cal Fire/Riverside County Fire Department currently has a grant application in thru DHS for \$175,000 for EMD implementation. Peter Lent from County OES has advised us we have a 85 to 90% chance of full funding with grants being awarded in early September. We anticipate having EMD fully functional by January 2012. The EMD vendor selected is Priority Dispatch. Their product includes pre-arrival instructions and call prioritization. Priority Dispatch EMD utilizes NAEMD (National Academy of Emergency Medical Dispatching) standards which are the nationally accepted standards for EMD. Priority Dispatch utilizes the AQUA QA/QI program in conjunction with the PRO-QA EMD software.**
24. Pg 15: Is the cell phone support including all cellular costs, including PDA/BlackBerry/Apple devices? **Yes. This is only the support of these actual items. The actual costs related to the service and/or equipment would be a direct charge to the city on their quarterly invoice.**
25. Pg 15: What incident software is utilized, what data fields are collected, and what reports are currently available? **CAIRS/NFIRS as well as crystal reports for specific needed data. We would be happy to show an example but are to numerous for this document.**

26. Pg 16: Are A, B, and H occupancies included? Are wildland/brush/weed abatement/tumbleweed annual inspections and enforcement included? Are annual inspection of businesses included? Are new construction plan review and inspections for buildings and fire protection systems included? Will personnel attend the City “development” and Planning Commission meetings? Will inspections and enforcement include abandoned vehicles, NPDES storm water discharge, and other hazards? **For new construction, all occupancies apply including A,B,and H occupancies. Weed abatement is handled by Hazard reduction but usually remains within the City. Engine Companies will perform the annual business inspections. The plan review is handled from the planning stages (entitlement) through build out and issuance of a Certificate of Occupancy from the Building Official. Only Fire Code and Life Safety Hazards are handled by FPP staff. With our contract cities, we will attend upon request but generally the local BC or Captain attends.**
27. Pg 19: What are the Fire Prevention Specialist qualifications relating to the CA SFM/Cal Fire Certifications? **Please see attached training matrix.**
28. Pg 23 and 25: How are the number of Norco personnel necessary to “meet the staffing needs” be determined? How is the “blanketed in Civil service” process implemented? What is the process for selecting the 15 Engine Company employees? **This issue will need to be discussed after intent to enter into a cooperative agreement with the labor group/Department management and City officials representing the Firefighters. Also will be addressed as part of the transition M.O.U**
29. Pg 29 and 30: For Cal Fire employees that achieve 100% post-retirement health benefits vesting, does the contribution include employee, spouse and dependents? **Yes**
30. What services are included to manage and staff the City EOC located at Station 22? **The answer to this requires information from Norco on their current City Emergency Management plan. The services of the Riverside County Fire/Office of Emergency Services are inclusive in this proposal**
31. Does apparatus/equipment maintenance include all apparatus and fleet provided to Cal Fire on the City list? **Yes** Are all maintenance costs included in the proposal? **There is a fee charged as part of the allocation plan, unplanned maintenance and repair may affect the year end cost and cause an adjustment to the allocation cost for the next fiscal year. It has yet to be determined which City vehicles will be needed for this proposal, specifically the utility/command vehicles. The County Fire Fleet manager will be involved during the contract negotiations to assess the needs of the department.**
32. Are replacement costs for automation equipment included in the proposal, including the equipment necessary for emergency call alerting and dispatching? **Yes**
33. What services will be included towards management of the Norco Animal Rescue Team (NART)? **Services for the NART are not included as part of the proposal, however the Operations Deputy and Division Chief will meet with City officials to discuss as part of a transitional MOU. It is not the intent to lose any services currently enjoyed by the City of Norco.**

Exhibit “A”

Four-Year Historical Expenditure Data *and* Current Year Adopted Budget Data

City of Norco, California
 Fire Department Budget and Actual Expenditures
 Fiscal Years Ended June 30, 2008 through June 30, 2011

Expenditure Category	FY 2007-2008 Actual	FY 2008-2009 Actual	FY 2009-2010 Actual	FY 2010-2011 Actual	FY 2011-2012 Adopted Budget
Salaries and Benefits:					
Salaries (Includes Compensated Absences)	2,651,067	2,640,743	2,338,617	2,257,376	1,456,655
Salaries Workers Compensation Wage Replacement	16,491	98,146	178,865	17,026	-
Constant Staffing and Overtime (excludes WC Constant Staffing)	810,155	714,161	608,280	534,986	358,792
Constant Staffing Due to Workers to Comp	24,737	147,220	268,298	25,538	-
Benefits (PERS, Medical, FICA, Etc.)	789,014	833,540	791,549	770,299	597,964
Other Workers Comp Payment	71,112	50,393	146,306	167,150	-
Subtotal Salaries and Benefits	4,362,576	4,484,203	4,331,914	3,772,375	2,413,411
Operations and Maintenance:					
Conferences,Safety Gear, Training, Supplies, Tools, Equip	105,080	43,659	35,613	30,095	47,825
Maintenance & Utilities	88,687	68,111	72,218	71,270	71,000
Contractual Services (Dispatching, Engine Maintenance, Etc)	243,987	198,496	171,508	194,932	306,000
Vehicle Operations and Maintenance	65,000	75,073	65,037	70,694	78,000
Vehicle Replacement	115,653	122,375	-	-	17,145
Computer Replacement	9,600	8,500	7,000	6,900	7,200
Computer Operations	42,200	45,300	38,900	40,700	43,500
Other	3,555	1,875	4,852	1,562	3,960
Subtotal Operations and Maintenance	673,762	563,389	395,128	416,153	574,630
Total Expenditures	5,036,338	5,047,592	4,727,042	4,188,528	2,988,041

FY 2011-2012 Adopted Budget numbers are based on Imposed MOU Provisions.

Exhibit “B”

CAL FIRE Adjusted Cost Estimate

**Estimated Cost of Contracting Out Fire Services
Based on Cal FIRE Cost Proposal Dated July 20, 2011**

Fire Engine Fully Burdened Personnel Costs	\$ 2,151,509
Dedicated Administration and Fire Prevention	370,539
Allocated Administrative/Operation Costs	234,384
Volunteer Program	6,248
Paramedic Training	27,495
Engine Maintenance & Fuel Costs	65,684
Emergency Command & Control - Dispatching	73,365
Communications & Information Technology Support	102,090
Hazardous Material Support	24,781
Total Estimated Cost Proposal Before Startup Cost	\$ 3,056,095
 Estimated Startup Cost	 50,000
 Adjustments for Extra Costs:	
Utilities will be direct billed - City Pays	48,410
Building & Grounds Maintenance - City Pays	18,000
Vehicle Replacement in City Budget not in Cal Fire Proposal	17,145
Weed Abatement - City Pays	5,000
Small Tools - City Pays	6,500
Net Extra (Avoided Cost)	95,055
 Adjusted Cal FIRE Cost Proposal	 \$ 3,151,150

Exhibit “C”

City Adjusted Budget

Estimated Adjusted Cost of In-House Fire Operations

FY 2011-2012 Budget - Imposed MOU	\$	2,988,041	(1)
Add Cost not in Budget:			
Estimated Increase in Salaries & Benefits Without Imposed MOU		688,057	(1b)
Estimated Constant Staffing due to Workers Compensation		76,500	(2)
Estimated Workers Compensation - Medical & Disability Payments		156,728	(3)
24/7 Battalion/Chief Officer Coverage		237,020	(4)
Workers Compensation Excess Premium		31,822	(5)
General Liability Excess Premium		62,432	(5)
Self Insurance Admin, Expenses, Settlements		48,971	(6)
Post Retirement Healthcare Costs Funding Requirement		250,470	(7)
Reduction to City Administrative Expenses		20,000	(8)
Total Adjustments	\$	1,572,000	
 Adjusted Estimated City Budget	 \$	 <u>4,560,041</u>	
 Adjusted CAL FIRE Cost Proposal	 \$	 3,151,150	
 Potential Savings from Contracting	 \$	 <u>1,408,891</u>	

- (1) The FY 2011-2012 Adopted Budget for Fire Department is based on Imposed MOU
- (1b) Under the terms of previous MOU salaries and benefits cost could be higher by \$688,057
- (2) FY 2011-2012 budget does not include constant staffing costs due to workers compensation. This amount represents estimate of amount to be spent based on prior years actual
- (3) FY 2011-2012 does not include medical and disability payments. Estimate of actual expenditures is based on average expenditures for the last two years.
- (4) In the years that the City had 24/7 Battalion Chief Coverage equivalent to CAL FIRE proposal, the cost averaged over \$700,000 annually for the Battalion Chiefs. Even in a re-organized department, it is estimated that the department would need \$350,000 to provide 24/7 Chief Officer duty and administrative coverage. The current budget has only \$112,980
- (5) The excess coverage premium for general liability and workers compensation is not paid directly from Fire Budget but through the non-departmental budget. Based on payroll, this is the estimated amount allocable to the Fire Department
- (6) The cost of third party administration for workers compensation, general liability and claims settlements within self insurance retention (SIR) are not paid out the Fire Department Budget. Based on Payroll, this is the estimated amount allocable to the fire department
- (7) The annual required funding for post retirement health benefits for active employees is not in the budget. If the City contracts out, the liability will be eliminated except for fully vested employees. Amount is estimated from January 2010 actuary valuation data
- (8) Contracting out will result in the reduction of certain City administrative costs