



# MINUTES CITY OF NORCO

CITY COUNCIL  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
FEBRUARY 15, 2012

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CALL TO ORDER: Mayor Bash called the meeting to order at 7:00 p.m.

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

PLEDGE OF ALLEGIANCE: Council Member Hanna

INVOCATION: My Father's House Ministries  
*Pastor Mark Thomas*

PRESENTATION: Donation for Trail Cleanup  
*Norco Regional Conservancy*

**Pat Overstreet, representing the Norco Regional Conservancy, presented a check in the amount of \$2,250 to the City of Norco for aiding in the cleanup of City trails.**

INTRODUCTION: CRC Warden  
**Mayor Bash introduced Warden Cynthia Y. Tampkins, from the California Rehabilitation Center ("CRC"). Warden Tampkins presented information regarding her 26 years with corrections and activities at the CRC. She stated that she would like more vocational programs provided for the inmates to prepare them for work after they get out of prison. She further commented on the CRC employees association and its goal to give back to the community.**

RETIREMENT RECOGNITION: Deborah DeGrado, Housing Manager  
**A City plaque was presented to Ms. DeGrado in recognition of her retirement after 21 years of service with the City of Norco.**

## REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

### 1. CITY COUNCIL PRESENTATION ITEM:

#### A. Horse Manure-to-Energy Project Feasibility Study

Representatives from Chevron Energy Solutions will present the Feasibility Study report completed for the City of Norco Horse Manure-to-Energy Project.

**Recommended Action: Receive and File the Study.** (Deputy City Manager/Director of Finance)

**Deputy City Manager/Director of Finance Okoro** presented an overview of the process involved with the feasibility study completed for the Norco Horse Manure-to-Energy Project.

Representatives of Chevron Energy Solutions presented an overview of the results completed for, and included in, the City of Norco Horse Manure to Energy Conversion Study. The presentation included information regarding the site evaluation and selection; technology analysis; design development; project economic assumptions; and net present value and sensitivity analysis.

A summary of the benefits was presented including:

- Provides an alternative solution to manure management;
- Assists the City in protecting against increasing regulatory costs;
- Leverages a renewable energy resource to produce electricity and heat; and
- Stimulates the local economy through construction and on-going plant operations.

A summary and conclusions was provided including:

- Recommended site – Western Riverside County Regional Wastewater Authority (“WRCRWA”);
- Evaluated and ranked technology providers;
- Developed preliminary engineering analysis;
- Produced report;
- Conducted pilot plant test to verify technology and test emissions; and
- Presented results to the City of Norco.

The “next steps” for the project include the following:

- The City needs to confer and collaborate with other stake holders, such as WRCRWA and the City of Corona;
- Evaluate ownership structures;
- Validate economic assumptions;
- Conduct Environmental Impact Report (“EIR”);
- Apply for grants;
- Investigate financing options and finalize funding;
- Finalize technology and technology provider; and
- Implementation.

**Mayor Pro Tem Azevedo** commented on the possibility of servicing other jurisdictions. The Chevron representatives noted that the study completed does not go outside the City, adding that the more manure, the larger the facility and the better payback. Also in response to Mayor Pro Tem Azevedo’s question regarding the collection of other trash, the Chevron representatives stated that this study was completed solely using manure and woody biomass.

**Council Member Sullivan** thanked Chevron for the presentation and the information in the report. He noted the intent is having a viable way to get rid of horse manure at a reasonable cost. He further noted that he supported moving forward with the EIR.

**Council Member Herb Higgins** asked if there was any other place in California that has completed an EIR for a similar project and further asked how long it would take to get an EIR approved. The Chevron representatives responded that they are not aware of another project similar to this in California and further noted that the EIR is very site specific and they cannot predict how long it will take as there is not another case to compare it to. Council Member Higgins commented on his concerns regarding the air quality and the costs. He further stated that financing and grants will need to be considered, adding that the economic opportunity will need to be validated.

**Council Member Hanna** noted that he thinks that for the affordable future of Norco's animal keeping, the City needs to go the next step and encouraged moving ahead with the EIR.

**Mayor Pro Tem Azevedo** noted her support for this project and commented on the need to sustain the City's lifestyle.

**Stephen Klein.** Mr. Klein stated that he has been involved with horses for 65 years and would like to discuss a public-private partnership with the City.

**City Manager Groves** commented on the study completed and noted everything that was learned through the process. She further noted that the key was evaluating the locations and the City will now work more formally with WRCRWA.

**Deputy City Manager/Director of Finance Okoro** stated that there are remaining funds available through the grant received until September 30, 2012 to complete the EIR.

**The City of Norco Horse Manure-to-Energy Conversion Study was received and filed by the City Council with no formal motion or vote recorded.**

**ADDITION OF AGENDA ITEM:**

City Attorney Harper recommended that an Item be added to the City Council Agenda, as this item came to the attention of City staff subsequent to the posting of the Agenda and requires immediate action.

**M/S Azevedo/Bash to add "Consideration of an Authorization to Sign a Streambed Alteration Agreement with the California Department of Fish and Game" to the agenda as Item 4.A. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

2. **CITY COUNCIL CONSENT CALENDAR ITEMS:**

**Council Member Sullivan** asked for clarification on Item 10.B. of the Planning Commission Recap of Actions Taken – Item 2.B. In response, Planning Director King noted that the canopy structure is made out of lattice materials instead of vinyl.

**Council Member Hanna pulled Item 2.J. and a member of the public pulled Item 2.M.**

**M/S Higgins/Sullivan to adopt 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, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- A. Approval of Minutes:  
Regular Meeting of February 1, 2012  
Special Meeting of January 30, 2012 (Former Norco CRA)  
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Recap of Actions Taken at the Planning Commission Regular Meeting of February 8, 2012. **Recommended Action: Receive and file** (Planning Director)
- C. Fiscal Year 2012 Second Quarter Budget to Actual Report.  
**Recommended Action: Receive and file.** (Deputy City Manager/Director of Finance)
- D. Approval to Declare Various City Assets as Surplus Property.  
**Recommended Action: Declare Various City Assets as Surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through appropriate means.** (Deputy City Manager/Director of Finance)
- E. Approval of a Service Agreement with Roger J. Grody to Provide Economic Development Consulting Services. **Recommended Action: Approve a Service Agreement with Roger J. Grody to serve as the City's Economic Development Specialist.** (City Manager)
- F. Approval of Public Works Director Part Time/Temporary Employment.  
**Recommended Action: Approve the Agreement for Temporary/Part-Time Employment of Public Works Director.** (Deputy City Manager/Director of Finance)

- G. Resolution Approving an Amendment to the Rules of Procedure for City Council Meetings. **Recommended Action: Adopt Resolution No. 2012-10, amending the rules of procedure for City Council meetings.** (City Clerk)
- H. Resolution Amending and Approving the City's Conflict of Interest Code Applicable to Designated Employees Pursuant to the Political Reform Act of 1974. **Recommended Action: Adopt Resolution No. 2012-11, amending the City's Conflict of Interest Code (with corrections).** (City Clerk)
- I. Approval of a Two-Year Weed Abatement Contract Extension with Warren Brothers Tractor Work to Provide Weed Abatement on Vacant Parcels. **Recommended Action: Approve a Two-Year Contract Extension with Warren Brothers Tractor Work.** (Fire Chief)
- J. Request for a One-Year Extension to the License Agreement for Grading and Removal of Aggregate and Related Materials at George Ingalls Equestrian Event Center. **Recommended Action: Approve a one year Extension of the License Agreement with So Cal Sandbags, Inc.** (Parks, Recreation & Community Services Director) **PULLED FOR DISCUSSION**
- K. Acceptance of Bids and Award of Contract for the Horseless Carriage 12-Inch Water Line Extension Project. **Recommended Action: Accept bids and award the contract for the installation of a new 12-inch water line extension to TK Construction in the amount of \$58,982, and authorize the City Manager to approve contract change orders up to 10 percent of the contract amount.** (Public Works Director)
- L. Not used.
- M. Acceptance of the Fiscal Year 2011-12 Equestrian Trail Fence Project as Complete. **Recommended Action: Accept the Fiscal Year 2011-12 Equestrian Trail Fence Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Public Works Director) **PULLED FOR DISCUSSION**
- N. Acceptance of the Norco Drive Sewer and Water Improvements Project as Complete. **Recommended Action: That the City Council 1.) Accept the Norco Drive Sewer and Water Improvements Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office; and 2.) Ratify the expenditure of \$26,281.23 for extra work required to complete the project.** (Public Works Director)

- O. Consideration of a Resolution in Support for the City of Ontario to gain local control of Ontario International Airport (ONT). **Recommended Action: Adopt Resolution No. 2012-12, supporting the transfer of ONT to local control.** (City Manager)

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

- Item 2.J.** Request for a One-Year Extension to the License Agreement for Grading and Removal of Aggregate and Related Materials at George Ingalls Equestrian Event Center. **Recommended Action: Approve a one year Extension of the License Agreement with So Cal Sandbags, Inc.** (Parks, Recreation & Community Services Director)

**Council Member Hanna** asked when the project is going to be completed. A representative from So Cal Sandbags was present and stated that the extension is for demobilization and cleanup and will be completed within the next year.

**M/S Hanna/Higgins to approve a one year Extension of the License Agreement with So Cal Sandbags, Inc.** The motion was carried by the following roll call vote:

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- Item 2.M.** Acceptance of the Fiscal Year 2011-12 Equestrian Trail Fence Project as Complete. **Recommended Action: Accept the Fiscal Year 2011-12 Equestrian Trail Fence Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Public Works Director)

**Roy Hungerford.** Mr. Hungerford commented on the trail fence project, noting that there is a missing section where the project ends on Corydon at River Road. He added that this is the entrance to the City and the trail fencing should be completed.

**M/S Sullivan/Higgins to accept the Fiscal Year 2011-12 Equestrian Trail Fence Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** The motion was carried by the following roll call vote:

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

4. **CITY COUNCIL ACTION ITEMS:**

- A. **Added by Urgency:** Consideration of an Authorization to Sign a Streambed Alteration Agreement with the California Department of Fish and Game. **Recommended Action: Authorize the City Manager to sign the Streambed Alteration Agreement.** (Planning Director)

Planning Director King stated that this immediate action is being requested so that the Hamner Widening Project north of the Santa Ana River can proceed. He added that without this action, potential delays could occur from nesting sensitive bird species in the existing riparian vegetation area west of Hamner Avenue that is within the proposed construction area.

**Public Works Director Thompson** stated that the easement requirement is the major portion of the Agreement.

**City Manager Groves** stated that what is requested tonight is the approval to enter into the Agreement and the easement portion will be brought back for approval at a later date.

**M/S Hanna/Bash to authorize the City Manager to sign the Streambed Alteration Agreement. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- B. Mid-Year Budget Amendments to Fiscal Year 2011-12 Annual Operating Budget

*The recommended mid-year budget revisions proposed will increase estimated General Fund revenues by a net amount of \$149,838; increase estimated General Fund expenditures by a net amount of \$236,550 and transfer \$86,712 from the Equipment Replacement Fund to the General Fund. The recommended changes to the General Fund budget do not change the fund balance of nearly \$2.1 million reported as of the end of the Fiscal Year 2010-2011.*

**Recommended Actions: Adopt Resolution No. 2012-\_\_\_, approving various mid-year amendments to the Fiscal Year 2011-12 Annual Budget and authorizing changes in appropriations and revenues thereto; and approving the Job Specification for Deputy Director of Public Works/Senior Engineer.** (Deputy City Manager/Director of Finance)

**Deputy City Manager/Director of Finance Okoro** presented an overview and summarized the mid-year budget amendments to the Fiscal Year 2011-12 City Operating Budget as presented to the City Council. He commented on the dissolution of the Norco Community Redevelopment Agency and the shift of those expenditures to the General Fund through the wind-down process, noting that there is not a certainty regarding the reimbursements will be received as proposed through that process. He further commented on the reclassification of the Senior Engineer to Deputy Public Works Director/Senior Engineer.

**The Council Members** all complimented Deputy City Manager/Director of Finance Okoro on the information as presented in the staff report.

**M/S Higgins/Sullivan to Adopt Resolution No. 2012-13, approving various mid-year amendments to the Fiscal Year 2011-12 Annual Budget and authorizing changes in appropriations and revenues thereto; and approving the Job Specification for Deputy Director of Public Works/Senior Engineer. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**5. PUBLIC COMMENTS OR QUESTIONS:**

**Dick White.** Mr. White commented on the dissolution of the old Norco Chamber of Commerce, noting the history that has been lost because of not being able to locate documents. He distributed pictures to the Council of work that was completed at his home by the Norco Area Chamber of Commerce. He asked that the City Council consider recognizing them for its efforts in contributing to the community in this way. Council Member Sullivan recommended that an item be placed on a future agenda presenting the Norco Area Chamber of Commerce with a certificate of appreciation for the community work they completed for Mr. White. Mayor Bash suggested that Mr. White speak with the Chairman of the Historic Preservation Commission regarding locating the missing documents.

**6. OTHER MATTERS – CITY COUNCIL, CITY MANAGER AND STAFF:**

**A. City Council Updates from Regional Boards and Commissions**

**Council Member Hanna:**

- Reported that the Northwest Mosquito Abatement District is in the process of going out to bid to build a new office building at the facility.
- Reported on Riverside County Transportation Commission projects, including the 91 Freeway Widening Project and the benefits resulting from it to the region; the new Perris Valley Rail Line proposed; the delay of the high speed rail project; and the website <http://www.ie511.org/> available to receive real-time traffic information.

**Mayor Bash:**

- Passed out information distributed by the Riverside Conservation Authority.

**Mayor Pro Tem Azevedo:**

- Reported on the Western Riverside Council of Governments (“WRCOG”) Executive Board discussions and decisions regarding the Hamner Avenue Widening Project and the Hamner Avenue Bridge. She noted the importance of representation on regional boards to secure funding for these projects. She commented on the Transportation Uniform Mitigation Fees (“TUMF”) collected, the Transportation Improvement Projects (“TIP”) and the allocation of those funds through the different committees and boards at WRCOG. She stated that the WRCOG Executive Committee approved the 5-year TIP and resulting from that approval, Norco will receive \$500,000 over each of the next three years for Hamner Avenue improvements. This amount is in addition to the \$870,000 previously received for the design work of the Hamner Avenue Widening Project. Also, working with our Eastvale neighbors, the TIP includes \$100,000 in each of the next two years for the Hamner Avenue Bridge Project. This is in addition to \$50,000 in this current fiscal year. She further commented on the support for the Ontario Airport as recommended by WRCOG, noting that this is being good partners and benefits the region.

B. City Council Other Matters

**Mayor Bash:**

- Commented on the Norco College inaugural photo art gallery.
- Stated that he will be speaking at the monthly Inland Gateway Association of Realtors (TIGAR) meeting on February 16<sup>th</sup>.

C. Staff Other Matters - None

**7. CITY COUNCIL ITEMS -- ACTING AS GOVERNING BODY OF THE SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY:**

**M/S Hanna/Azevedo, acting as the governing body of the Successor Agency, to approve Agenda Items 7.A. and 7.B. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- A. Review of the Draft Recognized Obligation Payment Schedule (“ROPS”). **Recommended Action: Staff recommends that the City Council, acting as the governing body of the Successor Agency, approve the Draft ROPS for submittal to the Riverside County Auditor-Controller and the Oversight Board for certification and final approval.** (Deputy City Manager/Director of Finance)
  
  - B. Resolution Establishing Basic Governance, Rules and Regulation for the Successor Agency to the Norco Community Redevelopment Agency. **Recommended Action: Adopt Resolution No. 2012-14, establishing basic governance, rules, and regulations for the Successor Agency as a new and distinct legal entity from the City in performing duties and functions previously performed by the Norco Community Redevelopment Agency.** (City Manager)
8. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Bash adjourned the meeting at 8:45 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK

/bj-80415