



AGENDA
CITY OF NORCO
CITY COUNCIL
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
JUNE 6, 2012

CALL TO ORDER: 6:00 p.m.

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

THE CITY COUNCIL WILL RECESS TO CLOSED SESSION (SECTION 54954) TO CONSIDER THE FOLLOWING MATTER:

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Section 54956.9(c) 1 Potential Case

RECONVENE PUBLIC SESSION: 7:00 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1)
City Attorney

PLEDGE OF ALLEGIANCE: Mayor Bash

INVOCATION: Grace Fellowship Church
Pastor Vernie Fletcher

PROCLAMATION: Dr. Lawrence C. Nelson

RECOGNITIONS: California State High School Rodeo Finalists
David Stark
Jessica Bates
Wade Brown
Aaron Williams

PRESENTATION: Riverside County Transportation Commission
91 Freeway Expansion Project

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

1. 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.2 of the Agenda)*
 - A. City Council Minutes:
Regular Meeting of May 16, 2012
Special Meeting of May 16, 2012
Recommended Action: **Approve the City Council Minutes** (City Clerk)
 - B. Procedural Step to Approve Ordinance after Reading of Title Only.
Recommended Action: Approval (City Clerk)
 - C. Approval of Salary and Benefits Resolutions for Management; and Middle Management, professional and Confidential Employees for Fiscal year 2012-2013. **Recommended Action: 1.) Adopt Resolution No. 2012-___, approving the annual salary and benefits for Management personnel; and 2.) Adopt Resolution No. 2012-___, approving the annual salary and benefits for Middle Management, Professional and Confidential service personnel.** (Deputy City Manager/Director of Finance)
 - D. Request to Extend the Annual On-Call Street Maintenance Service Agreement. **Recommended Action: Approve the requested extension of the annual On-Call Street Maintenance Service Agreement with Caliber Paving, Inc. for one (1) year through June 30, 2013.** (Director of Public Works)
 - E. Request to Extend the Annual Street Striping AND Pavement Marking Service Agreement. **Recommended Action: Approve the requested extension of the Annual Street Striping and Pavement Marking Service Agreement with the Crisp Company, for one (1) year through June 30, 2013.** (Director of Public Works)
 - F. Request to Extend the Annual Street Sweeping Service Agreement. **Recommended Action: Approve the requested extension of the annual Street Sweeping Service Agreement with CleanStreet, for one (1) year through June 30, 2013.** (Director of Public Works)

- G. Request to Extend the Annual Sanitary Sewer Maintenance Services Agreement. **Recommended Action: Approve the requested extension of the annual Sanitary Sewer Maintenance Services Agreement with Empire Pipe Cleaning & Equipment, Inc. for one (1) year through June 30, 2013.** (Director of Public Works)
- H. Request to Extend the Annual Traffic Signal Maintenance Services Agreement. **Recommended Action: Approve the requested extension of the annual Traffic Signal Maintenance Services Agreement with Republic ITS for one (1) year through June 30, 2013.** (Director of Public Works)
- I. Rehabilitation of Well No. 12 **Recommended Action: Authorize staff to proceed with the rehabilitation of Well No. 12 in an amount not-to-exceed \$60,000, waiving the competitive bidding requirement for emergency repairs.** (Director of Public Works)
- J. Approval of Amendment No. 5 to the Western Riverside County Regional Wastewater Authority Joint Exercise of Powers Agreement. **Recommended Action: Approve Amendment No. 5 to the Western Riverside County Regional Wastewater Authority (WRCRWA) Joint Exercise of Powers ("JPA") Agreement with the Western Riverside County Regional Wastewater Authority, subject to non-substantive changes and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Amendment.** (Director of Public Works)
- K. Approval of Amendment No. 6 to the Western Riverside County Regional Wastewater Authority Joint Exercise of Powers Agreement. **Recommended Action: Approve Amendment No. 6 to the Western Riverside County Regional Wastewater Authority (WRCRWA) Joint Exercise of Powers ("JPA") Agreement with the Western Riverside County Regional Wastewater Authority, subject to non-substantive changes and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Amendment.** (Director of Public Works)
- L. Approval of the Norco General Employee Association Memorandum of Understanding for Fiscal Year 2012-2013. **Recommended Action: 1.) Approve the Memorandum of Understanding for Fiscal Year 2012-2013; 2.) Adopt Resolution No. 2012-___, approving Employer Paid Member Contributions; and 3.) Adopt Resolution No. 2012-___, approving Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act.** (Deputy City Manager/Director of Finance)

- M. Approval of the Public Works and Parks Maintenance Workers Association Memorandum of Understanding for Fiscal Year 2012-2013. **Recommended Action: Approve the Memorandum of Understanding for Fiscal Year 2012-2013.** (Deputy City Manager/Director of Finance)
 - N. Amendment No. 1 to the Funding, Construction and Acquisition Agreement by and between the City of Norco and Balboa Management Group, LLC. **Recommended Action: Authorize the execution of Amendment No. 1 to the Funding, Construction and Acquisition Agreement, requiring Balboa Management Group, LLC to provide a Letter of Credit in the amount of \$350,000.00 pursuant to Section 5.6 of the Funding, Construction and Acquisition Agreement.** (City Manager)
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:
3. CITY COUNCIL DISCUSSION/ACTION ITEM:
- A. Naming of the Norco Senior Center. **Recommended Action: Authorize the renaming of the Norco Senior Center and select an official name to be adopted.** (Director of Parks, Recreation & Community Services)
4. CITY COUNCIL PUBLIC HEARINGS:
- A. Amendments to the City's Comprehensive Fee Resolution to Update and Adjust Fees for General City Services
- The proposed resolution recommends the following changes to the City's Comprehensive Fee Schedules for Fiscal Year 2012-2013:*
- Adjustment of 2.0% to some fees based on changes to the Consumer Price Index (CPI) from March 2011 to March 2012*
- City staff and the Parks and Recreation Fee Committee reviewed the recommended fee structure for the George Ingalls Equestrian Event Center. The Fee Committee also met with the City's Special Consideration Groups to review the proposed fees. The groups provided feedback and recommendations that would complement the fees proposed.*
- Recommended Action: Adopt Resolution No. 2012-___, updating and adjusting fees for General City Services.** (Deputy City Manager/Director of Finance)

B. Approval of the Annual Operating Budgets for the City of Norco for Fiscal Year 2012-2013

The FY 2012-2013 Proposed Budget for the General Fund includes total estimated revenues of \$13,880,319 and total estimated expenditures of \$13,878,669. This provides a balanced budget for the General Fund with \$1,650 expected to be added to the fund balance. Water Fund total revenues are estimated to be \$9,555,916 while total expenditures are estimated to be \$8,749,587. Sewer Fund total revenues are estimated to be \$5,339,590 and total expenditures are estimated to be \$4,660,845. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues along with available fund balance are sufficient to cover FY 2012-2013 total requested expenditure appropriations. For the Successor Agency of the former Norco Redevelopment Agency, total estimated revenues are \$8,558,600 while total estimated expenditures are \$8,558,600.

Recommended Action: Receive public comments on the proposed Annual Operating Budgets for the City of Norco and adopt Resolution No. 2012- ____ approving and adopting the City Operating Budget and related personnel adjustments for Fiscal Year 2012-2013 and authorizing appropriations therefrom. (City Manager/Executive Director and Deputy City Manager/Director of Finance)

C. Approval of the Capital Improvement Program Budgets for the City of Norco for Fiscal Years 2013-2017

A budget workshop was held to review the proposed FY 2013-2017 Capital Improvement Program (CIP) Budgets for the City of Norco. Staff is recommending that the City Council conduct a Public Hearing to receive input from the public and at the conclusion of the hearing, staff is further recommending that the City Council approve the CIP Budget for Fiscal Years 2013-2017.

Recommended Actions: Receive public comments on the proposed Capital Improvement Program Budget and adopt Resolution No. 2012-____, approving and adopting the City of Norco Capital Improvement Program Budget for Fiscal Years 2013-2017. (Deputy City Manager/Director of Finance)

- D. Zone Code Amendment 2012-02: A Proposal to Amend Title 18, Chapter 18.23 of the Norco Municipal Code to allow Hotels, Motels and Bed and Breakfasts in the C-4 (Commercial) Zone through a Conditional Use Permit

The C-4 zone does not currently allow hotels, motels or bed and breakfast inns even though the uses were previously allowed in the Sixth Street Revitalization Specific Plan. If approved, Zone Code Amendment 2012-02 would add these as permitted uses again in the C-4 zone upon approval of a conditional use permit and only for the portion of Sixth Street west of Center Avenue. On May 9, 2012 the Planning Commission adopted Resolution 2012-28 recommending approval.

Recommended Actions: Adopt Ordinance No. ____, approving Zone Code Amendment 2012-02 for first reading. (Planning Director)

- E. Zone Code Amendment 2012-03. A City-Initiated Clarifying Amendment to Chapter 18.13 of the Norco Municipal Code Regarding Additional Animals in the A-1 (Agricultural-Low Density) Zone

This is a clarifying amendment to the Zoning Code to reflect action that was taken in 2003, recommended for approval by the Planning Commission, and intended for approval by the City Council but which did not get reflected in the actual change to the text in the Municipal Code. The Zone Code Amendment in 2003 was to allow for an increase in the number of allowed animals, including animal rescues, upon approval of a conditional use permit. The text change to the Zoning Code did not establish that procedure as intended.

Recommended Actions: Adopt Ordinance No. ____, approving Zone Code Amendment 2012-03 for first reading. (Planning Director)

5. 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.

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

- A. City Council Updates from Regional Boards and Commissions
B. City Council Other Matters
C. Staff Other Matters

7. 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-80991



MINUTES
CITY OF NORCO
CITY COUNCIL
SPECIAL MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
MAY 16, 2012

1. CALL TO ORDER: Mayor Bash called the special meeting to order at 5:01 p.m.
2. 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**
3. PUBLIC COMMENTS OR QUESTIONS: **NONE**
4. WORKSHOP TO DISCUSS THE FISCAL YEAR 2012-2013 OPERATING BUDGETS.

City Manager Groves and Deputy City Manager/Director of Finance Okoro presented the FY 2012-2013 Operating Budgets for the City Council review and discussion.

City Manager Groves stated that the presentation on the operating budgets is based on the best information available today; the Capital Improvement Program budgets will be presented in two weeks. She noted that with the Redevelopment Agency dissolved it has increased the City's General Fund expenditure creating a shortfall.

Deputy City Manager/Director of Finance Okoro reviewed factors affecting the General Fund and highlighted recommendations to help balance the budget. He reviewed changes that occurred with the budget since the previous workshop as well as changes to help close the gap in the budget's shortfall:

| | |
|---|------------------------------|
| <i>The total available to fund the budget deficit is:</i> | <i>\$1,402,900.00</i> |
| <i>From the Special Asset Revenue Fund</i> | <i>\$ 500,000.00</i> |
| <i>From Successor Agency reimbursement</i> | <i>\$ 250,000.00</i> |
| <i>From job sharing savings</i> | <i>\$ 31,500.00</i> |
| <i>From overheard charge to Assessment District 193</i> | <i>\$ 69,000.00</i> |

Mayor Pro Tem Azevedo noted the importance to sustain Horsetown USA, which may entail looking at some kind of tax next year. She stated that she can support the budget as presented but residents must be brought into the conversation when looking towards the next fiscal year.

Council Member Hanna stated that he does not want to cut public safety and agrees that the public must give their input on potential taxes in the future.

Council Member Sullivan commented on the need to make cuts to fire and sheriff services to pay for the bills. He stated that some type of tax should have been imposed long ago.

Council Member Higgins stated that taxes are inevitable but feels that more cuts can be made. There is a need to educate and get the community involved to show that the City has a problem. He stated that he supports the budget as presented but the minute things turn for the worse something else will have to be done.

Mayor Bash stated that he doesn't like dipping into reserves but the City has a financial problem, adding that cutting staff is not the answer. He noted that residents must have their say as to what they are willing to pay for and what they can do without. He suggested that a committee be created to open discussions on potential taxes for next fiscal year.

City Manager Groves thanked the City Council for their input, adding that the community dialogue has to continue for future resolutions on the City's situation.

Deputy City Manager/Director of Finance Okoro stated that in reality there is no combination of staff reduction, at this point, that would give us a balanced budget. He agreed that to defer payments is not good management; these are liabilities that the City will have to honor and pay at some point. He explained that using the reserves is not always a good idea but there are times they are needed. At one point the City had \$8 million in the General Fund reserves at which time it was appropriate to draw from this fund, adding that staff controlled and reduced its expenditures for the last five years. Deputy City Manager/Director of Finance Okoro further explained that the City is at a point that the reserves left are needed to cushion against cash flows, noting that the City revenues right now are very flat the predictions are that there would be only a 0.09% change in the next year. He stated that all this boils down to is what are the citizens willing to do without and what is the minimum of service they need. He further noted that to maintain the minimum level of services the City has now; staffing must remain at its current level. Deputy City Manager/Director of Finance Okoro stated that significant reductions have been made in the public safety sector; there had been talk about closing one of the fire stations when the City was spending over \$5 million for fire services and today it is about \$3 million which indicates a significant change in the way the City does business. He added that there simply isn't enough revenue to continue to do business as normal, and that is why the City has the structural imbalance which at some point will need to be addressed. He further stated that unfortunately, for this next fiscal year's budget there is not that much that can be done other than what is being recommended to the City Council. He again referenced that there is no combination of reductions to staffing levels that would generate any significant savings, keeping in mind that some of the staff is not only funded by the General Fund, but also by the Water Fund and other funds; noting that if this type of change is made the impact on the General Fund would not be as substantial as one might think.

Deputy City Manager/Director of Finance Okoro reviewed the revenue and expenditures of the remaining fund accounts, Water Fund, Sewer Fund, Gas Tax Fund, and the Redevelopment Obligations Retirement Fund.

5. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Bash adjourned the special meeting at **6:15 p.m.**

DIANE GERMAIN, DEPUTY CITY CLERK



MINUTES
CITY OF NORCO
CITY COUNCIL
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
MAY 16, 2012

CALL TO ORDER: Mayor Bash called the meeting to order at 6:15 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**

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

City Attorney Harper recommended that an item be added to closed session regarding **Section 54957.6 – Terms of City Manager Contract**. The urgency for adding this item is to provide further discussion prior to the Council action on the item listed on the consent calendar. This need for discussion came to staff's attention subsequent to the posting of the agenda.

M/S SULLIVAN/HANNA to add the urgency item to closed session regarding Section 54957.6 – Terms of City Manager Contract. The motion was carried by the following roll call vote:

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

Section 54956.9(a) – Conference with Legal Counsel – Existing Litigation

Case Number: ADJ6926594

RECONVENE PUBLIC SESSION: 7:02 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1) **City Attorney Harper reported changes made to the City Manager Agreement based on City Council consensus.**

PLEDGE OF ALLEGIANCE: Scout of Norco Troop 33
Jonathan Kahan

INVOCATION: St. Mel's Catholic Church
Father Declan Fogarty

PRESENTATION: Eastvale Elementary Students
Donation to Norco Animal Shelter

Mayor Bash presented to Alexa Baker, Ravyn Warner, Faith Williamson and Alexis Matias, students of Eastvale Elementary School, Certificates of Appreciation.

Director Brian Petree gave a summary of what the students had done to raise funds for the Norco Animal Shelter; they raised a total of \$800. Rorick Luepton and Vickie Tran, Field Representatives of Assemblyman Miller's office, also presented the Eastvale Elementary School students with Certificates of Appreciation.

PROCLAMATION: Dr. Lawrence C. Nelson
Due to Dr. Nelson's absence, Mayor Bash postponed the presentation of the proclamation to a future meeting.

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

1. CITY COUNCIL CONSENT CALENDAR ITEMS:

Members of the public pulled agenda items 1.J. and 1.G.

M/S Higgins/Hanna 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. City Council Minutes:
Regular Meeting of May 2, 2012
Special Meeting of April 30, 2012
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Recap of Actions Taken at the Planning Commission Regular Meeting of May 9, 2012. **Recommended Action: Receive and File** (Planning Director)
- C. Procedural Step to Approve Ordinance after Reading of Title Only.
Recommended Action: Approval (City Clerk)
- D. Annual Adoption of the City Investment Policy. **Recommended Action: Approve and adopt the Investment Policy with a minor modification** (Deputy City Manager/Director of Finance)
- E. Approval and Adoption of the Annual Appropriation Limit for Fiscal Year 2012-2013. **Recommended Action: Adopt Resolution No. 2012-36, approving the annual appropriation limit for Fiscal Year 2012-2013.** (Deputy City Manager/Director of Finance)

- F. Sheriff's Department Annual Report for 2011. **Recommended Action: Receive and File** (Lt. Cooper)
 - G. Approval of a Contract for Code Enforcement Services. **Recommended Action: Approve a Contract with Mr. Kenneth Swank for code enforcement services.** (Deputy City Manager/Director of Finance)
PULLED FOR DISCUSSION
 - H. Approval of City Manager Employment Agreement. **Recommended Action: Approve the City Manager Employment Agreement.** (City Attorney)
 - I. Approval of the City Attorney Amended Agreement for Fiscal Year 2012-2013. **Recommended Action: Approve the City Attorney Amended Agreement** (Deputy City Manager/Director of Finance)
 - J. Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council for Fiscal Year 2012-2013. **Recommended Action: Adopt Resolution No. 2012-37.** (City Clerk)
PULLED FOR DISCUSSION
 - K. Resolution Requiring a Four-Fifths (4/5) Super Majority Approval of the City Council For all Future Use of Principal from the Special Asset Revenue Fund. **Recommended Action: Adopt Resolution No. 2012-38.** (Deputy City Manager/Director of Finance)
 - L. Amendment No. 1 to the Contract Agreement for the Energy Efficient Lighting Project. **Recommended Action: Approve Amendment No. 1 to the Contract Agreement for the Energy Efficient Lighting Project.** (Director of Parks, Recreation & Community Services)
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:
- 1.G. Approval of a Contract for Code Enforcement Services. **Recommended Action: Approve a Contract with Mr. Kenneth Swank for code enforcement services.** (Deputy City Manager/Director of Finance)

Jodie Webber: In response to Ms. Webber, City Attorney Harper and staff addressed her concerns on compensation, PERS guidelines followed and insurance cost noted on the agreement.

M/S AZEVEDO/HANNA to approve a contract with Mr. Kenneth Swank for Code Enforcement Services. The motion was carried by the following roll call vote:

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

- 1.J. Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council for Fiscal Year 2012-2013.
Recommended Action: Adopt Resolution No. 2012-37. (City Clerk)

Vernon Showalter: In response to Mr. Showalter, City Manager Groves explained that the meeting schedules will continue as it has been the previous fiscal year.

M/S HANNA/HIGGINS to approve the setting of the regular meeting schedules for City Commissions and the Economic Development Advisory Council for FY 2012-2013. The motion was carried by the following roll call vote:

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

3. CITY COUNCIL DISCUSSION/ACTION ITEMS:

- A. Resolution Approving the Installation of "No Parking" Signs on Belgian Drive, Stallion Drive Dales Drive and Lonestar Drive in the Vicinity of Norco College.
Recommended Action: Adopt Resolution No. 2012-___ (Deputy Public Works Director/Senior Engineer)

City Manager Groves introduced the proposed action for "No Parking" signs, noting that concerns had been brought up regarding Norco College students parking on their street during school hours. This recommendation is presented for City Council consideration.

Mayor Bash invited the appearance of those wishing to speak.

Denise Lucero: Ms. Lucero stated that she opposes this recommendation and provided a petition signed by 18 residents from the surrounding streets that also oppose it.

Ray McCormick: Mr. McCormick stated that he is in favor of this proposal, adding that the students park in front of his house and also litter.

Brianna Zarlinga: Ms Zarlinga stated that based on her own research this seems to be too intrusive on the residents. She suggested "no littering" signs.

Linda Dixon: Mrs. Dixon stated her disagreement with the motion, adding that this is a City-wide problem and that anyone living near a school has trash.

Nick Kay: Mr. Kay stated that although he has noticed students throwing trash on the streets, he does not support this resolution as two parking passes would not be enough for his large family.

In response to additional concerns by Mr. Kay, City Manager Groves indicated that the Norco College President and its security are aware of the situation, adding that discussions are ongoing to help resolve the situation.

Jennifer Araujo: Ms. Araujo suggested putting “no parking” signs on Belgium Drive only.

Mayor Bash brought discussions back to the City Council.

Mayor Pro Tem Azevedo stated that she understands the circumstances of living close to a school, adding that Lonestar Drive and Dales Drive might be too much. She suggested the possibility of signs noting “no loitering or littering”, adding that the Norco Citizens Patrol could possibly monitor the parking situation on its daily routes.

Council Member Hanna shared that he has ridden the streets in question on a couple of occasions and found nothing extreme on parking. He stated that he does not want to impact the neighborhood, this resolution is too extreme.

Council Member Higgins stated that he is familiar with the area; he added that the decision should ultimately be the residents’. He suggested the report be received and filed for now.

Council Member Sullivan stated that based on today’s input from attending residents, he does not want to approve this if they don’t want it.

Mayor Bash stated he is unable to support this resolution, he stated that Council needs more input from residents of the streets in question.

M/S SULLIVAN/HANNA to deny the installation of “No Parking” Signs on Belgian Drive, Stallion Drive, Dales Drive and Lonestar Drive in the vicinity of Norco College. The motion was carried by the following roll call vote:

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

Under Discussion: Mayor Pro Tem Azevedo asked if a separate vote could be done to suggest “No Loitering” signs. In response, City Attorney Harper noted that a staff report would need to be presented at a future meeting upon Council’s request.

- B. Update on the George Ingalls Equestrian Event Center Management and Operation Plans (Presentation). **Recommended Action: Receive and File** (Director of Parks, Recreation & Community Services)

City Manager Groves introduced the presentation, noting that the plan is to build upon the “Sustainability by 2017” concept.

Parks, Recreation & Community Services Director Petree presented the item for Council discussion. He reviewed the concept of having multiple events at the center using both arenas, the option of bundling costs for the rentals, and the benefits to the City upon attracting more events to town. He touched on the volunteer program, noting that it has

been very helpful in the upkeep and running of the arenas. He suggested a banner program for sponsorship of the Moreno Arena, adding that he has been in touch with numerous interested parties in doing so. In closing he stated that the objective for the arenas is to recover 80-85% of its running cost by FY 2014. Director Petree gave a summary of the "Park Pride" program, its benefits and noting that it would promote partnership with the community for the upkeep of our parks.

Mayor Bash invited the appearance of those wishing to speak.

Linda Dixon: Mrs. Dixon, speaking as the Treasurer of the Norco Fair, noted her concerns about the banner sponsorship program and how it may affect the committee's profits which are received mostly through donations.

Vernon Showalter: Mr. Showalter noted that he likes the bundling proposition.

Ted Hoffman: Mr. Hoffman suggested that local organizations should be involved with the banner sponsorship program.

Following City Council discussion, no actions were taken on this item.

4. PUBLIC COMMENTS OR QUESTIONS:

Patricia Overstreet: Ms. Overstreet presented a plaque to Mayor Bash to thank him for serving as the Grand Marshall of the Horseweek Parade. She invited everyone to the Ranch Tour 2012 on Saturday, May 19th.

Lance Gregory: Mr. Gregory spoke about CFD fees that are paid by the homeowners in the hills. He commented on the high commercial rental rates for businesses in Norco in comparison to surrounding cities, and asked if something can be done to help bring these rates down.

Vernon Showalter: Mr. Showalter commented on the budget workshop earlier in the evening and stated that the City must stop deferring payments.

5. OTHER MATTERS – CITY COUNCIL, CITY MANAGER AND STAFF:

A. City Council Updates from Regional Boards and Commissions:

Council Member Hanna:

- ~~Gave an overview on the 91-Freeway Expansion Project based on information he received at a recent Riverside County Transportation Commission meeting.~~

Mayor Pro Tem Azevedo:

- Commented on the successful U.N.L.O.A.D. event held on Thursday, May 10th, noting that over 100 kids attended. Its theme was named by the students of the group as S.O.S. -- Students Offering Solutions.

B. City Council Other Matters:

Mayor Pro Tem Azevedo:

- Asked to place a report on a future City Council agenda regarding "no loitering/no littering" signs on Belgian Drive, Stallion Drive, Dales Drive and Lonestar Drive in the vicinity of Norco College

M/S HIGGINS/AZEVEDO to place the recommended item on a future City Council agenda. The motion was carried by the following roll call vote:

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

- Noted her excitement for the future of George Ingalls Equestrian Event Center.

Council Member Hanna:

- Shared that N.A.R.T. had a horse rescue mission in Orange County the previous week; they closely worked with the Orange County Firefighters. Two of the three trapped horses were rescued, unfortunately, the third horse died on impact.

City Attorney Harper noted that N.A.R.T. is highly regarded in Orange County and was commended by the local paper after the rescue.

Mayor Bash:

- Announced that the Norco High School Girls Softball team is No. 1 in the nation.
- Commended the placement of the Patriotic Banners along Sixth Street.
- Mentioned the tentative date of August 4th for a Classic Car Show by the town clock on Sixth Street.
- Stated that he is impressed with the number of businesses that have moved into Norco in the last five years.
- Mentioned public concern regarding a turn-off on Norconian Drive into the Turning Point School/Church, and asked staff if a guardrail could be added to protect the playground. Public Works Director Thompson stated that City Engineer Milano is in the process of designing it.
- Shared information regarding a Memorial Day unveiling of a 3-year commemoration to the Vietnam War at the Crestlawn Memorial, adding that the City of Norco is asked to be the West Coast location for the announcement.

City Council gave a unanimous consensus.

- Asked to place a report on a future City Council agenda in regards to naming the Norco Senior Center after a living resident, as opposed to following the normal guidelines which states the individual must be deceased.

City Council gave a unanimous consensus.

B. Staff Other Matters:

City Manager Groves commented on the dedication of the new Norco Animal Shelter scheduled for June 16th at 10:00 a.m.

6. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Bash adjourned the meeting at **8:58 p.m.**

DIANE GERMAIN
DEPUTY CITY CLERK

/di//bj-81127

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Approval of Salary and Benefits Resolutions for Management; and Middle Management, Professional and Confidential Service Employees for Fiscal Year 2012-2013

RECOMMENDATION: Adopt:

- 1) **Resolution No. 2012 __**, approving the annual salary and benefits for Management personnel; and
- 2) **Resolution No. 2012 __**, approving the annual salary and benefits for Middle Management, Professional and Confidential Service personnel.

SUMMARY: The proposed resolutions confirm no change to compensation levels for Management; and Middle Management, Professional and Confidential Service employees for FY 2012-2013.

BACKGROUND/ANALYSIS: Annually, the City adopts salary and benefits resolutions for non-represented employee units consisting of Management; and Middle Management, Professional, and Confidential Service employees. The proposed resolutions reflect no changes to salaries or benefits For FY 2012-2013.

FINANCIAL IMPACT: Salaries and benefits costs for FY 2012-2013 are included in the annual operating budget.

/mp-81055

Attachments:

Resolution No. 2012 __, approving the annual salary and benefits for Management personnel; and
Resolution No. 2012 __, approving the annual salary and benefits for Middle Management, Professional and Confidential Service personnel.

RESOLUTION NO. 2012-_____

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2012, there are no changes to salary ranges and benefits.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

Resolution No. 2012-_____

Page 2

June 6, 2012

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012.

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

/mp-81057

RESOLUTION NO. 2012-_____

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

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

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

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

WHEREAS, on February 15, 2012, the City Council approved the position of Deputy Director of Public Works/Senior Engineer and therefore shall be added to the Middle Management, Professional, and Confidential Service classification listing.

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2012, there are no changes to salary ranges and benefits.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

Resolution No. 2012-_____

Page 2

June 6, 2012

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012.

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

/mp-81056

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

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

RECOMMENDATION: That City Council approves the requested extension of the Annual On-Call Street Maintenance Program Service Agreement with Caliber Paving, Inc. for one (1) year, through June 30, 2013.

SUMMARY: Caliber Paving, Inc. has requested an extension of the current Street Maintenance agreement for an additional one (1) year period through June 30, 2013. The existing contract agreement between the City of Norco and Caliber Paving allows for justified annual cost increases within the Consumer Price Index (CPI) limits. Caliber Paving, Inc. has requested and agreed to extend the contract without a cost increase during the 2012/13 fiscal year.

BACKGROUND/ANALYSIS: On February 3, 2010, the City Council authorized the City Manager to execute an agreement with Caliber Paving, Inc. of Santa Ana for Annual On-Call Street Maintenance Program services. The agreement stipulated that the initial term would be through June 30, 2010, but it also provided language allowing the City of Norco the option of extending the agreement on a year-to-year basis. On June 15, 2011, the City Council extended the current agreement without a cost increase through June 30, 2012.

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

FINANCIAL IMPACT: Annual expenditure of \$75,000, Gas Tax Fund 133-801-42220 and Measure A Capital Improvement Fund 137.

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

/wrt-81226



CALIBER
PAVING COMPANY INC.

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

May 17, 2012

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

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

Dear Mr. Thompson,

The purpose of this letter is to inform you of our intention to extend our Annual Maintenance contract for 2012 – 2013 effective July 1st, 2012.

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

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

Sincerely,

Darin Gilchriese, President
Caliber Paving Company, Inc.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Request to Extend the Annual Street Striping and Pavement Marking Service Agreement

RECOMMENDATION: That City Council approves the requested extension of the Annual Street Striping and Pavement Marking Service Agreement with Chrisp Company for one (1) year, through June 30, 2013.

SUMMARY: The Chrisp Company has requested an extension of the current Street Striping and Pavement Marking agreement for an additional one (1) year period through June 30, 2013. The existing contract agreement between the City of Norco and the Chrisp Company allows for justified annual cost increases within the Consumer Price Index (CPI) limits. The Chrisp Company has requested and agreed to extend the contract agreement without a cost increase during the 2012/13 fiscal year.

BACKGROUND/ANALYSIS: On November 11, 2011, the City Council authorized the City Manager to execute an agreement with Chrisp Company of Bloomington for Annual Street Striping and Pavement Marking services. The agreement stipulated that the initial term would be through June 30, 2012, but it also provided language allowing the City of Norco the option of extending the agreement on a year-to-year basis.

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

FINANCIAL IMPACT: Annual expenditure of \$40,000, Gas Tax Fund 133-801-42220 and Measure A Capital Improvement Fund 137.

Attachments: Exhibit "A" – Letter of request from the Chrisp Company

/wrt-81227

Chrisp Company

2280 S. Lilac Ave, Bloomington, CA 92316 • Phone: (909)-746-0356 • FAX: (909)-746-0354
Main Office Fremont Office • Phone: (510)-656-2840 • FAX: (510)-490-2703

May 16, 2012

City of Norco
2870 Clark Ave
Norco, CA 92860

To Whom It May Concern:

Per your request the Citywide Striping & Pavement Marking Annual Contract will be extended Through June 30, 2013.

If you have any further questions feel free to contact me at 909-746-0356 ext. 117.

Thank you,

Jason Oesterblad
Branch Operations Manager

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

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

RECOMMENDATION: That City Council approves the request of a one year extension of the Annual Street Sweeping Services Contract Agreement with CleanStreet for one (1) year through June 30, 2013.

SUMMARY: CleanStreet has requested a one-year extension of the Annual Street Sweeping Services contract agreement through June 30, 2013. Clean Street has indicated they are willing to provide street sweeping services without a cost increase in the 2011/2012 pricing levels.

BACKGROUND/ANALYSIS: On June 15, 2011, the City Council authorized the City Manager to execute a one year contract extension with CleanStreet. The CleanStreet team has become familiar with and understands the unique challenges of providing contract services to streets located within the city. Staff has worked with this contractor over the past year and has been satisfied with their professionalism and commitment to maintain high performance standards.

Based on the request to provide street sweeping services without an increase, Staff recommends the City Council authorize the extension of the street sweeping contract with CleanStreet through June 30, 2013.

FINANCIAL IMPACT: Funds in the amount of \$20,000 are proposed in 2012/13 Storm Drain (Street Operations Budget 139)

Attachments: Letter of Request from CleanStreet

/wrt-81228



May 23, 2012

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

Email: bthompson@ci.norco.ca.us

RE: STREET SWEEPING CONTRACT EXTENSION

Dear Mr. Thompson,

CleanStreet wishes to extend its current Street Sweeping contract with the City of Norco from July 1, 2012 to June 31, 2013.

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

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

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

Sincerely,
CLEANSTREET

A handwritten signature in blue ink that reads "R. Anderson".

Rick Anderson
Director of Business Development

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Request to Extend the Annual Sanitary Sewer Maintenance Service Agreement

RECOMMENDATION: That City Council approves the requested extension of the Annual Sanitary Sewer Maintenance Service Agreement with Empire Pipe Cleaning & Equipment, Inc. for one (1) year.

SUMMARY: Empire Pipe Cleaning & Equipment, Inc. has requested an extension of the current Street Maintenance agreement for an additional one (1) year period through June 30, 2013. The existing contract agreement between the City of Norco and Empire Pipe Cleaning & Equipment allows for justified annual cost increases within the Consumer Price Index (CPI) limits. Empire Pipe Cleaning & Equipment, Inc. has requested and agreed to extend the contract without a cost increase during the 2012/2013 fiscal year.

BACKGROUND/ANALYSIS: On November 2, 2011, the City Council authorized the City Manager to execute an agreement with Empire Pipe Cleaning & Equipment, Inc. of Orange for Annual Sanitary Sewer Maintenance services. The agreement stipulated that the initial term would be through June 30, 2012, but it also provided language allowing the City of Norco the option of extending the agreement on a year-to-year basis.

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

FINANCIAL IMPACT: Annual expenditure of \$75,000, Sewer Operations Fund 126-809.

Attachments: Exhibit "A" – Letter of request, Empire Pipe Cleaning & Equipment Inc.

/wrt-81230

CONTRACTOR'S LICENCE NO. 363528



Empire Pipe Cleaning and Equipment, Inc.

P.O. Box 8035 • Anaheim, CA 92812
(714) 639-8352 • FAX (714) 283-8578

May 17, 2012

Mr. William R. Thompson
Director of Public Works
City of Norco/City Hall
2870 Clark Avenue
Norco, CA 92860

RE: Annual Sanitary Sewer Collection Maintenance

Dear Bill:

Empire Pipe Cleaning and Equipment, Inc are requesting an extension to the subject agreement for fiscal year 2012/2013. The prices will remain the same as the prices listed in the Contract awarded for year 2011/2012.

I have listed the unit and hourly pricing in the attached document. These prices reflect those in the Agreement as well as additional hourly pricing as needed.

Thank you for the opportunity to work with your staff.

Regards,

Craig R. Van Thyne
Vice-President and General Manager

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Extension of the Traffic Signal Maintenance Services Contract Agreement

RECOMMENDATION: Staff recommends City Council approve a one (1) year extension of the Traffic Signal Maintenance Services Agreement with Republic ITS, through June 30, 2013

SUMMARY: Republic ITS, has requested an extension of its current traffic signal maintenance services agreement through June 30, 2013. Republic ITS, has indicated they are willing to provide traffic signal maintenance services with a 1.5% Consumer Price Index ("CPI") increase to the 2011/12 pricing levels. Staff is recommending City Council approve the requested one (1) year extension through June 30, 2013.

BACKGROUND/ANALYSIS: On December 2006 the City of Norco entered into a traffic signal maintenance service agreement with Republic ITS. The agreement stipulates that an annual CPI adjustment of costs including charges for labor and materials is warranted. On August 4, 2010 City Council approved a two (2) year extension with Republic ITS through June 30, 2012. Republic ITS, has requested the existing signal maintenance agreement be extended with a 1.5% CPI service price increase through June 30, 2013.

Staff has worked with this contractor over the past few years and is satisfied with their prompt on-call response times and professional performance.

FINANCIAL IMPACT: Annual expenditure of \$60,000, Gas Tax Operations Fund (133)

Attachments: Letter of Request from Letter Republic ITS

/wrt-81231



May 23, 2012

Mr. Bill Thompson
City of Norco
2870 Clark Avenue
Norco, Ca. 92860

City Traffic Signal Maintenance and Extra Ordinary Call out Contract Extension July 1, 2012 to June 30th 2013

Mr. Thompson,

At this time we are offering extend our Traffic Signal Maintenance & Extra Ordinary Call out agreement. The current agreement will expire on June 30th 2012; I have attached a copy of the pricing schedule with our rates. Please note that there has been a CPI increase of 1.5 % from the past years contract rates. All emergency work is to be completed on a time & material bases at the prices listed, or by written and accepted proposals. Please feel free to contact me with any questions or concerns.

This offer shall expire 60 days from the date hereof and may be withdrawn by us at any time prior thereto with or without notice. This offer supersedes any prior offers, commitment or orders, contains all terms, conditions and warranties and when accepted, constitutes the entire contract between the parties. The resulting contract shall not be modified except by formal written amendment. This offer shall be accepted by delivery of a copy of this offer duly signed by the City of Norco Representative.

Respectfully,

Jill Petrie
Operations Manager
Republic ITS a Siemens business
Riverside Office
(951) 784-6600 Office
(951) 784-6700 Fax
(909) 376-5692 Cell
Jill.Petrie@Siemens.com

JULY 2012 CPI

| NORCO CONTRACT ITEMS | CURRENT RATES | 1.50% | NEW RATES |
|---|----------------------|--------------|------------------|
| Routine maintenace of traffic signal and highway lighting system to be performed monthly (per location) | \$83.77 | \$1.26 | \$85.03 |
| Extraordinary Maintenance Certified Traffic Signal Technician | \$84.85 | \$1.27 | \$86.12 |
| Extraordinary Maintenance Non-Certified Traffic Signal Technician | \$64.44 | \$0.97 | \$65.41 |
| Extraordinary Maintenance: Pickup Truck | \$5.37 | \$0.08 | \$5.45 |
| Extraordinary Maintenance: Bucket Truck | \$29.54 | \$0.44 | \$29.98 |
| Extraordinary Maintenance: Markup for Material Cost | 20% | 0% | 20% |
| Replace Type E (6' Diameter Loop Detector) | \$375.91 | \$5.64 | \$381.55 |

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Rehabilitation of Well No. 12

RECOMMENDATION: That the City Council Authorize Staff to Proceed with the rehabilitation of Well No. 12 in an amount not to exceed \$60,000, Waiving the Competitive Bidding Requirement for Emergency Repairs.

SUMMARY: Well No. 12 requires repairs to the tube, column and shaft due to metal fatigue and excessive wear to crucial mechanical parts. Well No. 12 is a critical groundwater source that extracts water locally from the Temescal Basin and has a current discharge capacity of 1,250 gallons per minute (gpm) or 1.8 million gallons per day (mgd). With the proposed approval, staff is recommending the well pump be redesigned to discharge 750 gpm or 1.1 mgd into the distribution system for potable consumption and fire protection.

BACKGROUND/ANALYSIS: Recently, Well No. 12 unexpectedly ceased producing groundwater. Operation staff immediately contacted Legend Pump and Well Service Inc. to pull the well pump to inspect and evaluate the cause. While disassembling the pump assembly, damage and excessive wear to the tube, column and shaft were discovered. The 250 hp motor was repaired and reinstalled in 2008 and will not require additional repairs. Staff is recommending the purchase and replacement of new tube, column, and shaft components along with the rehabilitation or reconditioning of the pump impellers and bowl assembly.

With the proposed equipment replacement staff has evaluated the pumping history of the well, including the water quality. Well No. 12 has historically produced water with elevated temperatures (approx. 100 degrees) and has recently experienced increased levels of nitrates and arsenic. Staff is recommending the pump be designed at a reduced flow rate (750 gpm) in an attempt to decrease temperature levels and become more effective in the blending and treatment of the nitrates and arsenic.

Based on the prompt service provided by Legend Pump and Well Service Inc. to remove and evaluate the damage, and the critical nature of the repairs, staff would like to move forward with the much needed repairs and rehabilitation. The not to exceed

City Council Rehabilitation of Well 12

Page 2

June 6, 2012

amount includes pump removal and installation, new tube, column, pump assembly, well video and casing cleaning.

FISCAL IMPACT: Funds are available in the 2011/12 Water Capital Improvement Program (144).

Attachments: Deep Well Turbine Diagram
 Proposal: Legend Pump and Well Service Inc.

/wrt-81232



Licensed Contractors 951-630-1355

License No. 964537

City of Norco

2870 Clark Ave

Norco, Ca. 92860

5/10/12

Subject: Well #12 Repair

Attn: Albert

Regarding your request for a quotation for the subject pumping equipment we are pleased to submit the following.

Labor

| | |
|--|--------------------|
| 2 men pump rig wire brush well | \$ 3,960.00 |
| 1 man make up wire brush | \$ 450.00 |
| Clean, dip bake and bearings for 250hp motor | \$ 4,940.00 |
| 1 man machine shop to make top tube special | \$ 384.00 |
| Video log well | \$ 900.00 |
| Re-Video log well | \$ 850.00 |
| Temperature Differential Survey | \$ 450.00 |
| 3 men pump rig to install additional suction pipe. | <u>\$ 1,200.00</u> |

Total Labor \$13,134.00

Materials

| | |
|---|------------------|
| 1 - 12IC - 10 Stage Bowl Assembly | \$10,707.00 |
| 1- Stretch nut assembly | \$ 1,510.00 |
| 1 - Top Tube special | \$ 165.00 |
| 460' 1/4" SS air line | \$ 850.00 |
| 2 - Direct reading gauges & assy. | \$ 390.00 |
| 17 - 3"x1-15/16"x20' Tube and shaft | \$16,436.00 |
| 1 - 3"x1-15/16"x10' Tube and shaft | \$ 483.00 |
| 3 - 8"x20' Suction Pipe | \$ 1,820.00 |
| 5 - 10" 20' T&C Column Pipe | \$ 3,862.00 |
| 1 - 1-15/16"x10' head shaft | \$ 780.00 |
| 1 - Lot misc. fittings, tape, turbine oil, gaskets etc. | <u>\$ 385.00</u> |

Total Materials \$37,388.00

Total Price Inc. Material, Labor, Tax & Fr. \$50,522.00

If you have any questions regarding this matter please feel free to call.

These prices are firm for 30 days, after such time it may be subject to review and/or possible change.

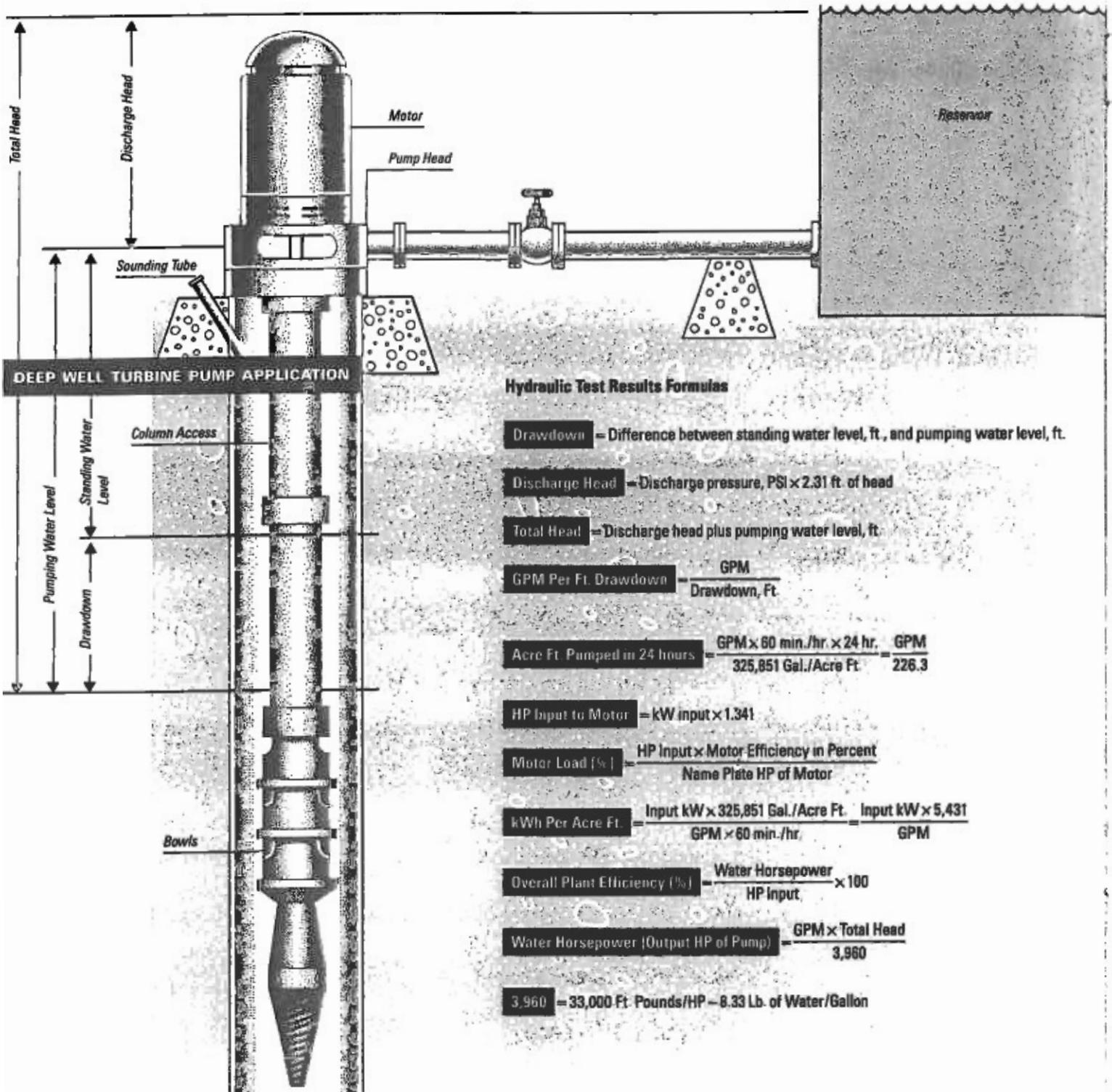
Regards

A handwritten signature in cursive script that reads "Bob Sears".

Bob Sears

Pump Test Program Edison pump testmen conduct complete and accurate efficiency tests on water and other liquid pumps free of charge to assist customers

in making the most efficient use of every kilowatt of electricity. The rate of flow, the total head and the power input to the pumping plant are measured



Hydraulic Test Results Formulas

Drawdown = Difference between standing water level, ft., and pumping water level, ft.

Discharge Head = Discharge pressure, PSI \times 2.31 ft. of head

Total Head = Discharge head plus pumping water level, ft.

GPM Per Ft. Drawdown = $\frac{\text{GPM}}{\text{Drawdown, Ft.}}$

Acre Ft. Pumped in 24 hours = $\frac{\text{GPM} \times 60 \text{ min./hr.} \times 24 \text{ hr.}}{325,851 \text{ Gal./Acre Ft.}} = \frac{\text{GPM}}{226.3}$

HP Input to Motor = kW input \times 1.341

Motor Load (%) = $\frac{\text{HP Input} \times \text{Motor Efficiency in Percent}}{\text{Name Plate HP of Motor}}$

kWh Per Acre Ft. = $\frac{\text{Input kW} \times 325,851 \text{ Gal./Acre Ft.}}{\text{GPM} \times 60 \text{ min./hr.}} = \frac{\text{Input kW} \times 5,431}{\text{GPM}}$

Overall Plant Efficiency (%) = $\frac{\text{Water Horsepower}}{\text{HP Input}} \times 100$

Water Horsepower (Output HP of Pump) = $\frac{\text{GPM} \times \text{Total Head}}{3,960}$

3,960 = 33,000 Ft. Pounds/HP - 8.33 Lb. of Water/Gallon

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

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

DATE: June 6, 2012

SUBJECT: Amendment No. 5 to Western Riverside County Regional Wastewater Authority Joint Exercise of Powers Agreement

RECOMMENDATION: Approve Amendment No. 5 to the Western Riverside County Regional Wastewater Authority ("WRCRWA") Joint Exercise of Powers ("JPA") Agreement with the Western Riverside County Regional Wastewater Authority, subject to non-substantive changes and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Amendment.

SUMMARY: The City of Norco is a member of WRCRWA, which jointly exercises powers to own, operate, convey, treat and maintain wastewater treatment facilities, commonly referred to as the Western Riverside County Wastewater Authority. The WRCRWA Board of Directors at their March 8, 2012 Board meeting approved the proposed JPA Amendment No. 5. The governing bodies of each of the Member Agencies must now also approve proposed JPA Amendment No. 5 by resolution in order for it to become effective.

BACKGROUND/ANALYSIS: The City of Norco is a member of WRCRWA, which jointly exercises powers to own, operate, convey, treat and maintain wastewater treatment facilities, commonly referred to as the Western Riverside County Wastewater Authority. The treatment facility was constructed to operate as a regional wastewater conveyance, treatment and disposal system to serve its member agencies: Home Gardens, Jurupa Community Services District (JCSD), Western Municipal Water District (WMWD), and Santa Ana Watershed Project Authority (SAWPA), and the City of Norco. The WRCRWA wastewater facility was originally designed to treat 8 million gallons of wastewater per day (MGD). Norco's existing WRCRWA conveyance capacity is 2.5 mgd and the treatment capacity is 2.2 mgd.

On March 8, 2012, the WRCRWA Board of Directors approved Addendum No. 5. The proposed amendment to the agreement is to amend the AGREEMENT and Addendum No. 4 to provide that the Manager-Administrator for the Authority shall be determined by Resolution of the Authority's Board of Directors. Section 5 Paragraph C of the Agreement will be amended as follows:

“C. The AUTHORITY shall, from time to time, when and as it deems appropriate, appoint a Manager-Administrator for the purpose of management of, and contracting for the construction, operation and/or maintenance of the regional collection, treatment and disposal facility owned by the AUTHORITY. The AUTHORITY’s Board of Directors shall make such an appointment by adopting a Resolution by a vote of all but one voting member of the Board of Directors. By way of example, if the Board of Directors is comprised of six (6) members at least five (5) of those members must vote in favor of such a Resolution. Such Resolution shall place a limitation on the appointed Manager-Administrator in connection with any proposed expenditures of the AUTHORITY funds as the AUTHORITY deems appropriate and consistent with applicable law.”

FINANCIAL IMPACT: If approved, this action is not anticipated to have a significant impact on either the overall cost of wastewater collection or treatment. There is no impact to the General Fund.

Attachments: Western Riverside County Regional Wastewater Authority Amendment No. 5

**ADDENDUM NO. 5
TO THE JOINT EXERCISE OF POWER AGREEMENT
CREATING THE
WESTERN RIVERSIDE COUNTY REGIONAL WASTEWATER AUTHORITY**

THIS ADDENDUM NO. 5 is made and entered into by and between HOME GARDENS SANITARY DISTRICT, a sanitary district, JURUPA COMMUNITY SERVICES DISTRICT, a community services district, the CITY OF NORCO, a municipal corporation, SANTA ANA WATERSHED PROJECT AUTHORITY, a joint powers public agency, and WESTERN MUNICIPAL WATER DISTRICT OF RIVERSIDE COUNTY, a municipal water district (sometimes hereinafter collectively referred to as the "PARTIES"), and is effective upon adoption by the PARTIES.

RECITALS

A. Each of the PARTIES to this Addendum No. 5 is a party to that certain "Joint Exercise of Powers Agreement Creating the Western Riverside County Regional Wastewater Authority" dated April 23, 1992, as amended (hereinafter "the AGREEMENT");

B. In or about October, 1997, the PARTIES adopted Addendum No. 4 to that Joint Exercise of Powers Agreement superseding and amending Section 5, paragraph C of the AGREEMENT providing that the appointment of the Manager-Administrator for the AUTHORITY shall be determined by Resolution of the Board of Directors of the AUTHORITY.

C. The PARTIES hereby desire to amend the AGREEMENT and Addendum No. 4 to provide that the Manager-Administrator for the AUTHORITY shall be determined by Resolution of the AUTHORITY's Board of Directors but that the Resolution must be adopted by all but one voting member of the Board of Directors. By way of example, if the Board of Directors is comprised of five (5) members at least four (4) members must vote in favor of such a Resolution and if the Board of Directors is comprised of six (6) members at least five (5) of those members must vote in favor of such a Resolution.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the PARTIES to this Addendum No. 5 agree as follows:

1. Section 5, Paragraph C of the AGREEMENT as superseded and amended by Addendum No. 4 is hereby amended as follows:

"C. The AUTHORITY shall, from time-to-time, when and as it deems appropriate, appoint a Manager-Administrator for the purposes of management of, and contracting for the construction, operation and/or maintenance of the regional collection, treatment and disposal facility owned by the AUTHORITY. The AUTHORITY's Board of Directors shall make such an appointment by adopting a Resolution by a vote of all but one voting member of the Board of Directors. By way of example, if the Board of Directors is comprised of five (5) Directors at least four (4) of those Directors must vote in favor of such a Resolution. Further, if the Board of Directors is comprised of six (6) members at least five (5) of those members must vote in favor of such a Resolution. Such Resolution shall place a limitation on the appointed Manager-Administrator in connection with any proposed expenditures of AUTHORITY funds as the AUTHORITY deems appropriate and consistent with applicable law."

2. Except as otherwise specifically provided for in this Addendum No. 5, all provisions of the AGREEMENT as amended shall remain in full force and effect.

3. This Addendum No. 5 may be executed in counterparts, and shall become effective when the governing bodies of the AUTHORITY's five (5) member agencies have authorized the execution of, and subsequently executed this Addendum.

IN WITNESS WHEREOF, the PARTIES hereto have executed this Addendum No. 5 on the day and year hereinafter indicated.

HOME GARDENS SANITARY DISTRICT

Date: _____ By _____
President

Date: _____ By _____
Secretary

JURUPA COMMUNITY SERVICES DISTRICT

Date: _____ By _____
President

Date: _____ By _____
Secretary

CITY OF NORCO

Date: _____

By _____
Mayor

Date: _____

By _____
City Clerk

SANTA ANA WATERSHED PROJECT AUTHORITY

Date: _____

By _____
Chair

Date: _____

By _____
Secretary

WESTERN MUNICIPAL WATER DISTRICT OF RIVERSIDE COUNTY

Date: _____

By _____
President

Date: _____

By _____
Secretary

CITY OF NORCO

Date: _____

By _____
Mayor

Date: _____

By _____
City Clerk

SANTA ANA WATERSHED PROJECT AUTHORITY

Date: _____

By _____
Chair

Date: _____

By _____
Secretary

WESTERN MUNICIPAL WATER DISTRICT OF RIVERSIDE COUNTY

Date: _____

By _____
President

Date: _____

By _____
Secretary

CITY OF NORCO

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By _____
Mayor

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**WESTERN MUNICIPAL WATER DISTRICT OF
RIVERSIDE COUNTY**

Date: _____

By _____
President

Date: _____

By _____
Secretary

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 *wrt*

DATE: June 6, 2012

SUBJECT: Amendment No. 6 to Western Riverside County Regional Wastewater Authority Joint Exercise of Powers Agreement

RECOMMENDATION: Approve Amendment No. 6 to the Western Riverside County Regional Wastewater Authority ("WRCRWA") Joint Exercise of Powers ("JPA") Agreement with the Western Riverside County Regional Wastewater Authority, subject to non-substantive changes and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Amendment.

SUMMARY: The City of Norco is a member of WRCRWA, which jointly exercises powers to own, operate, convey, treat and maintain wastewater treatment facilities, commonly referred to as the Western Riverside County Wastewater Authority. The WRCRWA Board of Directors at their March 8, 2012 Board meeting approved the proposed JPA Amendment No. 5. The governing bodies of each of the Member Agencies must now also approve proposed JPA Amendment No. 5 by resolution in order for it to become effective.

BACKGROUND/ANALYSIS: The City of Norco is a member of WRCRWA, which jointly exercises powers to own, operate, convey, treat and maintain wastewater treatment facilities, commonly referred to as the Western Riverside County Wastewater Authority. The treatment facility was constructed to operate as a regional wastewater conveyance, treatment and disposal system to serve its member agencies: Home Gardens, Jurupa Community Services District (JCSD), Western Municipal Water District (WMWD), and Santa Ana Watershed Project Authority (SAWPA), and the City of Norco. The WRCRWA wastewater facility was originally designed to treat 8 million gallons of wastewater per day (MGD). Norco's existing WRCRWA conveyance capacity is 2.5 mgd and the treatment capacity is 2.2 mgd.

On March 8, 2012, the WRCRWA Board of Directors approved Addendum No. 6 to the Joint Exercise of Powers Agreement. The JPA agreement provides that other public entities may become members of the Authority. The City of Corona has formally requested to become a member of the Authority. The purpose of Addendum No. 6 is to set forth the terms and conditions by which the City of Corona will become a Member Agency of the Authority.

FINANCIAL IMPACT: If approved, this action is not anticipated to have a significant impact on either the overall cost of wastewater collection or treatment. There is no impact to the General Fund.

Attachments: Western Riverside County Regional Wastewater Authority Amendment No. 6

**ADDENDUM NO. 6
TO THE JOINT EXERCISE OF POWERS AGREEMENT
CREATING THE
WESTERN RIVERSIDE COUNTY REGIONAL WASTEWATER AUTHORITY
(CITY OF CORONA MEMBERSHIP)**

THIS ADDENDUM NO. 6 is made and entered into by and between HOME GARDENS SANITARY DISTRICT, a sanitary district, JURUPA COMMUNITY SERVICES DISTRICT, a community services district, the CITY OF NORCO, a municipal corporation, SANTA ANA WATERSHED PROJECT AUTHORITY, a joint powers public agency, WESTERN MUNICIPAL WATER DISTRICT OF RIVERSIDE COUNTY, a municipal water district, and the CITY OF CORONA, a municipal corporation (sometimes hereinafter collectively referred to as the "PARTIES"), and is effective only upon adoption by all of the PARTIES.

RECITALS

A. Each of the PARTIES to this Addendum No. 6 is a public agency authorized to enter into a joint exercise of powers agreement pursuant to Government Code, Section 6500 et seq.; and

B. Except for the City of Corona, each of the PARTIES to this Addendum No. 6 entered into that certain "Joint Exercise of Powers Agreement Creating the Western Riverside County Regional Wastewater Authority" in 1992 (hereinafter "the AGREEMENT"); and

C. Section 12 of the AGREEMENT provides that other public entities may become members of the AUTHORITY upon the execution of a written addendum to the AGREEMENT signed by the Member Agencies and each public entity seeking to become a Member Agency of the AUTHORITY; and

D. The AUTHORITY and its Members Agencies have received a request from the City of Corona to become a Member Agency of the AUTHORITY; and

E. It is the purpose of this Addendum No. 6 to set forth the terms and conditions by which the City of Corona will become a Member Agency of the AUTHORITY.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the PARTIES to this Addendum No. 6 agree as follows:

1. Addition of City of Corona as Member Agency. As of the effective date of this Addendum No. 6, the City of Corona shall become a Member of the AUTHORITY, and by execution of this Addendum No. 6, the City of Corona agrees to be bound by the provisions of the AGREEMENT and fulfill the conditions of admission as a Member Agency set forth in paragraph 2 below.

2. Conditions of Admission. As a condition of admission to the AUTHORITY, the City of Corona shall fund its proportionate share of the AUTHORITY's budget commencing in fiscal year 2011-2012 and each year thereafter. As a further condition of admission to the AUTHORITY, the City of Corona shall abide by the terms and conditions of that certain Project and Capacity Agreement for the Expansion of the Western Riverside County Regional Wastewater Authority Treatment Plant including the capital contributions required of the City of Corona by that Project and Capacity Agreement.

3. Effective Date. This Addendum No. 6 shall become effective when the governing bodies of all of the PARTIES to this Addendum have authorized the execution of, and subsequently executed, this Addendum No. 6.

IN WITNESS WHEREOF, the PARTIES hereto have executed this Addendum No. 6 on the day and year hereinafter indicated.

HOME GARDENS SANITARY DISTRICT

Date: _____

By _____
President

Date: _____

By _____
Secretary

JURUPA COMMUNITY SERVICES DISTRICT

Date: _____

By _____
President

Date: _____

By _____
Secretary

CITY OF NORCO

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By _____
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By _____
City Clerk

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Approval of Norco General Employees Association Memorandum of Understanding for Fiscal Year 2012-2013

RECOMMENDATION: 1) Approve the Norco General Employees Association Memorandum of Understanding for Fiscal Year 2012-2013;

2) Adopt **Resolution No. 2012 ___**, approving the Employer Paid Member Contributions; and

3) Adopt **Resolution No. 2012 ___**, approving fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act.

SUMMARY: The current Memorandum of Understanding (MOU) between the City of Norco and the Norco General Employees Association (NGEA) expires June 30, 2012. Representatives of the City and the NGEA have met in good faith and conferred on salaries and benefits for the Fiscal Year beginning July 1, 2012. Both parties have agreed that NGEA members will contribute 4% of their earnings subject to California Public Employees Retirement System (CalPERS) pension towards the cost of their future pension. Both parties have also agreed that the City subsidy towards health insurance premium will be capped at \$1,250 per month effective January 1, 2013

BACKGROUND/ANALYSIS: The current Memorandum of Understanding (MOU) between the City of Norco and the Norco General Employees Association (NGEA) expires June 30, 2012. Representatives of the City and the NGEA have met in good faith and conferred on salaries and benefits for Fiscal Year 2012-2013. Both parties have agreed that NGEA members will contribute 4% of their earning subject to California Public Employees Retirement System (CalPERS) pension towards the cost of their future pension. Currently, all City employees hired on or before October 31, 2010 with the exception of NGEA members make this 4% contribution. All employees hired after October 31, 2010 contribute 8% of their earnings towards the cost of their future pension.

Both parties have also agreed that the City subsidy towards health insurance premium will be capped at \$1,250 per month effective January 1, 2013. This cap currently applies to all other City employees who are eligible for a health insurance subsidy.

As the costs of medical insurance premiums continue to rise, both parties agree that this change is necessary to reduce City exposure to future increases and ensure some predictability in budgeting. Consistent with the equal contribution provision in the City's medical insurance coverage contract with CalPERS, this flat amount cap for active full-time employees will also apply to retirees. The agreed cap will not have any negative financial impact on NGEA members for the 2012 calendar coverage year. Future impacts on employees will depend on future medical insurance premiums beginning January 1, 2013.

Due to the proposed changes in benefits, California Public Employees' Retirement System administrative procedure requires that the City Council approve the attached resolutions in order to implement the recommended changes to the NGEA MOU. The attached resolutions will:

- 1) Approve the Employer Paid Member Contributions Resolution which will allow employees in this group who were hired on or prior to October 31, 2010 to start paying 4% of the 8% employee pension contribution rate;
- 2) Approve fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act at City's \$1,250 a month towards employees and their dependents enrolled in any of the available PERS health plans.

Minor changes to the NGEA MOU have been agreed to in order to clarify the bereavement leave benefit and the use of sick leave for workers compensation related doctor's visits. Staff is recommending approval of the attached MOU and the enabling resolutions.

FINANCIAL IMPACT: Increasing the employee pension contribution amount will result in estimated savings of \$21,000 to the General Fund which has been included in the Proposed FY 2012-2013 Operating Budget. The recommended changes to health insurance subsidy may also result in minimal savings.

/mp-81066

Attachments:

Norco General Employees Association Memorandum of Understanding
Resolution No. _____ - Employer Paid Member Contributions
Resolution No. _____ - Fixing the Employer's Contribution Under the
Public Employees' Medical and Hospital Care Act

RESOLUTION NO. 2012-_____

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

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

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

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

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

- This benefit shall apply to all Norco General Association members hired on or prior to October 31, 2010.
- This benefit shall consist of paying 4% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2012.

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

Resolution No. 2012-_____

Page 2

June 6, 2012

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012.

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

/mp-81064

RESOLUTION NO. 2012-_____

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, (1) 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, (2) City of Norco is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That, effective January 1, 2013, 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 | \$ 1,250 |

Plus administrative fees and Contingency Fund Assessments; and be it further

RESOLVED, (b) That 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 June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012.

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

/mp-81065



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NORCO
AND
NORCO GENERAL EMPLOYEES ASSOCIATION**

JULY 1, 2012 – JUNE 30, 2013

**NORCO GENERAL EMPLOYEES ASSOCIATION
MEMORANDUM OF UNDERSTANDING**

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**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF NORCO AND
NORCO GENERAL EMPLOYEES ASSOCIATION**

ARTICLE 1 PREAMBLE

Representatives of the City of Norco and the Norco General Employees Association have met and conferred on salaries and benefits for the Fiscal Year beginning July 1, 2012. The following items have been agreed upon and have been submitted to the City Council for consideration and have been implemented by appropriate City Council action. The term of this Agreement shall be for one (1) year for the period beginning July 1, 2012 and ending June 30, 2013.

ARTICLE 2 RECOGNITION

1. The City recognizes the Norco General Employees Association as the exclusive representative of full-time employees in the following classifications:

- Account Clerk I
- Account Clerk II
- Account Clerk III
- Animal Control Officer
- Building Inspector
- Bus Driver
- Deputy City Clerk
- Fire Prevention Specialist
- Permit Technician
- Senior Animal Control Officer

2. The classifications listed above constitute all of the City employees that are represented by the Norco General Employees Association.

ARTICLE 3 SALARIES

There shall not be any salary range adjustments for classifications represented by the Norco General Employees Association.

ARTICLE 4 P.E.R.S. Benefits

1. The City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
- b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
- c. Three-year final compensation (36 highest paid consecutive months)

2. Effective July 1, 2012, employees hired on or prior to October 31, 2010: The City has agreed to pay 100% of the employer and 4% of the employee's contribution rates toward retirement through the CalPERS Retirement System. Employees will pay 4% of the employee's contribution rates.
3. Employees hired on or after November 1, 2010: The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.

ARTICLE 5 HEALTH INSURANCE

1. The City will participate with the State of California for health benefit programs available through PERS.
2. The City agrees 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 through December 31, 2012.
3. Effective January 1, 2013, the City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available PERS health plans
4. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in lieu of health benefits, providing the following requirements are met:
 1. An election form to opt-out of health benefits is completed.
 2. Proof of other coverage is provided.

ARTICLE 6 DENTAL INSURANCE

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

ARTICLE 7 VISION INSURANCE

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

ARTICLE 8 LIFE INSURANCE

The City will provide term life insurance benefit equal to the employee's annual salary (rounded to the nearest thousand) and \$5,000 dependent life benefit, fully paid by the City for both employee and dependent coverage. The annual salary will be the monthly base salary times twelve.

ARTICLE 9 LONG TERM DISABILITY INSURANCE

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

ARTICLE 10 CONTINUOUS SERVICE BONUS

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

- Five-year anniversary \$100
- Ten-year anniversary \$300
- Fifteen year anniversary \$500
- Twenty-year anniversary \$700

- Twenty-five year anniversary \$1,000
- Thirty-year anniversary \$1,250

ARTICLE 11 SICK LEAVE

1. Full-time general employees assigned to the 36-hour workweek shall accrue 8.1 hours of sick leave per month.
2. Accumulated sick leave may be used for doctor and/or dental appointments for the employee or an immediate member of the employee's family or domestic partner. See Article 13, Section 2, for definition of immediate family.
3. Employees may use up to half of their accumulated sick leave for immediate family or domestic partner illness or medical emergency and up to three days of accumulated sick leave in addition to the three days of bereavement leave for the death of an immediate family member or domestic partner.

ARTICLE 12 EMPLOYEE ON LEAVE COMPENSATION

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

ARTICLE 13 ANNUAL SICK LEAVE BUY-BACK

1. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of the year, 40 percent (40%) of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.
2. If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.
3. In order to be eligible for a sick leave buy back, the employee must have been employed with the City for six months and have successfully completed his/her probationary period as of December of each year.
4. Individuals on probation due to promotions will be eligible for the buy back.

ARTICLE 14 SICK LEAVE BUY BACK ON SEPARATION

After ten years of service, the City shall pay 50 percent (50%) of any sick leave accumulation to the employee at the time of death, retirement or separation from the City up to a maximum of ninety days.

ARTICLE 15 BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Immediate family shall be defined as any relative by blood or marriage who is a member of the employee's household, domestic partner, and any parent, grandparent, spouse, child, brother or sister of the employee, or the parent or brother or sister of the employee's spouse, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status.

ARTICLE 16 JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year.

ARTICLE 17 HOLIDAYS

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

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

The birthday holiday must be taken within the pay period of the employee's birthday.

- 3 Floating Holidays

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

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

ARTICLE 18 VACATION

1. Full-time Norco General Employees shall receive vacation accruals as follows:

| <u>Vacation Accumulation</u> | <u>Hours of Service</u> | <u>Maximum Accrual</u> |
|--|-------------------------|------------------------|
| 86.4 hours per year / 3.32 hours per pay period | Up to 7,488 | 192 hours |
| 129.6 hours per year / 4.98 hours per pay period | 7,489 – 16,847 | 288 hours |
| 151.2 hours per year / 5.82 hours per pay period | 16,848 - 26,207 | 336 hours |
| 172.8 hours per year / 6.65 hours per pay period | 26,208 – 99,999 | 384 hours |

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

ARTICLE 19 COMPENSATORY TIME

1. In lieu of overtime pay, employees may be granted compensatory time, if requested by the employee and approved in advance by the City Manager or designee. However, it is the City's intent to minimize compensatory time authorization. Therefore, employees should not expect to have compensatory time authorized.
2. Compensatory time granted will accrue at a rate of one and one half hours per overtime hour worked, except for overtime worked on holidays and the employee's seventh scheduled day of a work week.
4. Compensatory time granted will accrue at a rate of two hours per overtime hour worked on holidays and the employee's seventh scheduled day of a workweek.
4. Employees may accumulate 60 hours of compensatory time used at the employee's discretion with the approval of the immediate supervisor.
5. All time worked in excess of 60 hours compensatory time will be paid.
6. The decision to allow compensatory time in lieu of overtime is solely a management decision.
7. Employees shall be allowed to carry 60 hours compensatory time from one calendar year to the next.
8. Payment, if any, to employees to reduce a compensatory time balance, will be at the discretion of the City Manager.
9. Subject to the 60-hour limit above, management can be expected to approve an employee request for compensatory time in lieu of paid overtime if:
 - A. The request to accumulate time is for a specific reason (i.e. vacation, family need, medical need, lack of available sick or paid leave, etc.) generally related to a need for future paid time off; and
 - B. Hours to be accumulated as compensatory time are not reasonably expected to result in the need to backfill resulting in lost productivity when the hours are taken off work, by necessitating a management decision to pay regular pay, overtime pay, or grant additional compensatory time to the requestor or another employee or require hiring temporary or consulting personnel.

ARTICLE 20 STANDBY

1. Assignment of personnel to standby shall be the prerogative of management and employees shall be subject to standby or call-out as deemed necessary.
2. Employees required to accept standby assignment will be compensated at the rate of one and one half hours per weekday and three hours per 24-hour shift for weekends and holidays.
3. The definition of weekends shall include employee's regularly scheduled days off.
4. Employees required to accept backup standby assignments will be compensated at the rate of one hour per day.
5. Employees who are not on assigned standby but are "called out" are required to respond if contacted and instructed to report to work.

ARTICLE 21 OVERTIME

1. For employees assigned to the 36-hour workweek, the City will compensate employees for overtime in excess of 36 hours per week paid at a rate of time and one-half, except for holidays and for overtime on the employee's seventh scheduled day of their workweek.
2. The City will compensate employees for overtime on holidays and employee's seventh day of their workweek at a rate of double time.
3. An employee's scheduled workweek may or may not be a traditional Monday through Friday workweek.
4. The regular 36-hour workweek is considered to be 36 hours of paid time, which will include holidays, sick leave, vacation and compensated time off.

ARTICLE 22 CALL OUT

1. Employees will be compensated for a minimum of two hours when performing call-out work.
2. Employee compensation rate is addressed in Article 21.

ARTICLE 23 COURT TIME COMPENSATION

City employees will be compensated for City of Norco duty-related and required court appearances in those cases where the employee is required to report to the court when he/she is not scheduled to work.

ARTICLE 24 TUITION REIMBURSEMENT

1. The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by such employee.
2. The benefit is intended only for courses related to the furtherance of employees' careers with the City.
3. To be eligible for reimbursement, the course must be pre-approved by the Department Head prior to enrollment.
4. Receipts will be required prior to reimbursement.
5. All persons participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the Department Head.
6. A grade of "B" will be required for master's level class reimbursement.

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

ARTICLE 25 ACTING PAY

1. General Employees shall be eligible for acting pay for temporarily filling a position of a higher classification beyond a period of eight consecutive workdays or for filling a position of a higher classification for an interim period during a vacancy.
2. Employees shall be compensated one step or at a rate of five percent higher than his/her current salary if his/her current position is in a range that overlaps the range of the higher classification being filled, or be compensated two steps or at a rate of ten percent higher than his/her current salary, if the position being temporarily filled is beyond subject employee's pay range.
3. Eligibility for acting pay shall be determined by employee's Department Head.

ARTICLE 26 UNIFORMS

1. The City shall purchase all special equipment and uniforms required of an employee in relation to the employee's job duties.
2. All uniforms purchased by the City, and all identifying patches, badges, etc., must be returned to the City when an employee terminates his/her employment.
3. The City shall approve the store to be used for purchase of uniforms and boots.

ARTICLE 27 DEFERRED COMPENSATION

1. The City of Norco offers a deferred compensation plan.
2. Any City employee may elect to participate. The plan provides employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.
3. Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457K.
4. The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457.

ARTICLE 28 STATE DISABILITY INSURANCE

1. Employees of the City are covered under State Disability Insurance.
2. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.
3. An employee may request to supplement his/her State Disability Insurance with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

ARTICLE 29 INJURY ON DUTY – WORKERS COMPENSATION

1. An employee injured on the job must notify their supervisor and Human Resources immediately and submit claim form within one business day of injury and/or illness.
2. Unless an employee has completed a "Designation of Personal Physician" form prior to an injury and/or illness, an employee needing medical treatment should be referred to the City's authorized clinic to be provided with medical care.

3. The City Worker's Compensation Insurance Program shall provide compensation to employees injured on duty consistent with state laws and other worker's compensation laws. An injury must meet the test of both arising out of employment and occurring during the course of employment to be compensable under worker's compensation.
4. An injured employee under Worker's Compensation may request to supplement his/her Worker's Compensation payments with his/her available sick leave or vacation time to maintain a regular salary while on Worker's Compensation.
5. Time for workers compensation doctor appointments and physical therapy will not be deducted from employees' sick leave accrual. Employees are encouraged to schedule appointments outside of work hours to minimally disrupt the work day.
6. In order to qualify for temporary disability benefits there must be a loss of earnings. There is a three (3) day waiting period before qualifying for wage loss benefits. Temporary disability pays 2/3 or .6667% of wages.
7. Temporary disability is paid through the City's workers compensation administrator.

ARTICLE 30 LAYOFF PROCEDURE

1. For the purpose of providing reemployment opportunities for individuals who may be laid off from their employment with the City of Norco, the City shall establish a "reemployment list."
2. General Employees shall remain on the reemployment list for a period of one year from the date of the receipt of notice of layoff.
3. The reemployment list shall be used for individuals who will be eligible for appointment to a position that he/she held at the time of layoff from the City, or to a specific classification previously held with the City should such a position become vacant.
4. The reemployment list shall have priority over open competitive examination employment lists established by the City for a position affected by the reemployment list.

ARTICLE 31 SEVERANCE PAY – LAYOFF

1. Severance pay will be provided upon layoff from the City.
2. The severance pay shall be one week of compensation at six months employment, two weeks compensation at eighteen months, three weeks compensation at thirty months employment, and four weeks compensation at forty-two months or more of employment.

ARTICLE 32 MANAGEMENT RIGHTS

It is understood and agreed that the City retains all of its powers and authority to manage municipal services and the work force performing those services.

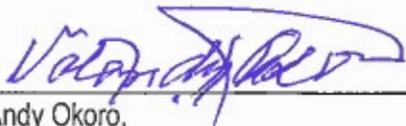
ARTICLE 33 PROVISIONS OF LAW

If any article or section of this agreement, or any addition thereto, should be held invalid by operation of law, or by a tribunal or office of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal or office, the remainder of this agreement shall not be affected thereby and all parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 34 GENERAL PROVISIONS

1. The parties acknowledge that during the negotiations which resulted in this MOU, each had the right and opportunity to make demands and proposals with respect to subjects within the scope of representation. The understandings arrived at after the exercise of that right are set forth in this MOU and constitute the complete and total contract between the City and the NGEA with respect to wages, hours, and other terms and conditions of employment.
2. Any prior or existing Memoranda of Understanding between the parties regarding matters within the scope of representation are hereby superseded and terminated in their entirety.

CITY OF NORCO



Andy Okoro,
Deputy City Manager/Director of Finance



Myrna Paakkonen, Human Resource Analyst

Date: 5/30/2012

/mp-81070

NORCO GENERAL EMPLOYEES ASSOCIATION

Frank Scagnamiglio, President

Linda Tackett, 2nd Vice President

Shanon Anderson, Treasurer

Julia Murray, Secretary

Date: _____

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager  

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

DATE: June 6, 2012

SUBJECT: Approval of Public Works and Parks Maintenance Workers Association Memorandum of Understanding for Fiscal Year 2012-2013

RECOMMENDATION: Approve the Public Works and Parks Maintenance Workers Association Memorandum of Understanding for Fiscal Year 2012-2013.

SUMMARY: A Memorandum of Understanding (MOU) between the City and the Public Works and Parks Maintenance Workers (the "Parties") expires June 30, 2012. Members of this bargaining unit have been working under imposed conditions since July 1, 2011. The Parties have met to discuss in good faith and there are no salary or benefit changes recommended to the Public Works and Parks Maintenance Workers Association MOU.

BACKGROUND/ANALYSIS: The Parties have met to discuss in good faith and there are no changes to the salaries or benefits recommended for the Public Works and Parks Maintenance Workers Association MOU for Fiscal Year 2012-2013. Minor changes to the MOU were made to clarify bereavement leave benefits and injury on duty-workers compensation benefit language.

FINANCIAL IMPACT: None

/mp-81067

Attachment: Public Works and Parks Maintenance Workers Association Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NORCO
AND
PUBLIC WORKS & PARKS MAINTENANCE WORKERS
ASSOCIATION**

July 1, 2012-June 30, 2013

Exhibit A

**PUBLIC WORKS & PARK MAINTENANCE WORKERS ASSOCIATION
MEMORANDUM OF UNDERSTANDING**

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**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF NORCO AND
PUBLIC WORKS & PARKS MAINTENANCE WORKERS ASSOCIATION**

ARTICLE 1 PREAMBLE

Representatives of the City of Norco and the Public Works & Maintenance Workers Association have met and conferred on salaries and benefits for the Fiscal Year beginning July 1, 2012. The following items have been agreed upon and have been submitted to the City Council for consideration and implementation by appropriate City Council action. The term of this Agreement shall be for a one (1) year period beginning July 1, 2012 and ending June 30, 2013.

ARTICLE 2 RECOGNITION

The City recognizes the Public Works & Parks Maintenance Workers Association as the exclusive representative of the following classifications:

Maintenance Worker Trainee
Maintenance Worker I/II
Maintenance Lead Worker
Meter Technician I/II
Inspector I/II
Water Quality Control Officer

ARTICLE 3 SALARIES

1. There shall not be any salary range adjustments for classifications represented by the Public Works & Parks Maintenance Workers Association.
2. Water Certification Pay: Employees who successfully complete a State mandated certificated program for job related certifications in water distribution and treatment that is not a requirement of initial employment, shall receive a special pay differential of two and one-half percent (2½ %) above base salary for each certificate to a maximum of five percent (5%) during the period of this agreement. (A Water Distribution Grade 1 (D1) certificate is a requirement of employment and is not eligible for certification pay under this program.)

Upon implementation of this program, existing employees that possess current certification levels in water distribution and/or water treatment above the minimum requirement of D1 shall be entitled to payment for one (1) such certificate in each category.

Employees must maintain a valid certificate to be eligible for the special pay differential. Employees who have lapsed/expired certificates will not be eligible for special pay and pay will not be paid retroactively.

| <u>Classification</u> | <u>Required Certifications</u> |
|----------------------------|---|
| Maintenance Worker Trainee | State of California Grade I Water Distribution Operators Certification (within one year of employment). |
| Maintenance Worker | State of California Grade I Water Distribution Operators Certification |
| Meter Reader | State of California Grade I Water Distribution Operators Certification |

| | |
|----------------------------------|---|
| Maintenance Worker II | State of California Grade II Water Distribution Operators Certification State of California Water Treatment I Certification |
| Maintenance Lead Worker | State of California Grade III Water Distribution State of California Grade II Water Treatment and/or State of California Grade II Sewer Collections Certifications |
| Water Quality Control Technician | State of California Grade III Water Distribution and Treatment State of California Grade III Water Treatment Operator and Backflow Specialist Certifications. |

ARTICLE 4 P.E.R.S. BENEFITS

1. The City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
 - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
 - c. Three-year final compensation (36 highest paid consecutive months)
2. Employees hired on or prior to October 31, 2010: The City has agreed to pay 100% of the employer and 4% of the employee's contribution rates toward retirement through the CalPERS Retirement System. Employees will pay 4% of the employee's contribution rates.
 3. Employees hired on or after November 1, 2010: The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.

ARTICLE 5 HEALTH INSURANCE

1. The City will participate with the State of California for health benefit programs available through P.E.R.S.
2. The City agrees to pay up to \$1250 a month for those employees and their dependents enrolled in any of the available PERS health plans.
3. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in lieu of health benefits, providing the following requirements are met:

1. An election to opt-out of health benefits is completed.
2. Proof of other coverage is provided.

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

ARTICLE 6 DENTAL INSURANCE

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

ARTICLE 7 VISION INSURANCE

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

ARTICLE 8 LIFE INSURANCE

The City will provide term life insurance benefit equal to the employee's annual salary (rounded to the nearest thousand) and \$5,000 dependent life benefit, fully paid by the City for both employee and dependent coverage. The annual salary will be the monthly base salary times twelve.

ARTICLE 9 LONG TERM DISABILITY INSURANCE

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

ARTICLE 10 CONTINUOUS SERVICE BONUS

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

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

ARTICLE 11 SICK LEAVE

1. Full-time employees assigned to the 36-hour workweek shall accrue 8.1 hours of sick leave per month.
2. Accumulated sick leave may be used for doctor and/or dental appointments for the employee or an immediate member of the employee's family or domestic partner. See Article 15, Section 2, for definition of immediate family.
3. Employees may use up to half of their accumulated sick leave for immediate family or domestic partner illness or medical emergency and up to three days of accumulated sick leave in addition to the three days of bereavement leave for the death of an immediate family member or domestic partner.

ARTICLE 12 EMPLOYEE ON LEAVE COMPENSATION

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

ARTICLE 13 SICK LEAVE BUY-BACK

1. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.
2. If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account, provided the IRS limit is not exceeded and appropriate change form is completed and submitted to payroll for processing.
3. In order to be eligible for a sick leave buy back, the employee must have been employed with the City for six months and have successfully completed his/her probationary period as of December 1 of each year.
4. Individuals on probation due to promotions will be eligible for the buy back.

ARTICLE 14 SICK LEAVE BUY BACK ON SEPARATION

After ten years of service, the City shall pay 50 percent of any sick leave accumulation to the employee at the time of death, retirement or separation from the City up to a maximum of ninety days.

ARTICLE 15 BEREAVEMENT

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Immediate family shall be defined as any relative by blood or marriage who is a member of the employee's household, domestic partner, and any parent, grandparent, spouse, child, brother or sister of the employee, or the parent or brother or sister of the employee's spouse, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status.

ARTICLE 16 JURY DUTY

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year. Documentation must be attached to corresponding time sheet for payment.

ARTICLE 17 HOLIDAYS

1. Employees shall receive the following paid days off for holidays each year:
 - New Year's Day
 - Martin Luther King's Birthday (third Monday in January)
 - Washington's Birthday (third Monday in February)
 - Memorial Day (fourth Monday in May)
 - Independence Day
 - Labor Day

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

The birthday holiday must be taken within the pay period of the employee's birthday.

- 3 Floating Holidays

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

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

ARTICLE 18 VACATION

1. Full-time employees shall receive vacation accruals as follows:

| <u>Vacation Accumulation Accrual</u> | <u>Hours of Service</u> | <u>Maximum</u> |
|--|-------------------------|----------------|
| 86.4 hours per year / 3.32 hours per pay period | Up to 7,488 | 192 hours |
| 129.6 hours per year / 4.98 hours per pay period | 7,489 – 16,847 | 288 hours |
| 151.2 hours per year / 5.82 hours per pay period | 16,848 - 26,207 | 336 hours |
| 172.8 hours per year / 6.65 hours per pay period | 26,208 – 99,999 | 384 hours |

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

ARTICLE 19 COMPENSATORY TIME

1. In lieu of overtime pay, employees may be granted compensatory time, if requested by the employee and approved in advance by the City Manager or designee. However, it is the City's intent to minimize compensatory time authorization. Therefore, employees should not expect to have compensatory time authorized.
2. Compensatory time granted will accrue at a rate of one and one half hours per overtime hour worked, except for overtime worked on holidays and weekend emergency call outs.
3. Compensatory time granted will accrue at a rate of two hours per overtime hour worked on holidays and weekend emergency call outs.
4. Employees may accumulate 72 hours of compensatory time used at the employee's discretion with the approval of the immediate supervisor.
5. All time worked in excess of 72 hours compensatory time will be paid.
6. The decision to allow compensatory time in lieu of overtime is solely a management decision.

7. Employees shall be allowed to carry over up to 72 hours compensatory time from one calendar year to the next.
8. Payment, if any, to employees to reduce a compensatory time balance, will be at the discretion of the City Manager.
9. Subject to the 72-hour limit above, management can be expected to approve an employee request for compensatory time in lieu of paid overtime if:
 - The request to accumulate time is for a specific reason (i.e. vacation, family need, medical need, lack of available sick or paid leave, etc.) generally related to a need for future paid time off; and
 - Hours to be accumulated as compensatory time are not reasonably expected to result in the need to backfill resultant lost productivity when the hours are taken off work, by necessitating a management decision to pay regular pay, overtime pay, or grant additional compensatory time to the requestor or another employee or require hiring temporary or consulting personnel.

ARTICLE 20 STANDBY

1. Assignment of personnel to standby shall be the prerogative of management and employees shall be subject to standby or call-out as deemed necessary.
2. Employees required to accept standby assignment will be compensated at the rate of one and one half hours per weekday and three hours per 24-hour shift for weekends and holidays.
3. The definition of weekends is Saturday 12:01 a.m. thru Sunday 12:00 p.m.
4. Employees required to accept backup standby assignments will be compensated at the rate of one hour per day.
5. Employees who are not on assigned standby but are "called out" are required to respond if contacted and instructed to report to work.

ARTICLE 21 OVERTIME

1. For employees assigned to the 36-hour workweek, the City will compensate employees for overtime in excess of 36 hours per week paid at a rate of time and one-half, except for holidays and emergency call outs on Saturday and Sunday.
2. Scheduled overtime work on weekends, Saturday 12:01a.m. thru Sunday 12:00p.m., will be compensated at a rate of time and one-half.
3. The City will compensate employees for overtime on holidays and weekend emergency call outs at a rate of double time. If the emergency call out extends into Monday morning, the entire call out period will be paid at double time until the call out ends or thru 6:00a.m. Monday morning, whichever is first.
4. An employee's scheduled workweek may or may not be a traditional Monday through Friday workweek. The City will not arbitrarily change an employee's work schedule to make Sunday a regular work day and thus, avoid paying overtime to the employee. Notwithstanding the preceding sentence, the Association understands that the City has management rights to set the work schedule of any new hires from the date of amendment dated May 24, 2007 and that such schedule may include Sunday as a regularly scheduled workday and thus will not be subject to overtime compensation under the Federal Labor Standards Act (FLSA).

5. The regular 36-hour workweek is considered to be 36 hours of paid time, which will include holidays, sick leave, vacation and compensated time off.

ARTICLE 22 EMERGENCY CALL OUT

1. Employees will be compensated for a minimum of two hours when performing emergency call out work.
2. Employee compensation rate is addressed in Article 21.

ARTICLE 23 COURT TIME COMPENSATION

City employees will be compensated for City of Norco duty-related and required court appearances in those cases where the employee is required to report to the court when he/she is not scheduled to work.

ARTICLE 24 TUITION REIMBURSEMENT

1. The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by such employee.
2. The benefit is intended only for courses related to the furtherance of employees' career with the City.
3. To be eligible for reimbursement, the course must be pre-approved by the Department Head and City Manager prior to enrollment.
4. Receipts will be required prior to reimbursement.
5. All persons participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the Department Head. A grade of "B" will be required for master's level class reimbursement.
6. Should an employee fail to obtain a passing grade of C (or B for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

ARTICLE 25 MOTOR VEHICLE REPORTS - DMV PULL NOTICE

Public Works employees are included in the Department of Motor Vehicles (DMV) Pull Notice program.

Driver license reports are released to the City from the DMV annually and upon a vehicle violation. Employees in the Pull Notice Program are responsible for maintaining and keeping in good standing their driver license and any driver certificate requirement.

Employees are responsible to immediately notify their supervisor whenever there is a motor vehicle violation which would have a negative impact on the required driver license.

ARTICLE 26 ACTING PAY

1. Employees shall be eligible for acting pay for temporarily filling a position of a higher classification beyond a period of eight consecutive workdays or for filling a position of a higher classification for an interim period during a vacancy.
2. Employees shall be compensated one step or at a rate of five percent higher than his/her current salary if his/her current position is in a range that overlaps the range of the higher classification being filled, or be compensated two steps or at a rate of ten percent higher than his/her current salary, if the position being temporarily filled is beyond subject employee's pay range.

3. Eligibility for acting pay shall be determined by employee's Department Head.

ARTICLE 27 UNIFORMS

1. The City shall purchase all special equipment and uniforms required of an employee in relation to the employee's job duties.
2. All uniforms purchased by the City, and all identifying patches, badges, etc., must be returned to the City when an employee terminates his/her employment.
3. The City shall approve the store to be used for purchase of uniforms and boots.

ARTICLE 28 DEFERRED COMPENSATION

1. The City of Norco offers a deferred compensation plan.
2. Any City employee may elect to participate. The plan provides employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.
3. Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457K.
4. The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457.

ARTICLE 29 STATE DISABILITY INSURANCE

1. Employees of the City are covered under State Disability Insurance.
2. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.
3. An employee may request to supplement his/her State Disability Insurance with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

ARTICLE 30 INJURY ON DUTY – WORKERS COMPENSATION

1. An employee injured on the job must notify their supervisor and Human Resources immediately and submit claim form within one business day of injury and/or illness.
2. Unless an employee has completed a "Designation of Personal Physician" form prior to an injury and/or illness, an employee needing medical treatment should be referred to the City's authorized clinic to be provided with medical care.
3. The City Worker's Compensation Insurance Program shall provide compensation to employees injured on duty consistent with state laws and other worker's compensation laws. An injury must meet the test of both arising out of employment and occurring during the course of employment to be compensable under worker's compensation.
4. An injured employee under Worker's Compensation may request to supplement his/her Worker's Compensation payments with his/her available sick leave or vacation time to maintain a regular salary while on Worker's Compensation.
5. Time for workers compensation doctor appointments and physical therapy will not be deducted from employees' sick leave accrual. Employees are encouraged to schedule appointments outside of work hours to minimally disrupt the work day.

6. In order to qualify for temporary disability benefits there must be a loss of earnings. There is a three (3) day waiting period before qualifying for wage loss benefits. Temporary disability pays 2/3 or .6667% of wages.
7. Temporary disability is paid through the City's workers compensation administrator.

ARTICLE 31 LAYOFF PROCEDURE

1. For the purpose of providing reemployment opportunities for individuals who may be laid off from their employment with the City of Norco, the City shall establish a "reemployment list."
2. Employees shall remain on the reemployment list for a period of one year from the date of the receipt of notice of layoff.
3. The reemployment list shall be used for individuals who will be eligible for appointment to a position that he/she held at the time of layoff from the City, or to a specific classification previously held with the City should such a position become vacant.
4. The reemployment list shall have priority over open competitive examination employment lists established by the City for a position affected by the reemployment list.

ARTICLE 32 SEVERANCE PAY – LAYOFF

Severance pay will be provided upon layoff from the City. The severance pay shall be one week of compensation at six months employment, two weeks compensation at eighteen months, three weeks compensation at thirty months employment, and four weeks compensation at forty-two months or more of employment.

ARTICLE 33 MANAGEMENT RIGHTS

It is understood and agreed that the City retains all of its powers and authority to manage municipal services and the work force performing those services.

ARTICLE 34 PROVISIONS OF LAW

If any article or section of this agreement, or any addition thereto, should be held invalid by operation of law, or by a tribunal or office of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal or office, the remainder of this agreement shall not be affected thereby and all parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

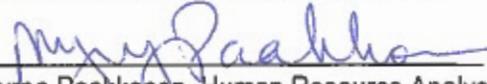
ARTICLE 35 GENERAL PROVISIONS

1. The parties acknowledge that during the negotiations which resulted in this MOU, each had the right and opportunity to make demands and proposals with respect to subjects within the scope of representation. The understandings arrived at after the exercise of that right are set forth in this MOU and constitute the complete and total contract between the City and the PW & PMWA with respect to wages, hours, and other terms and conditions of employment.
2. Any prior or existing Memoranda of Understanding between the parties regarding matters within the scope of representation are hereby superseded and terminated in their entirety.

CITY OF NORCO



Andy Okoro,
Deputy City Manager/Director of Finance

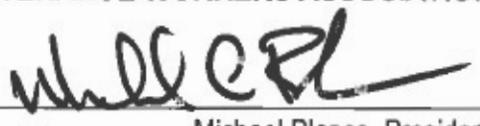


Myrna Paakkonen, Human Resource Analyst

Date: 5/30/2012

/mp-81071

PUBLIC WORKS & PARKS
MAINTENANCE WORKERS ASSOCIATION



Michael Blanco, President

Abel Garcia, Vice President



Michael Kulick, Vice President

Date: 05/00/12

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: John R. Harper, City Attorney

DATE: June 6, 2012

SUBJECT: Amendment No. 1 to the Funding, Construction and Acquisition Agreement by and between the City of Norco and Balboa Management Group, LLC

RECOMMENDATION: Authorize the execution of Amendment No. 1 to the Funding, Construction and Acquisition Agreement, requiring Balboa Management Group, LLC to provide a Letter of Credit in the amount of \$350,000.00 pursuant to Section 5.6 of the Funding, Construction and Acquisition Agreement.

SUMMARY: The Funding, Construction and Acquisition Agreement requires Balboa Management Group LLC ("Balboa") to provide a Letter of Credit in an amount equal to the annual debt service on monies provided for the construction of City-owned water and sewer infrastructure on the Silverlakes property. Pursuant to the Council's prior authorization, approximately \$1.8 Million Dollars has been provided to date. Rather than having Balboa provide a series of Letters of Credit for each draw up to the maximum amount, Balboa has agreed to provide a Letter of Credit in the amount of \$350,000 which will allow draws up to the maximum of \$6 Million Dollars and provide additional security to the City.

BACKGROUND/ANALYSIS: On June 6, 2011, the City Council approved agreements with Balboa Management Group, LLC for the development of the Silverlakes Equestrian and Sports Park. Under the Funding, Construction Acquisition Agreement (the "Agreement"), Balboa has access to up to \$6 Million Dollars in water and sewer bond proceeds for the construction of City water, sewer and road infrastructure on the City-owned Silverlakes property, which amount will be repaid on a monthly basis in an amount equal to the debt service on the bonds. Balboa has the option of paying the amount off earlier should it choose to do so. Section 5.6 of that Agreement requires that a Letter of Credit in the amount of one year's annual debt service be provided based upon the amount actually loaned to Balboa. The Agreement contemplates a series of Letters of Credit and does not provide a maximum amount for the Letter of Credit should the entire available amount be utilized. To date, approximately \$1.8 million has been provided. In order to provide additional security to the City, as well as to avoid the necessity of providing a series of Letters of Credit, the Parties have agreed that, prior to the release of any additional funds,

June 6, 2012

Balboa will provide a Letter of Credit in the amount of \$350,000, representing the maximum required under the Agreement should the maximum amount of funds be provided.

Construction of the facilities is continuing in accordance with the Silverlakes documents and on April 18, 2012, the City received Balboa's security deposit and six months lease payment. The Parties acknowledge that the bank letter pursuant to Section 15.1 of the Lease Agreement has not been provided as of this date, and nothing in Amendment No. 1 waives or otherwise effects the requirement to do so. The Parties agree that said bank letter shall be provided no later than August 1, 2012.

FINANCIAL IMPACT: There is no additional funding to be authorized by this action.

/81256

**FUNDING, CONSTRUCTION AND ACQUISITION AGREEMENT
AMENDMENT NO. 1**

by and between

**CITY OF NORCO
a municipal corporation**

And

**BALBOA MANAGEMENT GROUP, LLC,
a Delaware Limited Liability Company**

**FUNDING, CONSTRUCTION AND ACQUISITION AGREEMENT
AMENDMENT NO. 1**

THIS FUNDING, CONSTRUCTION AND ACQUISITION AGREEMENT, AMENDMENT NO. 1 (this "Amendment No. 1 to the Agreement"), dated as of June 6, 2012, is entered into by and between the CITY OF NORCO, a municipal corporation (the "City"), and BALBOA MANAGEMENT GROUP, LLC, a Delaware limited liability company (the "Tenant") with reference to the following facts:

RECITALS

A. The Parties to this Agreement have heretofore entered into a Funding, Construction and Acquisition Agreement, dated as of July 6, 2011 (the "Agreement") with regard to the construction and financing of certain facilities related to the Silverlakes Equestrian and Sports Park.

B. Section 5.06 of the Agreement provides for the process of repayment to the City of the funded Actual Costs; specifically providing that the City shall pay certain Actual Costs for the construction of facilities to be repaid by Tenant, said payments to be paid monthly and amortized based upon an interest rate of 5.9% per annum.

C. The Agreement and Development Agreement between the Parties authorize a maximum reimburseable amount of six million dollars (\$6,000,000), which would be paid by the City based upon the amount of Actual Costs incurred by the Tenant and upon providing a Letter of Credit in the amount of one (1) year's annual principal and interest payment.

D. Although the funded Actual Costs will not reach the maximum amount until sometime in the future, in order to provide additional security at a point in time earlier than that required by the Agreement, the Parties agree that Tenant will provide immediately a Letter of Credit in the amount of three hundred and fifty thousand dollars (\$350,000), representing the total annual Letter of Credit requirement.

NOW, THEREFORE in consideration of the foregoing recitals and mutual agreement set forth herein and for other and good valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

SECTION 1. The Parties agree that the foregoing Recitals are true and correct and incorporate the same as if set forth in full hereat.

SECTION 2. Upon the providing by Tenant of a Letter of Credit in the amount of three hundred and fifty thousand dollars (\$350,000) which meets the requirements for a Letter of Credit set forth in Section 5.06 of the Agreement, the City agrees to pay Reimburseable Expenses incurred by the Tenant. ~~Payment shall be made pursuant to that process set forth in Sections 5.03 and 5.04 of the Agreement.~~

SECTION 3. The Parties acknowledge that the bank letter required pursuant to Section 15.1 of the Lease Agreement has not been provided as of the date of this Amendment No. 1 to the Agreement and that nothing in this Amendment No. 1 to the Agreement waives or otherwise effects the requirement to do so. The Parties agree that said bank letter shall be provided no later than August 1, 2012.

SECTION 4. It is understood that interest on the loan shall begin to accrue at the said 5.9% effective from the date of each payment to Balboa. Monthly payment on the amount of the loan, including accrued interest, shall commence thirty (30) days from the date on which the City Council (or other public entity which is to own the Facilities) takes a final action to accept dedication of, or transfer of title, to the Facilities constructed.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first-above written.

CITY:

**CITY OF NORCO,
a municipal corporation**

By: _____

Printed Name: Kevin Bash

Its: Mayor

TENANT:

**BALBOA MANAGEMENT GROUP, LLC,
a Delaware limited liability company**

By: _____

Printed Name: Richard J. Brandes

Its: Manager

Approved as to form:

John R. Harper, City Attorney

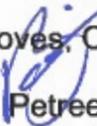
Attest:

Brenda K. Jacobs, CMC,
City Clerk

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Rename the Norco Senior Center in Honor of Rose Eldridge

RECOMMENDATION: Authorize the renaming of the Norco Senior Center in honor of Rose Eldridge, and select an official name to be adopted.

SUMMARY: At the May 16, 2012, City Council meeting, a request was made to place an action on a future City Council agenda to name the Norco Senior Center after a living resident, Rose Eldridge, a senior citizen advocate and longtime resident.

BACKGROUND ANALYSIS: At the May 16, 2012, City Council meeting, a request was made to name the Norco Senior Center after a living resident. Although this practice does not follow the normal criteria which states the individual must be deceased, it is the consensus of the City Council that the Norco Senior Center should be renamed in honor of Rose Eldridge.

Rose Eldridge has been a Norco resident since 1965 when she and her husband James moved to Norco from Norwalk, California. She has been a supporter of Senior Services in Norco and throughout Riverside County for the past 45 years. She has been recognized for her achievements in supporting the aging population and care and treatment of senior citizens by the County of Riverside Office on Aging and the City of Norco.

The Council has previously discussed and recognized that Rose Eldridge's record of service to the community is commendable and should be memorialized due to her outstanding citizen involvement assisting senior citizens and helping them maintain their independence with grace and dignity. Rose Eldridge dedicates her life to ensuring the seniors in this community and in the County of Riverside receive care and support.

The following names are options presented to City Council for consideration and action:

1. The Rose Eldridge Center
2. The Eldridge Center
3. The Rose Eldridge Senior Center
4. The Eldridge Senior Center

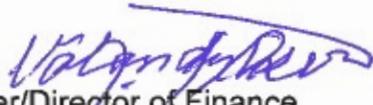
A memorial plaque and monument sign honoring Rose Eldridge should be located at the current Norco Senior Center which serves the senior and developmentally challenged community.

FINANCIAL IMPACT: The purchase and placement of a memorial plaque and monument sign are estimated to cost approximately \$9,000. There are no funds identified at this time for this purpose. The Norco City Council may choose to launch a campaign to raise funds for this Capital Improvement. A rededication ceremony will follow after the funds are raised.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

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

DATE: June 6, 2012

SUBJECT: Amendments to Comprehensive Fee Resolution to Update and Adjust Fees for General City Services

RECOMMENDATION: Adopt **Resolution No. 2012-_____**, updating and adjusting fees for General City Services.

SUMMARY: The proposed resolution recommends the following changes to the City's Comprehensive Fee Schedules for Fiscal Year 2012-2013:

Adjustment of 2.0% to some fees based on changes to the Consumer Price Index (CPI) from March 2011 to March 2012

City staff and the Parks and Recreation Fee Committee reviewed the recommended fee structure for the George Ingalls Equestrian Event Center. The Fee Committee also met with the City's Special Consideration Groups to review the proposed fees. The groups provided feedback and recommendations that would complement the fees proposed.

BACKGROUND/ANALYSIS: In 2008, Revenue & Cost Specialists (RCS) prepared a User Fee Study to update the City's General Fee Schedule. The recommendations from the study resulted in the City Council adopting a resolution updating fees for general City services. Since the 2008 Study, the City Council has approved as necessary adjustments to the General Fee Schedule based on changes in Consumer Price Index (CPI) and supplemental studies by RCS.

The Parks and Recreation Fees Committee, consisting of Council Member Sullivan, Council Member Hanna and Parks and Recreation Commission Member Holder and Parks and Recreation Commission Member Boyle, met with the City's Special Consideration Groups on May 3, 2012, to review the recommended fee structure for the George Ingalls Equestrian Event Center. The groups provided feedback and recommendations that would complement the fees proposed.

On May 23, 2012, staff and the Fee Committee reviewed the proposed fee adjustments and concurred with the recommendation. The Committee met again on May 31, 2012, with the Special Consideration Groups to review the proposed fees. The Groups reviewed the fees and have made adjustments to accommodate dates for the Clark Arena where applicable.

Based on the changes in CPI from March 2011 to March 2012; the need to recover direct costs for services; and necessity to add fees that were not previously in the General Fee Schedule, staff is recommending the following adjustments to various City fees and rates for services:

Fees Recommended for Adjustment by CPI:

Most of the existing fees are being recommended for adjustment by changes in the Consumer Price Index of 2.0% between March 2011 and March 2012 for Los Angeles, Riverside and Orange County Area. The fees being recommended for adjustment by CPI are listed by department on the attached proposed General Fee Schedule.

New Fees:

These fees are being recommended to be added to the General Fee Schedule. The addition is now necessary based on new services being performed as a result of changes in City Ordinances and/or for services not previously charged. The new fees are listed in red on the attached proposed General Fee Schedule.

FINANCIAL IMPACT: Staff estimates minimal change to General Fund revenues as a result of the recommended adjustments. Revenue impacts based on the recommended changes to Ingalls fee structure will depend on future booking arrangements and if material will be incorporated into the budget as part of the mid-year budget adjustments.

/jk-81134

Attachment: Resolution 2012-____

RESOLUTION NO. 2012-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, TO UPDATE AND ADJUST FEES FOR GENERAL CITY SERVICES

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

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

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

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

WHEREAS, it is the intention of the City Council to adopt an amendment to the schedule of fees and charges based on the City's budgeted and projected costs for the Fiscal Year 2012-2013; and

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

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

SECTION 1. Resolution Nos. 2011-53 and 2012-18 are hereby repealed

SECTION 2. The General City Services fees are hereby amended as listed in the attachment of this Resolution.

SECTION 3. The fees set forth in this Amended Resolution shall become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a meeting held on June 6, 2012 by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on June 6, 2012.

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

/jk-81153
Attachment: Amended General Fee/Fine Schedule



General Fee/Fine Schedule CITY OF NORCO



Effective
June 6, 2012

TABLE OF CONTENTS

Parks, Recreation & Community Services

- General Facilities and Services
- George Ingalls Equestrian Event Center
- Animal Control
- Sports and Programs

City Clerk

Fiscal & Support Services

Planning

Fire Department

Sheriff's Department

Public Works

Building Division

- Building Valuation
- Building Permit
- Building Misc. Fees
- Electrical
- Mechanical
- Plumbing

Development Impact Fee Schedule

PARKS, RECREATION & COMMUNITY SERVICES

| Service | Fee | Deposit | No. Proposed CPI |
|--|----------------|-----------|------------------|
| General Facilities and Services | | | |
| Application Processing Fee | \$36.00 | 0 | \$36.00 |
| Banner Installation | Fully Burdened | \$0.00 | Fully Burdened |
| Booking Change | \$19.00 | \$0.00 | \$19.00 |
| Booking Fee - Per Date (Max. \$250) | \$5.00 | \$0.00 | \$5.00 |
| Community Large Room - Hourly (Occ. Banq. 80-100 / Occ. Aud. 150-175) | \$48.00 | \$250.00 | \$48.00 |
| Community Small Room - Hourly (Occ. Banq. 50 / Occ. Aud. 80) | \$36.00 | \$250.00 | \$36.00 |
| Community XSmall Rooms (Hourly) (Occ. Under 50) | \$35.00 | \$0.00 | \$35.00 |
| Community Room Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Community Room - FHQ | \$36 | \$250.00 | \$36.00 |
| Conference Room (Hourly) | \$36.00 | \$150.00 | \$36.00 |
| Chairs (Each) | \$1.00 | \$0.00 | \$1.00 - \$4.00 |
| Exterior Restrooms | \$48.00 | \$0-\$275 | \$48.00 |
| Exterior Restrooms Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Field Lights (Hourly) | Fully Burdened | \$0.00 | Fully Burdened |
| Field Prep | \$31.00 | \$0.00 | \$31.00 |
| Horseshoes Rental (Per Set) | \$10.00 | \$30.00 | \$10.00 |
| Asset Replacement Fund Per Date/Transaction | | | \$1.00 |

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

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

| Service | Fee | Deposit | Proposed |
|---|----------------|----------|----------------|
| General Facilities and Services | | | |
| Open Space / Moon Bounce | \$38.00 | \$0.00 | \$38.00 |
| Outdoor Courts (Hourly Night Use) | \$22.00 | \$0.00 | \$22.00 |
| Outdoor Courts (Hourly Day Use) | \$7.00 | \$0.00 | \$7.00 |
| Parking Lots | \$39.00 | \$50.00 | \$39.00 |
| Picnic Shelter Rental | \$71.00 | \$75.00 | \$71.00 |
| Pool Rental (Hourly) | \$160-\$190 | \$250.00 | \$160-\$190 |
| Program Maintenance Fee | \$4.00 | \$0.00 | \$4.00 |
| Reproduction (up to 11" x 17") - Black/White | \$0.25 | \$0.00 | \$0.25 |
| Reproduction (up to 11" x 17") - Color | \$0.50 | \$0.00 | \$0.50 |
| Reproduction (larger than 11" x 17") - B/W or Color | \$10.00 | \$0.00 | \$10.00 |
| Riley Gym (Hourly) | \$78.00 | \$500.00 | \$78.00 |
| Riley Gym Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Sports Fields - (Hourly) | \$48.00 | \$100.00 | \$48.00 |
| Supplemental Staff Costs Plus Burden | Fully Burdened | \$0.00 | Fully Burdened |
| Support, Operations, Administrative and Maintenance | Fully Burdened | \$0.00 | Fully Burdened |
| Tables, Round | \$10.00 | \$100.00 | \$10.00 |
| Tables, Rectangle | \$6.00 | \$100.00 | \$6.00 |

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

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

| PARKS, RECREATION & COMMUNITY SERVICES | | | |
|---|----------------|----------------|----------------|
| General Facilities and Services | Fee | Deposit | |
| Ingalls Park | | | Proposed |
| 4-H Area (10 Hour Rental Period) | \$289.00 | \$50-\$350 | \$289.00 |
| 4-H Area (Add'l Hours in Excess of 10) | \$42.00 | \$0.00 | \$42.00 |
| 4-H Small Livestock Pens | \$5.00 | \$200.00 | \$5.00 |
| Amphitheater (Plus Per Seat Fee if Gate is Charged) | \$298.00 | \$350-\$550 | \$298.00 |
| Amphitheater Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Arena Grooming | \$30.00 | \$0.00 | \$30.00 |
| Arena Watering | \$21.00 | \$0.00 | \$21.00 |
| Clark Arena (9 hours Max, Per Day, Weekends/Holidays) | | \$500-\$5000 | \$450.00 |
| Clark Arena Special Consideration Groups* (9 Hours Max., Per Day, Weekends/Holidays) | | \$500-\$5000 | \$350.00 |
| Fair Electrical Hook-Up Per Pedestal | \$8.00 | \$200.00 | \$8.00 |
| Fair Grounds | \$391.00 | \$500.00 | \$391.00 |
| Holding Pens-Moreno Arena | \$182.00 | \$400.00 | \$182.00 |
| Holiday/ Sunday Staff | Fully Burdened | \$0.00 | Fully Burdened |
| Insurance Sale Administrative Fee | \$75-\$100 | | \$75-\$100 |
| Ingalls Park Arenas Alcohol Concessions | | | 10 % of Sales |
| Ingalls Park Arenas Food Concessions Per Event | | | \$200.00 |
| Ingalls Park Bleachers (Per Seat When There is a Gate Fee) | \$1.50 | \$0.00 | \$1.50 |
| Ingalls Park Camping (Dry) Per Day | | | \$10.00 |
| Ingalls Park Parking Lots | \$66.00 | \$0.00 | \$66.00 |
| Ingalls Park Restrooms | \$35.00 | \$0.00 | \$35.00 |
| Landscape Plancheck Review (Add'l Checks) | \$55.00 | \$0.00 | \$55.00 |
| Landscape Plancheck Review (Includes 2 Checks) | \$164.00 | \$0.00 | \$164.00 |
| Moreno Arena (9 Hours Max, Per Day, Weekends/Holidays) | \$889.00 | \$100-\$5000 | \$700.00 |
| Arenas (Hourly, Per Day, 2 Hours Min., Mon - Thurs) | \$111.00 | \$500-\$5000 | \$150 + Costs |
| Arena (s) Budle Program (Multi-Day Use Allows 25% Discount in Fees) | | \$500-\$5000 | 25% Discount |
| Clark Arena Equipment Surcharge (Permit Holder Bringing in Extra Equipment not Already on Premises) | | | \$250.00 |

*Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

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

| General Facilities and Services | Fee | Deposit | |
|--|----------------|----------------|----------------|
| Ingalls Park | | | Proposed |
| Arena Lights | Fully Burdened | \$0.00 | Fully Burdened |
| Arena Trainers Hours (By Reservation-Per Horse) 3 Hr. Max. | \$18.00 | \$50.00 | \$10.00 |
| Moreno Arena-Hourly (In Excess of Max.of 9) | Fully Burdened | \$0.00 | Fully Burdened |
| Portable Restrooms | Fully Burdened | \$0.00 | Fully Burdened |
| Portable Stalls/Concessions | Fully Burdened | \$200.00 | Fully Burdened |
| Stall Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Security Guards | Fully Burdened | \$0.00 | Fully Burdened |
| Warm-up & Exercise Arenas | \$61.00 | \$100.00 | \$60.00 |
| Weaver Hall - Alcohol Surcharge Concessions | \$200.00 | | \$200.00 |
| Weaver Hall - Requested Catering | | | Fully Burdened |
| Weaver Hall - Banquet Amenities (linens, china, flatware, etc.) | | | Fully Burdened |
| Weaver Hall - Bundle Program (Multi Day Use Allows 25% Discount in Fees) | | \$300-\$2500 | 25% Discount |
| Weaver Hall (Hourly, 8 hour min. Saturdays & holidays) | \$131.00 | \$300-\$2500 | \$131.00 |
| Weaver Hall - (Hourly, 2 Hour. Min., Per Day, Sunday - Friday) | | \$300-\$2500 | \$50.00 |
| Weaver Hall Cleaning | \$420-\$829 | \$0.00 | \$420-\$829 |
| Weaver Hall Food Allowance | | | \$200.00 |
| Weaver Hall Kitchen | \$284.00 | \$200.00 | \$150.00 |
| Weaver Hall Kitchen Cleaning | \$130-\$500 | \$0.00 | \$130-\$500 |

| PARKS, RECREATION & COMMUNITY SERVICES | | | |
|---|----------------|-----------|-----------------|
| Weaver Hall Exterior Restrooms | \$47.00 | \$0-\$500 | \$47.00 |
| Weaver Hall Exterior Restrooms Cleaning | Fully Burdened | \$0.00 | Fully Burdened |
| Tables, Round | \$10.00 | \$100.00 | \$10.00 |
| Tables, Rectangle | \$6.00 | \$100.00 | \$6.00 |
| Chairs (each) | \$1.00 | \$100.00 | \$1.00 - \$4.00 |

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

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

| Sports and Programs | Fee | Deposit | Proposed |
|--|----------------|----------------|-----------------|
| Ballfield Bases (per use) | \$10.00 | \$0.00 | \$10.00 |
| City- Sponsored Adult Sports Programs | \$350-\$705 | \$0.00 | \$250-\$500 |
| City- Sponsored Special Events | \$1-\$62 | \$0.00 | \$1-\$75 |
| City- Sponsored Youth Sports | \$69-\$134 | \$0.00 | \$50-\$150 |
| Excursions | Fully Burdened | \$0.00 | Fully Burdened |
| Insurance Policies | Fully Burdened | \$0.00 | Fully Burdened |
| PA System (portable) | \$88+Staff | \$200.00 | \$88+Staff |
| Recreation & Leisure Programs & Services | \$12-\$309 | \$0.00 | \$1-\$315 |
| Recreational Swimming | \$2.00 | \$0.00 | \$2.00 |
| Scoreboards (each) | \$25+Staff | \$500.00 | \$25+Staff |
| Senior Programs | \$1-\$83 | \$0.00 | \$1-\$85 |
| Senior Services Membership Fee (Yearly) | \$0-\$25 | \$0.00 | \$0-\$25 |
| Swimming Lessons | \$54-150 | \$0.00 | \$54-\$150 |
| Youth Programs (Wee People, Etc.) | \$10-\$492 | \$0.00 | \$10-\$502 |
| BBQ | \$55.00 | \$100.00 | \$55.00 |

Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in Exhibit B of Resolution No. 2010-61. Should the original organization relinquish the event to another community organization these events, fees will be at a substantially higher cost. Residents and local businesses will be entitled to a discount at Nellie Weaver Hall on facility fees only (not including application, security, cleaning and booking fees) with valid picture I.D. which provides a current Norco address. The discount is 25% off for residents and 10% off for businesses.

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

| General Facilities and Services | Fee | Deposit | Proposed |
|---|-------------------|----------------|-------------------|
| Animal Control | | | Proposed |
| Cat Adoption | \$10.00 | \$0.00 | \$10.00 |
| Cat Quarantine Daily Board | \$15.00 | \$0.00 | \$15.00 |
| Citation Processing Fee | \$5.00 | \$0.00 | \$5.00 |
| Daily Boarding - Cats / Dogs | \$6.00 | \$0.00 | \$6.00 |
| Daily Boarding - Large Livestock | \$10.00 | \$0.00 | \$10.00 |
| Daily Boarding - Small Livestock | \$10.00 | \$0.00 | \$10.00 |
| Dead Animal Disposal - Brought in - Cat | \$10.00 | \$0.00 | \$10.00 |
| Dead Animal Disposal - Brought in - Dog | \$20.00 | \$0.00 | \$20.00 |
| Dead Animal Disposal - Brought in - Livestock | \$30.00 | \$0.00 | \$30.00 |
| Dog Quarantine Daily Board | \$20.00 | \$0.00 | \$20.00 |
| Dog Adoption | \$16.00 | \$0.00 | \$16.00 |
| Dog License - Senior (Alt) 1-4 Dogs/Each | \$2/\$4/\$8 * | \$0.00 | \$2/\$4/\$8 * |
| Dog License (Alt) 1-4 Dogs/Each | \$18/\$35/\$53 * | \$0.00 | \$18/\$35/\$53 * |
| Dog License (Unalt) | \$48/\$86/\$118 * | \$0.00 | \$48/\$86/\$118 * |
| *1-3 Year License | | | |
| Replacement Fee for Lost or Unreadable Tags | \$2.00 | | \$2.00 |
| Emergency After-hours Fees (Hourly) | Fully Burdened | \$0.00 | Fully Burdened |
| Euthanasia - Dog or Cat | \$52.00 | \$0.00 | \$52.00 |

PARKS, RECREATION & COMMUNITY SERVICES

| | | | |
|---|-------------|--------|-------------|
| Impound - Cats - 1st Time | \$23.00 | \$0.00 | \$23.00 |
| Impound - Cats - 2nd Time in 1 Year | \$33.00 | \$0.00 | \$33.00 |
| Impound - Cats - 3rd Time in 1 Year | \$44.00 | \$0.00 | \$44.00 |
| Impound - Dogs - 1st Time | \$33.00 | \$0.00 | \$33.00 |
| Impound - Dogs - 2nd Time in 1 Year | \$46.00 | \$0.00 | \$46.00 |
| Impound - Dogs - 3rd Time in 1 Year | \$57.00 | \$0.00 | \$57.00 |
| Impound - Large Livestock - 1st Time | \$69.00 | \$0.00 | \$69.00 |
| Impound - Large Livestock - 2nd Time in 1 Year | \$79.00 | \$0.00 | \$79.00 |
| Impound - Large Livestock - 3rd Time in 1 Year | \$103.00 | \$0.00 | \$103.00 |
| Impound - Small Livestock - 1st Time | \$32.00 | \$0.00 | \$32.00 |
| Impound - Small Livestock - 2nd Time in 1 Year | \$42.00 | \$0.00 | \$42.00 |
| Impound - Small Livestock - 3rd Time in 1 Year | \$57.00 | \$0.00 | \$57.00 |
| Livestock Transpt: Non- Resident Impound Returns | \$92-\$1000 | \$0.00 | \$92-\$1000 |
| Late License Fee | \$25.00 | | \$25.00 |
| Maintenance Fee | \$2.00 | | \$2.00 |
| Owner Dead Dog Pick-Up | \$83.00 | \$0.0 | \$83.00 |
| Owner Dead Livestock Pick-Up | \$118.00 | \$0.00 | \$118.00 |
| Owner Pick Up Dead Cat | | | \$52.00 |
| Owner Pick Up Small Live Stock | | | \$160.00 |
| Owner Turn- ins - Dog or Cat | \$52.00 | \$0.00 | \$52.00 |
| Owner Turn- ins/pick up by AC - Cat | \$93.00 | \$0.00 | \$93.00 |
| Owner Turn- ins/pick up by AC- Dog | \$133.00 | \$0.00 | \$133.00 |
| Inspections | \$57.00 | \$0.00 | \$57.00 |
| Ranch License | \$29.00 | \$0.00 | \$29.00 |
| Ranch License Renewal | \$18.00 | \$0.00 | \$18.00 |
| Replacement Fee for Lost of Unreadable Tags | \$2.00 | | \$2.00 |
| Vaccination Fee - Cat | \$5.00 | \$0.00 | \$5.00 |
| Vaccination Fee - Dog | \$10.00 | \$0.00 | \$10.00 |
| Vicious / Wild Animal Permit (New) | \$121.00 | \$0.00 | \$121.00 |
| Vicious / Wild Animal Permit (Renew) | \$121.00 | \$0.00 | \$121.00 |
| Any and all fines mandated by County, State and Federal regulations/laws | | | |

| CITY CLERK | FEE | No Proposed CPI |
|---|------------|--------------------------------|
| Notary Fees for Non-City Related Documents -- Fees Set Per California Government Code Section 8211 | | |
| Subscription Fee – Council Agendas – plus postage | \$56.00 | \$56.00 |
| Subscription Fee – Council Minutes – plus postage | \$148.00 | \$148.00 |
| Subscription Fee – Council Agendas and Minutes – plus postage | \$178.00 | \$178.00 |
| Subscription Fee – Planning Agendas – plus postage | \$56.00 | \$56.00 |
| Subscription Fee – Planning Minutes – plus postage | \$148.00 | \$148.00 |
| Subscription Fee – Planning Agendas and Minutes – plus postage | \$178.00 | \$178.00 |
| Reproduction (Up to 11" x 17") - Black/White | \$0.25 | \$0.25 |
| Reproduction (Up to 11" x 17") - Color | \$0.50 | \$0.50 |
| Reproduction (Larger than 11" x 17") - Black/White or Color | \$10.00 | \$10.00 |
| Reproduction Service – CD | \$5.00** | \$5.00** |
| Passport Photo Service | \$7.00 | \$7.00 |
| Tape Duplication | \$20.00 | \$20.00 |
| Document Certification – \$10 minimum plus reproduction costs | \$10.00 | \$10.00 |

** Fee based on direct cost of duplication

| FISCAL & SUPPORT SERVICE | FEE | Proposed 2.0% CPI |
|---|----------|----------------------|
| Background check | \$103.00 | \$105.00 |
| Business Fire Inspection Fee | | |
| Small Businesses – 1 Sq. Ft. – 4,999 Sq. Ft. | \$68.00 | \$69.00 |
| Medium Businesses – 5,000 Sq. Ft. – 9,999 Sq. Ft. | \$136.00 | \$139.00 |
| Large Businesses – 10,000 Sq. Ft. or greater | \$346.00 | \$353.00 |
| Public Assembly (50 to 99 occupancy load) | \$158.00 | \$161.00 |
| Public Assembly (100 and greater occupancy load) | \$158.00 | \$161.00 |
| Business License Application – Commercial, Changed Use | \$31.00 | \$32.00 |
| Business License Application – Commercial, No Change | \$110.00 | \$112.00 |
| Business License Out of Town Fee | \$26.00 | \$27.00 |
| Business License Renewal | \$15.00 | \$15.00 |
| Home Occupation Renewal - With a truck | \$53.00 | \$54.00 |
| Home Occupation Review – New/Renewal Without Truck | \$31.00 | \$32.00 |
| Home Occupation Review – New With Commercial Truck | \$121.00 | \$123.00 |
| LiveScan – Fee plus Applicable DOJ and FBI Charges | \$22.00 | \$22.00 |
| Massage Technician New Application* | \$110.00 | \$112.00 |
| *Plus Sheriff's Cost | | |
| Massage Business New Application | \$142.00 | \$145.00 |
| Massage Technician Renewal | \$85.00 | \$87.00 |
| Massage Business Renewal | \$110.00 | \$112.00 |
| Moved/Changed License Processing | \$26.00 | \$27.00 |
| Reproduction (up to 11" x 17") - Black/White | \$0.25 | \$0.25 |
| Reproduction (up to 11" x 17") - Color | \$0.50 | \$0.50 |
| Reproduction (larger than 11" x 17") - Black/White or Color | \$10.00 | \$10.00 |
| Returned Check Fee (Includes \$15 administrative fine) | \$26.00 | \$27.00 |
| Taxicab Business Permit | \$139.00 | \$142.00 |
| Taxicab Permit | \$139.00 | \$142.00 |
| Taxi Driver Permit | \$108.00 | \$110.00 |
| Truck Parking Permit – Initial (when not part of a home occupation) | \$89.00 | \$91.00 |
| Truck Parking Permit – Renewal (when not part of a home occupation) | \$31.00 | \$32.00 |
| Utility Tagging Fee (Non-payment of bill) | \$16.00 | \$16.00 |
| Meter Lock Off Fee (Non-payment of bill) | \$58.00 | \$59.00 |
| Meter Turn On Fee (Prior to 3:30pm of work day) | \$29.00 | \$30.00 |
| Meter Turn On Fee (After 3:30pm and before 7:00am) | \$175.00 | \$179.00 |
| Yard Sale Permit -- for three days only, once every three months | \$9.00 | \$9.00 |
| Penalty for Unauthorized Yard Sale | \$10.00 | \$10.00 |

| PLANNING DIVISION | | FEE | Proposed 2.0% CPI |
|--|------------------|---|------------------------|
| ABC Letter of Necessity | | \$142.00 | \$146.00 |
| Additional Animal Units per Section 18.35.06 or 18.13.08 (Fee + Public Noticing Fee + Animal Control Costs) | | \$69.00 | \$70.00 |
| Architectural & Photometric Review | | \$315.00 | \$320.00 |
| Developer Appeal to Planning Commission | | \$986.00 | \$985.00 |
| Resident Appeal to Planning Commission* | | \$90.00 | \$92.00 |
| Developer Appeal to City Council | | \$777.00 | \$793.00 |
| Resident Appeal to City Council* | | \$302.00 | \$308.00 |
| * Appeal fee will be refunded if the decision is reversed on appeal | | | |
| Categorical Exemption | | \$47.00 | \$78.00 |
| Commercial Vehicle Exemption Permit (if obtained with Home Occupation license) | | | |
| Commercial Vehicle Exemption Permit (if obtained by itself) | | \$63.00 | \$64.00 |
| Continuance (Fee plus postage and publishing costs) | | \$840.00 | \$857.00 |
| Conditional Use Permit - Residential Accessory Building | | 1% building valuation* + Public Noticing Fee | |
| *Planning Division fees paid at time of building permit fee based on current valuation rates (i.e. if building valuation for an accessory building is \$37.72 per square foot) the Planning Division fee would calculate as shown below. Public Noticing Fee paid at time of Planning application. | | | |
| | Size of Building | Valuation | =FEE |
| | 600 sq. ft. | \$22,632.00 | \$233.00 |
| | 1,000 sq. ft. | \$37,720.00 | \$389.00 |
| | 2,000 sq. ft. | \$75,440.00 | \$777.00 |
| Conditional Use Permit - Self Audit - Sale of Alcohol | | \$126.00 | \$129.00 |
| Conditional Use Permit - Self Audit - All Others | | \$63.00 | \$64.00 |
| Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone | | \$351.00 | \$358.00 |
| Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone (Renewal) | | \$62.00 | \$63.00 |
| Conditional Use Permit - Minor, plus animal-control costs (Resident) (except Additional Animal Units, refer to that fee) | | \$1,221.00 | \$1,245.00 |
| Conditional Use Permit - Minor, plus animal-control costs (Developer) | | \$2,747.00 | \$2,802.00 |
| Conditional Use Permit - Major | | \$5,815.00 | \$5,931.00 |
| Conditional Use Permit Modification - Minor | | \$2,421.00 | \$2,489.00 |
| Conditional Use Permit Modification - Major | | \$2,474.00 | \$2,524.00 |
| Conditional Use Permit - Annual Inspection | | \$47.00 | \$48.00 |
| C.C.& R. Review | | \$2,264.00 | \$2,309.00 |
| Development Phasing Plan | | \$898.00 | \$916.00 |
| Entertainment Permit | | \$1,813.00 | \$1,849.00 |
| Fence/Wall Review (Subdivision) | | \$368.00 | \$375.00 |
| Filing 1-4 Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate) | | \$335.00 | \$342.00 |
| Filing 4 plus Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate) | | \$516.00 | \$526.00 |
| General Plan Amendment | | \$5,748.00 | \$1,863.00 |
| Initial Environmental Assessment | | \$872.00 | \$889.00 |
| Informal Review by Planning Commission (with pre-application) | | \$752.00 | \$767.00 |
| Informal Review by Planning Commission (no pre-application) | | \$752.00 | \$767.00 |
| Landscape Plan Checks Review - Three Reviews & one field review | | \$427.00 | \$436.00 |
| Additional Landscape Plan Check Review | | \$105.00 | \$107.00 |
| Landscape Plan Checks Review - On Site Only | | \$126.00 | \$129.00 |
| Large Family Day Care | | \$1,193.00 | \$1,217.00 |
| Major Environmental Assessment (up to 110 hours) | | \$13,584.00 | \$13,856.00 |
| Major Environmental Assessment (beyond 110 hours) | | Cost of Service | Cost of Service |
| Charge fully burdened hourly rate & out of pocket costs against deposit | | | |
| Mitigated Negative Declaration (up to 5 hours) | | \$478.00 | \$486.00 |
| Mitigated Negative Declaration (beyond 5 hours) | | Cost of Service | Cost of Service |
| Charge fully burdened hourly rate & out of pocket costs against deposit | | | |
| Mitigation Plan One Time Monitoring (up to 5 hours) | | \$478.00 | \$486.00 |
| Mitigation Plan One Time Monitoring (beyond 5 hours) | | Cost of Service | Cost of Service |
| Charge fully burdened hourly rate & out of pocket costs against deposit | | | |
| Model Home Complex Review | | \$1,629.00 | \$1,662.00 |
| Planning Information Letter | | \$115.00 | \$117.00 |
| Pre-Application Review, First Review | | | |
| Pre-Application Subsequent Reviews | | \$1,424.00 | \$1,452.00 |
| Public Notice Fee | | \$434.00 | \$443.00 |
| Relocation Permit | | \$1,392.00 | \$1,420.00 |
| Reproduction (up to 11" x 17") - Black/White | | \$0.25 | \$0.25 |
| Reproduction (up to 11" x 17") - Color | | \$0.50 | \$0.50 |
| Reproduction (larger than 11" x 17") - Black/White or Color | | \$10.00 | \$10.00 |
| Sign Review - Monument & Pole Signs | | \$373.00 | \$380.00 |
| Sign Review - Wall Signs | | \$175.00 | \$179.00 |
| Sign Review - Temporary Special Event Signs | | \$88.00 | \$25.00 |
| Sign Review, Freeway-Oriented | | \$1,738.00 | \$1,773.00 |
| Sign Program Review | | \$820.00 | \$836.00 |
| Similar Use Finding - Planning Commission | | \$840.00 | \$857.00 |
| Site Plan Review - Minor | | \$2,317.00 | \$2,363.00 |
| Site Plan Review - Major | | \$5,358.00 | \$5,465.00 |
| Site Plan Review Modification | | \$2,628.00 | \$2,681.00 |
| Site Plan Review - Residential Accessory Building | | 1% building valuation* | 1% building valuation* |
| *Planning Division fees paid at time of building permit fee based on current valuation rates (i.e. if building valuation | | | |
| | Size of Building | Valuation | =FEE |
| | 600 sq. ft. | \$22,632.00 | \$233.00 |
| | 1,000 sq. ft. | \$37,720.00 | \$389.00 |
| | 2,000 sq. ft. | \$75,440.00 | \$777.00 |

| PLANNING DIVISION | FEE | Proposed 2.0% CPI |
|--|-----------------|--------------------------|
| Special Events - All Others | \$88.00 | \$90.00 |
| Special Events - Sidewalk Sales | \$29.00 | \$30.00 |
| Special Events - Non Profit Organizations | | |
| Event on Private Property | | |
| Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets | \$70.00 | \$71.00 |
| Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours | \$273.00 | \$278.00 |
| Special Events - All Others | | |
| Event on Private Property | \$65.00 | \$67.00 |
| Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets | \$156.00 | \$159.00 |
| Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours | \$358.00 | \$365.00 |
| Note: All Special Event applications would also include the cost of any street closure, traffic control, On-site patrol, additional fire protection standby, etc. | | |
| Specific Plan Preparation (up to 136 hours) | \$18,318.00 | \$18,684.00 |
| Specific Plan Preparation (beyond 136 hours) | Cost of Service | Cost of Service |
| Charge fully burdened staff rate and consultant costs against deposit | | |
| Specific Plan Amendment (up to 136 hours) | \$12,108.06 | \$12,350.00 |
| Specific Plan Amendment (beyond 136 hours) | Cost of Service | Cost of Service |
| Charge fully burdened staff rate and consultant costs against deposit | | |
| Specific Plan Annexation - Delete Fee | | |
| Tentative Parcel Map - Single Family Residential (three plan checks included) | \$5,699.00 | \$5,813.00 |
| Tentative Parcel Map - Commercial (three plan checks included) | \$5,474.00 | \$5,583.00 |
| *(fee plus \$200.00/lot) | | |
| Tentative Parcel Map (additional plan checks per sheet) | \$321.00 | \$327.00 |
| Tentative Parcel Map Modification | \$2,700.00 | \$2,754.00 |
| Tentative Parcel Map Extension of Time (Planning Commission and City Council) | \$730.00 | \$745.00 |
| Tentative Tract Map (first three plan checks are included) | \$11,047.00 | \$11,268.00 |
| *(fee plus \$170/lot over 5) | | |
| Tentative Tract Map (additional plan check fees per sheet) | \$321.00 | \$327.00 |
| Tentative Tract Map Modification | \$2,700.00 | \$2,754.00 |
| Variance - Minor and Minor Modifications | \$2,232.00 | \$2,277.00 |
| Variance - Major and Major Modifications | \$2,926.00 | \$2,985.00 |
| Zone Change | \$3,126.00 | \$3,189.00 |
| Zoning and General Plan Map Copies (11" X 17" folded) | \$5.00 | \$5.00 |
| Zoning and General Plan Map Copies (wall map) | \$10.00 | \$10.00 |

| FIRE DEPARTMENT | FEE | Proposed 2.0% CPI |
|---|------------------|-------------------|
| Fire Administration, General | | \$0.00 |
| Vacant Lot Weed Abatement - Contractor's charge, plus 100% Admin | Cost of Service | Cost of Service |
| Lien Release Request - First Lien | \$263.00 | \$268.00 |
| Lien Release Request - Additional Lien | \$263.00 | \$268.00 |
| Incident Report Request Fee (Prior to 01/01/12) | \$0.25* | \$0.25 |
| Penalty for illegal Fireworks Classified "Safe and Sane" | \$516.00 | \$526.00 |
| Penalty for illegal Fireworks Classified "Dangerous" | \$1,031.00 | \$1,052.00 |
| Reproduction (up to 11" x 17") - Black/White | \$0.25* | \$0.25* |
| Reproduction (up to 11" x 17") - Color | \$0.50* | \$0.50* |
| Reproduction (larger than 11" x 17") - Black/White or Color | \$10.00 | \$10.00 |
| *No Fee Increase | | |
| Engine Company, General | | |
| Fire Hydrant Flow Test Fee | \$326.00 | \$333.00 |
| Engine Company Standby (Personnel Plus Equipment Time) | \$258.00 an hr. | Cost of Service |
| Existing Hydrant Flow Test Report Request Fee | \$0.25* | \$0.25* |
| Unauthorized/Illegal Burn Response - Charge fully burdened staff cost - Minimum: | 1 Hr. | |
| First or Second False Alarm | set by Ordinance | set by Ordinance |
| Third Response to False Alarm within 365 consecutive day period | set by Ordinance | set by Ordinance |
| Fourth Response to false Alarm within 365 consecutive dya period | set by Ordinance | set by Ordinance |
| Fifth Response to False Alarm within 365 consecutive day period | set by Ordinance | set by Ordinance |
| Prevention Standby (During working hours) no inspection | \$31.00 an hr. | \$32.00 an hr. |
| Prevention Standby (After working hours) no inspection | \$52.00 an hr. | \$53.00 an hr. |
| Prevention Inspection After-hours | \$129.00 an hr. | \$132.00 an hr. |
| * No Fee Increase | | |
| Commercial, Fire System Test and Inspection/Permits: | | |
| Underground Hydro, Flush, Final Inspection, Fire Monitored / Alarm Rough Wire Inspection, Fire Monitored / Alarm Function Test, Fire Sprinkler Weld Inspection, Rough Hydro, Sprinkler Final, Kitchen Suppression Test, Pre-Engineered Test, Failed Inspections | \$111.00 an hr.* | \$113.00 an hr.* |
| California Fire Code Operatonal Permits Per Appendix Chapter 1 (one time fee unless change of ownership or change to original approval has occurred). | \$95.00 | \$97.00 |
| Tank Removal Permit | \$158.00 | \$161.00 |
| Tumbleweed Burn Permit | \$15.00 | |
| * Inspection fees covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment | | |
| Residential, Fire System Test and Inspection | | |
| Tenant Improvement Residential Fire Sprinkler Rough / Hydro, Bucket Test, Sprinkler Final | \$111.00 an hr.* | \$113.00 an hr.* |
| New Residential Combination (Rough, Bucket & Final) | \$368.00 | \$375.00 |
| Failed Inspections / Test / Repeat | \$90.00 | \$113.00 an hr.* |
| * Fee covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment | | |
| Care Facilities/Educational Institutions | | |
| Other State Mandated Inspections | \$173.00 | \$173.00 |
| State Mandate Pre-Inspection for Residential Care or Child Care (25 or fewer) | \$52.00 | \$52.00 |
| State Mandate Pre-Inspection for Residential Care or Child Care (26 or more) | \$103.00 | \$103.00 |
| Special Event Inspections (Temporary Events / Permits) | | |
| Vendor Booth Inspection | \$10.00* | \$10.00* |
| Cooking Booth Inspection | \$21.00 | \$21.00 |
| Christmas Tree or Pumpkin Patch Lot Inspection | \$340.00 | \$177.00* |
| Explosives Permit | \$193.00 | |
| Pyrotechnic Display Inspection | \$155.00 | \$158.00 |
| *No Fee Increase | | |
| Business Fire Prevention Inspections | | |
| Small Businesses (1 sq. ft. - 4,999 sq. ft.) | set by Ordinance | set by Ordinance |
| Medium Businesses (5,000 sq. ft. - 9,999 sq. ft.) | set by Ordinance | set by Ordinance |
| Large Businesses (10,000 sq. ft. and greater) | set by Ordinance | set by Ordinance |

| FIRE DEPARTMENT | FEE | Proposed 2.0% CPI |
|---|-------------------|--------------------------|
| Places of Assembly (Occupancy of 50 or more persons) | set by Ordinance | set by Ordinance |
| Sub-Leased Businesses in any Portion of another existing Business | set by Ordinance | set by Ordinance |
| Residential Plan Check | | |
| Residential Architectural, Residential Fire Sprinklers, Residential Resubmittals, Other Residential Plan Check | \$111.00 an hr.* | \$113.00 an hr.* |
| * Fee covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment | | |
| Commercial Plan Check | | |
| Commercial Architectural, Tenant Improvement Architectural, Resubmittals, Fire Sprinklers, Fire Alarm & Monitored Systems, Fire System T.I.'s, Kitchen Suppression Systems, Pre-Engineered Systems, Underground Fire Line, Chemical Classification/Haz-Mat Disc | \$113.00 an hr.** | \$115.00 an hr.** |
| Revision Submittals for approval of existing / Current permit / Over the Counter Approval | \$57.00 | \$58.00 |
| Renew Expired Fire Permits | \$52.00 | \$53.00 |
| ** A minimum of 2 hrs. will be charged for all Commercial Plan Checks, plus \$28.00 for each additional 15 minute increment. | | |
| Fire Plan Check | | |
| Expedited within 48 hrs. (After Hours) (#16) | \$103.00 | \$105.00 |
| Expedited within 24 hrs. (After Hours) (#17) | \$206.00 | \$210.00 |
| Note: All new fees are based on fully burden rate cost for inspection, vehicle cost, administration time for inspector and Fire Administration Clerk. | | |

| SHERIFF'S DEPARTMENT | | FEE | NO Proposed CPI |
|--|--|------------------|--------------------|
| Citation Correction Certification | | \$25.00 | \$25.00 |
| DUI Emergency Response Recovery | | *Cost of Service | *Cost of Service |
| *Charge up to statutory limit at the County and City approved rate for staff and equipment | | | |
| Jail Access Booking Fee (set by County Study & Resolution) | | \$450.22 | \$450.22 |
| *County's cost charged to City to provide this service; not to exceed \$450.22 | | | |
| Police Background Investigation | | \$100.00 | \$100.00 |
| Reproduction (up to 11" x 17") - Black/White | | \$0.25 | \$0.25 |
| Reproduction (up to 11" x 17") - Color | | \$0.50 | \$0.50 |
| Reproduction (larger than 11" x 17") - Black/White or Color | | \$10.00 | \$10.00 |
| Vehicle Impound Cost Recovery | | \$150.00 | \$150.00 |
| Vehicle (VIN) Verification Service | | \$80.00 | \$80.00 |
| Fines Related to Parking Violations | | | |
| Municipal Code Section | Violation | BAIL | |
| 10.08 et al | All violations not enumerated | \$25.00 | \$25.00 |
| 10.08.030A | Parking in equestrian trail | \$125.00 | \$125.00 |
| 10.08.030B | Obstruct traffic or hazard | \$25.00 | \$25.00 |
| 10.08.030C | Obstruct private driveway | \$25.00 | \$25.00 |
| 10.08.030D | Obstruct fire equipment to hydrant | \$125.00 | \$125.00 |
| 10.08.030E | Posted no parking or permit only | \$25.00 | \$25.00 |
| 10.16.060 | Commercial vehicle prohibition | \$125.00 | \$125.00 |
| 10.16.070 | Unattached trailer prohibition | \$25.00 | \$25.00 |
| Any other M.C. section | Any parking violation not otherwise listed | \$25.00 | \$25.00 |
| Vehicle Code Section | Violation | BAIL | |
| 4000(a)(1) | Unregistered vehicle | \$75.00 | \$75.00 |
| 21113(a) | Permit required - public grounds | \$25.00 | \$25.00 |
| 22500(a) | Improper parking - intersection | \$25.00 | \$25.00 |
| 22500(b) | Improper parking - crosswalk | \$25.00 | \$25.00 |
| 22500(c) | Improper parking - safety zone | \$25.00 | \$25.00 |
| 22500(d) | Improper parking - fire station | \$25.00 | \$25.00 |
| 22500(e) | Improper parking - driveway | \$25.00 | \$25.00 |
| 22500(f) | Improper parking - sidewalk | \$25.00 | \$25.00 |
| 22500(g) | Improper parking - obstruct traffic | \$25.00 | \$25.00 |
| 22500(h) | Improper parking - double park | \$25.00 | \$25.00 |
| 22500(i) | Improper parking - bus zones | \$25.00 | \$25.00 |
| 22500(j) | Improper parking - tunnel | \$25.00 | \$25.00 |
| 22500(k) | Improper parking - bridge | \$25.00 | \$25.00 |
| 22500(l) | Parking in wheelchair access | \$200.00 | \$200.00 |
| 22500.1 | Parking in fire lane | \$125.00 | \$125.00 |
| 22507.8(a) | Designated parking - disabled | \$300.00 | \$300.00 |
| 22514 | Parking - fire hydrant | \$125.00 | \$125.00 |
| Any other V.C. Section | Any parking violation not otherwise listed | \$25.00 | \$25.00 |
| 22502(a) | Improper parking - 18" from curb | \$25.00 | \$25.00 |
| 5200(a) | Improper/Fail to display license plate | \$75.00 | \$75.00 |
| 5204(a) | Registration tabs properly affixed | \$75.00 | \$75.00 |

| PUBLIC WORKS DEPARTMENT | FEE | Proposed 2.0% CPI |
|--|-------------|------------------------------|
| Blasting Permit - Initial Fee | \$363.00 | \$370.00 |
| Blasting Permit - Each Additional Blast | \$221.00 | \$225.00 |
| Encroachment - Single Domestic Water Service (line only) 1" & 2" | \$173.00 | \$176.00 |
| Encroachment - Commercial Utility Lateral (sewer & water 3" & above) | \$221.00 | \$225.00 |
| Encroachment - SFR Driveway Approach | \$221.00 | \$225.00 |
| Encroachment - SFR Driveway Pavers (non-trail side) | \$241.00 | \$246.00 |
| Encroachment - SFR Trail Pavers | \$309.00 | \$315.00 |
| Encroachment - SFR Curb Core | \$131.00 | \$134.00 |
| Encroachment - Commercial Driveway | \$331.00 | \$338.00 |
| Encroachment - Commercial Trail Pavers | \$357.00 | \$364.00 |
| Encroachment - Sign in Right of Way | \$178.00 | \$182.00 |
| Encroachment - Utility Street Cut - 4.5% of cost estimate, Minimum of: | \$221.00 | \$225.00 |
| Final Map Check (fee plus \$410/lot) - Includes first three plan checks | \$2,111.00 | \$2,153.00 |
| Final Map Check (after three checks) -- Charge Fully Burdened Staff Rate against an initial deposit | \$446.00 | \$455.00 |
| Grading and Posting Plan Review - Residential | \$436.00 | \$448.00 |
| Grading and Posting Plan Review - Commercial - Charge UBC, Minimum of: \$1,614 for the first 3 plan checks and \$138 for addtl. plan checks or fully burdened hourly rate with a \$1,614 minimum. | \$1,582.00* | \$1614.00* |
| Grading Permit/Inspection - Residential | \$384.00 | \$392.00 |
| Grading Permit/Inspection - Other - Charge UBC, Minimum of: | \$1,161.00 | \$1,184.00 |
| Lot Line Adjustment (Includes 3 plan checks, additional checks at fully burdened staff rate) | \$1,035.00 | \$1,056.00 |
| Lot Merger - Deposit for Fully Burdened Staff Rate, Minimum: | \$752.00 | \$757.00 |
| Overload Moving Permit - One Day | \$16.00 | \$16.00 |
| Overload Moving Permit - Annual Permit | \$95.00 | \$97.00 |
| PAKA Creation | \$258.00 | \$263.00 |
| PAKA Relocation | \$258.00 | \$263.00 |
| Reproduction (up to 11" x 17") - Black/White | \$0.25 | \$0.25 |
| Reproduction (up to 11" x 17") - Color | \$0.50 | \$0.50 |
| Reproduction - (Larger than 11" x 17" sheet) Black/White or Color | \$10.00 | \$10.00 |
| Technical Report Review - Charge full cost against a deposit with a Minimum of: | \$452.00 | \$461.00 |
| Water Meter Change Out *Fee plus cost of meter and meter box | \$32.00* | \$33.00* |
| WQMP/Hydrology Review *Actual cost plus 21% of admin. charge or \$471 whichever is greater. | \$462.00* | \$471.00* |
| Utility Tagging Fee (Non-payment of bill) | \$16.00 | \$16.00 |
| Meter Lock Off Fee (Non-payment of bill) | \$58.00 | \$59.00 |
| Meter Turn On Fee (Prior to 3:30pm of work day) | \$29.00 | \$30.00 |
| Meter Turn On Fee (After 3:30pm and before 7:00am) | \$175.00 | \$179.00 |
| 5/8" and 3/4" Water Meter Only | \$191.00 | \$195.00 |
| 1" Water Meter Only | \$641.00 | \$654.00 |
| Public Improvement/Plan Check Inspection Fees - Charge according to valuation table shown in Exhibit "B" | | |
| Reinspection Fee | \$52.00 | \$53.00 |

Exhibit "B"

| PUBLIC WORKS DEPARTMENT | | No Proposed CPI |
|-------------------------|---|--------------------|
| Valuation | | |
| \$0 - \$10,000 | \$541.00 | |
| \$10,001 - \$100,000 | \$541 + 2.5% OF VALUATION OVER \$10,000 | |
| \$100,001 - \$1,000,000 | \$2,791 + 1.5% OF VALUATION OVER \$100,000 | |
| >\$1,000,000 | \$16,291 + 1% OF VALUATION OVER \$1,000,000 | |
| \$0-\$10,000 | \$304.00 | |
| \$10,001 - \$100,000 | \$304 + 2% OF VALUATION OVER \$10,000 | |
| \$100,001 - \$1,000,000 | \$2,104 + 1% OF VALUATION OVER \$100,000 | |
| >\$1,000,000 | \$11,104 + 0.5% OF VALUATION OVER \$1,000,000 | |

**CITY OF NORCO
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

Table A

BUILDING VALUATION GUIDE SHEET (Average Square Foot Construction Cost) a,b,c,d

| OCCUPANCY GROUP-2007 CA BLDG CODE | | TYPE OF CONSTRUCTION | | | | | | | | | No Proposed CPI |
|-----------------------------------|--|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------------------|
| | | IA | IB | IIA | IIB | IIIA | IIIB | IV | VA | VB | |
| A-1 | Assembly, Theaters, with Stage | \$198.09 | \$191.69 | \$187.24 | \$179.39 | \$168.88 | \$163.90 | \$173.66 | \$154.09 | \$148.42 | |
| | Assembly, Theaters, without Stage | \$179.41 | \$173.01 | \$168.56 | \$160.71 | \$150.24 | \$145.28 | \$154.97 | \$135.45 | \$129.78 | |
| A-2 | Assembly, Nightclubs | \$151.36 | \$147.12 | \$143.38 | \$137.79 | \$129.27 | \$126.09 | \$132.96 | \$117.61 | \$113.65 | |
| A-2 | Assembly, Restaurants, Bars, Banquet Halls | \$150.36 | \$146.12 | \$141.38 | \$136.79 | \$127.74 | \$125.09 | \$131.96 | \$115.61 | \$112.65 | |
| A-3 | Assembly, Churches | \$182.56 | \$176.16 | \$171.71 | \$163.86 | \$153.36 | \$148.38 | \$158.12 | \$138.57 | \$132.90 | |
| A-3 | Assembly, General, Community Halls, | | | | | | | | | | |
| | Libraries, Museums | \$154.36 | \$147.97 | \$142.51 | \$135.86 | \$123.58 | \$120.18 | \$129.93 | \$109.37 | \$104.89 | |
| A-4 | Assembly, Arenas | \$178.41 | \$172.01 | \$166.56 | \$159.71 | \$148.24 | \$144.26 | \$153.97 | \$133.45 | \$128.78 | |
| B | Business | \$153.33 | \$147.81 | \$143.08 | \$136.34 | \$124.01 | \$119.35 | \$131.00 | \$108.67 | \$104.20 | |
| E | Educational | \$168.14 | \$162.47 | \$157.86 | \$150.98 | \$141.50 | \$134.27 | \$145.99 | \$124.54 | \$119.84 | |
| F-1 | Factory and Industrial, Moderate Hazard | \$92.98 | \$88.72 | \$83.81 | \$80.88 | \$72.40 | \$69.23 | \$77.63 | \$59.62 | \$56.41 | |
| F-2 | Factory and Industrial, Low Hazard | \$91.98 | \$87.72 | \$83.81 | \$79.88 | \$72.40 | \$68.23 | \$76.63 | \$59.62 | \$55.41 | |
| H-1 | High Hazard, Explosives | \$87.15 | \$82.89 | \$78.78 | \$75.05 | \$67.75 | \$63.57 | \$71.80 | \$54.97 | N.P. | |
| H234 | High Hazard | \$87.15 | \$82.89 | \$78.78 | \$75.05 | \$67.75 | \$63.57 | \$71.80 | \$54.97 | \$50.76 | |
| H-5 | HPM | \$153.33 | \$147.81 | \$143.08 | \$136.34 | \$124.01 | \$119.35 | \$131.00 | \$108.67 | \$104.20 | |
| I-1 | Institutional, Supervised Environment | \$153.80 | \$148.53 | \$144.55 | \$138.89 | \$129.50 | \$125.96 | \$136.98 | \$117.23 | \$112.64 | |
| I-2 | Institutional, Hospitals | \$258.06 | \$252.55 | \$247.81 | \$241.07 | \$228.10 | N.P. | \$235.73 | \$212.76 | N.P. | |
| I-2 | Institutional, Nursing Homes | \$180.45 | \$174.93 | \$170.20 | \$163.46 | \$151.54 | N.P. | \$158.11 | \$136.20 | N.P. | |
| I-3 | Institutional, Restrained | \$176.22 | \$170.71 | \$165.97 | \$159.25 | \$148.16 | \$142.50 | \$153.89 | \$132.82 | \$128.35 | |
| I-4 | Institutional, Day Care Facilities | \$153.80 | \$148.53 | \$144.55 | \$138.89 | \$129.50 | \$125.96 | \$139.98 | \$117.23 | \$112.64 | |
| M | Mercantile | \$112.50 | \$108.26 | \$103.52 | \$98.92 | \$90.48 | \$87.82 | \$94.09 | \$78.34 | \$75.38 | |
| PO | Pipe Frame AG Structure - Open (no walls) NEW | \$16.00 | \$16.00 | \$16.00 | \$16.00 | \$16.00 | \$16.00 | \$16.00 | \$16.00 | \$16.00 | |
| PE | Pipe Frame AG Structure - Enclosed NEW | \$28.00 | \$28.00 | \$28.00 | \$28.00 | \$28.00 | \$28.00 | \$28.00 | \$28.00 | \$28.00 | |
| R-1 | Residential, Hotels | \$155.77 | \$150.50 | \$146.52 | \$140.86 | \$131.24 | \$127.69 | \$141.71 | \$118.97 | \$114.37 | |
| R-2 | Residential, Multiple Family | \$130.80 | \$125.33 | \$121.35 | \$115.49 | \$106.19 | \$102.65 | \$116.67 | \$93.92 | \$89.32 | |
| R-3 | Residential, One and Two-Family | \$123.28 | \$119.90 | \$116.97 | \$113.77 | \$109.66 | \$106.79 | \$111.84 | \$102.72 | \$96.83 | |
| R-4 | Residential, Care/Assisted Living Facilities | \$153.80 | \$148.53 | \$144.55 | \$138.89 | \$129.50 | \$125.96 | \$139.98 | \$117.23 | \$112.64 | |
| S-1 | Storage, Moderate Hazard | \$86.15 | \$81.89 | \$78.78 | \$74.05 | \$65.75 | \$62.57 | \$70.80 | \$52.97 | \$49.76 | |
| S-2 | Storage, Low Hazard | \$85.15 | \$80.89 | \$78.78 | \$73.05 | \$65.75 | \$61.57 | \$69.80 | \$52.97 | \$48.76 | |
| U | Utility, Miscellaneous | \$65.81 | \$62.22 | \$58.51 | \$55.59 | \$50.20 | \$46.80 | \$52.46 | \$39.63 | \$37.72 | |

- a Private Garages use Utility, miscellaneous
- b Unfinished basements (all use group) = \$15.00 per sq. ft.
- c For shell only buildings deduct 20 percent
- d N.P. = not permitted

CITY OF NORCO
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
TABLE 1 - A

BUILDING PERMIT FEES (BASED ON VALUATION)

| TOTAL VALUATION | FEE CALCULATION | TOTAL FEE | Proposed 2.0% CPI |
|---|--|-----------|--------------------|
| \$1.00 to \$500.00 | \$23.50 | * | \$24.00 |
| \$501.00 to \$2,000.00 | \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or a fraction thereof, to and including \$2,000.00 | * | \$24 + \$3.11 |
| \$2,000.00 to \$25,000.00 | \$69.25 for the first \$2000.00 plus \$14.00 for each additional \$1,000.00, or a fraction thereof, to and including \$25,000.00 | * | \$70.65 + \$14.30 |
| \$25,000.00 to \$50,000.00 | \$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or a fraction thereof, to and including \$50,000.00 | * | \$399.60 + \$10.30 |
| \$50,000.00 to \$100,000.00 | \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or a fraction thereof, to and including \$100,000.00 | * | \$656.65 + \$7.15 |
| \$100,001.00 to \$500,000.00 | \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or a fraction thereof, to and including \$500,000.00 | * | \$1013.65 + \$6.70 |
| \$500,000.00 to \$1,000,000.00 | \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or a fraction thereof, to and including \$1,000,000.00 | * | \$3298.45 + \$4.85 |
| \$1,000,000.00 and up | \$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or a fraction thereof | * | \$5720.95 + 3.20 |
| Other Inspections and Fees: | | | |
| 1. Inspections outside of normal business hours, per hour (minimum charge - two hours) | \$49.50* | * | \$50.50* |
| 2. Reinspection fees assessed under provisions of Section 116.6 per inspection | \$49.50* | * | \$50.50* |
| 3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour) | \$49.50* | * | \$50.50* |
| 4. Additional plan review required by changes, additions or revisions to plans. (minimum charge - one-half hour) | \$49.50* | * | \$50.50* |
| 5. For the use of outside consultants for plan check and inspections, or both | Actual costs** | * | Actual costs** |
| * Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. | | | |
| **Actual costs include administrative and overhead costs. | | | |
| TOTAL FEE IS EQUAL TO TABLE 1-A FEE CALCULATION X 1.21 | | | |

CITY OF NORCO
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

TABLE C

| MISCELLANEOUS FIXED FEES | FEE | Proposed 2.0% CPI |
|--|--|----------------------|
| PERMIT TYPES | | |
| Assignment of Property Addresses | 1 hour of staff time | |
| Carport | Based on the Building Permit Fee Table 1-A | |
| Commercial Deck - Engineered | Based on the Building Permit Fee Table 1-A | |
| Commercial Lattice patio Cover | Based on the Building Permit Fee Table 1-A | |
| Commercial Re-Roofing Replacements | Based on the Building Permit Fee Table 1-A | |
| Commercial Structural Roofing Alteration | Based on the Building Permit Fee Table 1-A | |
| Commercial Swimming Pool | Based on the Building Permit Fee Table 1-A | |
| Duplicate Job Card | 1/2 hour of staff time | |
| Electric Meter Reset Release | 1/2 hour of staff time | |
| Garden Walls, City Standard, Single Lot | Based on the Building Permit Fee Table 1-A | |
| Garden Walls, Engineered, Single Lot | Based on the Building Permit Fee Table 1-A | |
| Microfilming Plans - 8 1/2" x 11" sheet | \$0.50 | \$0 50 |
| Microfilming Plans - for each larger sheet | \$2.00 | \$2 00 |
| Photovoltaic Systems | Based on the Building Permit Fee Table 1-A | |
| Records Archiving - (8 1/2 x 11) | \$0.25 | \$0 25 |
| Records Archiving - (Larger than 8 1/2 x 11) | \$2.00 | \$2 00 |
| Residential Deck/Balcony | Based on the Building Permit Fee Table 1-A | |
| Residential Lattice Patio Cover | Based on the Building Permit Fee Table 1-A | |
| Residential Re-Roofing Replacements | Based on the Building Permit Fee Table 1-A | |
| Residential Solid Patio Cover | Based on the Building Permit Fee Table 1-A | |
| Residential Structural Roofing Alteration | Based on the Building Permit Fee Table 1-A | |
| Residential Swimming Pools | Based on the Building Permit Fee Table 1-A | |
| Retaining Walls - Engineered | Based on the Building Permit Fee Table 1-A | |
| Retaining Walls, City Standard, Single Lot | Based on the Building Permit Fee Table 1-A | |
| Retaining Walls, Engineered, Single Lot | Based on the Building Permit Fee Table 1-A | |
| S-50 Special Inspections | \$170.00 | \$173 00 |
| S-60 Plan Check (Non-Repetitive) | Charge 68% of the Building Permit fee, \$102 for each plan check thereafter | \$102 00 |
| S-70 Plan Check (Repetitive) | Charge 46% of the Building Permit fee, \$102 for each plan check thereafter | \$102 00 |
| S-80 Demolition Permit | \$215.00 | \$219 00 |
| S-90 Water and Sewer Connection | \$185.00 | \$189 00 |
| S-100 Relocation Permit - plus Planning Department Application | \$790.00 | \$808 00 |
| S-110 Fire Permit Processing | \$25.00 | \$26 00 |
| S-120 Temporary Certificate of Occupancy | \$470.00 | \$479 00 |
| S-130 Temporary Power/Utilities | \$315.00 | \$321 00 |
| S-150 Certificate of Occupancy New Building | \$555.00 | \$566 00 |
| S-160 Tenant Certificate of Occupancy | \$310.00 | \$316 00 |
| Signage | Based on the Building Permit Fee Table 1-A | |
| Special Inspector - Annual Registration | \$0.00 | |
| Manufactured Homes Permit Fees - Reference Title 25 | | |

**Electrical Permit Fees
Table 3 - A**

| Electrical Permit Description | FEE | Proposed 2.0% CPI |
|---|---------|----------------------|
| Permit Issuance: | | |
| 1. For the issuance of each electrical permit | \$24.64 | \$25.13 |
| 2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled or finalized | \$7.28 | \$7.43 |
| System Fee Schedule: | | |
| 1. New Residential Buildings | | |
| The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time. | | |
| Multifamily. For new multi-family-residential buildings (apartments and condominiums) having three or more living units constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot: | \$0.05 | \$0.05 |
| Single- and two-family. For new single- and two-family-residential buildings constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot: | \$0.06 | \$0.06 |
| Note: For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE. | | |
| 2. New Commercial Buildings | | |
| For new non-residential buildings per square foot: | N/A | N/A |
| 3. Private Swimming Pools | | |
| For new private, in-ground swimming pools for single-family and multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool: | \$49.56 | \$50.55 |
| Note: For other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools, use the UNIT FEE SCHEDULE | | |
| 4. Carnivals and Circuses | | |
| Carnivals, circuses, or other travelling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions. | | |
| For electric generators and electrically-driven rides, each: | \$24.64 | \$25.13 |
| For mechanically-driven rides and walk-through attractions or displays having electric lighting, each: | \$7.28 | \$7.43 |
| For a system of area and booth lighting, each: | \$7.28 | \$7.43 |
| Note: For permanently-installed rides, booths, displays, and attractions, use the UNIT FEE SCHEDULE | | |
| 5. Temporary Power Services | | |
| For a temporary service power pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances, each: | \$24.64 | \$25.13 |
| For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each: | \$12.32 | \$12.57 |
| Unit Fee Schedule | | |
| NOTE: The following do not include permit-issuing fee | | |
| 1. Receptacle, Switch, and Lighting Outlets | | |
| For receptacle, switch, lighting, or other outlets at which current is used or controlled, except services, feeders, and meters: | | |
| First 20, each: | \$1.12 | \$1.14 |
| Additional outlets, each: | \$0.73 | \$0.74 |
| NOTE: For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet. | | |
| 2. Lighting Fixtures | | |
| For lighting fixtures, sockets, or other lamp-holding devices: | | |
| First 20, each: | \$1.12 | \$1.14 |
| Additional fixtures, each: | \$0.73 | \$0.74 |
| For pole or platform-mounted lighting fixtures, each: | \$1.12 | \$1.14 |
| For theatrical-type lighting fixtures or assemblies, each: | \$1.12 | \$1.14 |

| Electrical Permit Description | FEE | Proposed 2.0% CPI |
|--|----------|----------------------|
| 3. Residential Appliances | | |
| For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each: | \$4.76 | \$4.86 |
| NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus. | | |
| 4. Non-Residential Appliances | | |
| For residential appliances and self-contained, factory-wired, non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovoltampere (KVA) in rating, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each: | \$4.76 | \$4.86 |
| NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus. | | |
| 5. Power Apparatus | | |
| For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: | | |
| Rating in horsepower (HP), kilowatts (KW), kilovoltamperes (KVA), or kilovoltamperesreactive (KVAR): | | |
| Up to and including 1, each: | \$4.76 | \$4.86 |
| Over 1 and not over 10, each: | \$12.32 | \$12.57 |
| Over 10 and not over 50, each: | \$24.64 | \$25.13 |
| Over 50 and not over 100, each: | \$49.56 | \$50.55 |
| Over 100, each: | \$74.48 | \$75.97 |
| NOTES: | | |
| 1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. | | |
| 2) These fees include all switches, circuit breakers, contactors, thermostats, relays, and other directly-related control equipment. | | |
| 6. Signs, Outline Lighting, and Marquees | | |
| For signs, outline lighting systems, or marquees supplies from one branch circuit, each: | \$24.64 | \$25.13 |
| For additional branch circuits within the same sign, outline lighting system or marquee, each: | \$4.76 | \$4.86 |
| 7. Services | | |
| For services of 600 volts or less, and not over 200 amperes in rating, each: | \$30.54 | \$31.15 |
| For services of 600 volts or less, and over 200 amperes to 1,000 amperes in rating, each: | \$62.16 | \$63.40 |
| For services over 600 volts or over 1,000 amperes in rating, each: | \$124.32 | \$126.81 |
| 8. Miscellaneous Apparatus, Conduits, and Conductors | | |
| For electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth: | \$18.20 | \$18.56 |
| NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, bus ways, signs, or other equipment. | | |
| Other Inspections and Fees: | | |
| Inspections outside of normal business hours, per hour (minimum charge - two hours) | \$49.50* | \$50.50* |
| Reinspection fees assessed under provisions of Section 89.108.4.4 of the 2010 California Electrical Code, per inspection | \$49.50* | \$50.50* |
| Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| * Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. | | |

**Mechanical Permit Fees
Table I - A**

| Mechanical Fee Description | FEE | Proposed 2.0% CPI |
|--|---------|----------------------|
| Permit Issuance and Heaters: | | |
| 1. For the issuance of mechanical permits | \$28.20 | \$28.76 |
| 2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized | \$8.70 | \$8.87 |
| Unit Fee Schedule: Note: The following do not include permit issuing fee. | | |
| 1. Furnaces: | | |
| For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h | \$17.76 | \$18.12 |
| For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances over 100,000 Btu/h | \$21.84 | \$22.28 |
| For the installation or relocation of each floor furnaces, including vents | \$17.76 | \$18.12 |
| For the installation or relocation of each suspended heaters, Recessed wall heaters or floor-mounted unit heaters | \$17.76 | \$18.12 |
| 2. Appliance Vents | | |
| For the installation, relocation or replacement of appliance vents installed and not included in an appliance permit | \$8.70 | \$8.87 |
| 3. Repairs or Additions | | |
| For the repair of, alteration of, or addition to heating appliances, refrigeration units, cooling units, absorption units, or heating, cooling, absorption or evaporative cooling systems, including installation of controls regulated by the Mechanical Code | \$16.44 | \$16.77 |
| 4. Boilers, Compressors and Absorption Systems: | | |
| For the installation or relocation of each boiler or compressor up to and including three (3) HP, or each absorption systems up to and including 100,000 Btu/h | \$17.64 | \$17.99 |
| For the installation or relocation of each boiler or compressor over three (3) HP up to and including 500,000 Btu/h | \$32.58 | \$33.23 |
| For the installation or relocation of each boiler or compressor over 15 HP up to and including thirty (30) HP, or each absorption systems over 500,000 Btu/h up to and including 1,000,000 Btu/h | \$44.70 | \$45.59 |
| For the installation or relocation of each boiler or compressor over thirty (30) HP, up to and including fifty (50) HP, or for each absorption system over 1,000,000 Btu/h up to and including 1,750,000 Btu/h | \$66.54 | \$67.87 |
| 5. Air Handlers: | | |
| For each air-handling unit up to and including 10,000 cfm, including ducts attached thereto.) | \$12.78 | \$13.04 |
| For air-handling unit over 10,000 cfm | \$21.72 | \$22.15 |
| NOTE: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code | | |
| 6. Evaporative Coolers | | |
| For each evaporative cooler other than portable type | \$12.78 | \$13.04 |
| 7. Ventilation and Exhaust: | | |
| For each ventilation fan connected to a single duct | \$8.70 | \$8.87 |
| For each ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit | \$12.78 | \$13.04 |

| Mechanical Fee Description | FEE | Proposed 2.0% CPI |
|--|------------|------------------------------|
| For the installation of each hood that is served by mechanical exhaust, including the ducts for such hood | \$12.78 | \$13.04 |
| 8. Incinerators: | | |
| For the installation or relocation of each domestic-type incinerator | \$21.84 | \$22.28 |
| For the installation or relocation of each commercial or industrial-type Incinerator | \$17.40 | \$17.75 |
| 9. Miscellaneous | | |
| For each appliances or piece of equipment regulated by the Mechanical Code, but not classed in other appliance categories, or for which no other fee is listed in this table | \$12.78 | \$13.04 |
| 10. Fuel-Gas | | |
| When Chapter 12 is applicable, permit fees for fuel-gas piping shall be as follows: | | |
| For each gas piping system of one to five outlets | \$5.70 | \$5.81 |
| For each additional gas piping system, per outlet | \$1.32 | \$1.35 |
| 11. Process Piping | | |
| For each hazardous process piping system (HPP) of one to four outlets | \$6.00 | \$6.12 |
| For each HPP piping system of five or more outlets, per outlet | \$1.20 | \$1.22 |
| For each non-hazardous process piping system (NPP) of one to four outlets | \$2.40 | \$2.45 |
| For each NPP piping system of five or more outlets, per outlet | \$0.60 | \$0.61 |
| Other Inspections and Fees: | | |
| 1. Inspections outside of normal business hours, per hour (minimum charge - two hours) | \$49.50* | \$50.50* |
| 2. Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Mechanical Code per inspection | \$49.50* | \$50.50* |
| 3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| 4. Additional plan review required by changes, additions or revisions to plans or to to plans for which an initial review has been completed (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| * Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. | | |

**Plumbing Permit Fees
Table I - I**

| Plumbing Permit Description | FEE | Proposed 2.0% CPI |
|--|---------|----------------------|
| Permit Issuance: | | |
| 1. For the issuance of each plumbing permits | \$26.80 | \$27.34 |
| 2. For issuing each supplemental permits for which the original permit has not expired, been canceled or finalized | \$13.40 | \$13.67 |
| Unit Fee Schedule | | |
| NOTE: The following do not include permit-issuing fee | | |
| 1. Fixtures and Vents: | | |
| For each plumbing fixture, trap or set of fixtures on one trap, including water, drainage piping and backflow protection thereof | \$9.38 | \$9.57 |
| For repair or alteration of drainage or vent piping, each fixture | \$9.38 | \$9.57 |
| 2. Sewers, Disposal Systems and Interceptors: | | |
| For each building sewer and each trailer park sewer | \$20.10 | \$20.50 |
| For each cesspool | \$33.50 | \$34.17 |
| For each private sewage disposal systems | \$56.30 | \$57.43 |
| For each industrial waste pretreatment interceptors, including its traps and vents, excepting kitchen-type grease interceptors functioning as fixture traps | \$9.38 | \$9.57 |
| Rainwater systems-per drain (inside building) | \$9.38 | \$9.57 |
| 3. Water Piping and Water Heaters | | |
| For installation, alteration, or repair of water piping or water-treating equipment, or both, each | \$9.38 | \$9.57 |
| For each water heaters, including vent | \$9.38 | \$9.57 |
| 4. Gas Piping Systems | | |
| For each gas piping systems of one to five outlets | \$6.70 | \$6.83 |
| For each additional outlet over five, each | \$1.34 | \$1.37 |
| 5. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices | | |
| For each lawn sprinkler systems on any one meter, including backflow protection devices therefore | \$9.38 | \$9.57 |
| For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1: | | |
| • 1 to 5 devices | \$6.70 | \$6.83 |
| • More than 5 devices | \$1.34 | \$1.37 |
| For each backflow-protection devices other than atmospheric-type vacuum breakers | | |
| • 2 inches and smaller | \$9.38 | \$9.57 |
| • Over 2 inches | \$20.10 | \$20.50 |
| 6. Swimming Pools | | |
| For each swimming pool or spa: | | |
| Public Pool | N/A | N/A |
| Public Spa | N/A | N/A |
| Private Pool | N/A | N/A |
| Private Spa | N/A | N/A |
| 7. Miscellaneous | | |
| For each appliances or pieces of equipment regulated by the Plumbing Code Code but not classed in other appliance categories, or for which no other fee is listed in this code | | |
| For each gray water system | \$56.30 | \$57.43 |
| For initial installation and testing for a reclaimed water system | \$40.20 | \$41.00 |

| Plumbing Permit Description | FEE | Proposed 2.0% CPI |
|--|------------|------------------------------|
| For annual cross-connection testing of a reclaimed water system (excluding initial test) | \$40.20 | \$41.00 |
| For each medical gas piping system serving one to five inlets or outlets for a specific gas | \$67.00 | \$68.34 |
| For each additional medical gas inlet or outlet | \$6.70 | \$6.83 |
| Other Inspections and Fees: | | |
| Inspections outside of normal business hours, per hour (minimum charge - two hours) | \$49.50* | \$50.50* |
| Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Plumbing Code | \$49.50* | \$50.50* |
| Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour) | \$49.50* | \$50.50* |
| * Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. | | |

| DEVELOPMENT IMPACT FEE SCHEDULE | FEE | No Proposed CPI |
|--|---------------------------|----------------------------|
| COMMERCIAL / OFFICE | | |
| Parks | \$.598 / sq. ft. | |
| Fire | \$.544 / sq. ft. | |
| General | \$.118 / sq. ft. | |
| Streets | \$3.683 / sq. ft. | |
| Storm Drains | \$.293 / sq. ft. | |
| Animal control | \$.009 / sq. ft. | |
| Water | \$2,400.00 / 1"meter | |
| | \$7,500.00 / 2" meter | |
| COMMERCIAL LODGING | | |
| Parks | \$116.00 / Guest Unit | |
| Fire | \$374.00 / Guest Unit | |
| General | \$28.00 / Guest Unit | |
| Streets | \$1,070.00 / Guest Unit | |
| Storm Drains | \$59.00 / Guest Unit | |
| Animal control | \$2.08 / Guest Unit | |
| Water | \$2,400.00 / 1"meter | |
| | \$7,500.00 / 2" meter | |
| INDUSTRIAL | | |
| Parks | \$0.358 / sq. ft. | |
| Fire | \$.011 / sq. ft. | |
| General | \$.118 / sq. ft. | |
| Streets | \$1.177 / sq. ft. | |
| Storm Drains | \$.190 / sq. ft. | |
| Animal control | \$.0052 / sq. ft. | |
| Water | \$2,400.00 / 1"meter | |
| | \$7,500.00 / 2" meter | |
| SINGLE FAMILY DWELLING/SUBDIVISION | | |
| Parks | \$11,742.00 / Res. Unit | |
| Fire | \$1,036.00 / Res. Unit | |
| General | \$515.00 / Res. Unit | |
| Trails | \$729.00 / Res. Unit | |
| Water | \$2,400.00 / 1"meter only | |
| Streets | \$2,084.00 / Res. Unit | |
| St. Drain | \$1,560.00 / Res. Unit | |
| Animal Control | \$146.00 / Res. Unit | |
| Public Library | \$471.00 / Res. Unit | |
| Public Meeting Facilities | \$1,312.00 / Res. Unit | |
| Aquatics Center | \$251.00 / Res. Unit | |
| MULTI FAMILY | | |
| Parks | \$6,192.00 / Res. Unit | |
| Fire | \$1,683.00 / Res. Unit | |
| General | \$515.00 / Res. Unit | |
| Water | \$2,400.00 / 1"meter only | |
| Streets | \$1,373.00 / Res. Unit | |
| St. Drain | \$162.00 / Res. Unit | |
| Animal Control | \$146.00 / Res. Unit | |
| Public Library | \$248.00 / Res. Unit | |
| Public Meeting Facilities | \$691.00 / Res. Unit | |
| Aquatics Center | \$132.00 / Res. Unit | |
| SEE BUILDING DEPARTMENT FOR OTHER APPLICABLE FEES | | |

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Approving and Adopting the City of Norco Operating Budget Including Related Personnel Adjustments for Fiscal Year 2012-2013 and Authorizing Appropriations Therefrom

RECOMMENDATION: Adopt **Resolution No. 2012- ____** approving and adopting the City Operating Budget and related personnel adjustments for Fiscal Year 2012-2013 and authorizing appropriations therefrom.

SUMMARY: The FY 2012-2013 Proposed Budget for the General Fund includes total estimated revenues of \$13,880,319 and total estimated expenditures of \$13,878,669. This provides a balanced budget for the General Fund with \$1,650 expected to be added to the fund balance. Water Fund total revenues are estimated to be \$9,555,916 while total expenditures are estimated to be \$8,749,587. Sewer Fund total revenues are estimated to be \$5,339,590 and total expenditures are estimated to be \$4,660,845. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues along with available fund balance are sufficient to cover FY 2012-2013 total requested expenditure appropriations. For the Successor Agency of the former Norco Redevelopment Agency, total estimated revenues are \$8,558,600 while total estimated expenditures are \$8,558,600.

BACKGROUND/ ANALYSIS: On March 23, 2012, staff and City Council conducted a public workshop to discuss the long-term budget challenge facing the City's General Fund and to explore options for achieving fiscal sustainability by 2017. This process continued with a community budget workshop on April 30, 2012. During the community workshop, staff presented short-term options designed to present a balanced budget for the General Fund Budget in FY 2012-2013. On May 16, 2012, staff conducted another public workshop on the City of Norco Operating Budget for FY 2012-2013 with specific staff recommendations on how to balance the General Fund Budget. The recommendations which were discussed during the budget workshops and outlined below totaling \$1,403,000 have been included in the FY 2012-2013 General Fund budget which staff is recommending that the City Council approve.

1. Transfer from Special Asset Revenue Fund. The special Asset Revenue Fund was established by the City Council as part of the FY 2007-2008 budget process. The Fund is used to account for receipt of one-time revenues primarily from the sale of surplus assets. These one-time receipts are invested and interest earning from the invested funds are transferred from the Special Asset Revenue Fund to the General Fund. The City has adopted a resolution mandating that the use of any principal balance from the Special Asset Revenue Fund will require four-fifths (4/5) majority approval of the City Council. The FY 2012-2013 recommended General Fund Budget relies on the transfer of \$500,000 from the principal balance of the Special Asset Revenue Fund. The current balance in the Fund is \$1,411,000. A transfer of \$500,000 will reduce the balance to \$911,000.
2. Deferral Postretirement Healthcare Contribution. As required by Governmental Accounting Standards Board Statement (GASB) No. 45, the City established the California Employers' Retiree Benefit Trust Account in FY 2008-2009 with the California Public Employees Retirement System to accumulate funds necessary to pay for the City's postretirement healthcare obligations. At the time the account was established, the City made a lump contribution of \$1.9 million to pay down the City's liabilities. Since the initial deposit in FY 2009, the City has made additional contributions totaling \$525,720. The trust account has a total balance of \$3,936,665.38 as of March 31, 2012 including total investment earnings of \$1,510,945.38. It is important to note that investment earnings are subject to fluctuations in the equity market. In order to accumulate sufficient funds to pay accrued benefits, it is prudent for the City to make an annual contribution as determined through a bi-annual actuarial analysis. The last actuarial analysis was completed through January 2010 and another analysis is currently underway. The actuarial analysis determines the City's required Annual Required Contribution (ARC) and the progress that the City has made in accumulating funds to pay for benefits. Given the strong investment earnings performance through March 31, 2012 and changes that have been made to employee health benefits to reduce future liabilities, staff is recommending the deferral of \$300,000 contribution scheduled for FY 2012-2013.
3. Deferral of Contribution to Benefits and Insurance Fund. The Benefits and Insurance Fund is used to accumulate financial resources necessary to pay outstanding and future claims against the City of Norco (within self-insurance retention levels) arising out of workers compensation or general liability incidents. The Fund is also used to accumulate resources to pay for accrued but unpaid vacation and sick balances. This Fund does not have any separate source of funding except for appropriation of annual transfers from the General Fund. Due to reduction in liabilities that have been realized from a reduction in the employee head count, staff is recommending that the annual appropriation of \$100,000 for FY 2012-2013 be deferred.

4. Successor Agency Reimbursement to the General Fund. With the dissolution of the former Norco Community Redevelopment Agency effective February 1, 2012, the City lost a significant source of funding for fixed administrative expenditures. City staff serving as the staff of the Successor Agency will continue to perform the administrative duties necessary for winding down the activities of the former Agency. In exchange for performing the Successor Agency services, staffing is expecting reimbursement in the amount of \$250,000 from the county/state. This reimbursement will be deposited in the General Fund.
5. Other Budget Actions. Several other items totaling \$253,000 discussed during the budget workshops including job sharing cost savings, reduction of overtime and part time staff, re-capture of prior overhead reimbursement, and reduction in the cost of excess insurance have been incorporated into the recommended General Fund budget.

The City Manager's budget transmittal message along with a summary budget overview and analysis included in the budget document provide additional information on the recommended FY 2012-2013 Operating Budget and the challenges that must be addressed in order to ensure the fiscal sustainability of the City by 2017.

Fund Balance and Cash Flows

The estimated fund balance of the General Fund at the beginning of FY 2012-2013 is \$1.8 million. The FY 2012-2013 recommended General Fund budget is balanced after accounting for the balancing actions outlined above. With this balanced budget along with cash flow gains from delayed billing for fire services it is anticipated that this existing fund balance will provide adequate cash flows during the year to cover for the lag in revenue receipts.

Other Funds

The recommended budget for other Funds including Water, Sewer, Gas Tax, NPDES and Miscellaneous Grant anticipates adequate revenues during the fiscal year to cover requested expenditure appropriations. It is also anticipated that the Successor Agency to the former Norco Redevelopment Agency will receive sufficient revenues from County allocation during the fiscal year to cover eligible obligations to be paid during the fiscal year. Detail department by department and Fund by Fund information on the recommended budget can be found beginning on page 6 of the budget document.

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

RESOLUTION NO. 2012-__

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE CITY OPERATING BUDGET AND RELATED PERSONNEL ADJUSTMENTS FOR FISCAL YEAR 2012-2013 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2012-2013 Operating Budget for the City of Norco includes total appropriations in the amount as summarized in Attachment "A" for all Operating Funds as listed and is on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, a budget workshop was held on March 23, April 30 and May 16, 2012 to review the Proposed Fiscal Year 2012-2013 Budget; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2012-2013 Budget; and

WHEREAS, a 4/5 majority approval of the City Council is required to adopt the budget due to General Fund Emergency reserve being below 25% of total General Fund expenditures as required City Council and due to the proposed draw of \$500,000 from Special Asset Revenue;

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

Brenda K Jacobs, City Clerk
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012

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

/jk-81182
Attachment: Attachment A

**City of Norco
FY 2012 - 2013 Budget
Beginning and Ending Fund Balances
(Operating Funds Only)**

| <i>Fund #</i> | <i>Fund Name</i> | <i>Beg. Balance July 1, 2012</i> | <i>Estimated Revenues</i> | <i>Transfers In</i> | <i>Transfers Out</i> | <i>Estimated FY 2013 Expenditures</i> | <i>Estimated Ending Balance</i> |
|---------------|--------------------------|--------------------------------------|-------------------------------|---------------------|--------------------------|---|---|
| 121 | General | \$ 1,793,081 | 12,562,264 | 1,318,055 | 25,000 | 13,853,669 | 1,794,731 |
| 123 | CDBG Funds | - | 337,514 | - | 14,399 | 323,115 | - |
| 122, 160-65 | Miscellaneous Grants | - | 159,374 | - | - | 159,374 | - |
| 124 | Water | (295,081) | 9,555,916 | - | 127,223 | 8,622,364 | 511,249 |
| 126 | Sewer | 1,725,619 | 5,339,590 | - | 127,223 | 4,533,622 | 2,404,364 |
| 133 | Gas Tax | 451,453 | 719,124 | - | - | 843,138 | 327,439 |
| 139 | NPDES | 52,700 | 64,200 | 25,000 | - | 113,807 | 28,093 |
| 156 | AQMD | 46,082 | 30,900 | - | 1,500 | 1,545 | 73,937 |
| 013 & 014 | Redevelopment | 1,098,935 | - | - | - | - | 1,098,935 |
| 017 | Redevelopment Obligation | - | 8,558,600 | - | 8,558,600 | - | - |
| 015 | Low/Mod (Programs) | 3,996,567 | - | - | - | - | 3,996,567 |
| 015 | Low/Mod (B Proceeds) | 1,613,126 | - | - | - | - | 1,613,126 |
| 175 | Assessment District 95 | 70,000 | - | - | 70,000 | - | - |
| 153 | Special Asset Fund | 1,411,126 | - | - | 500,000 | - | 911,126 |
| | Special Districts | 227,710 | - | - | 227,710 | - | - |
| | Subtotal | 12,191,318 | 37,327,482 | 1,343,055 | 9,651,655 | 28,450,634 | 12,759,566 |

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor, Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 6, 2012

SUBJECT: Approval of the Five Year Capital Improvement Program for Fiscal Years 2013-2017

RECOMMENDATION: Adopt **Resolution No. 2012-___**, approving and adopting the City of Norco Capital Improvement Program Budget for Fiscal Years 2013-2017.

SUMMARY: Staff has conducted a budget workshop to review the proposed FY 2013-2017 Capital Improvement Program (CIP) Budget for the City of Norco. Staff is recommending that the City Council conduct a Public Hearing to receive input from the public and that at the conclusion of the hearing, that the City Council approves the CIP Budget for Fiscal Years 2013-2017.

BACKGROUND/ ANALYSIS: A Budget Workshop was held earlier this evening to review the proposed five-year Capital Improvement Program Budgets for Fiscal Years 2013-2017.

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

- Park Improvement Fund
- Animal Control Facilities Fund
- Trails Improvement Fund
- Water Improvement Fund
- Street Improvement Fund
- Storm Drain Fund
- Sewer Facilities Fund
- Measure A Projects Fund
- Successor Agency Capital Projects

FISCAL IMPACT: All projects included in the five-year CIP are funded except for those listed as being funded from Successor Agency available bond proceeds. These projects include Hamner Avenue widening, Animal Shelter facilities and unspecified projects. While the Successor Agency Oversight Board has approved these projects to be funded from existing bond proceeds balance, the California Department of Finance has yet to agree that these are enforceable obligations.

/jk-81179

Attachments: Resolution No. 2012-___

RESOLUTION NO. 2012-___

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2013-2017, AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, a budget workshop was held on June 6, 2012 to review the proposed Fiscal Years 2012-2016 Capital Improvement Program Budget; and

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

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 6, 2012, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 6, 2012.

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

/jk-81180
Attachment: Budget Summary

City of Norco, California
FY 2012-2013 Capital Improvement Program
Budget Summary

| Fund Name | Estimated Beginning Fund Balance July 1, 2012 | FY 2013 Estimated Revenues/ Transfers | FY 2013 Estimated Expenditures/ Transfers | Estimated Ending Fund Balance June 30, 2013 |
|-----------------------------|--|--|--|--|
| Park Projects | \$ 708,850 | 1,003,302 | 1,472,938 | 239,214 |
| Fire Projects | 573,846 | 108,822 | 31,011 | 651,657 |
| General Government Projects | 788,764 | 20,425 | 367,985 | 441,204 |
| Trail Projects | 342,478 | 1,712 | 68,170 | 276,020 |
| Water Projects | 8,589,595 | 665,948 | 5,285,499 | 3,970,044 |
| Street Projects | 1,938,530 | 1,803,198 | 3,294,863 | 446,865 |
| Storm Drain Projects | 743,274 | 6,001,146 | 5,991,955 | 752,465 |
| Sewer Projects | 6,187,321 | 454,741 | 3,024,630 | 3,617,431 |
| Animal Control Projects | 32,309 | 424,785 | 425,756 | 31,338 |
| Measure A Projects | 2,912,587 | 444,738 | 1,872,500 | 1,484,824 |
| Library Facilities | 13,163 | 39 | - | 13,202 |
| Public Meeting | 37,907 | 114 | - | 38,021 |
| Aquatics Center Facilities | 8,696 | 26 | - | 8,722 |
| Redevelopment Projects | 3,766,493 | 3,766 | 3,513,834 | 256,426 |
| Total | \$ 26,643,813 | 10,932,762 | 25,349,141 | 12,227,434 |

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Steve King, Planning Director 

DATE: June 6, 2012

SUBJECT: Zone Code Amendment 2012-02: A Proposal to Amend Title 18, Chapter 18.23 of the Norco Municipal Code to allow Hotels, Motels and Bed and Breakfasts in the C-4 (Commercial) Zone through a Conditional Use Permit

RECOMMENDATION: Adopt for First Reading Ordinance No. ____, approving Zone Code Amendment 2012-02.

SUMMARY: The C-4 zone does not currently allow hotels, motels or bed and breakfast inns even though the uses were previously allowed in the Sixth Street Revitalization Specific Plan. If approved, Zone Code Amendment 2012-02 would add these as permitted uses again in the C-4 zone upon approval of a conditional use permit and only for the portion of Sixth Street west of Center Avenue. On May 9, 2012 the Planning Commission adopted Resolution 2012-28 recommending approval.

BACKGROUND/ANALYSIS: The Silverlakes Equestrian and Sports Park is under construction with the first soccer tournament scheduled for September of this year. It is anticipated that participants and spectators to Silverlakes events will attract out-of-town guests that will be seeking overnight accommodations in the City, and if the rooms are not here, they'll be staying in surrounding jurisdictions. Currently, there is only one hotel and two motels in the City, and the concern is that there are not enough accommodations for the numbers and types of clientele that are anticipated at Silverlakes.

In addition to Silverlakes, the pending expansion phases of the 91 and the I-15 freeways will bring construction workers to the area for several years generating hospitality demand. There will also be some relocation opportunities of displaced businesses as a result of those projects. Without accommodating more hospitality uses there is a potential revenue loss to the City. Allowing said uses in the C-4 zone could help meet the demand and could also help revitalize Sixth Street by bringing more business activity to the street to support other businesses already there.

Currently, hotels and motels are allowed in the C-G (Commercial General) zone, Gateway Specific Plan, and the C-R (Commercial Recreational) zone. A conditional use permit is required in the C-G zone but the uses are permitted by right (no CUP needed)

in the Gateway Specific Plan and in the C-R zone. There are currently no lots in the City that are zoned C-R.

The purpose of the proposed zone code amendment is to allow hotels, motels and bed and breakfasts uses in the C-4 zone upon approval of a conditional use permit, and to revise certain regulations on the operation and development of said businesses.

Building Height and Setbacks: Existing regulations currently limit building height in the C-4 zone to 35 feet. The setback requirements are: front: 30 feet to the building and 10 feet to parking (with possible reductions to these for enhanced western architecture). There is no requirement for the side and rear-yard setbacks except where a side yard fronts along a street, and in that case the requirement would be 10 feet. Where a rear yard is provided on an interior lot a 12-foot access to the rear of the lot on one side of the building is required.

In adding hotels, motels, and bed and breakfast uses to the C-4 zone there are different but related objectives that need to be met:

- 1) Create more opportunities to attract out-of-town guests to these types of uses along what will be the main connection between Ingalls Equestrian Center and Silverlakes, especially for joint facility activities that could occur in the future.
- 2) Maintain the integrity of the Sixth Street western theme and the animal-keeping related businesses.
- 3) Insure that hotel and motel development does not significantly impact adjoining A-1 properties where there is no rear-yard setback and where the current allowed building height is 35 feet.
- 4) Maintain the allowed building height of 35 feet to help make future uses more viable, especially on narrow lots and allow for an increase upon approval of a conditional use permit (similar to C-G zone) but with a requirement that approval for architectural compatibility by the Architectural Review sub-committee has first occurred.

As proposed, the amendment to the C-4 zone will add the proposed uses as being allowed upon approval of a conditional use permit. The amendment will still allow the same height limit but with additional limitations on the height of buildings close to adjoining A-1 zones. The proposed changes are as follows (changes are underlined and italicized):

18.23.06 Uses or Structures Permitted by Conditional Use Permit.

(3) Hospitality Uses (west of Center Street only):

(a) Hotels (interior room entrance)

(b) Motels (exterior room entrance)

(c) Bed and breakfast inns. A bed and breakfast inn is subject to the following definitions and requirements:

- (1) Can only be applied to structures classified as a single-family residence in the C-4 zone at the time of the adoption of Ordinance.
- (2) Requires residency by the operator with no more than 10 rooms available and advertised for tourist-related overnight stays in addition to the operators residence rooms.
- (3) Length of stay shall not exceed 14 consecutive overnight stays.

18.23.16 Height.

The maximum height of any building or structure shall not exceed 35 feet unless as otherwise regulated in this section. Hotels, motels, and bed and breakfasts are subject to the following additional height allowances and restrictions:

(1) Within a setback area of the lesser of either 20 feet or 50% of the lot width or depth from a property line abutting an A-1 zone the height of a hotel, motel, or bed and breakfast or accessory structure thereto, shall not exceed 25 feet.

(2) Upon approval of a conditional use permit the maximum height for any hotel, motel, or bed and breakfast building, or accessory structure thereto, may be increased above the maximum allowed height, if already having received approval of architectural compatibility, for on-site and surrounding sites, by the Architectural Review subcommittee.

(3) For any structure over 50 feet high the height of the structure cannot be more than 20 percent of the lot width adjacent to a public street.

Planning Commission: In its discussion the Planning Commission recommended minor changes to the proposed text of the Zone Code Amendment including taking out language for hotels and motels that limited a stay to 14 consecutive days (longer would have required issuance of a Special Event Permit). The determination was to wait and see it would be a problem before enacting code requirements and it was agreed that the special event permit requirement would have been difficult to monitor and enforce. The reasoning was that with upcoming construction and clean-up jobs for large regional projects it is reasonable to expect that contractors will be in the area for periods longer than two weeks.

The Planning Commission also directed that Bed and Breakfast uses needed to be better defined. Originally the only qualifying definition was that the operator had to be a resident. There is no legal definition in the State of California for what a bed and breakfast is as opposed to a standard hotel or a boarding house. Typically a bed and breakfast is a home that has been converted for a hospitality use for the traveling public and where the operator is a resident of the building.

The length of stay is typically all that separates a bed and breakfast from a boarding home or group home. Group homes are defined as no more than six un-related individuals residing in the same home. To better clarify what a bed and breakfast would allow the proposed zone code amendment includes these qualifiers listed above: 1) applies only homes that existed when the ordinance was adopted; 2) residency requirement by the operator with no more than 10 rooms for travelers in addition to the operators residency; and 3) length of stay limited to 14 nights. The limitation on the length of stay was maintained for bed and breakfast uses because of the unique nature of that type of use as opposed to a hotel use.

There were additional changes with regards to the permitted height and what additional height could be approved with approval a conditional use permit.

/sk-81213

Attachment: Ordinance No. ____ for first reading
Planning Commission Resolution 2012-28

RESOLUTION NO. 2012-28

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONE CODE AMENDMENT 2012-02 AMENDING CHAPTER 18.23 BY ADDING HOTELS, MOTELS AND BED AND BREAKFASTS AS ALLOWED USES IN THE C-4 (COMMERCIAL) ZONE WITH A CONDITIONAL USE PERMIT, AND WITH RELATED DEVELOPMENT STANDARDS. ZONE CODE AMENDMENT 2012-02.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-02, an amendment to Norco Municipal Code Title 18 (Zoning Code), to add hotels, motels and bed and breakfasts inns as permitted uses in the C-4 (Commercial) zone upon approval of a conditional use permit, with related development standards; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on May 9, 2012 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Category 5.

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

I. FINDINGS:

- A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project does not change the general overall commercial land use of the C-4 zone.
- B. Hotels and motels are currently only permitted in the C-G zone, the Gateway Specific Plan, and in the C-R zone and the number of viable sites for hotel development is limited since there are no properties zoned C-R. Additional areas for hotel development are needed for the anticipated increase in demand from Silverlakes and other projects especially to meet the needs of joint-facility events that could involve Silverlakes and Ingalls Equestrian Center.

- C. Part of the intent and purpose of the C-4 zone is to provide uses that vary, and that provide opportunities for shopping, services, and employment. The proposed amendment will expand those opportunities.
- D. Part of the intent and purpose of the C-4 zone is to provide a rural, small town atmosphere providing a distinguishing quality for the City, with compatibility to nearby residential uses. The proposed amendment was designed so that development of the proposed uses will not create significant impacts to adjoining residential lots.
- E. The project (proposed amendment) has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 5.

- II. DETERMINATION: NOW THEREFORE, the Planning Commission for the City of Norco assembled May 9, 2012 does hereby recommend to the City Council of the City of Norco that Zone Code Amendment 2012-02 be adopted, thereby amending the Norco Municipal Code as follows:

18.23.04 Permitted Uses.

The following uses are permitted and the land shall be used and buildings and structures shall hereafter be erected, altered, enlarged or otherwise modified for the following uses only. Existing uses are permitted to continue as legal non-conforming land uses. Ancillary and accessory uses, which are clearly incidental and subordinate to the primary use, are permitted. Accessory uses will be reviewed concurrently with each land use proposal.

- (1) *Administrative and Professional Offices. Activities include, but are not limited to:*

- (a) *Data storage*
- (b) *Financial records*
- (c) *Auditing centers*
- (d) *Architects*
- (e) *Lawyers*
- (f) *Insurance sales and claims offices*
- (g) *Real estate offices*
- (h) *Financial planners*
- (i) *Accountants and bookkeepers offices.*

- (2) *Animal Care. Activities include, but are not limited to:*

- (a) *Grooming*

- (b) *Animal care treatment*
 - (c) *Boarding services for large and small animals*
 - (d) *Veterinary services and animal clinics*
 - (e) *Large and small animal hospitals*

- (3) *Building Maintenance Services. Activities typically include, but are not limited to:*
 - (a) *Custodial services*
 - (b) *Window cleaning services*
 - (c) *Disinfecting and exterminating services*
 - (d) *Janitorial services*

- (4) *Building Supplies and Sales. Activities typically include, but are not limited to:*
 - (a) *The retail sale or rental from the premises of goods and equipment, including paint, glass, hardware, fixtures, electrical supplies, yard and garden supplies*
 - (a) *Lumber stores*
 - (b) *Hardware stores*
 - (c) *Building materials, such as brick, block, masonry, sand, and gravel*
 - (d) *Ancillary rental of trucks*

- (5)** *Business Printing Services.*

- (6) *Business Supply Retail and Services. Activities typically include, but are not limited to:*
 - (a) *Retail sales*
 - (b) *Rental or repair from the premises of office equipment, office supplies and similar office goods*

- (7) *Business Support Services. Activities typically include, but are not limited to:*
 - (a) *Firms rather than individuals of a clerical, employment, or minor processing nature, including bookkeeping and medical transcribing, multi-copy and blue-print services*
 - (b) *Dispatch and office support services for the operation of taxicab/vehicles for hire businesses. This does not include the storage, staging, standing, or parking of company vehicles on site (Ord. 872, January 2007)*

- (8) *Child Care Homes and Facilities. Activities typically include, but are not limited to: (Ref. Section. 18.23.08)*
 - (a) *Daytime non-medical care and supervision of children or seniors in an appropriate environment. Typical uses include:*

- (a) *Family home day care infant centers*
 - (b) *Preschools*
 - (c) *Extended child care facilities*
- (9) *Convenience Sales. Activities typically include, but are not limited to:*
- (a) *Convenience markets*
 - (b) *Drug stores*
 - (c) *Beauty and barber shops*
 - (d) *Dry cleaning establishments*
- (10) *Eating and Drinking Establishments. Activities typically include, but are not limited to: (Ref. Section 18.23.08)*
- (a) *Restaurants*
 - (b) *Donut shops*
 - (c) *Coffee sales*
- (11) *Entertainment/Recreation. Specific entertainment/recreation use types include: (Ref. Section 18.23.08)*
- (a) *Amusement Center. Public places of amusement or business in which four or more coin-operated amusement devices are installed.*
 - (b) *Clubs and Lodges. Predominantly halls and meeting facilities for fraternal organizations. Typical groups include Elk and Moose.*
 - (c) *Indoor Sports and Recreation. Typical uses include:*
 - (1) *Bowling alleys*
 - (2) *Billiard parlors*
 - (3) *Ice and roller skate rinks*
 - (4) *Indoor basketball and racquetball courts*
 - (5) *Sale of prepared foods and beverages is permitted ancillary to the primary sports and recreational character of the use.*
 - (d) *Outdoor Sports and Recreation. Typical uses:*
 - (1) *Tennis courts*
 - (2) *Batting cages*
 - (3) *Equestrian riding rings*
 - (4) *Miniature golf*
 - (5) *Athletic education*
 - (6) *Athletic practice facilities*
 - (7) *Sale of prepared foods and beverages is permitted ancillary to the primary use*
- (12) *Equestrian and Agricultural Supplies and Services. Uses typically include, but are not limited to:*
- (a) *Feed and grain stores*
 - (b) *Retail saddle/tack shops*

- (13) *Financial Institutions. Uses typically include, but are not limited to:*
 - (a) *Banks*
 - (b) *Savings and loans*
 - (c) *Credit unions*
- (14)** *Food and Beverage Sales. Uses typically include:*
 - (a) *Markets*
 - (b) *Mini-markets*
 - (c) *Liquor stores*
 - (d) *Retail bakeries*
- (15)** *Health Care Services: Does not include facilities for in-patient treatment.*
- (16)** *Newsstands.*
- (17)** *Nurseries.*
- (18)** *Personal Services and Sales. Uses typically include:*
 - (a) *Beauty and barber shops*
 - (b) *Florist shops*
 - (c) *Photography studios*
 - (d) *Apparel laundering and dry cleaning agencies*
 - (e) *Contract post offices*
 - (f) *Travel agencies*
- (19)** *Arts and Crafts. Uses typically include, but are not limited to:*
 - (a) *Restoration and repair of antiques*
 - (b) *Artists studios (including painting and sculpting)*
 - (c) *Basket making*
 - (d) *Blacksmithing*
 - (e) *Candle making*
 - (f) *Cartoon and animation*
 - (g) *Book restoration and custom binding*
 - (h) *Ceramics and pottery*
 - (i) *Production of glass crystal figures, glass art, and stained glass*
 - (j) *Custom jewelry design and manufacturing*
 - (k) *Metal engraving*
 - (l) *Manufacture and repair of musical instruments*
 - (m) *Photography studios*
 - (n) *Picture mounting and framing*
 - (o) *Leather goods, including custom shoe making*
 - (p) *Ornamental iron*
 - (q) *Silk screen production*
 - (r) *Taxidermy*

- (s) *Textile weaving by hand looms*
- (t) *Watch and clock making*
- (u) *Woodcarving*
- (v) *Custom furniture*

(20) *Civic Use Types*

- (a) *Civic Administration. Activities typically include, but are not limited to:*
 - (1) *Public and private post offices and mail processing*
 - (2) *Management, administration, or clerical services performed by public, quasi-public, and utility agencies*
- (b) *Cultural Facilities. Activities typically include:*
 - (1) *Museums and art galleries*
 - (2) *Public and private libraries*
 - (3) *Public and private observatories*
 - (4) *Facilities for the performing arts*
- (c) *Education Facilities. Activities typically include:*
 - (1) *Public or private instruction required to be taught by the California Education Code*
 - (2) *Vocational instruction*
 - (3) *Music, art, or dance instruction in a classroom or studio setting*
- (d) *Flood Control/Utility Corridor.*
- (e) *Public Assembly.*
 - (1) *Parks, gardens, and passive open space areas*
 - (2) *Public and semi-public playgrounds and playing fields and active use recreation areas*
 - (3) *Public meeting halls, gymnasiums and youth and community centers*
 - (4) *Public parking lots*
 - (5) *Equestrian staging areas*
- (f) *Religious Assembly.*

(21) *Ancillary and Accessory Uses.*

- (a) *Animal Keeping at a lawfully existing or legal non-conforming use. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)*

18.23.06 *Uses or Structures Permitted by Conditional Use Permit.*

- (1) *Drive-in/Drive-Through Facilities. (Ref. Section 18.23.08)*
- (2) *Building Contractors Offices and Storage Yards. Activities typically include, but are not limited to: (Ref. Section 18.23.08)*

(a) Offices

(b) Storage of equipment, materials, vehicles and contractors supplies
(Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

(3) Hospitality Uses (west of Center Street only) (stays limited to 14 consecutive days):

(a) Hotels (interior room entrance)

(b) Motels (exterior room entrance)

(c) Bed and breakfast inns (with residential host). A bed and breakfast inn is subject to the following definitions and requirements:

(1) Can only be applied to structures classified as a single-family residence in the C-4 zone at the time of the adoption of Ordinance .

(2) Requires residency by the operator with no more than 10 rooms available and advertised for tourist-related overnight stays in addition to the operators residence rooms.

(3) Length of stay shall not exceed 14 consecutive overnight stays.

(d) Stays that exceed 14 consecutive days may be permitted upon approval of a Special Events Permit.

18.23.16 Height.

The maximum height of any building or structure shall not exceed 35 feet unless as otherwise regulated in this section. Hotels, motels, and bed and breakfasts are subject to the following additional height allowances and restrictions:

(1) Within a setback area of the lesser of either 20 feet or 50% of the lot width or depth from a property line abutting an A-1 zone the height of a hotel, motel, or bed and breakfast or accessory structure thereto, shall not exceed 25 feet.

(2) Upon approval of a conditional use permit the maximum height for any hotel, motel, or bed and breakfast building, or accessory structure thereto, may be increased to 50 feet except within the restricted height area described in (1) above the maximum allowed height, if already having received approval of architectural compatibility, for on-site and surrounding sites, by the Architectural Review subcommittee.

(3) For any structure over 50 feet high, the height of the structure cannot be more than 20 percent of the lot width adjacent to a public street.

Resolution 2012-28

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May 9, 2012

PASSED AND ADOPTED by the Planning Commission of the City of Norco
at a regular meeting held May 9, 2012.

Robert Wright, Chairman
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed
and adopted by the Planning Commission of the City of Norco at a regular adjourned
meeting held May 9, 2012 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve King, Secretary
Planning Commission

/sk-81215

ORDINANCE NO. ____

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING AN AMENDMENT TO TITLE 18, CHAPTER 18.23 WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED TO AMEND PROVISIONS TO ADD HOTELS, MOTELS, AND BED AND BREAKFASTS AS ALLOWED USES IN THE C-4 (COMMERCIAL) ZONE WITH A CONDITIONAL USE PERMIT. ZONE CODE AMENDMENT 2012-02

WHEREAS, the City initiated Zone Code Amendment 2012-02, an amendment to Norco Municipal Code Title 18, amending Chapter 18.23; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on May 9, 2012 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, based on findings of fact, the Planning Commission adopted Resolution 2012-28 recommending to the City Council that Zone Code Amendment 2012-02 be approved for reasons set forth in said Resolution; and

WHEREAS, hearing of said Zone Code Amendment was duly noticed and scheduled for public hearing by the City Council at its meeting of June 6, 2012 on or about 7 p.m. in the Council Chambers of the Norco City Hall, 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, said City Council held a public hearing and received oral and written testimony pertaining to said Zone Code Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the requested Zone Code Amendment is categorically exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines.

NOW, THEREFORE, the City Council of the City of Norco does hereby ordain as follows:

SECTION 1: Norco Municipal Code Title 18 "Zoning" is hereby amended as follows.

Section 18.23.04 Permitted Uses.

18.23.04 Permitted Uses.

The following uses are permitted and the land shall be used and buildings and structures shall hereafter be erected, altered, enlarged or otherwise modified for the following uses only. Existing uses are permitted to continue as legal non-conforming land uses. Ancillary and accessory uses, which are clearly incidental and subordinate to the primary use, are permitted. Accessory uses will be reviewed concurrently with each land use proposal.

(1) Administrative and Professional Offices. *Activities include, but are not limited to:*

- (a) Data storage*
- (b) Financial records*
- (c) Auditing centers*
- (d) Architects*
- (e) Lawyers*
- (f) Insurance sales and claims offices*
- (g) Real estate offices*
- (h) Financial planners*
- (i) Accountants and bookkeepers offices.*

(2) Animal Care. *Activities include, but are not limited to:*

- (a) Grooming*
- (b) Animal care treatment*
- (c) Boarding services for large and small animals*
- (d) Veterinary services and animal clinics*
- (e) Large and small animal hospitals*

(3) Building Maintenance Services. *Activities typically include, but are not limited to:*

- (a) Custodial services*
- (b) Window cleaning services*
- (c) Disinfecting and exterminating services*
- (d) Janitorial services*

(4) Building Supplies and Sales. *Activities typically include, but are not limited to:*

- (a) The retail sale or rental from the premises of goods and equipment, including paint, glass, hardware, fixtures, electrical supplies, yard and garden supplies*
- (a) Lumber stores*
- (b) Hardware stores*
- (c) Building materials, such as brick, block, masonry, sand, and gravel*
- (d) Ancillary rental of trucks*

(5) Business Printing Services.

(6) *Business Supply Retail and Services. Activities typically include, but are not limited to:*

- (a) *Retail sales*
- (b) *Rental or repair from the premises of office equipment, office supplies and similar office goods*

(7) *Business Support Services. Activities typically include, but are not limited to:*

- (a) *Firms rather than individuals of a clerical, employment, or minor processing nature, including bookkeeping and medical transcribing, multi-copy and blue-print services*
- (b) *Dispatch and office support services for the operation of taxicab/vehicles for hire businesses. This does not include the storage, staging, standing, or parking of company vehicles on site (Ord. 872, January 2007)*

(8) *Child Care Homes and Facilities. Activities typically include, but are not limited to: (Ref. Section. 18.23.08)*

- (a) *Daytime non-medical care and supervision of children or seniors in an appropriate environment. Typical uses include:*
 - (a) *Family home day care infant centers*
 - (b) *Preschools*
 - (c) *Extended child care facilities*

(9) *Convenience Sales. Activities typically include, but are not limited to:*

- (a) *Convenience markets*
- (b) *Drug stores*
- (c) *Beauty and barber shops*
- (d) *Dry cleaning establishments*

(10) *Eating and Drinking Establishments. Activities typically include, but are not limited to: (Ref. Section 18.23.08)*

- (a) *Restaurants*
- (b) *Donut shops*
- (c) *Coffee sales*

(11) *Entertainment/Recreation. Specific entertainment/recreation use types include: (Ref. Section 18.23.08)*

- (a) *Amusement Center. Public places of amusement or business in which four or more coin-operated amusement devices are installed.*
- (b) *Clubs and Lodges. Predominantly halls and meeting facilities for fraternal organizations. Typical groups include Elk and Moose.*
- (c) *Indoor Sports and Recreation. Typical uses include:*
 - (1) *Bowling alleys*

- (2) *Billiard parlors*
 - (3) *Ice and roller skate rinks*
 - (4) *Indoor basketball and racquetball courts*
 - (5) *Sale of prepared foods and beverages is permitted ancillary to the primary sports and recreational character of the use.*
 - (d) *Outdoor Sports and Recreation. Typical uses:*
 - (1) *Tennis courts*
 - (2) *Batting cages*
 - (3) *Equestrian riding rings*
 - (4) *Miniature golf*
 - (5) *Athletic education*
 - (6) *Athletic practice facilities*
 - (7) *Sale of prepared foods and beverages is permitted ancillary to the primary use*
- (12) *Equestrian and Agricultural Supplies and Services. Uses typically include, but are not limited to:*
- (a) *Feed and grain stores*
 - (b) *Retail saddle/tack shops*
- (13) *Financial Institutions. Uses typically include, but are not limited to:*
- (a) *Banks*
 - (b) *Savings and loans*
 - (c) *Credit unions*
- (14)** *Food and Beverage Sales. Uses typically include:*
- (a) *Markets*
 - (b) *Mini-markets*
 - (c) *Liquor stores*
 - (d) *Retail bakeries*
- (15)** *Health Care Services: Does not include facilities for in-patient treatment.*
- (16)** *Newsstands.*
- (17)** *Nurseries.*
- (18)** *Personal Services and Sales. Uses typically include:*
- (a) *Beauty and barber shops*
 - (b) *Florist shops*
 - (c) *Photography studios*
 - (d) *Apparel laundering and dry cleaning agencies*
 - (e) *Contract post offices*
 - (f) *Travel agencies*

(19) *Artcrafts. Uses typically include, but are not limited to:*

- (a) Restoration and repair of antiques*
- (b) Artists studios (including painting and sculpting)*
- (c) Basket making*
- (d) Blacksmithing*
- (e) Candle making*
- (f) Cartoon and animation*
- (g) Book restoration and custom binding*
- (h) Ceramics and pottery*
- (i) Production of glass crystal figures, glass art, and stained glass*
- (j) Custom jewelry design and manufacturing*
- (k) Metal engraving*
- (l) Manufacture and repair of musical instruments*
- (m) Photography studios*
- (n) Picture mounting and framing*
- (o) Leather goods, including custom shoe making*
- (p) Ornamental iron*
- (q) Silk screen production*
- (r) Taxidermy*
- (s) Textile weaving by hand looms*
- (t) Watch and clock making*
- (u) Woodcarving*
- (v) Custom furniture*

(20) *Civic Use Types*

- (a) Civic Administration. Activities typically include, but are not limited to:*
 - (1) Public and private post offices and mail processing*
 - (2) Management, administration, or clerical services performed by public, quasi-public, and utility agencies*
- (b) Cultural Facilities. Activities typically include:*
 - (1) Museums and art galleries*
 - (2) Public and private libraries*
 - (3) Public and private observatories*
 - (4) Facilities for the performing arts*
- (c) Education Facilities. Activities typically include:*
 - (1) Public or private instruction required to be taught by the California Education Code*
 - (2) Vocational instruction*
 - (3) Music, art, or dance instruction in a classroom or studio setting*
- (d) Flood Control/Utility Corridor.*
- (e) Public Assembly.*
 - (1) Parks, gardens, and passive open space areas*

- (2) *Public and semi-public playgrounds and playing fields and active use recreation areas*
- (3) *Public meeting halls, gymnasiums and youth and community centers*
- (4) *Public parking lots*
- (5) *Equestrian staging areas*
- (f) *Religious Assembly.*

(21) Ancillary and Accessory Uses.

- (a) *Animal Keeping at a lawfully existing or legal non-conforming use. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)*

18.23.06 Uses or Structures Permitted by Conditional Use Permit.

- (1) *Drive-in/Drive-Through Facilities. (Ref. Section 18.23.08)*
- (2) *Building Contractors Offices and Storage Yards. Activities typically include, but are not limited to: (Ref. Section 18.23.08)*
 - (a) *Offices*
 - (b) *Storage of equipment, materials, vehicles and contractors supplies (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)*

(3) Hospitality Uses (west of Center Street only)

(a) Hotels (interior room entrance)

(b) Motels (exterior room entrance)

(c) Bed and breakfast inns. A bed and breakfast inn is subject to the following definitions and requirements:

- (1) Can only be applied to structures classified as a single-family residence in the C-4 zone at the time of the adoption of Ordinance ____.**
- (2) Requires residency by the operator with no more than 10 rooms available and advertised for tourist-related overnight stays in addition to the operators residence rooms.**
- (3) Length of stay shall not exceed 14 consecutive overnight stays.**

18.23.16 Height.

*The maximum height of any building or structure shall not exceed 35 feet **unless as otherwise regulated in this section. Hotels, motels, and bed and breakfasts are subject to the following additional height allowances and restrictions:***

(1) Within a setback area of the lesser of either 20 feet or 50% of the lot width or depth from a property line abutting an A-1 zone the height of a hotel, motel, or bed and breakfast or accessory structure thereto, shall not exceed 25 feet.

(2) Upon approval of a conditional use permit the maximum height for any hotel, motel, or bed and breakfast building, or accessory structure thereto, may be increased above the maximum allowed height, if already having received approval of architectural compatibility, for on-site and surrounding sites, by the Architectural Review subcommittee.

(3) For any structure over 50 feet high, the height of the structure cannot be more than 20 percent of the lot width adjacent to a public street.

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 4: POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held June 20, 2012.

Mayor of the City of Norco, California

ATTEST: _____

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

Ordinance No. ____

Page 8

June 20, 2012

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on June 6, 2012 and thereafter at a regular meeting of said City Council duly held on June 20, 2012, it was duly passed and adopted by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

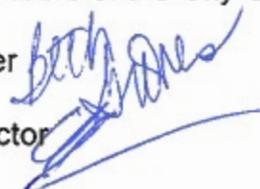
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 20, 2012.

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

/sk-81209

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Steve King, Planning Director 

DATE: June 6, 2012

SUBJECT: Zone Code Amendment 2012-03: A City-initiated Clarifying Amendment to Title 18, Chapter 18.13 with regards to additional animals in the A-1 (Agricultural-Low Density) Zone

RECOMMENDATION: Adopt for First Reading Ordinance No. ____, approving Zone Code Amendment 2012-03.

SUMMARY: This is a clarifying amendment to the Zoning Code to reflect action that was taken in 2003, recommended for approval by the Planning Commission, and intended for approval by the City Council but which did not get reflected in the actual change to the text in the Municipal Code. The Zone Code Amendment in 2003 was to allow for an increase in the number of allowed animals, including animal rescues, upon approval of a conditional use permit. The text change to the Zoning Code did not establish that procedure as intended.

BACKGROUND: On September 3, 2003 the City Council adopted Ordinance 812 (ref. Exhibit "A" – Ordinance 812) establishing the procedures for increasing the number of animals in the A-1 zone upon approval of a conditional use permit. The amendment as stated in Ordinance 812 amended Section 18.13.06 of the Norco Municipal Code as follows (italicized represents the changed text, cross-out represents the text that was removed, and underline represents the text that was added):

18.13.06 (J) ~~Adult animal units, including offspring thereof, which are being kept or maintained by the following uses:~~

~~4-H Projects~~
~~Future Farmers Projects~~
~~Horse Ranches~~
~~Training Stables~~
~~Boarding Stables~~
~~Breeding Farms~~

may be so kept or maintained in excess of the quantities provided in subparagraphs (4) and (5) hereof, subject to the issuance of a Conditional Use Permit therefor pursuant to the procedures set forth in Chapter ~~18.45~~ (CONDITIONAL USE PERMITS).

~~(i) For the purposes of this subsection the use, "Horse Ranches," shall mean selling, purchasing, trading, and exchanging horses for profit.~~

~~(ii) In the case of an application for a use permit related to 4-H and Future Farmers of America uses, no filing fee shall be required to accompany the application.~~

Section 18.13.08 Uses Which May be Permitted by Conditional Use Permit:

(18) Additional animal units may be kept in excess of the quantities provided in subparagraphs (4) and (5) hereof. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.

The way the Ordinance was adopted did not reflect what had been recommended by the Planning Commission, and what had been agreed to by the City Council after lengthy discussions. The following are the corrections/omissions that occurred:

- 1) Letter (J) under "Permitted Uses" does (did) not refer to the number of allowed animal-units, the letter referenced should have been (D).
- 2) The recommendation from Planning Commission was an amendment for all animals not just animals regulated by "animal units:"

Approved Findings from Planning Commission Resolution 2003-49 (ref. Exhibit "B" – Planning Commission Resolution 2003-49)

- A. The proposed Zone Code Amendment **will provide for an increase in the number of animal units permitted in the "A-1 Agricultural low-density residential"** subject to approval of a conditional use permit. The process will enhance and promote animal-keeping characteristics in the community, allowing properties that are capable of maintaining additional animals to do so.
- B. The proposed Zone Code Amendment **will create the opportunity for allowing properties that have adequate area and maintain their property for animal keeping to increase the number of animals allowed.** The Zone Code Amendment will promote and encourage the uniqueness of the community with respect to its focus and orientation on animal keeping.
- C. **The proposed Zone Code Amendment will allow for opportunities for animal rescue operations, which the Municipal Code does not allow.**

- 3) However, the text of the Zone Code Amendment in the Planning Commission Resolution only reflected the wording which ultimately went forward to the City Council in Ordinance 812; and while the Findings are what the Planning Commission adoption was based on the actual wording of the Zone Code Amendment inadvertently included "animal units" as opposed to just "animals:"

Section 18.13.08 Uses Which May be Permitted By Conditional Use Permit:

(18) Additional **animal units** may be kept in excess of the quantities provided in subparagraphs (4) and (5) hereof. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.

- 4) The problem with only addressing animal units in the codified amendment is that it does not make provision for other animals not counted as an "animal unit," the most glaring example being dogs which was one of the intents of the Planning Commission Resolution.
- 5) The City Council concurred with what the Planning Commission had determined including allowing more dogs upon approval of a conditional use permit (including specifically allowing animal rescues):

Excerpt from August 20, 2003 City Council minutes (ref. Exhibit "C" – City Council Minutes 8/20/2003):

*The Director of Community Development reported on a direction to initiate a zone code amendment outlining the procedures for approving a conditional use permit allowing an increase in the number of animal units in the "A-1" zone. He indicated the history behind this decision, noting that the Planning Commission had not been unanimous on whether the procedures for approving CUPs for additional animal units should be modified. In conjunction with the direction (from City Council) to initiate a zone code amendment, the Director referenced discussion held on May 7, 2003 (by City Council), that staff should prepare an ordinance allowing additional animal units **of any kind** with the approval of a conditional use permit. This direction was stated again at the City Council meeting of May 21, 2003.*

*Based on the direction received from the City Council, staff prepared a draft ordinance for consideration by the Planning Commission. The ordinance states that with application for a conditional use permit, additional animal units could be allowed, **including animal rescues.***

It is clear that the intent of the Zone Code Amendment, including City Council discussion, was to allow additional animals upon approval of a conditional use permit, including animal rescues. However the way the Code was actually amended addressing only animal units and not just animals it does not include provisions for increasing the number of dogs or for the approval of animal rescues.

This Zone Code Amendment will clarify the text of the Norco Municipal Code to reflect what was already recommended for approval in Planning Commission Resolution 2003-49 and which was intended for approval by the City Council. The change in text is as follows:

EXISTING:

Section 18.13.08 Uses Which May be Permitted By Conditional Use Permit:

*(18) Additional **animal units** may be kept in excess of the quantities provided in subparagraphs (4) and (5) hereof. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.*

PROPOSED:

Section 18.13.08 Uses Which May be Permitted By Conditional Use Permit:

*(18) Additional **animals** in excess of the quantities **allowed by the Norco Municipal Code, including animal rescues**. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.*

A dog rescue was approved with a conditional use permit in January 2004 based on what the Code was intended to have said above but technically does not say because a dog is not counted as an animal unit.

/sk-81218

Attachment:

Ordinance No. ____

Exhibit "A" – Ordinance No. 812

Exhibit "B" – ~~Planning Commission Resolution 2003-49~~

Exhibit "C" – City Council Minutes, August 20, 2003

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA CLARIFYING TEXT OF THE NORCO MUNICIPAL CODE TITLE 18 "ZONING" TO REFLECT PROVISIONS FOR INCREASING THE NUMBER OF ANIMALS WITH A CONDITIONAL USE PERMIT IN THE A-1 ZONE (AGRICULTURAL LOW DENSITY) AS RECOMMENDED BY PLANNING COMMISSION RESOLUTION 2003-49 AND AS INTENDED FOR APPROVAL BY THE CITY COUNCIL SEPTEMBER 2, 2003. ZONE CODE AMENDMENT 2012-03

WHEREAS, the City of Norco initiated Zone Code Amendment 2012-03, a clarifying amendment to Chapter 18.13, Section 18.13.08 "Uses Which may be Permitted by Conditional Use Permit" regarding the procedure to increase the allowed number of animals with a conditional use permit in the A-1 zone as recommended by the Planning Commission with Resolution 2003-49 and as intended for approval by the City Council with the adoption of Ordinance 812; and

WHEREAS, Zone Code Amendment 2003-02 was duly submitted to the City of Norco Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, said Zone Code Amendment was scheduled for public hearing on the 30th day of July 2003 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

WHEREAS, at the hearing the Planning Commission held a public hearing and did receive both oral and written testimony pertaining to said Zone Code Amendment; and

WHEREAS, based on the information and testimony received, the Planning Commission adopted Resolution 2003-49 recommending approval of Zone Code Amendment 2003-02 to the City Council; and

WHEREAS, the City of Norco, acting as the Lead Agency, determined that the requested Zone Code Amendment would not have a significant effect on the environment and a negative declaration was adopted; and

WHEREAS, Zone Code Amendment 2003-02 was duly submitted to the City of Norco City Council for decision at a public hearing, based on the recommendation of the Planning Commission, and for which proper notice was given; and

WHEREAS, at the regular meeting held the 3rd day of September 2003, the City Council conducted a public hearing and did receive both oral and written testimony pertaining to Zone Code Amendment 2003-02; and

WHEREAS, the City Council did concur with the recommendation of the Planning Commission regarding Zone Code Amendment 2003-02 and did approve Ordinance 812 with the intent to approve Zone Code Amendment 2003-02 as recommended for approval by the Planning Commission; and

WHEREAS, the textual change of Ordinance 812 did not correctly reflect the approval recommended by the Planning Commission and did not correctly reflect the intended action of the City Council on September 3, 2003 with regards to Zone Code Amendment 2003-02; and

WHEREAS, Zone Code Amendment 2012-03 has been duly submitted to the City of Norco City Council for action at a public hearing for which proper notice was given; and

WHEREAS, Zone Code Amendment 2012-03 was scheduled for public hearing on the 6th day of June 2012 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

WHEREAS, at the regular meeting, said City Council conducted a public hearing and considered both oral and written testimony pertaining to said Zone Code Amendment to reflect the actions taken by the Planning Commission and the City Council with regards to Zone Code Amendment 2003-02; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the requested Zone Code Amendment is exempt from the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, the City Council of the City of Norco, does hereby ordain as follows:

SECTION 1: Section 18.13.08 "Uses Which may be Permitted by Conditional Use Permit" of the Norco Municipal Code is hereby amended as follows:

Section 18.13.08 Uses Which May be Permitted by Conditional Use Permit:

(18) Additional animals in excess of the quantities allowed by the Norco Municipal Code, including animal rescues. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 4: POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 6, 2012.

Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on June 6, 2012 and thereafter at a regular meeting of said City Council duly held on June 20, 2012, it was duly passed and adopted by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 20, 2012.

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

ORDINANCE NO. 812

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA APPROVING A CITY-INITIATED PROPOSAL TO AMEND THE TEXT OF THE NORCO MUNICIPAL CODE TITLE 18 "ZONING" TO ESTABLISH PROVISIONS FOR INCREASING THE NUMBER OF ANIMAL UNITS WITH A CONDITIONAL USE PERMIT IN CHAPTER 18.13 "A-1 ZONE AGRICULTURAL LOW DENSITY." ZONE CODE AMENDMENT 2003-02

WHEREAS, the City of Norco initiated Zone Code Amendment 2003-02, a proposed amendment to Chapter 18.13 entitled "A-1 Zone Agricultural Low Density" to amend Section 18.13.06 "Permitted Uses" eliminating provisions for increased animal units for specific land uses with a conditional use permit, and amending Section 18.13.08 "Uses Which May be Permitted by Conditional Use Permit" by adding provisions to increase animal units with a conditional use permit; and

WHEREAS, said Zone Code Amendment has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, said Zone Code Amendment was scheduled for public hearing on the 30th day of July 2003 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

WHEREAS, at the hearing the Planning Commission held a public hearing and did receive oral and written testimony pertaining to said Zone Code Amendment; and

WHEREAS, based on the information and testimony received, the Planning Commission adopted Resolution 2003-49 recommending approval of the Zone Code Amendment to the City Council; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the requested Zone Code Amendment will not have a significant effect on the environment; and

WHEREAS, at the regular meeting on the 20th day of August 2003, the City Council conducted a public hearing and received and considered oral and written testimony concerning the proposed Zone Code Amendment; and

WHEREAS, the City Council concurs that the proposed Zone Code Amendment will not have a significant adverse effect on the environment, as the proposed Zone Code Amendment establishes on residential lots a minimum usable pad area and Primary Animal Keeping Area.

EXHIBIT "A"

NOW, THEREFORE, the City Council of the City of Norco, does hereby ordain as follows:

SECTION 1: Section 18.13.06 "Permitted Uses" of the Norco Municipal Code is hereby amended to eliminate subsection (J) as follows:

~~18.13.06 (J) Adult animal units, including offspring thereof, which are being kept or maintained by the following uses:~~

~~4-H Projects
Future Farmers Projects
Horse Ranches
Training Stables
Boarding Stables
Breeding Farms~~

~~may be so kept or maintained in excess of the quantities provided in subparagraphs (4) and (5) hereof, subject to the issuance of a Conditional Use Permit therefor pursuant to the procedures set forth in Chapter 18.45 (CONDITIONAL USE PERMITS).~~

~~(i) For the purposes of this subsection the use, "Horse Ranches," shall mean selling, purchasing, trading, and exchanging horses for profit.
(ii) In the case of an application for a use permit related to 4-H and Future Farmers of America uses, no filing fee shall be required to accompany the application.~~

SECTION 2: Section 18.13.08 "Uses Which May be Permitted by Conditional Use Permit" of the Norco Municipal Code is hereby amended to add provisions as follows:

(18) Additional animal units may be kept in excess of the quantities provided in subparagraphs (4) and (5) hereof. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application shall run with the property owner and not with the land.

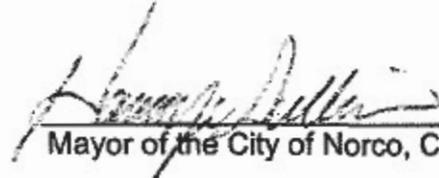
SECTION 3: The Director of Community Development shall transmit the Environmental Notice of Determination to the Clerk of Riverside County Board of Supervisors.

SECTION 4: EFFECTIVE DATE. This Ordinance shall become effective 30 days after final passage thereof.

SECTION 5: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 6: POSTING. The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on September 3, 2003.



Mayor of the City of Norco, California

ATTEST:



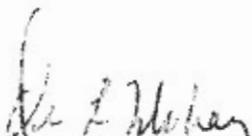
Debra L. McNay, City Clerk
City of Norco, California

Ordinance No. 812
Page 4
September 3, 2003

I, Debra McNay, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on August 20, 2003 and thereafter at a regular meeting of said City Council duly held on the September 3, 2003, it was duly passed and adopted by the following vote of the City Council:

AYES: Hall/Higgins/Sullivan
NOES: Clark/Carmichael
ABSENT: None
ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on September 3, 2003.



Debra L. McNay, City Clerk
City of Norco, California

/jed-47594

RESOLUTION 2003-49

A RESOLUTION OF THE PLANNING COMMISSION RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF NORCO APPROVAL OF AN AMENDMENT TO THE TEXT OF THE NORCO MUNICIPAL CODE TITLE 18 "ZONING" TO ESTABLISH PROVISIONS FOR INCREASING THE NUMBER OF ANIMAL UNITS WITH A CONDITIONAL USE PERMIT IN CHAPTER 18.13 "A-1 ZONE AGRICULTURAL LOW DENSITY."

WHEREAS, the City of Norco initiated Code Amendment 2003-02, a proposed amendment to Chapter 18.13 entitled "A-1 Zone Agricultural Low Density" to amend Section 18.13.06 "Permitted Uses" eliminating provisions for increased animal units for specific land uses with a conditional use permit and amending Section 18.13.08 "Uses Which May be Permitted By Conditional Use Permit" by adding provisions to increase animal units with a conditional use permit; and

WHEREAS, notice of public hearing on the zone code amendment has been given in the manner and for times required by law; and

WHEREAS, the zone code amendment was noticed and scheduled for public hearing on July 30, 2003 on or about 7 p.m. in the City Council Chambers, 2820 Clark Street, Norco, California; and

WHEREAS, at said time and place, the Planning Commission did hold a public hearing to consider the Zone Code Amendment and did consider both oral and written evidence; and

WHEREAS, the City of Norco, acting as the Lead Agency has determined that the Zone Code Amendment will not have a significant effect on the environment.

NOW, THEREFORE, after the close of said hearing and deliberation, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATIONS:

I. FINDINGS:

- A. The proposed Zone Code Amendment **will provide for an increase in the number of animal units permitted** in the "A-1 Agricultural low-density residential" subject to approval of a conditional use permit. The process will enhance and promote animal-keeping characteristics in the community, allowing properties that are capable of maintaining additional animals to do so.

Exhibit "B"

- B. The proposed Zone Code Amendment **will create the opportunity for allowing properties that have adequate area and maintain their property for animal keeping to increase the number of animals allowed.** The Zone Code Amendment will promote and encourage the uniqueness of the community with respect to its focus and orientation on animal keeping.
- C. **The proposed Zone Code Amendment will allow for opportunities for animal rescue operations,** which the Municipal Code does not allow.
- D. The proposed Zone Code Amendment has been determined by City staff to be exempt from the Norco Environmental Guidelines, as the proposal does not pose any potential environmental impacts.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled on July 30, 2003 that after due consideration of the evidence and testimony presented at the public hearing on this zone code amendment, does hereby recommend to the City Council that Zone Code Amendment 2003-02 be adopted, thereby amending the Norco Municipal Code Title 18 "Zoning" Chapter 18.13 "A-1 Zone Agricultural Low Density" as follows:

Section 18.13.06 "Permitted Uses" of the Norco Municipal Code is hereby amended to eliminate subsection (J) as follows:

~~18.13.06 (J) Adult animal units, including offspring thereof, which are being kept or maintained by the following uses:~~

~~4-H Projects~~

~~Future Farmers Projects~~

~~Horse Ranches~~

~~Training Stables~~

~~Boarding Stables~~

~~Breeding Farms~~

~~may be so kept or maintained in excess of the quantities provided in subparagraphs (4) and (5) hereof, subject to the issuance of a Conditional Use Permit therefor pursuant to the procedures set forth in Chapter 18.45 (CONDITIONAL USE PERMITS).~~

~~(i) For the purposes of this subsection the use, "Horse Ranches," shall mean selling, purchasing, trading, and exchanging horses for profit.~~

~~(ii) In the case of an application for a use permit related to 4-H and Future Farmers of America uses, no filing fee shall be required to accompany the application.~~

Section 18.13.08 "Uses Which May be Permitted By Conditional Use Permit" of the Norco Municipal Code is hereby amended to add provisions as follows:

(18) Additional animal units may be kept in excess of the quantities provided in subparagraphs (4) and (5) hereof. In the case of an application for a use permit related to 4-H, Grangers and Future Farmers of America uses, no filing fee shall be required to accompany the application. Approval of an application would run with the property owner and not with the land.

###

APPROVED AND ADOPTED by the Planning Commission at a regular meeting held on July 30, 2003.

Gregory Newton, Chairman
Planning Commission
City of Norco, California

ATTEST:

James E. Daniels, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on July 30, 2003, by the following roll call vote:

AYES: Newton, Hinson, Ryan, and Wright
NOES: None
ABSENT: Wilson
ABSTAIN: None

James E. Daniels, Secretary
Planning Commission

Resolution No. 2003-49
Page 4
July 30, 2003

City of Norco, California

/jed,sk-81220

- B. **Ordinance No. ____, First Reading. Zone Code Amendment 2003-02 (City of Norco): A City-Initiated Proposal to Amend Title 18 of the Norco Municipal Code to Establish the Process for the Approval of a Conditional Use Permit to Allow Additional Animal Units in the "A-1" (Agricultural Low-Density) Zone (Director of Community Development)**

The Director of Community Development reported on a direction to initiate a zone code amendment outlining the procedures for approving a conditional use permit allowing an increase in the number of animal units in the "A-1" zone. He indicated the history behind this decision, noting that the Planning Commission had not been unanimous on whether the procedures for approving CUPs for additional animal units should be modified. In conjunction with the direction to initiate a zone code amendment, the Director referenced discussion held on May 7, 2003, that staff should prepare an ordinance allowing additional animal units of any kind with the approval of a conditional use permit. This direction was stated again at the City Council meeting of May 21, 2003.

Based on the direction received from the City Council, staff prepared a draft ordinance for consideration by the Planning Commission. The ordinance states that with application for a conditional use permit, additional animal units could be allowed, including dog rescues. The provisions for conditional use permits allowing additional units for operations including 4-H projects, Future Farmers of America (FFA) projects, horse ranches, training stables, boarding stables, and breeding stables would be eliminated. The draft ordinance indicates that approval would not run with the land but with the property owner.

The Director reported that the Commission considered all of this information at a public hearing held on July 30, 2003 and recommended approval of Zone Code Amendment 2003-02. The Planning Commission noted that when considering a CUP for additional animal units, staff is directed to review the property to determine if adequate area and space exist for the number of animals allowed and requested. The upkeep and maintenance of the property is reviewed, as well as any history the property may have with Animal Control and Code Enforcement. Other performance standards are considered such as waste disposal (other than an on-going program for routine removal), dust control, location of where animals are kept, type of shelter, on-going reviews and inspections, etc. If the request involves a business operation (i.e., boarding operation), the Commission will also consider adequacy of parking, restrooms, hours of operations, employees, lighting, etc. He recommended that the Ordinance be adopted first reading.

Mayor Sullivan declared the public hearing open, indicated that proper

notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Mayor Sullivan closed the public hearing.

Council Member Higgins indicated that the Ordinance was fair and provided for ample review through the Planning Commission and Animal Control process.

Mayor Pro Tem Carmichael indicated that there was a difference between livestock and dogs. She noted that she would be concerned if someone next door to her applied for 20 dogs as she has lost a lot of sheep to dogs.

M/S Higgins/Hall to adopt Ordinance No. 812 for first reading, motion was carried by the following roll call vote:

AYES: HALL, HIGGINS, SULLIVAN
NOES: CARMICHAEL, CLARK
ABSENT: NONE
ABSTAIN: NONE

ITEMS FOR ACTION

12. FROM CITY MANAGER:

- A. Approval of Conceptual Design for Western Avenue Linear Park and Approval of Associated Drainage Improvements (Director of Public Works/City Engineer and Director of Parks, Recreation and Community Services)**

The Director of Parks, Recreation and Community Services presented the Western Avenue Linear Park design and the Western Avenue/Kips Korner Storm Drain Project. The proposed park is located on Western Avenue just south of Wayne Makin Park and west of the Naval Surface Warfare Assessment property. The park site is approximately 13 acres and was approved by the City Council for development of a linear park. The linear park is to be developed as a passage park to provide a horse trail/pedestrian trail and bicycle trail connecting the Lewis Homes tract to the Corydon staging area opening recreational opportunities to the Santa Ana River Corridor and our City street trail system.

The Director reported that the Western Avenue linear park would also serve as a retention basin during winter rains. The grading of the basin is included in the storm drain improvements. The basin will outlet into a 42-inch arch pipe taking flow into Pacer