



AGENDA CITY OF NORCO

CITY COUNCIL
REGULAR MEETING

CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
JANUARY 16, 2013

CALL TO ORDER: 6:00 p.m.

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

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

Section 54956.9 – Conference with Legal Counsel – Existing Litigation

Case Name: Robbin Koziel vs City of Norco
Case Number: RIC 522773

Case Name: Norco Firefighters Association vs. City of Norco
Case Number: RIC 1114581

RECONVENE PUBLIC SESSION: 7:00 p.m.

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

PLEDGE OF ALLEGIANCE: Mayor Azevedo

INVOCATION: Norco Foursquare Church
Pastor Jared Vieyra

COMMENDATION: Norco Cowgirls Rodeo Drill Team

PRESENTATION: William Nettleton, Eagle Scout 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 December 5, 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. Recap of the Planning Commission Meetings of December 12, 2012 and January 9, 2013. **Recommended Action: Receive and File** (Planning Director)
 - D. City Council Appointments to Standing Committees and Other Governmental Agencies for Calendar Year 2013. **Recommended Action: Approve the recommended City Council appointments to the various standing committees and other governmental agencies for the 2013 calendar year.** (City Clerk)
 - E. Quarterly Investment Report for Quarter Ended December 31, 2012.
Recommended Action: Receive and File (Deputy City Manager/Director of Finance)
 - F. Resolution Amending and Updating the Code of Ethics for the City Council, City Commission Members and City Employees.
Recommended Action: Adopt Resolution No. 2013-01, approving the amended Code of Ethics. (Deputy City Manager/Director of Finance)
 - G. Approval to Declare Various City Assets as Surplus Property.
Recommended Action: Declare Various City Assets as Surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through appropriate means. (Deputy City Manager/Director of Finance)
 - H. Resolution Amending the Fiscal Year 2013-2017 Capital Improvement Program (CIP) Budget to Appropriate Additional Funds for the Bicycle Route Street Striping and Signage for the Santa Ana River Trail and Approval of the Reimbursement Agreement between City of Norco and Riverside County Regional Park and Open-Space District.
Recommended Action: 1.) Adopt Resolution No. 2013-02, amending the FY 2013-2017 CIP Budget appropriating additional funds in the amount of \$248,411.96 to the Measure A Project Fund 137; and 2.) Approve the Reimbursement Agreement between the City of Norco and Riverside County Regional Park and Open-Space District. (Director of Parks, Recreation & Community Services)
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:

3. CITY COUNCIL PRESENTATION/ACTION ITEM:

- A. Report on Fiscal Year 2012 Audited Financial Reports. **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance)

4. LEGISLATIVE MATTERS: **(No new evidence will be heard from the public as the public hearing has been closed regarding all items listed.)**

- A. Ordinance Adopting Specific Plan 85-1 (Auto Mall) Amendment 5 (City of Norco). **Recommended Action: Adopt Ordinance No. 954 for second reading.** (City Clerk)
- B. Ordinance Adopting Zone Code Amendment 2012-05; Specific Plan 90-01 (Gateway), Amendment No. 11; Specific Plan 85-1 (Norco Auto Mall) Amendment No. 7; and Specific Plan 91-02 (Norco Hills) Amendment No.4 (City of Norco). **Recommended Action: Adopt Ordinance No. 955 for second reading.** (City Clerk)

5. CITY COUNCIL PUBLIC HEARING:

- A. General Plan Amendment 2012-05, Update and Amendment to the Safety Element of the City of Norco General Plan.

The Safety Element is one of seven elements required by state law to be included in a jurisdiction's General Plan. State Law also requires periodic updates to the General Plan (at least five of the required elements every ten years). The Safety Element has not been updated since the original General Plan was adopted in 1976. The Planning Commission reviewed the draft update to the Safety Element on December 12, 2012 and adopted Resolution 2012-52 recommending that the City Council approve the update to the Safety Element.

Recommended Action: Adopt Resolution No. 2013-03, approving General Plan Amendment 2012-05. (Planning Director)

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

7. CITY COUNCIL COMMUNICATIONS:

- A. City Council Reports on Regional Boards and Commissions.
- B. City Council Communications.

8. CITY MANAGER / CITY STAFF REPORTS AND COMMUNICATIONS:

- A. City Process/Procedures for Required Time to prepare for Parades.
(Deputy Director of Public Works/Senior Engineer)

9. ADJOURNMENT:

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

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



MINUTES
CITY OF NORCO
CITY COUNCIL/SUCCESSOR AGENCY
REGULAR MEETING
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
DECEMBER 5, 2012

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

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

PLEDGE OF ALLEGIANCE: Boy Scouts Troup 33

INVOCATION: Assembly of God – Beacon Hill
Pastor Rene Parish

INTRODUCTION: Nathan Miller
Riverside Community College
District Trustee

PRESENTATIONS: Recognition of "Recycling All Stars" Winners
Julie Reyes, Waste Management

Julie Reyes, representing Waste Management, recognized the Cowgirl Café and the Wakefield and Englebrecht families for receiving the "Recycling All Stars" award presented for their outstanding recycling efforts.

Dalton Shepard
NJBRA 12 and Under "National Steer Riding"
Champion

Mayor Bash presented Dalton Shepard with a certificate of recognition for his achievement.

Jonathan Kahan
Eagle Scout Presentation

Jonathan Kahan presented information regarding his Eagle Scout service project building picnic tables at the George Ingalls Equestrian Event Center. Jonathan stated that the remaining funds from his project, in the amount of \$1,000, will be presented to the City to go towards the George Ingalls Veterans Memorial Fund.

RURAL
Donation to Animal Shelter and
Seniors and Pets

Pat Overstreet, representing RURAL, presented the City with a \$500 gift certificate for the Norco Animal Shelter to use for the cats they shelter. She also presented Rose Eldridge with \$500 to be used for the Norco Seniors and Pet Relief program.

Agenda Item 1.A.

Update on the Silverlakes Development
R.J. Brandes

R.J. Brandes presented information regarding the Silverlakes Development. He stated that Silverlakes should open up in the spring of 2013, adding that this is a world class regional project that will help to support the lifestyle of Norco.

REORGANIZATION OF CITY COUNCIL:

Mayor Pro Tem Azevedo presented former Mayor Bash with a plaque and thanked him for his service to the City. She also commented on his many accomplishments during his Mayoral term.

Mayor Bash commented on his year as Mayor.

A. Election of Mayor

M/S Higgins/Hanna to elect Kathy Azevedo as Mayor.

Numerous comments were heard from individuals regarding who should serve as the next Norco Mayor.

Council Member Sullivan congratulated Mayor Bash for his service as Mayor. He noted that all of the Council Members represent the City well, adding that there is a pecking order that has been followed in the past with a rotation of Council Members that should continue to be followed. He further stated that the people that supported him should have the right to see him serve as Mayor. He asked that the City Council reconsider him to serve as Mayor.

The motion was carried by the following roll call vote:

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

B. Election of Mayor Pro Tem

M/S Higgins/Sullivan to elect Harvey Sullivan as Mayor Pro Tem. The motion was carried by the following roll call vote:

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

M/S Azevedo/Bash to elect Berwin Hanna as Mayor Pro Tem. The motion was carried by the following roll call vote:

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

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

1. CITY COUNCIL CONSENT CALENDAR ITEMS:

Council Member Higgins pulled Item 1.E. and Council Member Bash pulled Items 1.E. and 1.G. for Council discussion.

M/S Hanna/Bash 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 November 7, 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. Recap of the Planning Commission Meeting of November 14, 2012.
Recommended Action: Receive and File (Planning Director)
- D. Approval of the Annual Reports for Community Facilities Districts 2001-1 and 2002-1 for the Fiscal Year Ended June 30, 2012. **Recommended Action: Receive and file.** (Deputy City Manager/Director of Finance)
- E. Fiscal Year 2011-2012 Year-End Budget to Actual Report. **Recommendation: Receive and file.** (Deputy City Manager/Director of Finance) **PULLED FOR DISCUSSION**
- F. Parking Citation 90-Day Review. **Recommended Action: Receive and file.** (Lt. Hedge)
- G. Implementation Measures Regarding Pension Reform Provisions Effective January 1, 2013 Affecting all Full-Time City of Norco Employees. **Recommended Action: 1.) Approve a Letter of Agreement between the City of Norco and the Norco General Employees Association; 2.) Approve a Letter of Agreement between the City of Norco and the Public Works and**

Parks Maintenance Workers Association; 3.) Adopt Resolution No. 2012 77, amending Resolution No. 2012-39 adopting and implementing pension reform provisions for Management Classifications; and 4.) Adopt Resolution No. 2012-78, amending Resolution No. 2012-40 adopting and implementing pension reform provisions for Middle Management, Professional, and Confidential Classifications. (Deputy City Manager/Director of Finance) PULLED FOR DISCUSSION

- H. Approval of Amendment No. 1 to the Project and Capacity Agreement for the Expansion of the Western Riverside County Regional Wastewater Authority Treatment Plant. **Recommended Action: Approve Amendment No. 1 to the Project and Capacity Agreement for the expansion of the Western Riverside County Regional Wastewater Authority Treatment Plant, subject to non-substantive changes and approval by all WRCRWA Member Agencies.** (Public Works Director)
- I. Approval of Amendment No. 2 to the Project and Capacity Agreement for the Expansion of the Western Riverside County Regional Wastewater Authority Treatment Plant. **Recommended Action: Approve Amendment No. 2 to the Project and Capacity Agreement for the expansion of the Western Riverside County Regional Wastewater Authority Treatment Plant, subject to non-substantive changes and approval by all WRCRWA Member Agencies.** (Public Works Director)
- J. Reimbursement Agreement for Transportation Uniform Mitigation Fees (TUMF) for the Hamner Avenue Widening Project. **Recommended Action: Approve a TUMF Reimbursement Agreement with Western Riverside Council of Governments for street widening improvements on Hamner Avenue, 1,500 feet south and 1,500 feet north of Citrus Avenue, subject to non-substantive changes; and authorize the City Manager to execute the Agreement.** (Public Works Director)
- K. Approval of the Sale, Assignment and Grant of Options for certain Delinquent Tax and other Receivables and Authorization to Execute Documents. **Recommended Action: Adopt Resolution No. 2012-79, approving the sale, assignment and grant options for certain delinquent tax and other receivables to the California Finance Authority for delinquent special taxes and assessments and authorizing execution and delivery of related documents and actions.** (City Attorney)
- L. Resolution approving Amendment No. 5 to the Chino Basin Desalter Authority Joint Exercise of Powers Agreement. **Recommended Action: Adopt Resolution No. 2012-80, approving Amendment No. 5 to the Chino Basin Desalter Authority (CDA) Joint Exercise of Powers Agreement, subject to non-substantive changes and approval by all CDA Member Agencies.** (Public Works Director)

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

Item 1.E. Fiscal Year 2011-2012 Year-End Budget to Actual Report. **Recommendation: Receive and file.** (Deputy City Manager/Director of Finance)

Deputy City Manager/Director of Finance Okoro provided an overview of the report, noting that by no means does it mean that there are not any budget challenges ahead.

Council Member Bash stated that he was very encouraged by this report, noting that he applauds staff for their efforts.

Council Member Sullivan commented on the increase in revenues and asked if this will be a trend in property and sales tax revenues.

Deputy City Manager/Director of Finance Okoro responded that he is not expecting any major shifts in property tax, adding that sales tax is trending slightly upward. He further stated that there is still an underlying structural imbalance and stated that the City needs to budget for future infrastructure needs.

M/S Bash/Hanna to receive and file the report. The motion was carried by the following roll call vote:

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

Item 1.G. Implementation Measures Regarding Pension Reform Provisions Effective January 1, 2013 Affecting all Full-Time City of Norco Employees. **Recommended Action: 1.) Approve a Letter of Agreement between the City of Norco and the Norco General Employees Association; 2.) Approve a Letter of Agreement between the City of Norco and the Public Works and Parks Maintenance Workers Association; 3.) Adopt Resolution No. 2012 77, amending Resolution No. 2012-39 adopting and implementing pension reform provisions for Management Classifications; and 4.) Adopt Resolution No. 2012-78, amending Resolution No. 2012-40 adopting and implementing pension reform provisions for Middle Management, Professional, and Confidential Classifications.** (Deputy City Manager/Director of Finance)

Council Member Bash **stated “well done.”**

M/S Bash/Hanna to approve as recommended. 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 ITEM:

- A. Approval of the Location and Concept Plan for the George Ingalls Veterans Memorial Plaza located at the George Ingalls Equestrian Event Center. **Recommended Action: Approve the location and concept plan for the George Ingalls Veterans Memorial Plaza located at the George Ingalls Equestrian Event Center; and, authorize staff to request and accept donations to fund the project.** (Director of Parks, Recreation & Community Development)

City Manager Groves presented the Council item and commented on the details of the project.

Ron and Ken Kaymmeyer, of Kaymmeyer & Associates, presented detailed information on the project as they have volunteered their time as the landscape architects.

The Council Members commented on their support of the project.

Vern Showalter. Mr. Showalter commented on the lighted flag pole and his support of the project.

M/S Bash/Hanna to approve the location and concept plan for the George Ingalls Veterans Memorial Plaza located at the George Ingalls Equestrian Event Center; and, authorize staff to request and accept donations to fund the project. The motion was carried by the following roll call vote:

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

4. CITY COUNCIL PUBLIC HEARING ITEMS:

- A. Public Hearing Confirming Costs for 2012 Tumbleweed Abatement.

The 2012 Tumbleweed Abatement Report of Costs lists property owners whose vacant parcels were abated by the City's weed abatement contractor in October of 2012. After Council adopts the Resolution, property owners will be invoiced for payment of the abatement.

Recommended Action: Adopt Resolution No. 2012-81, confirming the report of costs for abatement of tumbleweeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City. (Fire Chief)

Chief Pemberton introduced the public hearing item.

Mayor Azevedo OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak.

Vern Showalter. Mr. Showalter received clarification on what type of parcels are considered.

Mayor Azevedo CLOSED the public hearing.

M/S Sullivan/Bash to adopt Resolution No. 2012-81, confirming the report of costs for abatement of tumbleweeds and hazardous vegetation as a public nuisance and imposing special assessment liens on vacant parcels within the City. The motion was carried by the following roll call vote:

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

- B. Consideration of an Ordinance Adopting Specific Plan 85-1 (Auto Mall) Amendment 5 (City of Norco).

The ordinance is a proposed amendment to the Auto Mall Specific Plan that includes land use designation changes to add some C-G uses as similarly permitted and conditionally-permitted uses in a new Area D of the Specific Plan for lots in the northern half of the specific plan on both sides of Hamner Avenue, south of Third Street (39.42 acres); and to change the land use designation on 6.1 acres east of Four Wheel Drive, north of Second Street from Area B to Area A. The amendment includes text changes to bring the document consistent with current Code regulations and consistent with this amendment.

Recommended Action: Adopt Ordinance No. 954 for first reading. (Planning Director)

Planning Director King introduced the public hearing item.

Mayor Azevedo OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Mayor Azevedo CLOSED the public hearing.

M/S Bash/Hanna to adopt Ordinance No. 954 for first reading. The motion was carried by the following roll call vote:

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

- C Consideration of an Ordinance Amending the Text of Chapter 18.29 of the Norco Municipal Code Entitled Commercial General Zone, the Text of the Gateway Specific Plan, the Text of the Norco Auto Mall Specific Plan, and the Text of the Norco Hills Specific Plan, to Remove Car Washes as Permitted and/or Conditionally Permitted Uses in Each of Their Corresponding Zones.

This ordinance is a City-initiated proposal to remove car washes as permitted uses City-wide and would make existing car washes non-conforming uses subject to those provisions.

Recommended Action: Adopt Ordinance No. 955 for first reading. (Senior Planner)

Planning Director King introduced the public hearing item.

Council Member Sullivan commented that he is not sure that this is what the Council was looking for and asked what happens if the business is sold. In response, Director King stated that the use can go with the sale, unless it was abandoned (added by the City Attorney). Council Member Sullivan asked if a business closes down, would another one be allowed to be built at another location. In response, Director King stated that the way the Code is written, a new car wash business at another location would not be allowed if one closes down.

Mayor Azevedo asked if for some reason three or four car washes close down, can the Code be reversed. In response, Director King stated that yes, it could.

Mayor Azevedo OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak.

Kris Brooks. Mr. Brooks commented on government's job and fair competition

Mayor Azevedo CLOSED the public hearing.

M/S Hanna/Bash to adopt Ordinance No. 954 for first reading. The motion was carried by the following roll call vote:

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

- D. Consideration of an Ordinance Amending the Provisions of Chapter 18.28 Entitled "P-E Zone Pedestrian-Equestrian Trails" to Amend Materials Permitted in the Trails and Clarify Where Alternative Materials are Approved.

Adoption of this City-initiated Code amendment would eliminate the use of impervious materials (including pavers) in the P-E Zone and Pedestrian-Equestrian Trails; except for drainage related improvements and to control erosion.

Recommended Action: Adopt Ordinance No. 956 for first reading. (Deputy Public Works Director/Senior Engineer)

City Manager Groves stated that the public hearing item has been cancelled. No action was taken.

5. SUCCESSOR AGENCY CONSENT CALENDAR ITEM:

- A. Successor Agency Minutes:
Regular Meeting of November 7, 2012
Recommended Action: **Approve the Successor Agency Minutes** (City Clerk)

M/S Bash/Sullivan to approve the Successor Agency Minutes. The motion was carried by the following roll call vote:

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

6. PUBLIC COMMENTS OR QUESTIONS:

Tony Barreto. Mr. Barreto presented a check to the Norco Seniors and Pet Relief for Christmas in the amount of \$1,000 from Norco Horse Week.

7. CITY COUNCIL COMMUNICATIONS/REPORTS:

- A. Discussion Regarding the Proposed City Song Presented by Mr. Mattheus Zoetemelk. (Council Member Sullivan)

Council Member Sullivan commented on the song, noting he does not see any drawbacks to adopting this as a City song.

No action was taken on the matter. A contest for an original song will be considered as a part of the City's 50th Anniversary celebration.

Council Member Sullivan:

- Requested that an item be placed on the next agenda regarding City parades and policies regarding the times the streets are shut down. The City Council unanimously agreed.

Mayor Pro Tem Hanna:

- Reported on the recent RCTC meeting he attended.

Council Member Bash:

- Commented on the Water Conservation Grant for a public awareness campaign.
- Reported on the Norco Area Chamber of Commerce open house.
- Commented on the December 7th event – National Pearl Harbor Remembrance Day.
- Commented on the 125th Anniversary of the Corona-Norco Unified School District next year.
- Commented on the need for blinking lights on horses at night for safety reasons.

Mayor Azevedo:

- Commented on the Citizens on Patrol dinner and the Hall of Fame event.
- Commented on the Parade of Lights and noted how successful the event was.
- Noted that Ann Hutchinson is the new president of the Norco Horsemen's Association.
- Reported on the WRCOG meeting she attended, noting that \$2 million of TUMF money is funded for the Hamner Widening project.
- Stated that she will be attending the Corona Chamber Luncheon at which time commendations will be presented to police and fire personnel.

8. CITY MANAGER REPORTS:

City Manager Groves:

- Reported that the Corona-Norco Unified District will be closed from December 17 through January 7.
- Stated that the next City Council regular meeting will be held on January 16, 2013.

9. ADJOURNMENT: There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 9:37 p.m.

BRENDA K. JACOBS, CMC
CITY CLERK



**RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
DECEMBER 12, 2012**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: **Chair Wright, Vice Chair Henderson, Commission Members Hedges, Leonard; Commission Member Jaffarian absent.**

STAFF PRESENT: **Planning Director King, Senior Planner Robles, Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Commission Member Hedges**

1. APPEAL NOTICE: **Read by staff**

2. PUBLIC COMMENTS: **None**

3. APPROVAL OF MINUTES:

❖ Minutes of November 14, 2012

Recommended Action: Approval (Deputy City Clerk)

Action: Approved (4-0)

4. CONTINUED ITEM:

A. General Plan Amendment 2012-05, Update and Amendment to the Safety Element (City of Norco): A proposed amendment to the Seismic/Safety Element of the City of Norco General Plan. Recommended Action: Approval (*Planning Director*)

Action: Approved 4-0, with minor changes recommending that the City Council approve General Plan Amendment 2012-05. This action requires a public hearing with the City Council that will be advertised for the January 16, 2013 meeting.

5. PUBLIC HEARINGS:

A. Vacation of Cota Street: A proposal to vacate the Cota Street public right-of-way located between Hamner Avenue and Parkridge Avenue. This street identified in the City of Norco General Plan has excess right-of-way not required or used for street purposes. With the proposed street vacation, public utilities will be maintained on the property. Recommended Action: Approval (*Planning Director*)

Action: Approved 401, recommending that the City Council approve the Cota Street right-of-way vacation. This action requires a public hearing with the City Council and will be advertised for a future meeting.

B. Conditional Use Permit 2012-15 (Rowland): A request for approval to allow an accessory building consisting of a 900 square-foot Recreational Vehicle (RV) cover at 229 Eighth Street located within the A-1-20 zone. Recommended Action: Approval (*Senior Planner*)

Action: Approved 4-0. This action is final unless appealed to City Council.

AGENDA ITEM 1.C.

- C. Conditional Use Permit 2012-16 (Craig): A request for approval to allow an accessory building consisting of a 1,790 square-foot recreational vehicle (RV) garage and storage building at 1433 Foxtrotter Road located within the Norco Ridge Ranch Specific Plan (NRRSP). Recommended Action: Approval (*Senior Planner*)

Action: Approved 4-0 with three new conditions to move the building and lower the height. This action is final unless appealed to the City Council.

6. BUSINESS ITEMS:

- A. Consideration for revisions to Norco Municipal Code (NMC) for on-site vehicle parking requirements on property zoned for residential uses. Recommended Action: Provide Direction (*Senior Planner*)

Action: Provided recommendations for a proposed draft code amendment with direction that a draft code revision be scheduled as a business item for a working review before advertising for the public hearing. This item requires a public hearing with the Planning Commission before going to City Council; it will be advertised for a future meeting.

- B. Special Sign Permit 2012-02 (Norco Christian Church): A request for approval to allow a sign that exceeds the allowed height and sign area of freestanding signs that are allowed in the A-1-20 Zone for the Norco Christian Church located at 3625 Corona Avenue located within the A-1-20 Zone. Recommended Action: Provide Direction (*Planning Director*)

Action: Provided opinion that the sign is too big and too tall with direction to the applicant to either take their chances with the current design, or re-design it, but with either scenario have it brought back for a formal recommendation at a future meeting. This item still requires action by the Planning Commission.

- C. Consideration for a Zone Code Amendment to make provisions for cash for gold type of establishments in the City of Norco Recommended Action: Provide Direction (*Senior Planner*)

Action: Provided recommendations for a draft code amendment. This action requires a public hearing with the Planning Commission before going to City Council; it will be advertised for the January 9, 2013 Planning Commission meeting.

7. CITY COUNCIL: Received and filed.

- ❖ City Council Minutes dated November 7, 2012

8. PLANNING COMMISSION:

- a. Oral Reports from Various Committees; **None.**
b. Request for Items on Future Agenda (within the purview of the Commission)
Request from last meeting (status of building permits for an approved project stalled in construction) still needs agendaing.

9. ADJOURNMENT: 9:00 p.m.



RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
JANUARY 9, 2013

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Chair Wright, Vice Chair Henderson, Commission Members Hedges and Leonard; Commission Member Jaffarian absent

STAFF PRESENT: Planning Director King, Senior Planner Robles, Senior Engineer/Deputy Public Works Director Askew and Deputy City Clerk Germain

PLEDGE OF ALLEGIANCE: Commission Member Leonard

1. APPEAL NOTICE: Read by Planning Director King
2. PUBLIC COMMENTS: NONE
3. APPROVAL OF MINUTES:
 - ❖ Minutes of December 12, 2012
 - Recommended Action: Approval (Deputy City Clerk)
 - Approved (4-0-1) Jaffarian abstained
4. CONTINUED ITEM: NONE
5. PUBLIC HEARINGS:
 - A. Zone Code Amendment 2012-06 (City of Norco): A City-initiated proposal to amend Chapter 18.28 "P-E – Pedestrian-Equestrian Trails" of the Norco Municipal Code, to revise regulations and approval process regarding allowed encroachments for certain driveway materials. **Recommended Action: Approval (Planning Director)**
Action: Adopted Resolution 2013-04 (5-0) recommending that City Council approve Zone Code Amendment 2012-06 with changes to place design criteria in the City Standard Drawings as opposed to codifying them so that future changes (i.e. new technologies) will be easier to adopt as opposed to a zone code amendment each time. This item requires a public hearing with the City Council and will be advertised for the February 6, 2013 meeting.
 - B. Zone Code Amendment 2012-07 (City of Norco): A City-initiated proposal to amend Chapter 18.23 "C-4 – Commercial Zone" of the Norco Municipal Code, to revise the permitted and conditionally permitted uses in this zone. **Recommended Action: Continue to next regular scheduled meeting (Planning Director); Action: Continued to next scheduled regular meeting (February 27, 2013).**

- C. Zone Code Amendment 2012-08 (City of Norco): A city-initiated proposal to amend Chapter 18.51 "Special Events" of the Norco Municipal Code, to revise and update certain provisions and requirements of special events in the City of Norco. **Recommended Action: Approval** (*Senior Planner*)
Action: Adopted Resolution 2013-02 (5-0) recommending that City Council approve Zone Code Amendment 2012-08 with minor changes. This item requires a public hearing with the City Council and will be advertised for the February 6, 2013 meeting.
- D. Zone Code Amendment 2012-09 (City of Norco): A city-initiated proposal to amend Chapter 18 of the Norco Municipal Code, to make provision for "cash for gold" establishments in the City of Norco **Recommended Action: Approval** (*Senior Planner*)
Action: Adopted Resolution 2013-03 (5-0) recommending that the City Council approve Zone Code Amendment 2012-09 with minor changes. This item requires a public hearing with the City Council and will be advertised for the February 6, 2012 meeting.

6. BUSINESS ITEMS:

- A. Special Sign Permit 2013-01 (Freeway sign with an electronic reader-board): Re-design of second freeway-oriented sign in the Chaparral Center. **Recommended Action: Approve** (*Planning Director*)
Action: Approved 5-0, this approval is final unless appealed to City Council.
- B. Oral report on the status of the building under construction at 3951 Temescal Avenue. **Recommended Action: Receive and File** (*Planning Director*)
Action: received and filed with direction that the property be secured for safety reasons.

7. CITY COUNCIL: **NONE**

8. PLANNING COMMISSION:

- a. Oral Reports from Various Committees: **NONE**
- b. Request for Items on Future Agenda (within the purview of the Commission): **NONE**

9. ADJOURNMENT: **8:38 PM**

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: January 16, 2013

SUBJECT: City Council Appointments to Standing Committees and Other Governmental Agencies

RECOMMENDATION: Approve the following City Council appointments to the various standing committees and other governmental agencies for the 2013 calendar year:

City Audit Committee

(Appoint 2)

Kathy Azevedo
Berwin Hanna

Chino Basin Desalter Authority Board

(Appoint 1 and 1 Alternate)

Harvey Sullivan
Public Works Director Bill Thompson (Alternate)

Corona-Norco Schools Committee

(Appoint 2)

Kevin Bash
Kathy Azevedo

Economic Development Advisory Council

(Appoint 2)

Kevin Bash
Kathy Azevedo

Northwest Mosquito Abatement District

(Appoint 1)

Berwin Hanna

Riverside Conservation Authority

(Appoint 1 and 1 Alternate)

Kevin Bash
Berwin Hanna (Alternate)

**Riverside County Free Library
Advisory Committee**

(Appoint 1)

Kevin Bash

Riverside County Transportation Commission

(Appoint 1 and 1 Alternate)

Berwin Hanna
Kathy Azevedo (Alternate)

Riverside Transit Agency (Appoint 1 and 1 Alternate)
Harvey Sullivan
Berwin Hanna (Alternate)

U.N.L.O.A.D. (Appoint 2)
Kathy Azevedo (Chair)
Herb Higgins (Vice Chair)

Western Riverside Council of Governments (Appoint 1 and 1 Alternate)
Kathy Azevedo
Berwin Hanna (Alternate)

Transportation Uniform Mitigation Fee (Appoint 1 and 1 Alternate)
(TUMF) Northwest Zone Committee (WRCOG)
Kathy Azevedo
Berwin Hanna (Alternate)

Western Riverside County (Appoint 1 and 1 Alternate)
Regional Wastewater Authority
Harvey Sullivan
Berwin Hanna (Alternate)

BACKGROUND/ANALYSIS: Each calendar year, City Council appointments are made to various standing committees and other governmental agencies. The appointments to these standing committees and other governmental agencies for the 2013 calendar year are presented for approval by the City Council to become effective immediately. It should be noted that these appointments do not include City working groups, ad hoc committees or other City Council appointed committees; with the exception of the Audit Committee, Corona-Norco Schools Committee and U.N.L.O.A.D.

In May 2012, the Fair Political Practice Commission adopted amendments to Regulation 18705.5, which allowed public officials to make, participate in making, or use their official positions to influence decisions concerning their own appointments to positions as officers of the bodies of which they are members, committees, boards or commissions of public agencies, special districts, joint powers agencies or authorities, joint powers insurance agencies or authorities, or metropolitan planning organizations if the appointments are required to be made by either state law, local law or a joint powers agreement and are required to be made by the bodies on which the officials are members. As a safeguard, the bodies making such appointments must adopt and post on their websites a form (Form 806) that lists each appointed position, the name of the public official appointed to each position (including alternates) and the salary or stipend paid for the appointed position. Form 806 is currently posted on the City's website reporting for calendar year 2012 City Council appointments and will be updated upon the approval of the 2013 calendar year City Council appointments.

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: January 16, 2013

SUBJECT: Quarterly Investment Report for Quarter Ended December 31, 2012

RECOMMENDATION: Staff recommends that the City Council receive and file the Quarterly Investment Report for the Quarter Ended December 31, 2012.

SUMMARY: Staff is recommending that the City Council receive and file the City's quarterly investment report for the quarter ended December 31, 2012. This report has been prepared to meet the requirements of the City's Investment Policy and applicable sections of the State of California Government Code.

BACKGROUND/ ANALYSIS: The City's Investment Policy requires the Treasurer to render a quarterly report to the legislative body. The report is to be prepared in accordance with Government Code Section 53646 (b)(1) and should contain detailed information on all securities, investments, and monies of the local agency; a statement of compliance of the portfolio with the Statement of Investment Policy; and a statement of the City's ability to meet its cash flow requirements for the next six months. This report which is for the quarter ended December 31, 2012 meets the requirements of the Investment Policy and Government Code. It covers the City and Successor Agency to the former Norco Redevelopment Agency.

The attached schedules (attachments 1 through 4) have been prepared to meet the detailed requirements of the Government Code and the City's Investment Policy as approved by the Council on May 16, 2012. It is to be noted that the Investment Policy excludes certain investments (bond proceeds) from these requirements. This means that bond proceeds are invested in accordance with the provisions of the bond indentures rather than the provisions of the Investment Policy. Consequently, in determining whether the operating portfolio holdings are in compliance with the Government Code and the approved Investment Policy, investments of bond proceeds have been excluded.

Attachment 1 provides a summary schedule of the City's operating portfolio holdings by type as of December 31, 2012. This summary also provides information on whether or not each investment category complies with the limitations imposed by law and the City's Investment Policy. Investments that are subject to the Statement of Investment Policy are operating/idle funds invested by the Treasurer within the provisions of the approved Investment Policy. During the quarter ended December 31, 2012, the operating portfolio

decreased by a net amount of \$3 million from \$33.4 million to \$30.4 million primarily due to the transfer of \$3.1 million of remaining housing fund cash balance to the County Auditor Controller for re-distribution to taxing entities. Excluding this transfer, cash inflows during the quarter from revenue receipts were sufficient to cover cash disbursement for expenditures.

Attachment 2 provides a graphical breakdown of the operating portfolio holdings by investment type as of December 31, 2012. This chart is for investments that are subject to the Investment Policy. The operating portfolio consisted of 93% investment in the State of California Local Agency Investment Fund (LAIF). The remaining 7% comprises of cash and certificates of deposit.

A summary of investments not subject to the provisions of the Investment Policy (bond proceeds and debt service reserve funds) is also shown on Attachment 1. These funds are invested in accordance with applicable bond indenture provisions. During the quarter ended December 31, 2012, bond proceeds and debt service reserve fund portfolio decreased by a net amount of \$0.8 million from \$26.6 million to \$25.8 million due to bond proceeds expenditures for capital projects and advances for improvements at the Silverlakes property. As of the end of December 31, 2012, the City has advanced \$5.1 million to Balboa Management Group LLC as a loan for improvements at the Silverlakes property.

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

CASH FLOWS

The first half of the fiscal year usually presents a challenging cash flow situation for the General Fund due largely to the lag in the receipt of tax revenues. However, the contracting out of fire services has mitigated this situation due to the lag in CAL FIRE billing. As of December 31, 2012, the General Fund cash balance was nearly \$2.6 million. Along with anticipated cash receipts, staff estimates that there will be sufficient cash to cover disbursements for the City and Successor Agency for the next six months ending June 30, 2013.

FINANCIAL IMPACT: Not Applicable.

J:AO/Quarterly Reports

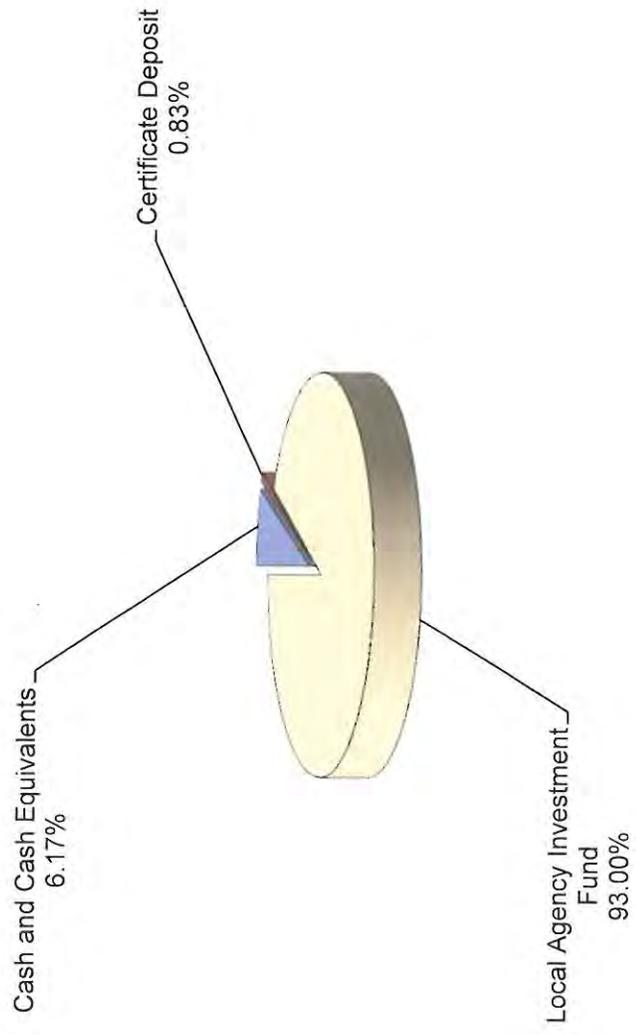
- Attachments:
- 1) Portfolio Summary
 - 2) Summary Graph
 - 3) Portfolio Details – "Investments Not Subject..."
 - 4) Certification Form

City of Norco, California
 Portfolio Summary
 As of December 31, 2012

<u>City Investments Subject to Investment Policy</u>	<u>Market Value</u>	<u>Percentage</u>	<u>Policy Maximum</u>	<u>Compliance</u>
Cash and Cash Equivalents	\$ 1,873,782	6.17%	15.00%	In Compliance
Certificate Deposit	253,082	0.83%	30.00%	In Compliance
Local Agency Investment Fund	28,259,101	93.00%	\$50.0 Million	In Compliance
Total	<u>\$ 30,385,965</u>	<u>100.00%</u>		

<u>City Investments Not Subject to Investment Policy</u>	<u>Market Value</u>	<u>Percentage</u>
Community Facilities Districts	\$ 2,645,891	10.27%
Sewer and Water System	10,615,152	41.21%
Refunding Tax Allocation Bonds	12,496,864	48.52%
Total	<u>\$ 25,757,908</u>	<u>100.00%</u>

**Summary of City Portfolio
(Investments Subject to Investment Policy)
As of December 31, 2012**



City of Norco, California
 Portfolio Details
 As of December 31, 2012
 Investments Subject to Policy

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Checking Accounts	Wells Fargo	N/A	N/A	0.00%	N/A	1,873,782	1,873,782
			Subtotal	Wells Fargo					1,873,782	1,873,782
4/20/2012	4/20/2013	2329958022	Certificate Deposit	Citizen Business Bk	N/A	0.40%	Various	N/A	101,357	101,357
10/7/2012	6/17/2013	2329958065	Certificate Deposit	Citizen Business Bk	N/A	0.25%	Various	N/A	151,725	151,725
			Subtotal	Wells Fargo					253,082	253,082

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund	State of California	N/A	N/A	N/A	N/A	28,259,101	28,259,101
			Subtotal						28,259,101	28,259,101
			Total Investments Subject to Policy						30,385,965	30,385,965

City of Norco, California
 Portfolio Details
 As of December 31, 2012
Investments Not Subject to Policy (Bond Proceeds)
 Community Facilities Districts

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value	
N/A	N/A	N/A	First American Treasury Obligation	94496805 US Bank	N/A	N/A	0.00%	N/A	232	232	
N/A	N/A	N/A	First American Treasury Obligation	94644004 US Bank	N/A	N/A	0.00%	N/A	374	374	
N/A	N/A	N/A	First American Treasury Obligation	791884004 US Bank	N/A	N/A	0.00%	N/A	536,779	536,779	
N/A	N/A	N/A	First American Treasury Obligation	794148000 US Bank	N/A	N/A	0.00%	N/A	7	7	
N/A	N/A	N/A	First American Treasury Obligation	794148002 US Bank	N/A	N/A	0.00%	N/A	589	589	
Subtotal										537,983	537,983

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value	
N/A	N/A	N/A	Local Agency Investment Fund (CFD)	93-1 State of California	N/A	N/A	N/A	N/A	58,340	58,340	
Subtotal										58,340	58,340

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
7/17/2012	7/17/2017	** 3136G0SH5	F N M A M T N Step Up Coupon	794148002 US Bank	AAA*	0.50%	0.50%	1,727,000	1,727,000	1,729,556
7/16/2012	10/16/2015	3133EAXU7	Federal Farm Credit Bks	94644004 US Bank	AAA*	0.57%	0.57%	189,000	189,000	189,008
7/16/2012	10/16/2015	3133EAXU7	Federal Farm Credit Bks	94496805 US Bank	AAA*	0.57%	0.57%	131,000	131,000	131,005
Total Community Facilities Districts									2,047,000	2,049,569
									2,643,323	2,645,891

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

Cash and Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value	
N/A	N/A	N/A	U.S. Bank N.A. Open, Commertical Paper	130584004 US Bank	N/A	N/A	0.00%	N/A	3,992,770	3,992,770	
Subtotal										3,992,770	3,992,770

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value	
N/A	N/A	N/A	Local Agency Investment Fund (Sewer/Water)	2009 State of California	N/A	N/A	N/A	N/A	131,680	131,680	
Subtotal										131,680	131,680

City of Norco, California
 Portfolio Details
 As of December 31, 2012

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
7/17/2012	7/17/2017 **	3136G0SH5	F N M A M T N Step Up Coupon	130584001 US Bank	AAA*	0.50%	0.50%	1,488,000	1,488,000	1,490,202
12/19/2012	12/19/2013	3133ECAT1	Federal Farm Credit Banks	130584004 US Bank	AAA*	0.19%	0.19%	5,000,000	5,000,000	5,000,500
			Subtotal					6,488,000	6,488,000	6,490,702
			Total Sewer and Water System						10,612,450	10,615,152

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

Cash & Cash Equivalents

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	First American Treasury Obligations	94432430 US Bank	N/A	N/A	0.00%	N/A	2	2
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	94432435 US Bank	N/A	N/A	0.00%	N/A	143	143
N/A	N/A	N/A	First American Treasury Obligations	94432440 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	94432445 US Bank	N/A	N/A	0.00%	N/A	319	319
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	94662507 US Bank	N/A	N/A	0.00%	N/A	168,429	168,429
N/A	N/A	N/A	First American Treasury Obligations	787891000 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	First American Treasury Obligations	787891004 US Bank	N/A	N/A	0.00%	N/A	1,381	1,381
N/A	N/A	N/A	First American Treasury Obligations	792126000 US Bank	N/A	N/A	0.00%	N/A	2	2
N/A	N/A	N/A	First American Treasury Obligations	792126003 US Bank	N/A	N/A	0.02%	N/A	9,180	9,180
N/A	N/A	N/A	First American Treasury Obligations	792126004 US Bank	N/A	N/A	0.00%	N/A	1,504	1,504
N/A	N/A	N/A	First American Treasury Obligations	129543000 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	First American Treasury Obligations	129543001 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	First American Treasury Obligations	129543002 US Bank	N/A	N/A	0.00%	N/A	1	1
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	129543003 US Bank	N/A	N/A	0.00%	N/A	1,785	1,785
N/A	N/A	N/A	US Bank Money Market	140828001 US Bank	N/A	N/A	0.00%	N/A	2	2
N/A	N/A	N/A	US Bank Money Market	140828005 US Bank	N/A	N/A	0.00%	N/A	12	12
N/A	N/A	N/A	U.S. Bank N.A. Open, Commercial Paper	94662503 US Bank	N/A	N/A	0.00%	N/A	309	309
12/14/2012	6/25/2013	313397HH7	F H L M C Discount Note	94662507 US Bank	AAA*	0.00%	0.13%	5,000,000	4,996,515	4,996,515
			Subtotal						5,179,590	5,179,590

Local Agency Investment Fund

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	N/A	N/A	Local Agency Investment Fund	2010 TABS State of California	N/A	N/A	N/A	N/A	22,623	22,623
N/A	N/A	N/A	Local Agency Investment Fund	2003 TABS State of California	N/A	N/A	N/A	N/A	49,264	49,264
			Subtotal						71,887	71,887

U.S. and Agency Securities

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
4/12/2011	11/29/2013	313373F49	Federal Home Loan Bks	792126003 US Bank	AAA*	1.20%	1.20%	1,530,000	1,530,000	1,544,153
7/16/2012	10/16/2015	3133EAXU7	Federal Farm Credit Banks	129543003 US Bank	AAA*	0.57%	0.57%	983,000	983,000	983,039
7/27/2012	7/17/2017 **	3136G0SH5	F N M A M T N Step Up Coupon	140828004 US Bank	AAA*	0.50%	0.50%	1,473,000	1,473,000	1,475,180
			Subtotal					3,986,000	3,986,000	4,002,372

City of Norco, California
 Portfolio Details
 As of December 31, 2012

Investment Agreements

Purchase Date	Maturity Date	CUSIP #	Description of Security	Account	Rating	Coupon Rate	Yield to Maturity	Face Value	Cost	Market Value
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432433 US Bank	N/A	N/A	5.71%	N/A	2,161,566	2,161,566
N/A	3/1/2030	N/A	Guaranteed Investment Contract	94432443 US Bank	N/A	N/A	5.16%	N/A	347,000	347,000
N/A	2/27/2015	N/A	Guaranteed Investment Contract	787891003 US Bank	N/A	N/A	3.41%	N/A	734,450	734,450
			Subtotal						3,243,016	3,243,016
			Total Refunding Tax Allocation Bonds						12,480,493	12,496,864
			<i>Total Investments Not Subject to Policy</i>						25,736,265	25,757,908

* On August 5, 2011 S&P Lowered US Debt Rating to AA+, Fitch and Moody's Ratings are Still AAA
 *** Step up rates: 0.50% to 7/17/13, 1.00% to 7/17/14, 1.25% to 7/17/15, 1.5% to 7/17/16, and 2.0% to 7/17/17.

Attachment 4

Quarterly Investment Portfolio

For the Quarter Ended December 31, 2012

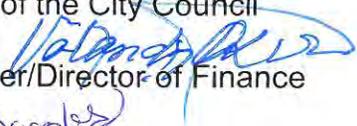
As required by the Government Code, the Treasurer certifies that the investments reported in the accompanying schedules (Attachments 1 through 3) comply with the City of Norco Investment Policy and that sufficient liquidity along with anticipated revenues are available to meet the City and Successor Agency budgeted expenditure requirements for the next six months ending June 30, 2013.

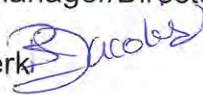
 1-9-2013

Andy Okoro, City Treasurer

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

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

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: January 16, 2013

SUBJECT: Resolution Amending the City of Norco's Code of Ethics

RECOMMENDATION: Adopt **Resolution No. 2013-01**, amending the Code of Ethics for the City of Norco

SUMMARY: The City of Norco has adopted a Code of Ethics in order to assure public confidence in the integrity of local government. As this Code of Ethics is intended to be self-policing, the best way to ensure compliance with the code is to periodically review and revise it to reflect the values of the community. The last time the City Council reviewed the Code of Ethics was in 2005. Toward this end, the proposed Code of Ethics will affirm the goal of promoting public confidence in city government and reflect the City Council and management's commitment to high ethical standards in the operations, management and governance of the City.

BACKGROUND/ANALYSIS: By adopting a Code of Ethics, the Norco City Council has declared that the operation of democratic government requires that public officials be independent and impartial in their judgment and actions, that government decisions and policy be made in the proper channels of the governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government and public officials.

The Code of Ethics sets forth values, ethical principles, and ethical standards to which the City of Norco staff aspire and by which their actions can be judged. The Code of Ethics cannot guarantee ethical behavior. Moreover, the Code of Ethics cannot resolve all ethical issues disputes, nor capture the richness and complexity involved in striving to make responsible choices within a moral community.

For the code to be effective, it should be periodically reviewed and distributed. The Code of Ethics was last reviewed and amended in 2005, and is now recommended to be amended to include all members of the City Council, City commissions, and City employees to assure public confidence in the integrity of local government and its effective and fair operation. Upon adoption of the amended Code of Ethics, an Administrative Policy will be written to include the process for the distribution of the Code of Ethics to the City Council, City commission members and City employees for their review and signature.

FINANCIAL IMPACT: N/A

Attachment: Resolution No. 2013-01

Agenda Item 1.F.

RESOLUTION NO. 2013-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING THE CODE OF ETHICS FOR CITY COUNCIL MEMBERS, COMMISSION MEMBERS AND CITY EMPLOYEES

WHEREAS, the proper operation of democratic government requires that public officials and employees be independent and impartial in their judgment and actions, that government decisions and policy be made in the proper channels of the governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government and public officials; and

WHEREAS, the realization of these ends is impaired whenever there exists, or appears to exist, an actual or potential conflict between the private interests of a governmental official and employee, and his or her public duties; and

WHEREAS, a Code of Ethics serves:

1. To increase public confidence in city government; and
2. To assist with decision-making; and
3. To encourage high standards of behavior; and
4. To represent a commitment to uphold a standard of integrity beyond that required by law.

WHEREAS, the City Council of the City of Norco desires to review and revise its Code of Ethics to include all members of the City Council, City commissions and City employees to assure public confidence in the integrity of local government and its effective and fair operation.

NOW, THEREFORE, that the following Code of Ethics be adopted:

CODE OF CONDUCT OF THE NORCO CITY COUNCIL, CITY COMMISSION MEMBERS AND CITY EMPLOYEES

PURPOSE AND SCOPE:

In order to best serve the citizens and customers of the City of Norco, the elected and appointed officials, commission members, and employees of the City must act individually and collectively to create a City government that is responsible, equitable, honest and open. They are further expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities.

The City Council members, commission members, and employees must be independent, impartial and responsible in the performance of their duties and acting in the public interest. The purpose of this Code of Ethics is to establish policy and guidelines, reflecting expected values and behaviors for use by and applicable to the City Council, commission members, and employees. Individuals employed by the City

under contractual agreement must also observe the provisions of this policy for the term of their contract or as the contract may stipulate.

The City Council members, commission members, and employees of the City of Norco at all levels are guardians of the public trust and are required to be impartial and responsible in the fulfillment of their duties. The citizens and customers of the City of Norco expect and must receive the highest standard of ethics from all those in public service, regardless of personal consideration.

ETHICAL CONSIDERATIONS:

1. *Comply with Law.* City Council members, commission members, and employees are obligated to uphold the Constitution of the United States and the Constitution of the State of California and to comply with Federal, State, and local laws and City policies. Recognizing the special responsibilities of serving the City and its citizens and customers, they are required to maintain the highest standards of integrity and honesty, and they are expected to treat all members of the public and fellow City employees with respect, courtesy, concern and responsiveness. Their conduct in both their official and private affairs should be above reproach to assure that their City position is not used for personal gain.

2. *Work for the Common Good.* City Council members, commission members, and employees shall represent and work for the common good of the people of Norco and not for private interest, assuring equitable treatment of all persons, claims, and transactions coming before the Norco City Council and City commissions.

3. *Conduct of City Council Members, City Commission Members, and City Employees.* The professional and personal conduct of officials and employees must avoid the appearance of impropriety. City Council members, commission members, and employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, employees or the public.

City Council members, commission members, and employees shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting gifts or favors or promises of future benefits which might compromise or tend to impair their independence of judgment or give the appearance of being compromised. All California Fair Political Practices Commission rules and regulations shall be followed in regards to gifting and ticket distribution policies.

4. *Respect for Process.* The professional and personal conduct of City Council members, commission members, and employees must be above reproach and members must avoid even the appearance of impropriety. They shall perform their duties in accordance with the processes and rules of order established governing the deliberation of public policy issues.

5. *Use of City Employment and Facilities for Personal Gain.* City Council members, commission members, and employees shall not use City time, City funds or City facilities, equipment or supplies for personal use or personal gain or for campaign related political activities; nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

6. *Decisions Based on Merit.* City Council members, commission members, and employees shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall base all decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. *Confidential Information.* City Council members, commission members, and employees shall not use confidential information acquired by or available to them in the course of their employment with the City for personal gain or for personal, non-City business related reasons. They shall respect the confidential information concerning litigation, personnel, property, or other affairs of the City, without proper legal authority, nor use such information to advance their financial or other private interests.

City Council members, commission members, and employees shall uphold the public's right to know, and in accordance with the Brown Act, uphold the public's right to know not only the decisions taken, but also the deliberations which shape public policies. Confidential information means all information, whether transmitted verbally or in writing, which is of a nature that it is not, at that time, a matter of public record or public knowledge, including those items described in the California Public Records Act and items subject to the attorney-client privilege. Any City Council member, commission member, or employee who is aware of a breach of confidentiality is expected to bring forth that information in a timely manner.

8. *Conflict of Interest.* City Council members, commission members, and employees are expected to avoid any conflicts of interest. Further, they should avoid the appearance of conflicts of interest in order to ensure that City decisions are made in an independent and impartial manner.

All City Council members, commission members, and employees are prohibited from making, participating in making, or attempting in any way to use his or her official position to influence a City decision in which the City of Norco employee knows, or has reason to know, he or she has a financial interest as defined by law. If, however, persons in the public service have financial interests in matters coming before them, or before the department in which they are employed, they shall remove themselves from making, participating in the making, or seeking to influence any decision regarding such matter. All City Council members, commission members, and employees who are designated in the City's Conflict of Interest Code, shall file the appropriate disclosure statements required under State Law. A conflict of interest may arise when dealing with a current or prospective vendor, supplier, or other business.

9. *Advocacy.* City Council members, commission members, and employees shall represent the official policies or positions of the City Council or City Commission to the best of their ability when designated as delegates for this purpose.

10. *Positive Work Environment.* City Council members, commission members, and employees shall faithfully perform their duties by attending all meetings of which they are a member, unless unable to do so for some compelling reason or disability. They will make every attempt to be punctual and ready for City business and shall support the maintenance of a positive and constructive work place environment for City employees, private citizens and businesses dealing with the City.

11. *Discrimination and Harassment.* City Council members, commission members, and employees shall not, in the performance of their duties, discriminate against any person on the basis of race, color, religion, national origin, ancestry, age, sex, gender, pregnancy, childbirth or related medical condition, sexual orientation, marital status, disability, medical condition and actual or perceived gender identity and they will reinforce the City of Norco's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment.

12. *Self-Enforcement of the Code.* As an expression of the standards of conduct for City Council members, commission members, and employees, the City of Norco Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions. For this reason, the Code of Ethics shall be included in the orientation materials given to candidates for City Council, shall be placed in the City of Norco Commissioner's Handbook, and provided to all City employees. City Council members (as well as City Council candidates filing for office), commission members, and City employees shall sign a statement affirming that they have read and understood the City of Norco Code of Ethics.

BE IT FURTHER RESOLVED that Resolution No. 2005-09 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Norco at a meeting held on January 16, 2013.

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 introduced and adopted by the City Council of the City of Norco at a meeting held on January 16, 2013 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 January 16, 2013.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Beth Groves, City Manager

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

DATE: January 16, 2012

SUBJECT: Approval to Declare Various City Assets as Surplus Property

RECOMMENDATION: Declare Various City Assets as Surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through appropriate means.

SUMMARY: Staff has identified various obsolete pieces of equipment and other assets that are no longer needed for City operations. It is recommended that the City Council declare the assets as surplus and authorize staff to dispose of them through appropriate means including auctions, bid solicitation, or negotiated sale. Appropriate means of disposal for obsolete equipment may include donation to charity and electronic recycling.

BACKGROUND/ANALYSIS: In the course of business, the City purchases new equipment to replace obsolete items. Some assets also become surplus due to changes in the organization while others simply break down and cannot be repaired or maintained in a cost effective manner. Obsolete equipment/assets have served their useful lives and are either no longer in service or inadequate for City needs due to software upgrades, excessive maintenance cost and normal wear and tear. Other assets have simply become surplus due to reduction in work force or other changes in the organization. Staff is recommending that the assets listed on the attached schedule be declared surplus and/or obsolete property and authorize staff to dispose of them through appropriate means.

FINANCIAL IMPACT: Revenues generated from the sale of obsolete and surplus assets will be credited to the Fund that paid for the original assets.

/jk

Attachment: Surplus List

City of Norco
Surplus List
January 16, 2013

Networking: (30 items)

- 2-Pro Curve Switch 400m
- 2-Pro Curve Switch 1800 -24G
- 1-Pro Curve Switch 2524
- 2-LINKSYS SRW224
- 5-Netgear 10/100 FAST ETHERNET 5 PORT SWITCH
- 1-10/100 FAST ETHERNET 8 PORT SWITCH
- 2- LINKSYS WORKGROUP SWICTH
- 7-LINKSYS 10/100 5 PORT SWITCHES
- 5-1720 Series Router
- 1- 1721 Series Router
- 1-Cisco 3600 Series (T1 Line Router)
- 1-Cisco 2650 (T1 line Router)

Printers / Copiers / Scanners:
(12 Items)

- 1-HP Office jet Pro 8000
- 1-HP Deskjet F4480
- 1-HP Photo smart D7360
- 1-HP Office jet Pro K5400
- 1-HP Deskjet 6980
- 1-Cannon Image class D320
- 1-Xerox Phaser 3450
- 1-HP Laser Jet 2300
- 1-HP Scan Jet 8390
- 1-Lexmark 2400 Series
- 1-HP Scanner C9850A
- 1-HP Deskjet 6620

Fire Equipment:

- 39 sticks - 2.5" X 50' Hose
- 4 sticks - 4" X 50' Hose
- 41 sticks - 4" X 100' Hose
- 8 sticks - 1.5" Hose
- 14 sticks - 1" Hose
- 19 sticks - 4" X 100' Hose
- 100 - FireCape/Barricade Gel
- 4" Brass and Adapters
- 2 - 15" TVs
- 1 - VCR
- 1 - Slide Projector

Monitors: (6 Items)

- 1-Benq Q7C3 LCD Monitor
- 2-ViewSonic Vs11201 LCD Monitor
- 1-ViewSonic Vs11369 LCD Monitor
- 1-ATT Monitor CRT Monitor
- 1-Sony SDMSI LCD Monitor

Other: (18 Items)

- 3-HP Tape Drives
- 1-Trip Lite Battery Back-up
- 3-Sony digital Handy cam
- 1-GE Tape Recorder
- 1-Ithica Receipt machine
- 1-Cannon p126-D Calculator
- 1-Cannon P124-P Calculator
- 3-Motorola radios
- 2- Ledco Laptop Stands
- 2-Credit Card Swipe Machines

PPE Inventory

- 54 Brush Pants
- 48 Brush Jackets
- 9 Structure Jackets
- 12 Structure Pants
- 17 Pair Station Boots
- 7 Pair Turnout Boots
- 5 Wildland Web Gear
- 20 Fire Shelter Containers
- 25 Brush Helmets
- 8 Strusture Flash Hoods
- 5 EMS Jackets
- 9 Brush Shrouds

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

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

DATE: January 16, 2013

SUBJECT: Resolution Amending the Fiscal Year 2013-2017 Capital Improvement Program (CIP) Budget to Appropriate Additional Funds for the Bicycle Route Street Striping and Signage for the Santa Ana River Trail and Approval of the Reimbursement Agreement between City of Norco and Riverside County Regional Park and Open-Space District

RECOMMENDATION: 1.) Adopt **Resolution No. 2013-02**, amending the FY 2013-2017 CIP Budget appropriating additional funds in the amount of \$248,411.96 to the Street Project Fund 49; and 2.) Approve the Reimbursement Agreement between the City of Norco and Riverside County Regional Park and Open-Space District.

SUMMARY: The Riverside County Regional Park and Open-Space District ("District") desires to enter into a Reimbursement Agreement with the City of Norco ("City"). The proposed Reimbursement Agreement describes expenditures and funding requirements related to signage, road striping and pavement improvements for the portion of the Norco bicycle trail for the Santa Ana River Trail and Parkway. The tasks will initially be paid for by the City and subsequently reimbursed by the District. Therefore, it is also being recommended that the City Council adopt the resolution amending the CIP budget appropriating funds to the Street Project Fund.

BACKGROUND/ANALYSIS: On July 9, 2012, the City Council approved the striping of streets through Norco for the Santa Ana River Trail and Parkway for bicycle trails on City streets to connect with existing bike route signage and striping within the County of Riverside and City of Corona.

This proposed Reimbursement Agreement is intended to fund the necessary installation of signage, striping and pavement improvements by City Contractors required for bike paths through the City for the Santa Ana River Trails and Parkway. The work will be performed by the City striping contractors. In order to manage and account for these expenditures, a Reimbursement Agreement has been prepared by the District (Exhibit "A") outlining the process that the City will follow in order to recover its costs related to road striping on City of Norco streets. The Reimbursement Agreement includes a total not to exceed the amount of \$248,411.96 to be paid by the District to the City for the related costs.

Reimbursement Agreement with Balboa Management Group, LLC
Page 2
July 6, 2011

FINANCIAL IMPACT: Additional appropriation of \$248,411.96 to the Street Fund and revenue recognition of the Street Fund for the same amount.

Attachments: Reimbursement Agreement
Resolution No. 2013-

RESOLUTION NO. 2013-02

A RESOLUTION OF THE CITY OF NORCO, CALIFORNIA, AMENDING THE FY 2013-2017 CAPITAL IMPROVEMENT PROGRAM BUDGET APPROPRIATING ADDITIONAL FUNDS IN THE AMOUNT OF \$248,411.96 TO THE STREET PROJECT FUND 49 FOR BICYCLE ROUTE STREET STRIPING AND SIGNAGE FOR THE SANTA ANA RIVER TRAIL AND PARKWAY

WHEREAS, the City of Norco ("City") owns the street right away and provides striping to its streets ("Subject Property"); and

WHEREAS, Riverside County Parks and Open Space District, ("District") is the lead agency in the County of Riverside for the development of the Santa Ana River Trail and Parkway and is challenged to develop and construct a multi-use trail system connecting the County of Riverside to San Bernardino and Orange County with an equestrian and bicycle trail system (the "Project"); and

WHEREAS, the City is part of the Technical Advisory Committee ("TAC") responsible for development of the trail system with the District; and

WHEREAS, the District has agreed to pay for all costs related to the striping of City streets and signage for bicycle trail users connecting Norco with other adjacent agencies within the County of Riverside; and

WHEREAS, said costs will initially be paid for by the City, with City being fully reimbursed by the District; and

WHEREAS, the City and the District have entered into a Reimbursement Agreement ("Agreement") to specifically recover certain costs related to the Santa Ana River Trail and Parkway Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORCO does hereby appropriate funds to the Capital Improvement Program Budget for Fiscal Year 2013-2017, Street Project Fund 49 in the amount of \$248,411.96 and recognize reimbursement revenue in the amount of \$248,411.96.

PASSED AND ADOPTED by the City Council at a regular meeting held on January 16, 2013.

Mayor of the City of Norco

ATTEST:

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

I, Brenda K. Jacobs, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Norco City Council at a regular meeting thereof held on January 16, 2013 by the following vote of the Norco City Council Members:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco on January 16, 2013.

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

/bkp

COOPERATIVE AGREEMENT

Riverside County Regional Park and Open-Space District

And

City of Norco

The RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT, hereinafter called "DISTRICT", and the CITY of NORCO, hereinafter called "CITY", hereby agree as follows:

RECITALS

A. DISTRICT and CITY have jointly prepared plans and specifications for the striping and construction of the Norco portion of the Santa Ana River Trail pursuant to the Santa Ana River Trail Master Plan approved by the County Board of Supervisor's hereinafter called "PROJECT"; and

B. PROJECT shall extend from the intersection of River Road and Corydon Avenue at the CITY's southwestern boundary, traverse through CITY on CITY maintained streets terminating at the intersection of Arlington Avenue and Crestview Drive at the CITY's northeastern boundary with the City of Riverside, EXHIBIT 'A'; and

C. CITY plans to construct the PROJECT using currently awarded existing street and trail improvement contracts during Fiscal Year 2012-2013; and

D. CITY desires that DISTRICT contribute funding for the construction of the PROJECT; and

E. DISTRICT has included the sum of Two Hundred and Forty Eight Thousand, Four Hundred and Eleven Dollars and Ninety Six Cents (\$248,411.96) in its Fiscal Year 2012-2013 capital improvement budget for the planning, design and construction PROJECT; and

F. DISTRICT wishes to support CITY'S efforts to construct PROJECT and furnish a contribution, hereinafter called "DISTRICT CONTRIBUTION", in the amount of one hundred percent (100%) of the quoted price, EXHIBIT 'B' for the Santa Ana River Trail construction as received by the CITY as set forth herein. However, total DISTRICT

CONTRIBUTION shall not exceed the sum of Two Hundred Forty Eight Thousand, Four Hundred and Eleven Dollars and Ninety Six Cents (\$248,411.96); and

G. The purpose of this Agreement is to memorialize the mutual understandings by and between DISTRICT and CITY with respect to the construction, inspection, ownership, operation and maintenance of PROJECT, and the payment of the DISTRICT CONTRIBUTION.

NOW, THEREFORE, in consideration of the preceding recitals and the mutual covenants hereinafter contained, the parties hereto mutually agree as follows:

SECTION I

CITY shall:

1. Prepare PROJECT final plans and specifications, hereinafter called "IMPROVEMENT PLANS", at CITY'S sole cost and expense in accordance with DISTRICT and CITY standards, and submit to DISTRICT for review final approval.
2. Obtain for the PROJECT a quote for construction from its currently awarded existing street and trail improvement contractors upon the DISTRICT approval of IMPROVEMENT PLANS.
3. Invoice DISTRICT for one hundred percent (100%) of the quoted construction costs upon DISTRICT's and the CITY'S authorization of PROJECT construction.
4. Construct PROJECT pursuant to the CITY's authorization to proceed and administer the PROJECT as a public works contract.
5. Secure, at its sole cost and expense, all necessary rights of way, licenses, agreements, permits and rights of entry as may be needed for the construction, inspection, operation and maintenance of PROJECT.
6. Secure, at its sole cost and expense, all environmental clearances, permits, approvals or agreements required by any Federal or State resource and/or regulatory agency for the construction, operation and maintenance of PROJECT.
7. Supervise and inspect all aspects of PROJECT construction.

8. Grant the DISTRICT, by execution of this Agreement, the right to enter upon property owned or controlled by CITY where necessary and convenient for the purpose of gaining access to, and performing inspection service for the construction of PROJECT.

9. Upon completion of PROJECT construction and CITY'S acceptance thereof, be solely responsible for the ownership, operation and maintenance of PROJECT

10. Upon completion of PROJECT construction, provide DISTRICT with a copy of CITY'S Notice of Completion.

11. In the event that CITY'S actual construction costs are greater than the originally quoted amount, CITY shall invoice DISTRICT and submit documentation for any such additional costs, in an amount not to exceed five percent (5%) of the originally quoted amount, subject to the overall limits of the DISTRICT CONTRIBUTION.

12. Not permit any change to or modification of the IMPROVEMENT PLANS without the prior written permission and consent of DISTRICT.

SECTION II

DISTRICT shall:

1. Review and approve IMPROVEMENT PLANS prior to CITY obtaining a quote from the CITY'S currently awarded existing street and trail improvement contractors.

2. Observe and inspect construction of PROJECT at DISTRICT'S sole cost and expense. However, DISTRICT shall provide any comments to CITY personnel who shall be solely responsible for all quality control communications with the CITY'S contractor(s) during the construction of PROJECT.

3. Pay DISTRICT CONTRIBUTION to CITY in the following manner: (i) pay one hundred percent (100%) of the approved quoted amount within thirty (30) days following DISTRICT'S receipt of a copy of CITY'S invoice; and (ii) pay any actual construction costs incurred by CITY in excess of the originally quoted amount, such payment not to exceed more than five (5%) of the originally quoted amount, within thirty (30) days following DISTRICT'S receipt of CITY'S invoice and documentation of such additional

costs. However, the total DISTRICT CONTRIBUTION paid shall not exceed the sum of Two Hundred Forty Eight Thousand, Four Hundred and Eleven Dollars and Ninety Six Cents (\$248,411.96).

4. Bear no responsibility whatsoever for the construction, ownership, operation and maintenance of PROJECT.

SECTION III

It is further mutually agreed:

1. The DISTRICT CONTRIBUTION shall be used by CITY solely for the purpose of constructing project as set forth herein.

2. CITY shall indemnify, defend, save and hold harmless DISTRICT (including its respective officers, districts, special districts and departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents, representatives, independent contractors, and subcontractors) from any liabilities, claim, damage, proceeding or action, present or future, based upon, arising out of or in any way relating to CITY'S (including its officers, employees, agents, representatives, independent contractors, and subcontractors) actual or alleged acts or omissions related to this Agreement, performance under this Agreement, or failure to comply with the requirements of this Agreement, including but not limited to: (a) property damage; (b) bodily injury or death; (c) payment of attorney's fees; or (d) any other element of any kind or nature whatsoever.

DISTRICT shall indemnify, defend, save and hold harmless CITY (including its officers, employees, agents, representatives, independent contractors, and subcontractors) from any liabilities, claim, damage, proceeding or action, present or future, based upon, arising out of or in any way relating to DISTRICT'S (including its officers, Board of Supervisors, elected and appointed officials, employees, agents, representatives, independent contractors, and subcontractors) actual or alleged acts or omissions related to this Agreement, performance under this Agreement, or failure to comply with the requirements

of this Agreement, including but not limited to: (a) property damage; (b) bodily injury or death; (c) payment of attorney's fees; or (d) any other element of any kind or nature whatsoever.

3. In the event of any arbitration, action or suit brought by either CITY or DISTRICT against the other party by reason of any breach on the part of the other party of any of the covenants and agreements set forth in this Agreement, or any other dispute between the DISTRICT and CITY concerning this Agreement, the prevailing party in any such action or dispute, by a final judgment or arbitration award, shall be entitled to have and recover from the other party all costs and expenses or claims, including but not limited to, attorneys' fees and expert witness fees. This section shall survive any termination of this Agreement.

4. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

5. This Agreement is to be construed in accordance with the laws of the State of California.

6. Neither the CITY nor DISTRICT shall assign this Agreement without the written consent of the other party.

7. This Agreement is made and entered into for the sole protection and benefit of the parties hereto. No other person or entity shall have any right of action based upon the provisions of this Agreement.

8. Any and all notices sent or required to be sent to the parties of this Agreement will be mailed by first class mail, postage prepaid, to the following addresses:

RIVERSIDE COUNTY REGIONAL PARK
AND OPEN-SPACE DISTRICT
4600 Crestmore Road
Jurupa Valley, CA 92509
Attn: Grants and Contracts Services

CITY OF NORCO
2870 Clark Avenue
Norco, CA 92860

9. Any action at law or in equity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by the Agreement, shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereto waive all provisions of law providing for a change of venue in such proceedings to any other county.

10. This Agreement is the result of negotiations between the parties hereto, and the advice and assistance of their respective counsel. The fact that this Agreement was prepared as a matter of convenience by DISTRICT shall have no import or significance. Any uncertainty or ambiguity in this Agreement shall not be construed against DISTRICT because DISTRICT prepared this Agreement in its final form.

11. Any waiver by DISTRICT or CITY of any breach by any other party of any provision of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or any other provision hereof. Failure on the part of DISTRICT or CITY to require from any other party exact, full and complete compliance with any of the provisions of this Agreement shall not be construed as in any manner changing the terms hereof, or estopping DISTRICT or CITY from enforcing this Agreement.

12. This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith. This Agreement may be changed or modified only upon the written consent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement

On: January 16, 2013

**RECOMMENDED FOR APPROVAL:
RIVERSIDE COUNTY REGIONAL PARK
AND OPEN-SPACE DISTRICT**

By: _____

SCOTT BANGLE
General Manger

By: _____

JOHN BENOIT, Chairman
Riverside County Regional Park and
Open-Space District Board of Directors

APPROVED AS TO FORM:

PAMELA J. WALLS
County Counsel

ATTEST:

KECIA HARPER-IHEM
Clerk of the Board

By: _____

NEAL KIPNIS
Deputy County Counsel

By: _____

Deputy

(SEAL)

RECOMMENDED FOR APPROVAL:

CITY OF NORCO

By: _____

BETH GROVES
City Manager, City of Norco

By: _____

KATHY AZEVEDO
Mayor, City of Norco

APPROVED AS TO FORM:

By: _____

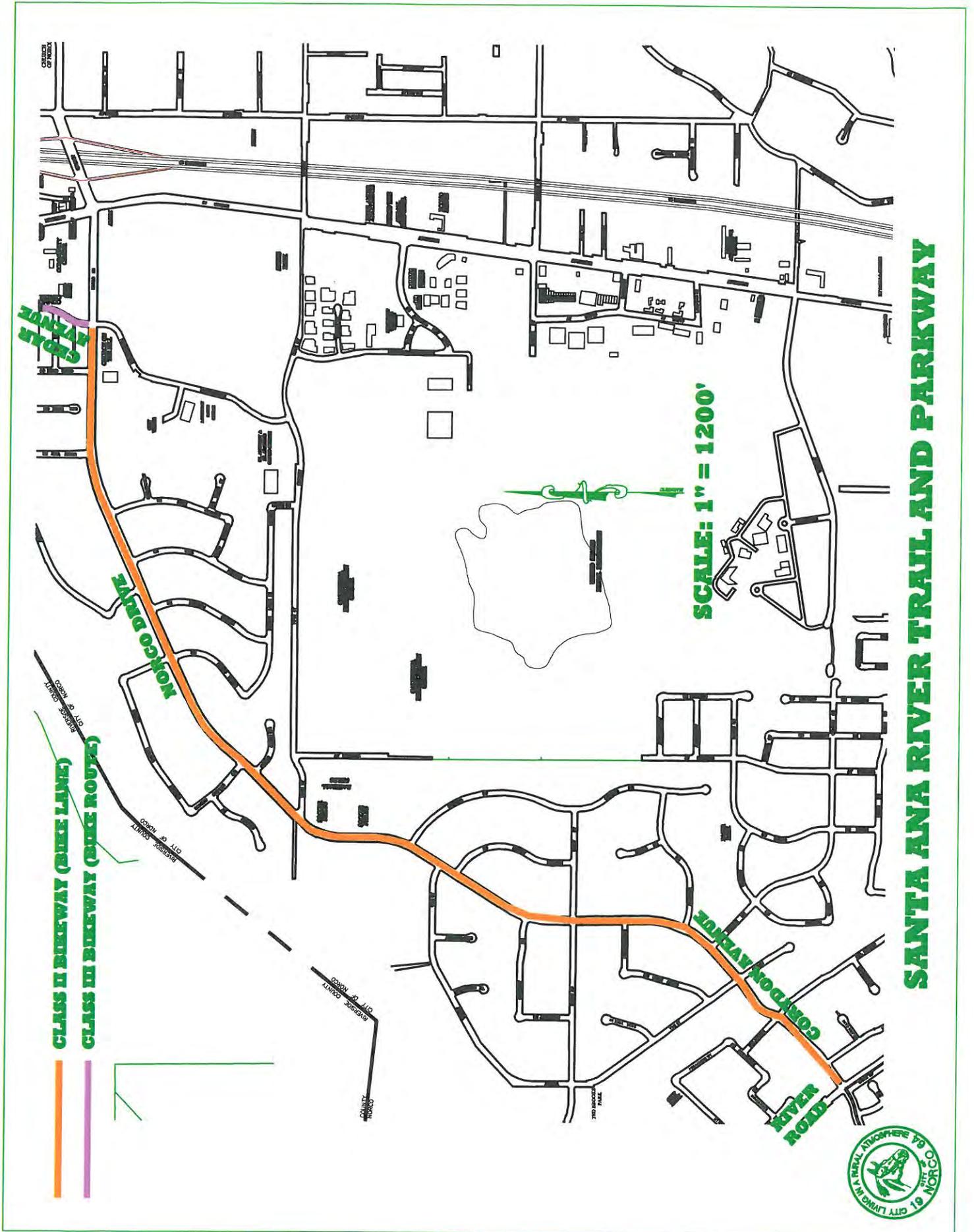
JOHN HARPER
City Attorney, City of Norco

ATTEST:

By: _____

BRENDA JACOBS
City Clerk, City of Norco

(SEAL)



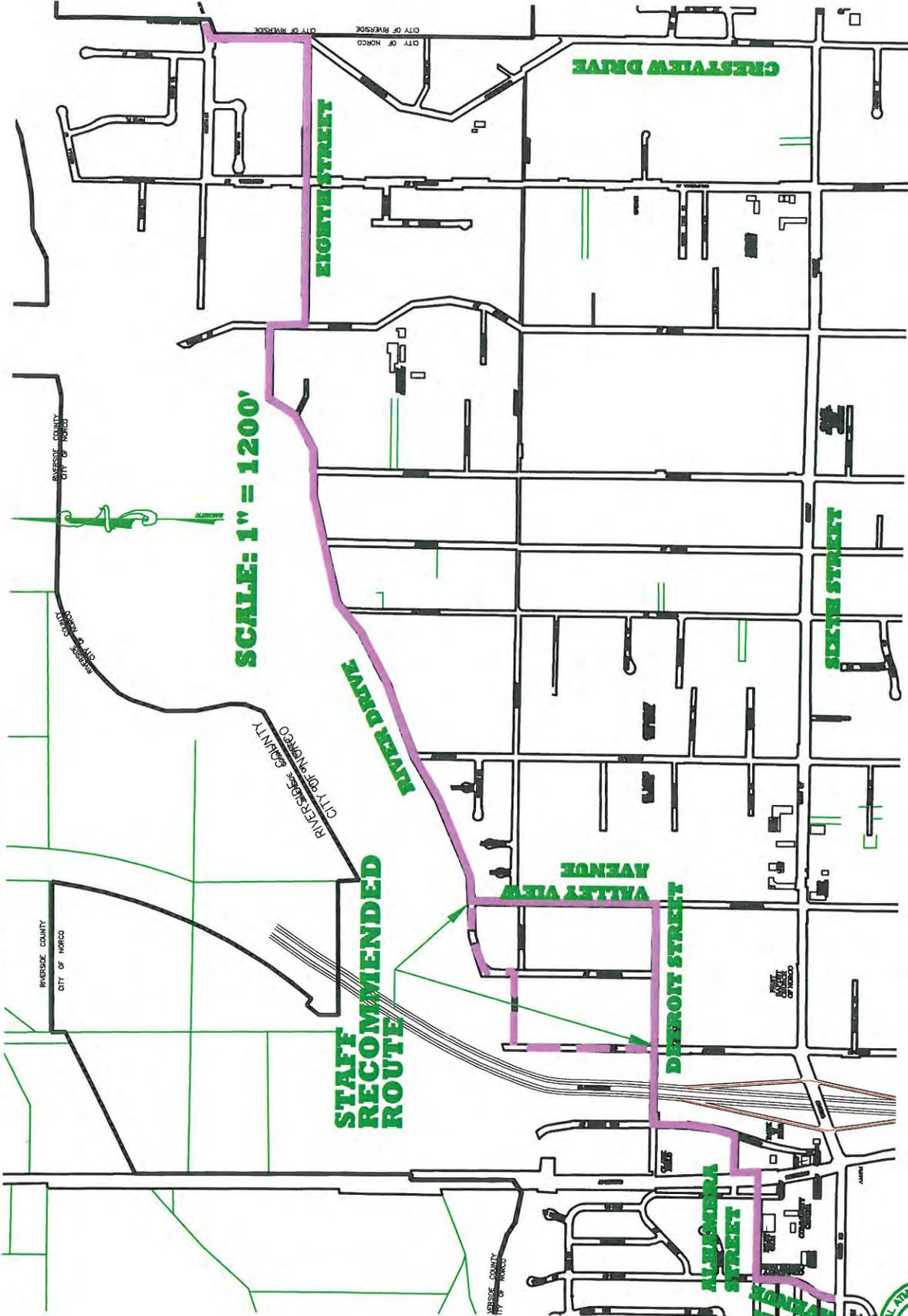
SANTA ANA RIVER TRAIL AND PARKWAY

SCALE: 1" = 1200'

CLASS II BIKEWAY (BIKE LANE)
CLASS III BIKEWAY (BIKE ROUTE)



CLASS II BIKEWAY (BIKE LANE)
CLASS III BIKEWAY (BIKE ROUTE)



SCALE: 1" = 1200'

**STAFF
 RECOMMENDED
 ROUTE**

SANTA ANA RIVER TRAIL AND PARKWAY



Exhibit "B"
Schedule of Fees
Santa Ana River Trail
City of Norco Cost Proposal - Bike Trail Development

Task/ Item:	Task/Item Description:	Unit of Measurement/ Quantity)	Cost Per Unit/ Quantity	Total Cost
Task 1:	Roadway Striping and Marking (thermoplastic paint)			
	1a: Thermoplastic Striping			
	1b: Symbols Road Markings			
			Sub-Total Cost	\$27,915.52
Task 2:	Road Work			
	2a: Pavement Removal			
	2b: Pavement Overlay			
	2c: Pavement Replacement			
			Sub-Total Cost	\$186,775.00
Task 3:	Route Signage			
	3a: Equipment	Hourly	\$45/hour, 8 hours	\$360.00
	3b: Installion/Labor	Hourly/2 PW Maintenance Workers	\$77.33/hour, 16 hours	\$1,237.28
	3c: Materials~.008 Aluminum Signs with 3M diamond Grade Vinyl Graffiti Proof (R26 high intensity signs with 1160 overlay)	Various	Various	\$6,306.45
			Sub-Total Cost	\$7,903.73
	Includes: (103) 18" x 24" Signs (4) 24" x 24" Signs (214) Vandal Resistant nut/bolt set (214) Aluminum Drive Rivet (107) 2" x2" x 10 unistrut post (107) Heavy Duty sign anchor			
Task 4:	Design/Inspection			
	4a: Design	Hourly Deputy Engineer	\$55/hour, 40 hours	\$2,200.00
	4b: Inspection	Hourly Engineer Inspector	\$34.493/hour, 30 hours	\$1,034.80
			Sub-Total Cost	\$3,234.80
			Project Sub-Total	\$225,829.05
			Project Contingency 10%	\$22,582.91
			Project Total	\$248,411.96

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: January 16, 2013

SUBJECT: Report on Fiscal Year 2012 Audited Financial Reports

RECOMMENDATION: Staff recommends that the City Council receive and file the Fiscal Year 2012 Audited Financial Reports.

SUMMARY: Staff recommends that the City Council receive and file the City's Comprehensive Annual Financial Report (CAFR) and other related reports for the fiscal year-ended June 30, 2012. The audited reports received an unqualified opinion from the City's independent auditors.

BACKGROUND/ANALYSIS: The City's independent auditors, Rogers, Anderson, Malody & Scott, LLP, have completed the year-end annual independent audit of City funds and accounts for fiscal year 2011/2012. The City's annual financial reports were prepared in accordance with Generally Accepted Accounting Principles (GAAP) and comply with other rules and regulations applicable to government entities. Transmitted herewith for City Council's information are the following financial reports for the fiscal year ended June 30, 2012:

1. Comprehensive Annual Financial Report
2. Required Independent Auditors' Communication to the City Council
3. Auditors' Report on Appropriations Limit Calculation
4. Auditors' Report on Internal Control over financial Reporting and on Compliance
5. Single Audit Report

These reports are presented in the same format as last year's. A representative from the independent audit firm will be at the City Council meeting to provide an overview on the scope of their audit and the CAFR. It is to be noted that the Independent Auditors' Communication to the City Council do not contain any findings of grants violations, inappropriate application of accounting guidelines and rules or disagreements between management and the independent auditors.

FISCAL IMPACT: None
Attachments: Items 1 - 5

Agenda Item 3. A.



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

December 12, 2012

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Kirk A. Franks, CPA
Matthew B. Wilson, CPA, MSA, CGMA
Scott W. Manno, CPA
Leena Shanbhag, CPA, MST
Jay H. Zercher, CPA (Retired)
Phillip H. Waller, CPA (Retired)

MANAGERS / STAFF

Nancy O'Rafferty, CPA, MBA
Bradford A. Welebir, CPA, MBA
Jenny Liu, CPA, MST
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Genivive Schwarzkopf, CPA
Megan Hackney, CPA
Seong-Hyea Lee, CPA, MBA
Charles De Simoni, CPA

To the Honorable City Council
City of Norco
Norco, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norco, California (the City) for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 1, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Norco are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

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- *Management's estimate of the Pension and OPEB liabilities are based on actuarial reports. We evaluated the key factors and assumptions used to develop the Pension and OPEB liabilities in determining that they are reasonable in relation to the financial statements taken as a whole.*

- *Management's estimate of the Depreciation Expense and Accumulated Depreciation are based on the allocation of capital asset costs over the estimated useful life of the assets. We evaluated the key factors and assumptions used to develop the Depreciation Expense and Accumulated Depreciation in determining that they are reasonable in relation to the financial statements taken as a whole. We also evaluated the useful lives of assets employed by the City, and they appeared reasonable based on the asset classes in service.*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

- *The disclosure of Pension and OPEB obligations in Notes 5 and 14 to the financial statements. The City is part of a cost sharing risk pool for retirement benefits and actual future liabilities will vary from estimates.*

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 12, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of City Council and management of the City of Norco and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Rogers Anderson Maloney & Scott, LLP



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To the Honorable City Council
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Norco, California

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**INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON
PROCEDURES APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS**

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet of the City of Norco, California (the City) for the year ended June 30, 2012. These procedures, which were agreed to by the City and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII B of the California Constitution*), were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The City's management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested, or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

Finding: No exceptions were noted as a result of our procedures.

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

Finding: No exceptions were noted as a result of our procedures.

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4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by the League publication entitled *Article XIII B of the California Constitution*.

This report is intended solely for the use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Rogers Anderson Malooly & Scott, LLP

December 12, 2012

CITY OF NORCO
APPROPRIATIONS LIMIT COMPUTATION
2011 - 2012

	<u>2011 - 2012</u>
Per Capita Personal Income Change	2.51%
Population Change	
City Population Growth	1.13%
CPI Change Converted to a Ratio	1.0251
Population Change Converted to a Ratio	1.0113
Calculation of Growth Factor	1.0367
2010 - 2011 Limit	<u>\$ 31,060,924</u>
2011 - 2012 Appropriations Limit	<u>\$ 32,200,860</u>



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To the Honorable City Council
City of Norco
Norco, California

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norco, California, as of and for the year ended June 30, 2012, which collectively comprise the City of Norco, California basic financial statements and have issued our report thereon dated December 12, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Norco's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Norco's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Norco's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section, and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Norco's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, City Council, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Rogers Anderson Malooly & Scott, LLP

December 12, 2012

**City of Norco
Norco, California**

Single Audit Report on Federal Awards

Year Ended June 30, 2012

City of Norco
Single Audit Report on Federal Awards
Year Ended June 30, 2012

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
 ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
 FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
 GOVERNMENT AUDITING STANDARDS**

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To the Honorable Mayor and Members of the City Council
 of the City of Norco
 Norco, California

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We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norco (the City), as of and for the year ended June 30, 2012, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 12, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the City is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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 for the Future)
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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be a material weaknesses, as defined previously.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the City Council, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Rogers Anderson Maloney & Scott, LLP

December 12, 2012



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL
EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

The Honorable Mayor and Members of the City Council
of the City of Norco
Norco, California

Compliance

We have audited the City of Norco's (the City) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City's major federal program for the year ended June 30, 2012. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the City's management. Our responsibility is to express an opinion on the City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City's compliance with those requirements.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2012. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2012-1.

Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the City's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified a certain deficiency in internal control over compliance that we consider to be a significant deficiency as described in the accompanying schedule of findings and questioned costs as item 2012-1. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the City's response and, accordingly, we express no opinion on the response.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2012, and have issued our report thereon dated December 12, 2012, which contained an unqualified opinion on those financial statements. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the City's financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

This report is intended solely for the information and use of management, the City Council, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Rogers Anderson Matoly & Scott, LLP

January 9, 2013 (except for the Schedule of Expenditures of Federal Awards, as to which the date is December 12, 2012.)

City of Norco
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2012

Federal Grantor/ Pass-through Grantor/Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
Major Program:			
U.S. Department of Energy			
Regional Biomass Energy Programs	81.079	DE-EE0004124	<u>\$ 536,317</u>
Total U.S. Department of Energy			<u>536,317</u>
Nonmajor Programs:			
U.S. Department of Housing and Urban Development			
Pass-through from the Riverside County			
Economic Development Agency			
Community Development Block Grant	14.218		
Restroom Renovation - Phase		2.NR2111	265,869
Party Partners		2.NR2211	7,070
Senior Recreation Program		2.NR2311	<u>7,199</u>
Total U.S. Department of Housing and Urban Development			<u>280,138</u>
U.S. Department of Transportation			
Pass-through from U.C. Berkely:			
Sobriety Checkpoint Program	20.6	SC12285	<u>62,305</u>
Pass-through from the State of California			
Office of Traffic Safety			
State and Community Highway Safety:			
DUI Enforcement and Awareness Program	20.6	AL1105	22,713
DUI Enforcement and Awareness Program	20.6	20370	<u>122,455</u>
			<u>145,168</u>
Total U.S. Department of Transportation			<u>207,473</u>
U.S. Department of the Interior National Park Service			
Pass-through from the State of California			
Office of Historic Preservation			
Historic Preservation Fund Grant	15.904	C8953507	<u>24,900</u>
Total U.S. Department of Interior National Park Service			<u>24,900</u>
Total Expenditures of Federal Awards			<u><u>\$1,048,828</u></u>

See accompanying notes to schedule of expenditures of federal awards

City of Norco
Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2012

1. Summary of Significant Accounting Policies Applicable to the Schedule of Expenditures of Federal Awards

(a) *Scope of Presentation*

The accompanying schedule presents only the expenditures incurred by the City of Norco that are reimbursable under federal programs of federal awards. For the purposes of this schedule, federal awards include both federal awards received directly from a federal agency, as well as federal funds received indirectly by the City from a non-federal agency or other organization. Only the portion of program expenditures reimbursable with such federal funds are reported in the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

(b) *Basis of Accounting*

Funds received under the various grant programs have been recorded within the general fund, special revenue funds and enterprise funds of the City. The City utilizes the modified accrual method of accounting for the general fund and special revenue funds and full accrual basis of accounting for the enterprise funds. The accompanying Schedule of Expenditures of Federal Awards (Schedule) is presented in accordance with the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in, the preparation of the City's basic financial statements.

**City of Norco
Schedule of Findings and Questioned Costs
Year Ended June 30, 2012**

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: *unqualified*

Internal control over financial reporting:

Material weakness identified?	_____	Yes	_____ X _____	No
Significant deficiencies identified that are not considered to be material weaknesses?	_____	Yes	_____ X _____	None reported
Noncompliance material to financial statements noted?	_____	Yes	_____ X _____	No

Federal Awards

Internal control over major programs:

Material weakness identified?	_____	Yes	_____ X _____	No
Significant deficiencies identified that are not considered to be material weaknesses?	_____ X _____	Yes	_____	None reported

Type of auditor's report issued on compliance for major programs: *unqualified*

Any audit findings disclosed that are required to be reported in accordance with section 510 (a) of OMB Circular A-133?	_____ X _____	Yes	_____	No
-------------------------------------------------------------------------------------------------------------------------	---------------	-----	-------	----

Identification of major programs:

<u>CFDA Number</u> 81.079	<u>Name of Federal Program</u> Regional Biomass Energy Programs
------------------------------	--------------------------------------------------------------------

Dollar threshold used to distinguish between type A and type B programs:	<u>\$ 300,000</u>
--------------------------------------------------------------------------	-------------------

Auditee qualified as low-risk auditee?	_____	Yes	_____ X _____	No
----------------------------------------	-------	-----	---------------	----

City of Norco
Schedule of Findings and Questioned Costs
Year Ended June 30, 2012

II. FINDING – FINANCIAL STATEMENT AUDIT

No matters to report.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

DEPARTMENT OF ENERGY

Regional Biomass Energy Programs – CFDA 81.079

2012-1 Grant No. DE-EE0004124

Criteria: 2 C.F.R. Section 180.300 requires grantees who enter into a covered transaction with another party at the next lower tier to verify that the party with whom they intend to do business is not excluded or disqualified. This can be done by (a) checking the *Excluded Parties List* (EPLS); (b) collecting certification from that party, or (c) adding a clause or condition to the covered transaction with the party.

Condition: During the course of the audit, it was noted that the City of Norco is not maintaining sufficient documentation to determine whether or not verification of suspension/debarment status was being checked for vendors/contractors prior to awards being made.

Questioned Cost: None noted.

Effect: Without checking the *EPLS* for vendors paid with Federal funds, the City risks conducting business with irresponsible persons who have been suspended or debarred from doing work on Federal projects.

Cause: The City did not have effective enough procedures in place to ensure that all vendors paid with Federal funds were checked against the *EPLS*.

Auditor Recommendation: The City must ensure that vendors are not suspended or debarred from doing work on Federal projects *prior* to doing business with that vendor. This can be done in one of three ways: (a) Checking the *EPLS* at www.epls.gov; or b) Collecting a certification from that person; or (c) Adding a clause or condition to the covered transaction with that person. Documentation of the selected method of verification must be maintained in the procurement files.

Grantee Response and Corrective Action Plan: The Grantee's response is reported in the "Corrective Action Plan" and considered as part of this report.

**City of Norco
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2012**

CURRENT STATUS OF PRIOR YEAR FINDINGS:

No prior year findings to report.



CITY of NORCO

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

CORRECTIVE ACTION PLAN January 9, 2013

Department of Energy

The City of Norco respectfully submits the following corrective action plan for the year ended June 30, 2012.

Name and address of independent public accounting firm:

Rogers, Anderson, Malody & Scott, LLP
735 E. Carnegie Drive, Suite 100
San Bernardino, California 92408

Audited period: Year ended June 30, 2012

FINDING – FEDERAL AWARD PROGRAM AUDIT

DEPARTMENT OF ENERGY

Regional Biomass Energy Programs – CFDA 81.079

2012-1 Grant No. DE-EE0004124

Auditor Recommendation: The City must ensure that vendors are not suspended or debarred from doing work on Federal projects *prior* to doing business with that vendor. This can be done in one of three ways: (a) Checking the EPLS at www.epls.gov; or b) Collecting a certification from that person; or (c) Adding a clause or condition to the covered transaction with that person. Documentation of the selected method of verification must be maintained in the procurement files.

Action Taken:

The selection of Chevron Energy Solutions (CES) as the firm to perform the engineering feasibility study was extensively evaluated and discussed with staff of the National Energy Technology Laboratory. CES is a well-established international diversified energy company who performs various contracts for federal, state and local governments. K.S. Dunbar and Associates performed the Environmental Impact Analysis. The firm was selected through a competitive selection process and has been used by the City for similar tasks in the past.

In the future, the City will as a matter of additional process check and confirm that contractors/vendors performing federally funded projects are not debarred from doing work on federal projects prior to actual award of contracts.

If the Department of Energy has questions regarding this plan, please call Andy Okoro, Deputy City Manager/ Director of Finance, at (951) 270-5650.

Sincerely yours,

Andy Okoro
Deputy City Manager/
Director of Finance

CITY COUNCIL

KATHY AZEVEDO
Mayor

BERWIN HANNA
Mayor Pro Tem

KEVIN BASH
Council Member

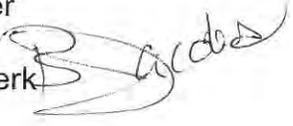
HERB HIGGINS
Council Member

HARVEY SULLIVAN
Council Member

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: January 16, 2013

SUBJECT: **Ordinance No. 954, Second Reading.** Specific Plan 85-1 (Auto Mall) Amendment 5 (City of Norco): A proposal to amend the Auto Mall Specific Plan by creating a new land use designation (Area D) with new permitted uses and regulations, and changing the land use designation on 39.42 acres consisting of various lots east and west of Hamner Avenue south of Third Street to the Area D designation. Amendment 5 also includes changes in the underlying zoning designation on two lots on the east side of Four Wheel Drive north of Second Street from M-1 (Light Industrial) to C-G. The amendment also includes text changes to bring the Specific Plan document consistent with current code regulations and with this Amendment (Various APN's). (Specific Plan 85-1, Amendment 5).

RECOMMENDATION: Adopt **Ordinance No. 954** for second reading.

SUMMARY: The first reading of Ordinance No. 954 was held on December 5, 2012 and was adopted by the City Council with a 5-0 vote. This Ordinance is an amendment to the Auto Mall Specific Plan that includes land use designation changes to add some C-G uses as similarly permitted and conditionally-permitted uses in a new Area D of the Specific Plan for lots in the northern half of the specific plan on both sides of Hamner Avenue, south of Third Street (39.42 acres); and to change the land use designation on 6.1 acres east of Four Wheel Drive, north of Second Street from Area B to Area A. The amendment includes text changes to bring the document consistent with current Code regulations and consistent with this amendment.

Attachment: Ordinance No. 954

ORDINANCE NO. 954

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING SPECIFIC PLAN 85-01 AMENDMENT 5 TO AMEND THE NORCO AUTO MALL SPECIFIC PLAN, WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED, TO CREATE A NEW LAND USE DESIGNATION WITH ADDED ALLOWED USES AND REGULATIONS; A CHANGE TO THE LAND USE DESIGNATIONS ON 39.42 AND 6.1 ACRES RESPECTIVELY AT TWO SEPARATE LOCATIONS; AND AMEND THE TEXT TO MAKE THE DOCUMENT CONSISTENT WITH CURRENT CODE CHANGES AND REGULATIONS AND WITH THE CHANGES ASSOCIATED WITH AMENDMENT 5. SPECIFIC PLAN 85-01 AMENDMENT 5.

WHEREAS, the CITY OF NORCO initiated Amendment 5 to Specific Plan 85-01 (Norco Auto Mall Specific Plan); and

WHEREAS, the Specific Plan 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 Specific Plan Amendment was scheduled for public hearing on October 10, 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 Specific Plan Amendment; and

WHEREAS, based on findings of fact said Planning Commission adopted Resolution 2012-42 recommending to the City Council that Specific Plan 85-1, Amendment 5 be approved; and

WHEREAS, the Specific Plan Amendment was duly submitted to City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, the Specific Plan Amendment was scheduled for public hearing on December 5, 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 City Council held a public hearing and received both oral and written testimony pertaining to the Specific Plan Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 3.

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

- A. The proposed Specific Plan Amendment is consistent with, and not contrary to, the Norco General Plan, the Zoning Code, and the Norco Auto Mall Specific Plan since the project changes regulations for uses already allowed by conditional use permit to be permitted uses, without eliminating the standard project review and conditioning process.
- B. The project has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Section 3.13.

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

SECTION 1: Specific Plan 85-1, Norco Auto Mall Specific Plan is hereby amended as follows.

70. Permitted Uses

(1) Area A:

(c) Used automobile dealerships and accessory uses as an integral part of the operation of a used car dealership.

(2) Area B:

(a) Uses as permitted in Area A.

(3) Area C:

(a) Uses as permitted in Areas A and B.

(4) Area D:

Automotive/Vehicle/Vessel	
<i>New Automobile Dealerships; and Accessory Uses (accessory uses only allowed as integral parts of, and under the same business operation as, the new automobile dealership).</i>	<i>p</i>
<i>Used Automobile Dealerships; accessory uses not permitted.</i>	<i>c</i>
<i>Fuel Service</i>	<i>c</i>
<i>Tire Sales and Service (does not include retreading, recapping, etc.)</i>	<i>c</i>
<i>Vehicle/Vessel Service</i>	<i>c</i>
Animals/Pets	
<i>Small Animal Hospitals and Veterinary Clinics</i>	<i>c</i>
<i>Dog Kennels</i>	<i>c</i>
<i>Grooming</i>	<i>p</i>
Office	
<i>Administrative, Business, and Professional Offices</i>	<i>p^{1,5}</i>

<i>Charity and Philanthropic Institutions</i>	<i>c</i> ¹
<i>Financial, Insurance, Real Estate Offices</i>	<i>p</i> ¹
<i>General Offices</i>	<i>p</i> ^{1,5}
<i>Medical and Dental Offices</i>	<i>p</i> ¹
Public and Community Facilities	
<i>Auditoriums, Meeting Halls, Banquet Rooms, and Community Centers</i>	<i>c</i>
<i>Bus Terminals, Depots, and other similar transit facilities</i>	<i>c</i>
<i>Child Care Centers</i>	<i>c</i> ¹
<i>Churches and Religious Institutions</i>	<i>c</i> ¹
<i>Education Facilities (public and private)</i>	<i>c</i> ¹
<i>Government and Civic Uses</i>	<i>c</i> ¹
<i>Museums and Libraries</i>	<i>c</i> ¹
<i>Public Utility Uses</i>	<i>c</i> ¹
Entertainment/Recreation	
<i>Health Clubs</i>	<i>c</i>
<i>Indoor and Outdoor Recreation</i>	<i>c</i>
<i>Motel and Hotel</i>	<i>c</i>
<i>Theater (Indoor)</i>	<i>p</i>
Medical Facilities	
<i>Ambulance Services</i>	<i>c</i> ¹
<i>Hospitals and Healthcare Centers</i>	<i>c</i> ¹
<i>Laboratories (Medical and Dental)</i>	<i>p</i> ¹
Retail	
<i>Drug Store/Pharmacy</i>	<i>p</i>
<i>Furniture Stores</i>	<i>p</i>
<i>General and Specialized Retail</i>	<i>p</i>
<i>Grocery Stores/Markets</i>	<i>p</i>
<i>Home Improvement/Goods/Supplies/Appliances</i>	<i>p</i>
<i>On-Site and Off-Site Liquor Sales (hard liquor)</i>	<i>c</i> ²
<i>On-Site and Off-Site Liquor Sales (beer and wine)</i>	<i>p</i>
<i>Plant Nursery</i>	<i>p</i>
<i>Reconditioned or Used Merchandise Stores</i>	<i>c</i>
Service Commercial	
<i>Banks</i>	<i>p</i>
<i>Locksmith</i>	<i>p</i>
<i>Mail Cargo Packaging/Processing Services</i>	<i>p</i>
<i>Printing Services</i>	<i>p</i>
<i>Repair Service (non-vehicle, vessel & non-motorized)</i>	<i>p</i>
<i>The processing, treatment, storage, or repair of products which are clearly incidental to, and part of, the business conducted on the premises.</i>	<i>a</i>
Personnel Services	

<i>Dry Cleaning, Tailoring, and Laundromats</i>	<i>p</i>
<i>Hair/Nail Salons, Barbers</i>	<i>p</i>
<i>Spa/Massage</i>	<i>c</i>
<i>Eating and Drinking Establishments</i>	
<i>Catering Establishments</i>	<i>p⁴</i>
<i>Deli/Bakery</i>	<i>p</i>
<i>Dine-in Restaurants</i>	<i>p</i>
<i>Drive-thru, Walk-up, and Outdoor Eating Establishments</i>	<i>c</i>
<i>Other</i>	
<i>Auction Establishments (not including livestock sales)</i>	<i>c</i>
<i>Radio and Television Broadcasting Studios</i>	<i>c¹</i>
<i>Wireless Communication Facilities</i>	<i>c</i>
<i>"p"</i>	<i>Permitted Use</i>
<i>"c"</i>	<i>Requires Approval of a Conditional Use Permit</i>
<i>"a"</i>	<i>Permitted as an Accessory Use</i>
<i>--¹</i>	<i>To encourage more convenient access and visibility for entertainment, retail, restaurant, and service commercial uses, noted uses are not encouraged on urban arterial street frontages unless located on the second floor of mixed-use retail/commercial development.</i>
<i>--²</i>	<i>Conditionally permitted as an ancillary use only.</i>
<i>--³</i>	<i>Plant nurseries shall be permitted to have outdoor displays and sales as ancillary uses.</i>
<i>--⁴</i>	<i>Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.</i>
<i>--⁵</i>	<i>Includes dispatch and office support services for the operation of taxicab/vehicles for hire businesses but does not include the storage, staging, standing, or parking of company vehicles on-site.</i>
	<i>In the event that a use is not listed, and is not easily included in a listed category, at the discretion of the Planning Director, the use is determined to not be permitted. Through procedures established in Section 18.42 the Planning Commission may approve a Similar Use Application for said use.</i>

(5) Existing Uses and Structures:

(6) Temporary Uses:

90. Site Development Regulations:

The following regulations (Sections 1-12) shall apply to the development of an automobile dealership in Areas A, B, C, or D. All other development in Areas A, B, or C shall be in accordance with the underlying zoning standards thereon. For development standards not addressed in Sections 1-12, the development standards of the C-G zone shall apply. For development in Area D that is not an automobile dealership the development standards of the C-G zone shall apply.

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 January 16, 2013.

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 December 5, 2012 and thereafter at a regular meeting of said City Council duly held on January 16, 2013, 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 January 16, 2013.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: January 16, 2013

SUBJECT: **Ordinance No. 955, Second Reading.** Zone Code Amendment 2012-05, Specific Plan 90-01 (Gateway), Amendment No. 11, Specific Plan 85-1 (Norco Auto Mall) Amendment No. 7, and Specific Plan 91-02 (Norco Hills) Amendment No.4 (City of Norco): A City-initiated proposal to amend the text of Chapter 18.29 of the Norco Municipal Code entitled Commercial General (C-G) Zone, the text of the Gateway Specific Plan, the text of the Norco Auto Mall Specific Plan, and the text of the Norco Hills Specific Plan to remove car washes as permitted and/or conditionally permitted uses in each of their corresponding zones.

RECOMMENDATION: Adopt **Ordinance No. 955** for second reading.

SUMMARY: The first reading of Ordinance No. 954 was held on December 5, 2012 and was adopted by the City Council with a 4-1 vote. This ordinance is a City-initiated proposal to remove car washes as permitted uses City-wide and would make existing car washes non-conforming uses subject to those provisions.

Attachment: Ordinance No. 955

ORDINANCE NO. 955

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CODE AMENDMENT 2012-05, SPECIFIC PLAN 90-01 AMENDMENT 11, SPECIFIC PLAN 85-1 AMENDMENT 7, AND SPECIFIC PLAN 91-02 AMENDMENT 4 TO REMOVE CAR WASHES AS PERMITTED AND/OR CONDITIONALLY PERMITTED USES. ZCA 2012-05, SP 90-01 AMD. 11, SP 85-1 AMD. 7, SP 91-02 AMD. 4.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-05, Amendment 11 to Specific Plan 90-01 (Gateway), Amendment 7 to Specific Plan 85-1 (Auto Mall), and Amendment 4 to Specific Plan 91-02; and

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

WHEREAS, the said Amendments were scheduled for public hearing on October 10, 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 said Amendments; and

WHEREAS, based on findings of fact said Planning Commission adopted Resolutions 2012-44, 2012-45, 2012-46, and 2012-47 recommending to the City Council that said Amendments be approved; and

WHEREAS, the said Amendments were duly submitted to City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, the said Amendments were scheduled for public hearing on December 5, 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 City Council held a public hearing and received both oral and written testimony pertaining to said Amendments; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 3.

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

- A. Proposed Zone Code Amendment 2012-05, Amendment 11 to Specific Plan 90-01, Amendment 7 to Specific Plan 85-1, and Amendment 4 to Specific Plan 91-02 is consistent with, and not contrary to, the Norco General Plan, the Zoning Code, and the Gateway, Norco Auto Mall, and Norco Hills Specific Plans since the project changes regulations by eliminating currently permitted uses that are not primary to any of the affected land use districts.
- B. The proposed amendments remove a land use that otherwise does not financially benefit the City or the implementation of the affected zoning districts or the Hamner Corridor Study.
- C. The project has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Section 3.13.

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

SECTION 1:

Section 18.29.20, is hereby amended as follows:

Permitted Uses:

Automotive/Vehicle/Vessel	
<i>Fuel Service</i>	C
<i>Tire Sales and Service (not including retreading and recapping)</i>	C
<i>Vehicle/Vessel Service</i>	C

Specific Plan 90-01 (Gateway), Appendix C is hereby amended as follows:

APPENDIX C			
SUMMARY OF PERMITTED (X) AND CONDITIONALLY PERMITTED (O) USES			
	COMMERCIAL	OFFICE	INDUSTRIAL
Auto Service (Including motorcycles, boats, trailers, campers)			
<i>a) Sales (with ancillary repair facilities)</i>	O		
<i>b) Rentals</i>	O		
<i>c) Automobile repair and services</i>	O		
<i>d) Parts and supplies</i>	O		

Specific Plan 85-1 (Auto Mall) is hereby amended as follows:

70. Permitted Uses

(2) Area B:

- (a) Uses as permitted in Area A.*
- (b) Other vehicle sales.*
- (c) Vehicle repair. Subject to the following limitations:*

- (i) All mechanical repair and body repair, upholstery, etc. of vehicle shall be conducted within the confines of a building.
- (ii) All vehicle painting shall be conducted within a specifically designed paint booth.
- (iii) All performance standards contained in the Norco Municipal Code and Noise Element of the General Plan shall be met.
- (d) Vehicle parts and supplies
- (e) Vehicle renting
- (f) Machine shop and tooling for vehicle repair services.
- (g) Testing and diagnostic labs
- (h) Vehicle Storage areas (exclusive of impound yards)
- (i) Service stations meeting all requirements of Chapter 18.33 of the Norco Zone Code.

Specific Plan 91-02 (Norco Hills) is hereby amended as follows:

Chapter III – “Development regulations”

Section C - “Regulations”

Subsection 2 – “Neighborhood Commercial District”

c. Uses Which May Be Permitted with a Conditional Use Permit:

The following uses may be permitted subject to the approval of a Conditional Use Permit, as provided in Chapter 18.45 (CONDITIONAL USE PERMITS).

- 1) *Public Schools.*
- 2) *Private schools providing educations as required under the California State Education Code.*
- 3) *Day nurseries or nursery schools.*
- 4) *Churches, temples or other places used exclusively for religious worship.*
- 5) *Public utility uses, both publicly and privately owed.*
- 6) *Governmental and civic uses.*
- 7) *Hospitals, sanitariums, convalescent and rest homes*
- 8) *Clubs, museums and libraries.*
- 9) *Institutions of a philanthropic nature.*
- 10) *Athletic, sport and recreation uses.*
- 11) *Small animal clinics and hospitals.*
- 12) *Drive-in, walk-up, and other outdoor restaurants. No drive-thru restaurants will be permitted.*
- 13) *Any establishment entailing the on-premise sale of liquor.*
- 14) *Farrier at a fixed place of business to be operated wholly or partially for farrier purposes.*

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 January 16, 2013.

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 December 5, 2012 and thereafter at a regular meeting of said City Council duly held on January 16, 2013, 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 January 16, 2013.

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

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Steve King, Planning Director 

DATE: January 16, 2013

SUBJECT: General Plan Amendment 2012-05: Update and Amendment to the Safety Element of the City of Norco General Plan

RECOMMENDATION: Adopt **Resolution No. 2012-03**, approving General Plan Amendment 2012-05.

SUMMARY: The Safety Element is one of seven elements required by state law to be included in a jurisdiction's General Plan. State Law also requires periodic updates to the General Plan (at least five of the required elements every ten years). The Safety Element has not been updated since the original General Plan was adopted in 1976. The Planning Commission reviewed the draft update to the Safety Element on December 12, 2012 and adopted Resolution 2012-52 recommending that the City Council approve the update to the Safety Element.

BACKGROUND/ANALYSIS: Originally adopted as the Seismic/Public Safety Element the Safety Element includes seismic safety as well as addressing flood and fire hazards. The Safety Element combined with the Housing, Circulation, Land Use, Conservation, Noise, and Open Space Elements is the General Plan for the City. As with the other elements of the General Plan, the Safety Element works in conjunction with the Land Use Element to direct development so that it does not unduly place population and development where there is a high propensity for injury or damage due to natural hazards, without appropriate mitigation efforts in place.

The aim of the Safety Element is to reduce the potential of risk of death, injuries, property damage and economic and social dislocation in the event of a natural disaster due to earthquakes, flooding, or wildfire. Other issues can include airport land uses, emergency response, hazardous material spills, and crime reduction. All of these are addressed in the draft Safety Element update with the exception of airport land uses since Norco is not within an Airport Land Use Plan jurisdictional area.

Though not required, State guidelines recommend that a Safety Element address the following which are covered in the draft update:

1. Geologic and seismic history of the area.

2. Potential for seismically-induced effects including surface rupture, ground shaking, ground failure, seiches and tsunamis, dam failure, mudslides, and liquefaction.
3. Potential for flooding.
4. Risk of wildland fires.
5. Risk of urban fires.
6. Emergency evacuation routes.
7. Peakload water supply requirements.

The Land Use Element last updated in 2009 includes a Land Use Map upon which the Zoning Map is based, and which takes into account potential hazard areas as identified in the Safety Element.

The document is prepared in the same format as the other elements of the General Plan:

Introduction

This section explains in detail the intent and purpose of the Safety Element.

Safety Element Goals and Policies

This section addresses the goals that the City hopes to achieve with the implementation tools described above.

Safety Plan Implementation

This section lists the implementation measures and which departments/agencies will be responsible.

Glossary of Terms

Attachments: Resolution No. 2012-03
Draft Safety Element Update

RESOLUTION NO. 2012-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO CALIFORNIA APPROVING GENERAL PLAN AMENDMENT 2012-05 TO UPDATE THE SAFETY ELEMENT

WHEREAS, the City of Norco initiated a general plan amendment to amend and update the Safety Element of the City of Norco General Plan; and

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

WHEREAS, said application was scheduled for public hearing on November 14, 2012 on or about 7 p.m. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, at which time said item was continued to December 12, 2012 without opening discussion from the public, staff, or the Planning Commission; and

WHEREAS, at the time set on December 12, 2012 the Planning Commission did hold said public hearing and did receive both oral and written testimony pertaining to said project and did adopt Resolution 2012-52 recommending to the City Council that General Plan Amendment 2012-05 to update the Safety Element be approved; and

WHEREAS, said application has been duly submitted to the City of Norco City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, said application was scheduled for public hearing on January 16, 2013 on or about 7 p.m. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, at the time set on January 16, 2013 the City Council did hold said public hearing and did receive both oral and written testimony pertaining to said project; and

WHEREAS, the City of Norco has been determined to be the Lead Agency for environmental reporting purposes and has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 5.

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

- A. California State Law requires each city to adopt a general plan for the physical development of the city which bears relation to its planning and which is comprehensive to cover the broad range of issues as they pertain to long range development in the community.
- B. The Safety Element is a required element of the General Plan and covers such community issues as seismic safety, flood control, fire prevention, disaster preparedness, and emergency management.
- C. The proposed General Plan Amendment to update the Safety Element is necessary and desirable to limit loss of life and property damage within the community during times of disaster.
- D. The Safety Element is consistent with the other adopted elements of the General Plan.
- E. Small plot agriculture is a historical land use and the General Plan Amendment to update the Safety Element is necessary for the City to maintain its unique lifestyle.
- F. The City of Norco has been determined to be the Lead Agency for environmental reporting purposes pursuant to state and local environmental guidelines, and has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines.

NOW, THEREFORE, the City Council of the City of Norco, does hereby resolve that General Plan Amendment 2012-05 to update the Safety Element is approved.

SECTION 1: That the foregoing recitals are true and correct and incorporated hereat as if set forth in full.

SECTION 2: General Plan Amendment 2012-05 to update the Safety Element of the General Plan is approved.

SECTION 3: EFFECTIVE DATE. This resolution shall become effective upon approval by the City Council of the City of Norco.

January 16, 2013

PASSED AND ADOPTED by the City Council of the City of Norco at a meeting held on January 16, 2013.

Mayor of the City of Norco, California

ATTEST:

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

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 at a meeting held on January 16, 2013 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 January 16, 2013.

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

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1.0 INTRODUCTION TO THE SAFETY ELEMENT

The California State Legislature has placed specific responsibilities on local government for identification and evaluation of natural hazards and formation of programs and regulations to reduce risk. Specific authority is derived from Government Code Sections 65302(f) and 65302.1 which require Seismic Safety and Public Safety Elements of all city and county general plans, as follows:

“A Seismic Safety Element consisting of an identification and appraisal of seismic hazards such as susceptibility to surface ruptures from faulting, to ground shaking, to ground failures, or to the effects of seismically induced waves such as tsunamis and seiches.”

“The Seismic Safety Element shall also include an appraisal of mudslides, landslides, and slope stability as necessary geologic hazards that must be considered simultaneously with other hazards such as possible faulting, ground shaking, ground failure, and seismically induced waves.”

“A Safety Element for the protection of the community from fires and geologic hazards including features necessary from such protection such as evacuation routes, peak load water supply requirements, minimum road widths, clearances around structures, and geologic hazard mapping in areas of known geologic hazards.”

The effect of these sections was to require cities and counties to take seismic and other natural hazards into account in land use planning. The goals and policies addressing these have been combined into the Safety Element of the City of Norco General Plan. The City was incorporated to preserve a small plot agricultural/animal keeping/equestrian lifestyle. The Land Use Element establishes the primary land use goals of the community designed to maintain that lifestyle, and all other elements of the General Plan must be consistent. The Safety Element works in conjunction with the Land Use Element in providing the life quality standards that will maintain the health, safety and welfare of the City, its citizens, and the animal-keeping community. Land use based on Safety Element guidelines directs development so as not to unduly place population and development in areas with high propensities for damage due to natural disasters, without appropriate mitigation efforts in place.

1.1 PURPOSE OF THE SAFETY ELEMENT

The purpose of the Safety Element is to prevent the loss of life and property and minimize injuries and property damage in the event of hazards such as floods, fires, earthquakes, landslides, and other hazards. Natural disasters and crime safety are major concerns for any community. Norco’s setting with steep hillsides to the east, the Santa Ana River to the north, and the Prado Dam basin to the west, within a seismically active region makes the Safety Element critical to buffer against the impacts of disasters



(natural or man-made) and avoid potentially disruptive effects to City government *and economic and social dislocation*.

1.2 SCOPE AND FORMAT OF ELEMENT

The element is composed of four sections. The first section includes a description of the Element's purpose and background. The second section contains the City's goals and policy statements in the event of disasters. The third section is the implementation measures. The fourth section is a glossary of terms.

2.0 SAFETY ELEMENT GOALS AND POLICIES

2.1 SAFETY ISSUES AND PROBLEMS

The Safety Element provides the goals and policies for responding to potential natural hazards from earthquakes, flooding and fire to providing community protection services. Goals and policies for each of these public safety issues offer a specific framework that allows the City to monitor and evaluate its efforts in the provision of public safety services.

2.1.1 *SEISMIC HAZARDS: The Safety Element must establish policies to minimize the loss of property and life as a result of earthquakes. The Alquist-Priolo Earthquake Fault Zoning Act, the Seismic Hazards Mapping Act, and the Unreinforced Masonry Law in addition to map resources and information from the state Department of Conservation, Division of Mines and Geology, provide the base regulations for establishing local policies. The Alquist-Priolo Act restricts development on surface traces of known active faults. The Seismic Hazards Mapping Act directs the State Geologist to map soils susceptible to earthquake effects and the Unreinforced Masonry Law directs governments to identify susceptible buildings for abatement through retrofitting or destruction.*

There are several types of seismic hazards that can be grouped in a cause-and-effect classification that is the basis for the order of their consideration. Earthquakes originate as a shock waves generated by movement along an active fault. The primary seismic hazards are ground shaking and the potential for ground rupture along the surface trace of the fault. Secondary seismic hazards result from the interaction of ground shaking with existing soil and bedrock conditions, and include liquefaction, settlement, landslides, tsunamis or "tidal waves", and seiches (oscillating waves in lakes and reservoirs).

There are no active or potentially active faults in the Norco area. However, moderately strong shaking can still be expected in the City as a result from faults in the Chino/Elsinore zone. There is also potential for liquefaction and landslides due to slope instability in the event of any strong earthquake. This potential is



relatively minor in Norco relative to other areas in California because of the hard bedrock that underlies most of the City and the absence of clay- coated bedding that is typical in most California landslides.

Thin alluvium that amplifies earthquake shaking also contributes to a moderately high liquefaction potential and can occur in Norco where the bedrock is shallow and retards the downward flow of groundwater. The only area where this is an issue is along the Santa Ana River channel. In terms of slope instability caused by ground-shaking most of the City is in an area of either Low or Very Low potential. The only area where there is a Moderate potential for slope instability is on vacant land immediately adjacent to the river in the northeast corner of the City (See Exhibit 1- Seismic Hazards Map). Nonetheless, the City can help minimize risks and have quick response to emergencies in the aftermath of seismic events when they do occur.

In 1933 unreinforced masonry commercial buildings were prohibited statewide and in 1986 the Unreinforced Masonry Law (URML) was passed requiring identification of all existing unreinforced masonry structures for seismic retrofitting (or ultimate destruction). In a report provided by the City to the California Seismic Safety Commission in 2003 there were three identified non-historic unreinforced masonry buildings in the City. In a status update report submitted in 2004 all three structures had been brought into substantial compliance with the URML so the City is considered 100 percent compliant.

- 2.1.2 FIRE HAZARDS: *A Safety Element should identify urban fringe and rural residential areas prone to wildland fire hazards. The Element should also identify adequate evacuation routes and establish peakload water supplies to reduce impacts from fire hazards. The goals and policies should form the basis for fire safe ordinances and a strategic fire defense system of zoning for the community. The state Office of Emergency Services has prepared the Fire Hazard Mitigation Plan that maps basic statewide fire hazard areas as well as basic recommendations for reducing risk. The State Board of Forestry has also adopted the California Fire Plan which describes the environment at risk and establishes the State Responsibility Areas as a means of reducing fuel loads. Baseline Fire Hazard Severity Zones are established for adoption by local districts and agencies.*

Portions of Norco are under some threat of potential wildland fires especially along the hillside areas. *From the State Fire Hazard Severity Zone Maps the Local Response Area (LRA) Zones have been developed to determine the significance of local fire hazards based on fuels, terrain, weather, and other relevant factors. These zones, then define the mitigation strategies to provide a system of fire protection for urban uses and protection from wildland fires (See Exhibit 2- Fire Zones Map). LRA Zones I and II are the areas with the highest potential for wildfire impacts and as a result should incorporate additional*



Exhibit 1

Seismic
Hazards
Map



Exhibit 2

Flood
Zones
Map



fire protection strategies including increased setbacks for development from fire hazard areas, better use of inflammable building and landscaping materials, vegetation clearance around structures, and maintained fuel modification zones.

The potential fire hazard situation in the City is closely related to its land use and development patterns. Residential land use constitutes a major consideration in determining fire hazard; however, due to the low density nature of the community the potential for fire hazards spreading from dwelling to dwelling is low. This same land use type, though, can also increase potential fire hazards due to excessive improper storage of flammables, old barns which contain combustible materials, limited access due to deep setbacks, improper parking in alleys and roadways, undisposed animal feces which inhibit the movement of fire personnel and equipment, wood shingle roofs, and other types of fire hazards common to residential areas.

Fire in the City's principal commercial and industrial areas can have a large financial impact on the community in terms of property taxes, sales revenue, employment, and convenience. Fire hazards in these areas are often a result of improper storage of materials or electrical failures. These types of uses require massive and immediate fire control forces if fire loss is to be kept within acceptable limits.

Open areas surrounding and within the City are a potentially dangerous fire hazards due to established and dry vegetation communities, slopes that hamper fire personnel and equipment, and development adjacent to the open areas that increase the potential for loss. The risk is further exasperated by conservation areas designed to maintain important habitat for which there are restrictions against the removal of vegetation regardless of nearby development. Approximately 20% of the City is within an open space, conservation, or limited development area.

The availability of water is a critical component to fire protection. The City is the water purveyor. The Insurance Services Office has rated the fire protection system of the City as Class 1 for its water delivery system. Class 1 is the best possible rating. The water flow requirements for single-family residential land uses is 1,500 gallons per minute (gpm). For multi-family the rate is 2,500 gpm and for commercial/industrial it is 3,000 gpm.

- 2.1.3 FLOOD HAZARD: *The hydrologic setting for the City of Norco is atop the moderately elevated Temescal Plateau with a mean elevation of 1,620 feet. The average rainfall is 10.85 inches most of which occurs in the rainy season from late winter to early spring (December, January, February). The Santa Ana River along the City's northern edge is the primary drainage for a basin measuring over 2,000 square miles and extends from the San Bernardino mountains down to the Orange County coast`.*



The Safety Element should identify flood hazard areas and establish the goals and policies to avoid unreasonable flood risks. Floodplains should be mapped with restrictions against intensive new development with mitigations against flood impacts for development that does occur. The Element should minimize flood impacts to existing development by establishing a capital improvement program to build the facilities needed to ensure flood protection.

Flooding is usually a regional problem crossing jurisdictional boundaries and needs to be addressed cooperatively with area local, state and federal agencies. The City of Norco is a participating city under the jurisdiction of the Riverside County Regional Flood Control and Water Conservation District which constructs and maintains facilities region-wide for flood control. The Master Drainage Plan for the City of Norco is shown on Exhibit 3. The Federal Emergency Management Agency (FEMA) maintains and periodically updates Flood Insurance Rate Maps (FIRM) that are used to set the flood insurance rates for communities that adopt regulations that limit development in flood zones which Norco has done. The FIRM identify where the zones are located to help guide land use development and policies.

Flooding hazards in the *Safety Element* are considered in two categories: natural flooding and dam inundation. Natural flooding hazards are those associated with major atmospheric events that result in the inundation of developed areas due to overflows of nearby stream course, or inadequacies in local storm drain facilities. Dam inundation hazards are those associated with the downstream inundation that would occur given a major structural failure in a nearby water impoundment.

The City is naturally insulated against extensive natural flooding hazards from the Santa Ana River by steep bluffs that exist along the south bank of the river. In the event of a 1% Annual Flood (100-year) storm, the only areas likely susceptible to flooding would be limited to the Silverlakes Equestrian Center located in the north side of the City, a portion of the Santa Ana Riverbed along the west border, and small pockets of land around the City's flood control channels. The Safety Element identifies flood hazard areas in Exhibit 4 (Flood Hazards Map) and provides for land uses and facilities which will minimize risk to lives and property.

Remaining areas of the City are relatively flat, and in the past, this aspect of local topography has created substantial drainage problems. To help alleviate this problem, the North Norco Channel was excavated to a nominal drainage capacity, and has proven marginally adequate for storms of moderate size. However, the channel's capacity during a 1% Annual Flood storm would be inadequate and resultant flooding in the area of Sierra Avenue could be anticipated. The South Norco Channel, much like the North Norco facility, has a nominal capacity, and would also be expected to flood in the event of a 1% Annual Flood storm.



Exhibit 3

Master
Drainage
Plan



Exhibit 4

Flood
Hazards
Map



The City is not subject to inundation from failure of nearby dams and/or reservoirs. Even though the upper reaches of the Prado Basin would extend up the Santa Ana River channel adjacent to Norco during capacity flood conditions, the water would stay within the established river channel. The City does not lie in the inundation pathway of any major dams or reservoirs. Failure of the Seven Oaks Dam located approximately six miles upstream from Redlands in the San Bernardino Mountains should not cause significant inundation as far south as Norco.

- 2.1.4 **SECURITY, POLICE, AND MEDICAL SERVICE:** Like in all communities, residents are desirous of feeling secure and protected in their homes and community. For the City to maintain its equestrian/animal-keeping lifestyle in addition to enhancing its image as a desirable place to live and work there needs to be a plan that ensures public safety. The General Plan Safety Element assists by providing infrastructure to provide adequate response in the event of disasters and by encouraging development standards that minimize crime potential.
- 2.1.5 **DAMAGE OR LOSS OF PROPERTY:** During emergency events City personnel through the Emergency Operation Center (EOC), along with local emergency response groups and agencies should establish, and continually monitor and update locations throughout the City where damage has occurred, the extent of the damage, and the loss of property to aid individuals and businesses to re-establish and normalize conditions as quickly as possible using state and federal funds that may become available.
- 2.1.6 **LAND USE AND DEVELOPMENT IN HAZARD PRONE AREAS:** Development in hazard-prone areas shall include review by the appropriate agencies with jurisdiction over the types of hazards that could occur and affect the development being considered, so as to include appropriate mitigation measures to minimize to the extent feasible, potential damage from events.
- 2.1.7 **EVALUATION AND RESTORATION OF LOST SERVICES:** During emergency events City personnel through the EOC will establish contact as quickly as possible connections to local utility providers to provide a list of locations where service has been interrupted with updates, as available, as to when services are anticipated to be restored.
- 2.1.8 **EVACUATION AND SHELTER:** The City will maintain, in cooperation with the Corona-Norco Unified School District, local churches, and other places of assembly locations where evacuation centers and temporary shelters can be established during emergency events. Should they be needed, evacuation routes should be established based on the location and magnitude of an event. The City's main evacuation routes are the I-15 Freeway and Hamner Avenue. Secondary routes include Second Street and River Rd./Archibald Ave., California Ave./North Dr., and Mountain Ave. and Hidden Valley Pkwy./McKinley Ave.



- 2.1.9 **MANAGEMENT OF HAZARDOUS MATERIALS:** Many businesses transport, store, use, and dispose of hazardous materials. Extensive federal, state, and local regulation of these materials are established to ensure that such chemicals are not released into the environment. Even with the extensive regulations on the use and transport of these materials, there is still the potential for an accidental release into the environment. And requirements change regularly so those involved in the use or transport of hazardous materials need to maintain updated permits and information from the appropriate agencies.

The U.S. Environmental Protection Agency and Riverside County Health Department are the primary agencies that regulate the use and transport of hazardous materials in Norco. The U.S. Department of Transportation, California Department of Health Services, and Caltrans also get involved in tracking shipments, marking vehicles, and performing periodic vehicle inspections. The Fire Department maintains an updated list of businesses that store hazardous materials on-site so as to provide the appropriate response for containment during times of emergencies.

2.2 SEISMIC SAFETY GOAL – TO CREATE A SECURE PUBLIC ENVIRONMENT WHICH MINIMIZES SOCIAL, ECONOMIC, ENVIRONMENTAL AND PROPERTY LOSSES DUE TO SEISMIC HAZARDS

- 2.2.1 **SEISMIC SAFETY POLICY:** Preparedness for primary seismic hazards (earthquakes, ground shaking) and secondary seismic hazards (liquefaction, landslides) shall continue to be promoted through the enforcement of the latest building and safety codes in both old and new structures.

Policy 2.2.1a. Continue to require all new development to conform to the currently adopted Uniform Building Code and seismic safety regulations.

Policy 2.2.1b. Maintain a program to systematically mitigate existing seismic-related structural hazards (i.e. mitigation program for unreinforced masonry buildings).

Policy 2.2.1c. Give special consideration to hazardous structures deemed to be of historical value when determining whether alteration or destruction of these facilities is necessary in mitigating the identified geologic hazards.

Policy 2.2.1d. Require site-specific geologic engineering studies in accordance with the Alquist-Priolo Earthquake Fault Zoning Act as part of the development review process, especially in areas of high potential for liquefaction as presented in Exhibit 1 (Seismic Hazards Map).



Policy 2.2.1e. Not permit an emergency or critical facility in an area of potential liquefaction and seismic geologic hazards without requiring a detailed site analysis that determines that the location of such facility will not be hazardous.

Policy 2.2.1f. Require site specific soils and geologic engineering studies to assess natural and graded slope stability for proposed developments in any areas which may be found to be of moderate to high landslide risk. Slope stability calculations should incorporate the groundshaking parameters (i.e., soil depth, groundshaking potential, and liquefaction potential) presented in Exhibit 1 (Seismic Hazards Map).

Policy 2.2.1g. Make available to the public pertinent information regarding earthquake safety, damage prevention, mitigation measures, and appropriate responses to seismic events.

Policy 2.2.1h. Continue monitoring new construction techniques and materials designed for earthquake safety and resistance to include in the design review process and incorporate into the City Municipal Code as feasible.

Policy 2.2.1i. Evaluate the risks to emergency and critical facilities from seismic activity. Take measures to minimize the risks to these facilities and ensure their continuous operation during seismic events.

2.3 FIRE HAZARD SAFETY GOAL.

2.3.1 FIRE SAFETY POLICY – The City shall maintain adequate fire protection in both urban and hillside areas through the enforcement of the latest fire codes, encouraging cooperation between the Fire department, Planning, and building divisions, and coordinating with neighboring fire departments.

Policy 2.3.1a. Coordinate with other fire protection agencies to provide adequate levels of fire protection throughout the General Plan Area, through a combination of both aggressive prevention and suppression activities.

Policy 2.3.1b. Pursue mutual response agreements between area fire districts and departments. These agreements should provide equal and reciprocal benefits and enhance the ability of local entities to provide levels of adequate fire protection.

Policy 2.3.1c. The minimum fireflow standard for low density residential construction should be 1,000 gallons of water per minute.

Policy 2.3.1d. The minimum fireflow standard for multiple-family residential construction should be 1,500 gallons of water per minute.



Policy 2.3.1e. The minimum fireflow standard for commercial and industrial developments should be 2,500 gallons per minute.

Policy 2.3.1f. Endeavor to meet and maintain adequate fire response time for all residents and businesses.

Policy 2.3.1g. Evaluate all new development to be located in or adjacent to wildland areas to assess vulnerability to fire and the potential as a source of fire. Specific design and landscaping requirements may be established to reduce fire risks to development in these areas.

Policy 2.3.1h. Encourage all fire prevention measures taken in rural or wildland areas to meet the functional needs for fire prevention, while maintaining the aesthetic character of the natural area.

Policy 2.3.1i. Consider the needs of fire prevention and suppression during project review of development projects. These include, but are not limited to, providing adequate access to buildings, adequate separation between buildings, and adequate building setbacks from fuel modification areas. Fire suppression measures also include continued implementation of adopted fire and building codes (Title 15) pertaining to the installation of automatic fire extinguishing systems in new buildings.

Policy 2.3.1j. The City Fire Department should provide input to the Planning Division for all developments that require site plan or subdivision review prior to hearings before official commissions or the City Council. Street and driveway widths shall be adequate to provide access to sites and buildings shall be configured to provide sufficient clearances for fire suppression and other emergency access needs.

Policy 2.3.1k. During project review, include conditions of approval as warranted to mitigate projects that will be within wildland urban interface fire areas.

Policy 2.3.1l. Consider wildland fire potential and the incorporation of necessary fire prevention measures when establishing habitat conservation areas that might otherwise prohibit those measures once the area has been established as a condition of approval for project development.

Policy 2.3.1m. Continuously and systematically mitigate existing fire hazards related to existing development or patterns of development as they are identified and as resources permit.

Policy 2.3.1n. Maintain evacuation plans for areas subject to wild fires.



Policy 2.3.1o. Regularly test fire hydrants throughout the City to determine their pressures and capacities. Replace or repair faulty fire hydrants, color code hydrants by capacity and schedule improvements to portions of a system that do not meet the fire flow standards established herein.

Policy 2.3.1p. Make available to the public information regarding the prevention of wildland fires along with standard fire prevention and hazard abatement practices for all land uses.

2.4 FLOOD SAFETY GOAL – TO REDUCE POTENTIAL FLOOD HAZARDS FOR RESIDENTS AND BUSINESSES IN THE CITY OF NORCO

2.4.1 FLOOD SAFETY POLICY: Property damage and loss of life in the event of flooding shall be minimized through the construction of flood control facilities, and ensuring that structures built on the floodplain can withstand a 1% annual chance flood (100-year flood).

Policy 2.4.1a. Exhibit 3 (Flood Hazards Map) identifies the location of potential areas subject to inundation due to dam failure or a 1% annual chance flood as determined by the Federal Emergency Management Agency (FEMA). Evaluate all developments proposed in these areas to minimize the risks of life or property.

Policy 2.4.1b. Maintain compliance with FEMA's rules for development in regulatory floodplains and floodways. Establish and maintain guidelines for development of additional areas subject to periodic inundation.

Policy 2.4.1c. Relocate or protect all existing emergency or critical facilities determined to be in the 1% annual chance flood area, as shown in Exhibit 3 (Flood Hazards Map), or as later defined through specific engineering studies, as funds are available.

Policy 2.4.1d. Prohibit the placement of emergency facilities in the 1% chance annual flood area, as shown in Exhibit 3 (Flood Hazards Map) or as later defined through specific engineering studies. Critical facilities should only be permitted if adequate flood protection measures are taken.

Policy 2.4.1e. Encourage the continued construction of flood control facilities to protect areas threatened by inundation, emphasizing underground channels or facilities that give the appearance of natural water courses.

Policy 2.4.1f. Maintain evacuation plans for areas that could be affected by flooding or dam failure (As shown in Exhibit 3 - Flood Hazards Map) with special emphasis on critical and emergency facilities.



Policy 2.4.1g. Permit development in a floodplain only if it possesses minimal risk to lives and property and is adequately designed so that all structures are capable of withstanding a 1% annual chance flood or greater.

Policy 2.4.1h. Discourage the construction of schools and other places of public assembly in areas subject to inundation as shown in Exhibit 3 (Flood Hazards Map).

Policy 2.4.1i. During project review require drainage studies (as needed) by a qualified engineer to certify that new development will be adequately protected and that project development will not create new downstream flood hazards.

Policy 2.4.1k. Require erosion and flood control improvements to be consistent with Regional Water Quality Control Board Best Management Practices (BMP's) and encourage the incorporation of natural landscaping and pervious surfaces in site design review.

2.5 SECURITY, POLICE, AND SAFETY GOAL- THE ENSURE THAT EQUIPMENT AND STRUCTURES DESIGNED TO PROVIDE EMERGENCY DISASTER SERVICES ARE LOCATED AND DESIGNED TO FUNCTION AFTER A DISASTER OR EMERGENCY EVENT.

2.5.1 SECURITY AND SAFETY POLICY: Reliable and timely emergency response during emergencies shall be maintained by ensuring the integrity of emergency facilities.

Policy 2.5.1a. Mitigate deficiencies, if any, in the location or construction of the City's disaster and relief equipment and structures in accordance with the policies and recommendations for implementation in this Plan.

Policy 2.5.1b. Subject all future disaster relief equipment and structures to careful locational and engineering scrutiny based upon the currently adopted Uniform Building Code and other applicable regulations.

Policy 2.5.1c. Prepare, implement, and maintain a Local Hazard Mitigation Plan, which will incorporate a plan regarding the specific roles of different emergency facilities in case of a flood, fire, or seismic related disaster.

2.5.2 POLICE SERVICE POLICY: The City shall endeavor to provide a safe, low-crime environment through neighborhood watch programs, citizen patrols, and ensuring adequate police response times.

Policy 2.5.2a. Endeavor to provide a minimum response time of 5 minutes on all priority 1 calls and 12 minutes on all priority 2 calls. Priority 1 calls include those of a life-threatening nature such as: robbery in progress, accident involving bodily



injury, death-threatening situation, a person unable to breathe, and violent crimes in process. Priority 2 calls include those that are not life threatening such as: burglary past, petty theft, shoplifting.

Policy 2.5.2b. Maintain inter-agency cooperation with other policing agencies within the General Plan Area to provide adequate levels of protection through a combination of crime prevention and law enforcement activities.

Policy 2.5.2c. Maintain a decentralized and neighborhood level police service with community volunteer groups such as citizen/equestrian patrols and neighborhood watch programs.

- 2.5.3 SECURITY DESIGN PROGRAM POLICY: The City will work to reduce crime potential in the urban environment by making sure that any input regarding crime-reduction strategies from the Planning Division and the Sherriff's Department are considered in all development plans.

Policy 2.5.3a. Through zoning, subdivision and building regulations, and environmental assessment practices, the City should encourage development that will increase or better ensure the public's safety.

Policy 2.5.3b. Encourage and implement appropriate utilization of defensible space design concepts in new developments.

Policy 2.5.3c. Encourage community crime prevention measures, such as building security hardware that could result in a reduction in insurance premiums and other economic incentives.

Policy 2.5.3d. Consider public security policies in the development of specific and community plans.

Policy 2.5.3e. Promote land use and design policies and regulations which encourage a mixture of compatible uses to promote and increase the safety of public use areas and pedestrian/equestrian travel.

Policy 2.5.3f. Systematically mitigate crime hazards related to urban development or patterns of urban development as they are identified and as resources permit.

Policy 2.5.3g. Advocate and support regional efforts to accelerate the adoption of crime reduction measures incorporating physical planning techniques, such as those of the Southern California Association of Governments and the California Council on Criminal Justice.



Policy 2.5.3h. Encourage and support continued research efforts, such as those funded by the Federal Law Enforcement Assistance Administration, to implement design/planning crime prevention strategies.

2.6 EVACUATION AND EMERGENCY MANAGEMENT GOAL- PROVIDE ADEQUATE LEVELS OF EMERGENCY RESPONSE TO ALL RESIDENTS IN NORCO.

2.6.1 MEDICAL EMERGENCY RESPONSE POLICY: The City will ensure adequate medical response times by continuing to pursue mutual response agreements, and making sure that medical responders coordinate with the Sherriff and Fire Departments.

Policy 2.6.1a. Maintain appropriate emergency response levels for medical emergencies. Maintain mutual response agreements among public service agencies that support interagency cooperation in response to medical emergencies.

Policy 2.6.1b. Establish working relationships with local amateur radio clubs and service organizations that can provide assistance in disaster assessment and recovery efforts.

2.6.2 EVACUATION POLICY:

Policy 2.6.2a. In the event of an outbreak of a major emergency, the EOC shall establish evacuation routes immediately to implement should they become needed.

2.7 ANIMAL SAFETY GOAL- PROTECT THE ANIMAL COMMUNITY BOTH IN TERMS OF ON-GOING ANIMAL SAFETY PRACTICES AND IN EVACUATION AND RESCUE OPERATIONS DURING EMERGENCY SITUATIONS.

2.7.1 ON-GOING ANIMAL PROTECTION POLICY: The City will maintain adequate resources to monitor animal-keeping conditions with appropriate enforcement actions where animal safety is a concern.

Policy 2.7.1a. Maintain standards for the evaluation and intervention as needed to maintain animal-safety community-wide.

2.7.2 ANIMAL RESCUE POLICY: The City should continue to work with community volunteers and Animal Control for the safe evacuation of animals during emergency situations.

Policy 2.7.2a. Continue to work with community volunteers and Animal Control to ensure that animal safety is maintained to the extent feasible during emergency situations and operations.



Policy 2.7.2b. Maintain and update a list of locations available for the evacuation of animals during emergency situations.

Policy 2.7.2c. The City should offer inter-agency cooperation its experience, knowledge, and facilities for the rescue and evacuation of animals in area jurisdictions during emergency events.

2.8 HAZARDOUS MATERIAL MANAGEMENT GOAL- PROTECT LIFE AND PROPERTY FROM ADVERSE RISK FROM THE TRANSPORTING, STORING, TREATING, AND DISPOSING OF HAZARDOUS MATERIALS AND WASTE MATERIALS WITHIN THE CITY.

2.8.1 HAZARDOUS MATERIAL MANAGEMENT POLICY: Through the annual business license renewal program ensure that businesses involved in the use of hazardous materials are in compliance with federal, state, and local regulations.

Policy 2.8.1a. For businesses or individuals involved in the use of hazardous materials require proof of compliance with all jurisdictional agencies (federal, state, and local) prior to issuance or renewal of a business license.

Policy 2.8.1b. When determined feasible and/or necessary by the Fire Department require established routes of transport or disposal of hazardous materials to avoid potential impact to sensitive land uses from materials being routinely transported.

Policy 2.8.1c. Make available to the public information on the proper use and storage of hazardous materials.

Policy 2.8.1d. The Fire Department, through project and business license reviews, should maintain a list of locations with known storages of hazardous materials along with appropriate evacuation, response, and clean-up that may have to occur during emergency events that can cause spillage.

Policy 2.8.1e. The Fire Department should maintain a list of known locations with hazardous materials for the protection of citizens and businesses in the event of spillage due to and emergency situation.

3.0 SAFETY PLAN IMPLEMENTATION

The Safety Element addresses a range of potential hazardous situations and what measures are needed to ensure maximum safety for citizens in the time of an event, minimum loss of property, and with minimal social and economic dislocation impacts. Implementation measures are summarized below:



3.1 MITIGATION TO POTENTIAL GEOLOGIC HAZARDS

- 3.1.1 DEVELOPMENT STANDARDS FOR GEOLOGIC HAZARDS:** *Establish and implement standards prior to site development and land division ensuring geotechnical safety measures as needed, specific for the site in question, in terms of the potential for ground-shaking and secondary seismic impacts from liquefaction, slope failure, subsidence, mudslides, and seiches. Standards should also address other potential geologic hazards as needed, such as cliff erosion.*

Responsible Agency: Building Division, Planning Division

Funding Source: Development impact fees, exactions; application fees.

Time Frame: Ongoing

- 3.1.2 REHABILITATION/REPLACEMENT OF PUBIC INFRASTRUCTURE:** *Periodically perform inspections of primary circulation features, bridges, water delivery facilities, public safety facilities, and other critical facility infrastructure to ensure that structures built prior to current standards designed to withstand earthquake impacts, are replaced when there is reasonable concern of collapse if such an event were to occur.*

Responsible Agency: Public Works Department, Building Division, Riverside County Flood Control and Water Conservation District, and Riverside County Department of Transportation and Land Use Management.

Funding Source: Development impact fees/exactions, City and County capital improvement programs, and available State and Federal funds.

Time Frame: Ongoing

3.2 MITIGATION TO POTENTIAL FLOOD HAZARDS

- 3.2.1 DEVELOPMENT STANDARDS FOR FLOOD HAZARDS** *Establish and implement standards prior to site development or land division, for the site in question, in terms of the potential for flooding due to a 1% Annual Flood Occurrence, or inundation from other types of events including dam failure.*

Responsible Agency: Building Division, Planning Division, Public Works Department, and Riverside County Flood Control and Water Conservation District.

Funding Source: Development impact fees/exactions, application fees.

Time Frame: Ongoing



3.2.2 MAINTENANCE OF FLOOD CONTROL FACILITIES

Periodically perform inspections of flood control facilities for maintenance cleaning and repairing on an as-needed basis.

Responsible Agency: Public Works Department and Riverside County Flood Control and Water Conservation District.

Funding Source: City water funds and County capital improvement and maintenance programs, and available State and Federal funds.

Time Frame: Ongoing

3.2.3 FLOODPLAIN MANAGEMENT

Maintain non-structural approaches and cooperative alliances with area jurisdictions to support zoning and regulations needed to maintain qualification for FEMA's National Flood Insurance Program.

Responsible Agency: Public Works Department and Riverside County Flood Control and Water Conservation District.

Funding Source: Water Department and County general funds, and available State and Federal funds.

Time Frame: Ongoing

3.3 MITIGATION TO POTENTIAL FIRE HAZARDS

3.3.1 DEVELOPMENT STANDARDS FOR FIRE HAZARDS

Establish and implement policies, standards, and restrictions to reduce the risk from urban fire hazards in new development and land divisions.

Responsible Agency: Fire Department, Planning Division, Building Division.

Funding Source: City general fund, and available State and Federal funds.

Time Frame: Ongoing

3.3.2 DEVELOP STRATEGIES TO PREVENT OR MITIGATE WILDLAND FIRE HAZARDS

Establish the different strategies for the protection and maintenance of property based on the fire hazard levels identified in the Fire Zones Map.

Responsible Agency: Fire Department.



Funding Source: City general fund, and available State and Federal funds.

Time Frame: Ongoing

3.4 EMERGENCY CONTIGENCY PLANS

- 3.4.1 *EMERGENCY RESPONSE AND EVACUATION: Establish and be familiar with post-event contingency plans for emergency response and evacuation scenarios. Responsible Agency: Fire Department, Sheriff's Department, City Emergency Operation Center staff.*

Funding Source: City general fund, and available State and Federal recovery funds.

Time Frame: On-going for preparedness.

- 3.4.2 *EMERGENCY HOUSING AND RECONSTRUCTION: Establish contingency plans for post event short term emergency housing and long term reconstruction scenarios.*

Responsible Agency: Fire Department, Sheriff's Department, City Emergency Operation Center staff.

Funding Source: City general fund, and available State and Federal recovery funds.

Time Frame: Event specific and on-going for evacuation preparedness.

4.0 GLOSSARY OF TERMS



LEGEND

GROUNDSHAKING

- A B Boundary of ground shaking zone based on soil and/or rock conditions
- A Bedrock (weathered)
- B Alluvium of intermediate thickness (200-2000')
- C Thick alluvium and soft sediments (2000' +)
- D Thin Pliestocene alluvium (10-200')
- E Thin recent alluvium (10-200')

SECONDARY HAZARDS

LIQUEFACTION:

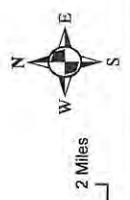
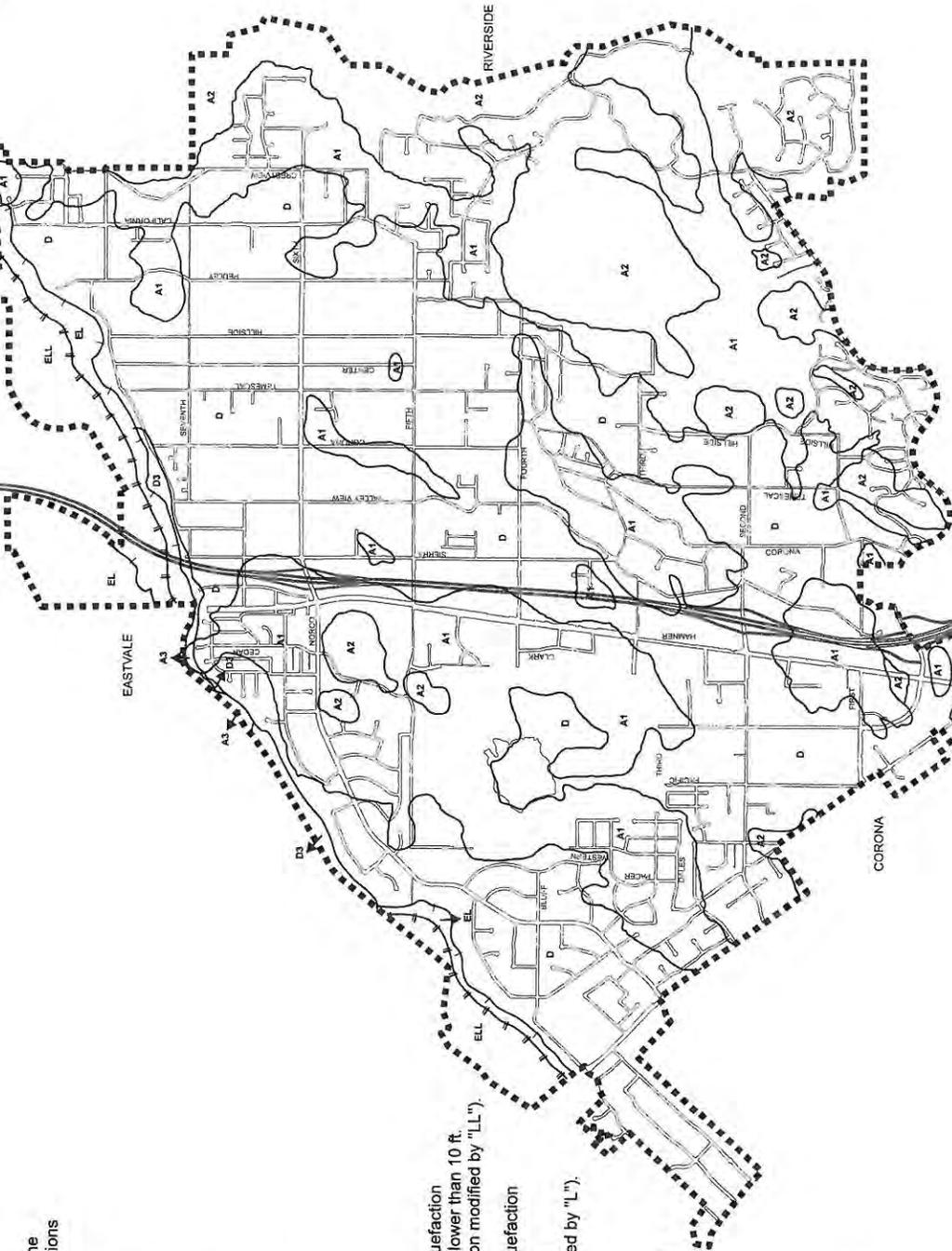
-  Boundary of area of potential liquefaction within which groundwater is shallower than 10 ft. (Ground shaking zone designation modified by "LL")
-  Boundary of area of potential liquefaction within which groundwater is shallower than 30 feet. (Ground shaking zone designation modified by "L")

SLOPE INSTABILITY

- Ground shaking zones modified as follows to indicate degree of slope instability:
- 1 Very Low
 - 2 Low
 - 3 Moderate
 - 4 High (probable landslide)

Note: Ground shaking based the Chino (Elsinore) Fault Zone.

SEISMIC HAZARDS MAP



CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Lori J. Askew, Deputy Director of Public Works/Senior Engineer

DATE: January 16, 2013

SUBJECT: City Process/Procedures for Required Time to Prepare for Parades

RECOMMENDATION: Receive and File.

SUMMARY: Preparation for each of the three parades held yearly in the City of Norco involve significant planning and set-up time to create a safe and organized environment for the parade participants and parade viewers.

BACKGROUND/ANALYSIS: At the December 5, 2012 City Council meeting, Councilman Sullivan requested of staff to explain why Sixth Street needed to be closed several hours before the start of a parade.

Staff preparation for the parades begins minimally one month prior to the scheduled date. Outlined is the sequence of events that staff partakes in to provide parade entrants and parade viewers, the safest environment possible.

One month prior to event:

- Orders are placed for the various pieces of equipment that will be needed to safely conduct the event (light towers, additional barricades, signage, etc.)
- Sixth Street is inspected for maintenance needs (tree trimming, weed removal, pot holes filled, dg added to trails and smoothed, re-striping of Sixth Street, etc.)

Two weeks prior to event:

- A City owned changeable message sign (CMS) is placed on Sixth Street alerting travelers of the planned event and upcoming road closures.

Last working day prior to event:

- Rental equipment delivered to corporate yard.
- Signs, barricades and delineation loaded onto City vehicles.

Three hours prior to scheduled start of event:

- Staff begins deployment of detour and advisory signs along the exterior perimeter of the detour route;
- Barricades and signage placed along internal perimeter;
- Traffic signals within event area are set to 4-way flash;

Two hours prior to scheduled start of event:

- CMS moved to intersection of California Avenue and Seventh Street. All southbound traffic is redirected to westbound Seventh Street.
- Sixth Street is closed to through traffic at Sierra Avenue. One City crew continually man this location to assist motorists and prevent freeway exiting vehicles from entering Sixth Street.
- Staff continually man the road closure at Sixth Street and Corona Avenue to assist vehicles that have bypassed road closures.
- Staff direct and assist motorists leaving and entering businesses and residences along Sixth Street.
- Once staff determines Sixth Street is safely "closed", parade volunteers are permitted to enter Sixth Street west of Valley View Avenue and delineate parade staging locations.
- Parade entrants stage along side streets until parade volunteers move them into place for the parade.
- Parade viewers position themselves along the parkway of Sixth Street.

Start of Parade:

- City staff removes closure equipment on Sixth Street at Corona Avenue to permit parade to pass. Staff remains at this location until last parade entrant passes and then barricades are replaced.
- Staff monitors progress of parade approaching the intersection at California Avenue and at appropriate time remove those barricades on Sixth Street and closes California Avenue. Staff continually monitors this intersection for traffic that has bypassed closure signs, until last entrant enters Ingalls Park.
- Staff vehicles travel behind last entrant and act as "blocker" truck for any traffic that may have entered the parade route.

End of Parade:

- Once last entrant has entered Ingalls Park, staff removes all light towers, road closures, detour signage, delineation and barricades.
- Traffic signals are returned to normal operation.
- All equipment is returned to corporate yard.

Staff strives to create the safest parade environment possible yet minimally affect residents and business along Sixth Street.