



**AGENDA  
CITY OF NORCO**

CITY COUNCIL  
REGULAR MEETING

CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE

JUNE 5, 2013

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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:

**§54956.9 – Conference with Legal Counsel – Anticipated Litigation**

§54956.9(d)(2) 2 Potential Cases  
§54956.9(d)(4) 1 Potential Case

RECONVENE PUBLIC SESSION: 7:00 p.m.

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

PLEDGE OF ALLEGIANCE: Council Member Bash

INVOCATION: Calvary Chapel – Norco  
*Pastor Louie Monteith*

PRESENTATIONS: 2011 California Law Enforcement Challenge  
Award by California Highway Patrol to the  
Norco Sheriff's Department

Recognition of Norco College Student and  
Staff for Designing the Logo for Norco's 50<sup>th</sup>  
Birthday Celebration

*Artist - Luis Caudillo*

*Faculty - Cathy Brotherton  
Beth Steffel*

*Department Chair - Judy Perry*

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

1. CITY COUNCIL CONSENT CALENDAR ITEMS: *(All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No.2 of the Agenda.)*
  - A. City Council Minutes:  
Regular Meeting of May 15, 2013  
Special Meeting of May 15, 2013  
Recommended Action: **Approve the City Council Minutes** (City Clerk)
  - B. Recap of Actions Taken of the Planning Commission Special Meeting of May 21, 2013. **Recommended Action: Receive and File** (Planning Director)
  - C. Procedural Step to Approve Ordinance after Reading of Title Only. **Recommended Action: Approval** (City Clerk)
  - D. Resolutions Calling the 2013 General Municipal Election. **Recommended Action: Adopt the following Resolutions: a) Resolution No. 2013-22, requesting the Board of Supervisors of the County of Riverside consent to the conduction of the November 5, 2013 General Municipal Election in the City of Norco by the County of Riverside Registrar of Voters; b) Resolution No. 2013-23, calling and giving notice of the General Municipal Election to be held on November 5, 2013; and c) Resolution No. 2013-24, adopting regulations for the candidates for elective office.** (City Clerk)
  - E. Approval of Salary and Benefits Resolutions for Management; and Middle Management, professional and Confidential Employees for Fiscal year 2013-2014. **Recommended Action: 1.) Adopt Resolution No. 2013-25, approving the annual salary and benefits for Management personnel; and 2.) Adopt Resolution No. 2013-26, approving the annual salary and benefits for Middle Management, Professional and Confidential service personnel.** (Deputy City Manager/Director of Finance)
  - F. Adoption of the Norco Local Hazard Mitigation Plan Annex from the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.. **Recommended Action: Adopt Resolution No. 2013-27, adopting the Norco Local Hazard Mitigation Plan Annex.** (Fire Chief)

- 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 auction, donation to charitable organizations or electronic recycling (e-cycle).** (Deputy City Manager/Director of Finance)
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:
  3. LEGISLATIVE MATTERS: **(No new evidence will be heard from the public as the public hearing has been closed regarding all items listed.)**
    - A. **Ordinance No. 960 Second Reading – Continued from April 3, 2013:** Zone Code Amendment 2013-02; Specific Plan 85-1, Amendment 8; Specific Plan 90-01, Amendment 12; and, Specific Plan 91-02, Amendment 6 regarding the Allowance of Massage Businesses as Ancillary Uses in Commercial Zones. **Recommended Action: Adopt Ordinance No. 960.** (City Clerk)
    - B. **Ordinance No. 961 Second Reading.** Zone Code Amendment 2013-01 and Code Amendment 2013-01 (City of Norco): Chapters 18.32 and 10.16 of the Norco Municipal Code regarding the Travel, Use, and Parking of Commercial Vehicles and Trailers in Residential Zones, and Along City Streets. **Recommended Action: Adopt Ordinance No. 961.** (City Clerk)
    - C. **Ordinance No. 962 Second Reading.** Code Change 2013-02: An Ordinance of the City Council of the City of Norco Declaring Code Violations of the Municipal Code to be a Public Nuisance and Authorizing the Recovery of Attorney’s Fees. **Recommended Acton: Adopt ordinance No. 962.** (City Clerk)
  4. CITY COUNCIL PUBLIC HEARINGS:
    - A. Amendments to the City’s Comprehensive Fee Resolution to Update and Adjust Fees for General City Services

*Most of the existing fees are being recommended for adjustment by changes in the Consumer Price Index of 2.2% between March 2012 and March 2013 for Los Angeles, which reflects changes in the cost of providing the services. Some fees are not recommended to be adjusted to ensure that the fees are competitive with other jurisdictions, while other fees are recommended to be adjusted by amounts exceeding the CPI to adequately reflect the true cost of providing services. New fees are being recommended to be added to the Master Fee Schedule based on new services being performed as a result of changes in City Ordinances and/or for services not previously charged.*

**Recommended Action: Adopt Resolution No. 2013-28, updating and adjusting fees for General City Services.** (Deputy City Manager/Director of Finance)

- B. Approval and Adoption of the City of Norco Operating Budget for Fiscal Year 2013-2014 and Authorizing Appropriations Therefrom

*The FY 2013-2014 Proposed Budget for the General Fund includes total estimated operating revenues of \$14,470,778 and total estimated operating expenditures of \$15,156,057. This reflects estimated structural budget gap of \$685,279 which will be made up by one-time revenue of \$304,132 and estimated FY 2012-2013 budget savings of \$381,147. The proposed budget estimates that General Fund's fund balance as of June 30, 2014 to be \$3,545,146. Water Fund total revenues are estimated to be \$9,644,257 while total expenditures are estimated to be \$9,185,011. Sewer Fund total revenues are estimated to be \$5,538,058 and total expenditures are estimated to be \$4,810,089. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues along with available fund balance are sufficient to cover FY 2013-2014 total requested expenditure appropriations. For the Successor Agency of the former Norco Community Redevelopment Agency, total estimated expenditures of \$8,569,388 are presented for information purposes only. The Oversight Board is responsible for approving the Recognized Obligations Payment Schedule (ROPS).*

**Recommended Action: Receive public comments on the proposed Annual Operating Budgets for the City of Norco and adopt Resolution No. 2013-29, approving and adopting the City Operating Budget and for Fiscal Year 2013-2014 and authorizing appropriations therefrom.** (City Manager/Executive Director and Deputy City Manager/Director of Finance)

- C. Approval of the Five Year Capital Improvement Program for Fiscal Years 2014-2018

*A budget workshop was held to review the proposed FY 2014-2018 Capital Improvement Program (CIP) Budget for the City of Norco. Staff is now recommending that the City Council conduct a Public Hearing to receive input from the public and that at the conclusion of the hearing, that the City Council approve the CIP Budget for Fiscal Years 2014-2018.*

**Recommended Actions: Receive public comments on the proposed Capital Improvement Program Budget and adopt Resolution No. 2013-30, approving and adopting the City of Norco Capital Improvement Program Budget for fiscal Years 2014-2018.** (Deputy City Manager/Director of Finance)

5. PUBLIC COMMENTS OR QUESTIONS - THIS IS THE TIME WHEN PERSONS IN THE AUDIENCE WISHING TO ADDRESS THE CITY COUNCIL REGARDING MATTERS NOT ON THE AGENDA MAY SPEAK. PLEASE BE SURE TO COMPLETE THE CARD IN THE BACK OF THE ROOM AND PRESENT IT TO THE CITY CLERK SO THAT YOU MAY BE RECOGNIZED.
6. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:
7. CITY MANAGER / STAFF COMMUNICATIONS:
8. 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).*

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*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  
SPECIAL MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
MAY 15, 2013

CALL TO ORDER: Mayor Azevedo called the meeting to order at 4:00 p.m.

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

1. WORKSHOP PRESENTATION OF THE FISCAL YEAR 2013-2014 BUDGETS.

A. Additional information on General Fund Revenues/Operating Budgets

**City Manager Groves and Deputy City Manager/Director of Finance Okoro** presented some follow-up information on the Operating Budget showing the City of Norco sales tax receipts compared to the average statewide totals. It was noted that the City's revenues are driven by auto sales and fuel/service stations, which are at risk to the City in the case of a recession, while also providing the opportunity to attract new businesses to diversify sales tax revenues.

B. Presentation of Capital Improvement Program (CIP) Budgets

Information was presented on the proposed CIP Budgets including the following:

**Sources of Capital Projects Funding:**

- Development Impact Fees
  - a) Amount charged in connection with land development to pay for facilities or services needed to serve the new development.
  - b) Fee structure governed by AB 1600.
  - c) Fee can be charged on residential, industrial and commercial developments.
  - d) Due to very limited new development in the City in recent years, minimal amount received.
- Bonds (Borrowing)
  - a) Long-term borrowing (usually 30 years) to finance infrastructure projects.
  - b) Must have pledged revenue source for payment (sewer and water revenues).
  - c) Ability to borrow is based on revenue coverage.
  - d) Use of bond proceeds restricted to projects that benefit the major activity; Water Fund bond proceeds cannot be used to do park projects.
  - e) City ability to issue new bonds is almost non-existent because of revenues to make debt service payments.
- Measure A Transportation Sales Tax
  - a) Derived from ½% County sales tax add-on.

- b) County is responsible for allocation based upon agreed formula.
  - c) Use is restricted to streets and roads projects.
  - d) Requires Maintenance of Efforts matching funds.
  - e) City receives monthly allocation – current annual estimated allocation is \$533,000.
- Grants/Other – Federal, State and Local
    - a) For specific purposes.
    - b) May require local matching funds.
    - c) Becoming harder to get.
    - d) Other sources include TUMF and funding from other regional governments such as the Flood Control District.
  - Local Funds
    - a) Government's own local revenues set aside for capital projects.
    - b) City has no policy of setting local revenues aside for capital projects (except for Water and Sewer Funds).
    - c) As other funding sources become very limited or unavailable, this will have to become the way to fund future capital projects.

**Key Projects in Summary:**

- Park Improvements Projects
  - a) Ingalls Park Improvements
  - b) Wayne Makin Field Lights
- Water Fund Improvements Projects
  - a) Bluff Street 4 MG Reservoir
  - b) Water Treatment Arsenic/Fluoride/Chlorine
  - c) Transmission Pipeline – Bronco Ln to Corydon Ave.
  - d) Reservoir Maintenance
- Street improvement Fund Projects
  - a) Street Widening
    - Third St. – Valley View Ave. to Corona
    - Norconian Dr.
    - Hamner Ave. – North of the River
  - b) Rehab and Overlay Projects
  - c) Reconstruction
    - Norconian Dr.
    - Third Street – Valley View to Corona
    - Santa Ana River Trails
- Storm Drain Projects
  - a) Hillside Ave. at Seventh St.
  - b) Center Ave. at Seventh St.
  - c) Temescal Ave. at Wrangler Wy.
  - d) Center Ave. South of Seventh St.
  - e) Kingman Dr.

- f) Temescal Ave. – High School
- g) Various Drain Improvements
- h) Bluff Stabilization – Funds Match
- i) Bluff Stabilization Maintenance
- Sewer Fund Projects
  - a) WRCRWA Improvements
  - b) Meters/SCADA
  - c) Recycled Water – Corona Connection
  - d) Purchase Additional WRCRWA Capacity
  - e) CRC/Navy Facilities
- Measure A Funded Projects
  - a) Unspecified Rehab and Overlay
  - b) Corona Ave. – First St. to Second St.
  - c) Third St. – Valley View Ave. to Corona Ave.
  - d) Norconian Dr.
  - e) Various Reconstruction Projects

**Vern Showalter.** Mr. Showalter asked about the cell towers at Wayne Makin. In response, Director Petree stated they will help offset the costs and the funds will go back into recovery of costs.

2. PUBLIC COMMENTS OR QUESTIONS:

**Sharon Higman.** Ms. Higman asked when the Third Street, from Valley View to Corona, project is it going to happen. In response, Director Thompson stated that it is designed and ready to go out to bid and waited for funding to move forward, adding that it will be September 1<sup>st</sup> at the earliest.

3. ADJOURNMENT: There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 5:31 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK



**MINUTES**  
**CITY OF NORCO**  
CITY COUNCIL  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
MAY 15, 2013

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

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

PLEDGE OF ALLEGIANCE: Council Member Sullivan

INVOCATION: Beacon Hill Assembly of God  
*Pastor Daniel Kitheka*

PRESENTATION: Norco Cowgirls

**Mychon Bowen presented a plaque to the City commemorating the Norco Cowgirls participation in the 2013 Rose Bowl Parade as representatives of the City of Norco.**

INTRODUCTION: Youth Equestrian Drill Team

**Greg Bowen introduced the members of the Youth Equestrian Drill Team.**

COMMENDATION: Town and Country Day School 50<sup>th</sup> Anniversary

**Mayor Azevedo presented a commendation plaque to Betty Bash in recognition of Town and Country Day School's 50<sup>th</sup> Anniversary.**

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

1. CITY COUNCIL CONSENT CALENDAR ITEMS:

**Council Member Higgins pulled Item 1.P.; Mayor Azevedo pulled Items 1. F, H, I, J, K, & L.**

**M/S Bash/Higgins 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:  
Special Joint City Council/Planning Commission Meeting of April 10, 2013  
Special Meeting of May 1, 2013  
Regular Meeting of May 1, 2013  
Special Meeting of May 6, 2013  
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Recap of Actions Taken of the Planning Commission meeting of May 8, 2013.  
**Recommended Action: Receive and File** (Planning Director)
- C. Procedural Step to Approve Ordinance after Reading of Title Only.  
**Recommended Action: Approval** (City Clerk)
- D. Annual Adoption of the City Investment Policy. **Recommended Action: Approve and Adopt Investment Policy with a Minor Modification.** (Deputy City Manager/Director of Finance)
- E. Approval and Adoption of the Annual Appropriation Limit for Fiscal Year 2013-2014. **Recommended Action: Adopt Resolution No. 2013-17, approving the annual appropriation limit for Fiscal Year 2013-2014.** (Deputy City Manager/Director of Finance)
- F. Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council for Fiscal Year 2013-2014. **Recommended Action: Adopt Resolution No. 2013-18.** (City Clerk)  
**PULLED FOR DISCUSSION – APPROVED WITH MODIFICATIONS**
- G. Approval to Purchase a 2013 Kubota Tractor M9960HDC **Recommended Action: Award bid to Glenn B. Dorning, Inc.** (Parks, Recreation and Community Services Director)
- H. Second Amendment to the Annual Sanitary Sewer Maintenance Service Agreement. **Recommended Action: Approve the extension of the Annual Sanitary Sewer Maintenance Service Agreement with Empire Pipe Cleaning & Equipment, Inc. for one (1) year, through June 30, 2014.** (Director of Public Works) **PULLED FOR DISCUSSION - APPROVED**
- I. Second Amendment to the Building and Safety Plan Examination Professional Services Agreement. **Recommended Action: Approve the requested extension of the Professional Building and Safety Plan Examination Service Agreement with Wildan Engineering for one (1) year, through June 30, 2014.** (Director of Public Works) **PULLED FOR DISCUSSION - APPROVED**

- J. Second Amendment to the Annual Street Sweeping Services Contract Agreement. **Recommended Action: Approve the extension of the Street Sweeping Service Agreement with CleanStreet for one (1) year, through June 30, 2014.** (Director of Public Works) **PULLED FOR DISCUSSION - APPROVED**
- K. Third Amendment to the Annual On-Call Street Maintenance Program Service Agreement. **Recommended Action: Approve the requested extension of the Annual On-Call Street Maintenance Service Agreement with Caliber Paving, Inc. for one (1) year, through June 30, 2014.** (Director of Public Works) **PULLED FOR DISCUSSION - APPROVED**
- L. Third Amendment to the Traffic Signal Maintenance Services Agreement. **Recommended Action: Approve the requested extension of the Traffic Signal Maintenance Service Agreement with Siemens Industry, Inc. for one (1) year, through June 30, 2014.** (Director of Public Works) **PULLED FOR DISCUSSION - APPROVED**
- M. Approve additional funding for the Hamner Avenue Widening Project for Installation of Storm Drainage Connection and Gas Sleeve for the Benefit of the Silverlakes Project. **Recommended Action: Appropriate Additional Funding.** (Public Works Deputy Director/Senior Engineer)
- N. Fiscal Year 2012-2013 Third Quarter Budget to Actual Report **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance).
- O. Approve Amendment to the Standard Agreement #5600000936 between the City of Norco and the California Department of Corrections and Rehabilitation Center (CDCR) for Solid Waste Collection Services at the California Rehabilitation Center (CRC) in Norco. **Recommended Action: Adopt Resolution No. 2013-19 approving amendment #1 to the Standard Agreement #5600000936 between the City of Norco and the California Department of Corrections and Rehabilitation Center (CDCR) for solid waste collection services at the California Rehabilitation Center (CRC) in Norco.**
- P. Re-alignment of Reporting Relationship for City Historian Position. **Recommended Action: Realign the Volunteer Position of City Historian to Report to the City's Historic Preservation Commission** (City Manager) **PULLED FOR DISCUSSION - APPROVED**
- Q. Acceptance of a Conditional Summary Vacation of Real Property at 1885 Valley View Avenue. **Recommended Action: Adopt Resolution No. 2013-20, accepting the Conditional Summary Vacation and authorize the City Clerk to record Resolution No. 2013-20 with the Riverside County Clerk-Recorder.** (Deputy Public Works Director/Senior Engineer)

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

Item 1.F. Resolution Setting the Regular Meeting Schedules for City Commissions and the Economic Development Advisory Council for Fiscal Year 2013-2014.  
**Recommended Action: Adopt Resolution No. 2013-18.** (City Clerk)

**Mayor Azevedo** commented on her concerns regarding the commissions not meeting enough and recommended meeting every other month.

**M/S Azevedo/Higgins to adopt Resolution No. 2013-18 with the change made that the Historic Preservation Commission, Parks and Recreation Commission and Streets, Trails & Utilities Commission will meet every other month. The motion was carried by the following roll call vote:**

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

Items H, I, J, K, L – Service Agreements

**Mayor Azevedo** commented on her concerns regarding not receiving new quotes for the services. In response, Public Works Director Thompson explained why the cost for these services remain low and justified the reasoning for not receiving new quotes.

**M/S Azevedo/Hanna to approve all of the items as recommended. The motion was carried by the following roll call vote:**

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

1.P. Re-alignment of Reporting Relationship for City Historian Position.  
**Recommended Action: Realign the Volunteer Position of City Historian to Report to the City's Historic Preservation Commission.** (City Manager)

**Council Member Higgins** commented on his concerns regarding the City Historian position and asked for clarification regarding who the individual reports to.

**Mayor Azevedo** commented on the fact that it seems appropriate for the Historian to report to the Historic Preservation Commission as they are in charge of overseeing the artifacts and this was the original intent.

**Council Member Bash** commented on his concerns regarding the City artifacts collected and who took possession of them. He noted the history of the historian and an archive that is like no other city. He added that this is the first step in the Historian reporting to the Commission, followed by training for the Historian.

**Su Bacon.** Ms. Bacon spoke as Chairperson of the Historic Preservation Commission, noting that this is a difficult situation. She stated that the Historian is a diligent volunteer, but has failed to submit reports as required. She also commented on her concerns regarding the safe keeping of the artifacts. She added that the Historian should be thanked for all of his work. She stated that she would like the Council to handle this situation.

**Linda Dixon.** Ms. Dixon stated that the Historic Preservation Commission is excited about the history of Norco, noting that the artifacts need to be handled in a professional manner. She added that she has no problem with the Historian reporting to the Commission; however, it must be someone who is trained properly. She stated that she would like the Council to handle this situation

**M/S/ Higgins/Hanna to receive and file the report and agendize the matter at the next available meeting.**

**Under discussion** – The Council Members commented on their concerns regarding this situation, noting that this discussion is not degrading the individual, but the concern is the qualifications of the individual to perform the duties. They also commented on limited access to the archives in the interim.

**The motion was carried by the following roll call vote:**

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

**M/S Bash/Azevedo to approve as recommended. The motion was carried by the following roll call vote:**

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

3. CITY COUNCIL PRESENTATION ITEM:

- A. Sheriff's Department Annual Report Presentation for 2012. **Recommended Action: Receive and File** (Lt. Hedge)

**Lt. Hedge** presented the 2012 Sheriff's Department Annual Report (presentation on file in the office of the City Clerk).

4. CITY COUNCIL ACTION ITEM:

- A. Adoption of Revised Code of Ethics and Repealing the Existing Administrative Policy and Procedures. **Recommended Action: Adopt Resolution No. 2013-21, approving the revised Code of Ethics.** (City Attorney)

**City Attorney Harper** addressed this item for the City Council's consideration.

**M/S Bash/Hanna to adopt Resolution No. 2013-21, approving the revised Code of Ethics. The motion was carried by the following roll call vote:**

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

**RECESS:** Mayor Azevedo recessed the Council at 8:55 p.m.

**RECONVENE:** Mayor Azevedo reconvened the Council at 9:00 p.m.

- B. Authorization to Negotiate a Final Contract with Waste Management for Waste Collection, Transportation and Disposal Services. **Recommended Action: Authorize staff to negotiate a final contract with Waste Management for waste collection, transportation and disposal services, acknowledging it is in the best interest of the City to do so.** (Deputy City Manager/Director of Finance)

**Julie Reyes and Mark Stackle** were present representing **Waste Management** and provided an update from Waste Management, highlighting why the City should continue its partnership with them.

**Greg Newton.** Mr. Newton noted that the issue is not the customer service; it is that we want the best deal. He commented on the priority disposal, noting landfill capacity is dictated by the County. He stated that it comes down to the scout service and a reduced cost of the manure to have affordable animal keeping. He further stated that the premium Monday service is to the advantage of Waste Management.

**Vern Showalter.** Mr. Showalter commented on the other service providers in Norco, noting the justification of sole source for Waste Management and the uniqueness of City.

**M/S Higgins/Hanna to approve staff's recommendation.**

**Under discussion:**

**Council Member Bash** stated that he wants to see a manure-to-energy plan in negotiations.

**Council Member Sullivan** commented on the Monday service, noting that another day(s) would work. He also noted that he is hoping to see franchise fees at close to \$1 million.

**The motion was carried by the following roll call vote:**

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

5. CITY COUNCIL PUBLIC HEARING:

- A. Zone Code Amendment 2013-01 and Code Amendment 2013-01 (City of Norco): Chapters 18.32 and 10.16 of the Norco Municipal Code regarding the Travel, Use, and Parking of Commercial Vehicles and Trailers in Residential Zones, and Along City Streets.

*Proposed changes to clarify how and when a Resident Exemption Permit issued for the purpose of parking a commercial vehicle in a residential zone (otherwise prohibited) can be used when a home occupation business exists in the same location. The amendment also addresses the parking of commercial vehicles along City streets*

**Recommended Action: Adopt Ordinance No. 961 for first reading.**  
(Planning Director)

**Planning Director King** presented the public hearing item.

**Council Member Higgins** commented on his concerns regarding the “no parking” of commercial vehicles. In response, Planning Director King stated that these are all code enforcement issues responded to on a complaint basis.

**Council Member Sullivan** commented on the weight of dually trucks and if that weight would put them in the commercial vehicle category. In response, Planning Director King stated that if they are used as a commercial vehicle, they cannot use it in association with a home occupation and cannot park without a permit.

**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 commented on his issue with the 12,000 lb. weight limit.

**Don Bowker.** Mr. Bowker stated that he wants no overnight parking in the City of Norco.

**Karen Leonard.** Ms. Leonard commented on her confusion with the home occupation definition.

**Mayor Azevedo CLOSED the public hearing.**

**M/S Bash/Higgins to adopt Ordinance No. 961 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**

- B. Appeal Hearing: An appeal of the relocation requirement in the Planning Commission's approval of Site Plan 2013-07 (Salley): A request for approval to allow an accessory building consisting of a 625 square-foot detached garage at 3023 Arapaho Street located within the A-1-20 (Agricultural Low-Density) Zone. (Planning Director King)

*Site Plan 2013-07 is a request for an accessory building consisting of a 625 square-foot detached garage at 3023 Arapaho Street. The Planning Commission approved the project with a condition that the building be moved to maximize potential animal-keeping area. The applicant is appealing this relocation condition.*

**Planning Director King** presented the appeal hearing item.

Representatives of the owners/applicants spoke in defense of the project. They suggested recording an agreement that remains with the property in order to move forward with this project.

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

**Bob Leonard.** Mr. Leonard commented that we are a horse community and understand the problems a lot of the property owners have.

**Mayor Azevedo CLOSED the public hearing.**

**M/S Higgins/Hanna to uphold Planning Commission recommendation. The motion was carried by the following roll call vote:**

**Under discussion: Council Member Sullivan** commented on the number of homes in the City that do not have horses, adding that the Council should let them use their property.

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

- C. Code Change 2013-02. An Ordinance of the City Council of the City of Norco Declaring Code Violations of the Municipal Code to be a Public Nuisance and Authorizing the Recovery of Attorney's Fees.

*This ordinance provides the City with an alternative that allows the City to use civil enforcement options and to recover attorney fees associated with such actions.*

**Recommended Action: Adopt Ordinance No. 962 for first reading.** (City Attorney)

**City Attorney Harper** presented 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 asked if this would have aided in cleaning up Mountain Avenue. In response, City Attorney Harper stated that the City always had the ability, out of its own pocket, to clean up the property.

**Mayor Azevedo CLOSED the public hearing.**

**M/S Hanna/Higgins to adopt Ordinance No. 962 for first reading. The motion was carried by the following roll call vote:**

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

6. PUBLIC COMMENTS OR QUESTIONS:

**Pamela Smith.** Ms. Smith announced the Friends of Norco Hills 2013 Ranch Tour to be held on Saturday May 18<sup>th</sup> from 11 a.m. to 4 p.m.

**Bonnie Slager.** Ms. Slager commented on the Norco Horsemen's Association safety campaign, noting the new slogan chosen as "Bright Lights for Safe Nights".

**David Hagerty.** Mr. Hagerty asked for an update on Silverlakes.

**Louis Davis.** Mr. Davis presented a check to the City from Southern California Edison in the amount of \$1,500 to be divided evenly between the National Day of the American Cowboy and the 2013 Horsetown Parade of Lights events.

**Ted Hoffman.** Mr. Hoffman commended staff for resolving an ADA issue at a local business. He further commented on the need to bring back the Public Safety Commission.

**Don Bowker.** Mr. Bowker spoke in appreciation for the lights on Sixth Street that are now lit.

**Vern Showalter.** Mr. Showalter commented on his concerns that new business owners are not educated regarding the City's sign policy.

**John Dickens.** Mr. Dickens commented on the Sheriff's report, asking if there are primary locations where speeding is a problem, noting the speeding on Sixth Street.

7. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:

**Council Member Sullivan:**

- Asked when there would be an update on Silverlakes. In response, City Manager Groves stated that it will be presented the second meeting in July.
- **M/S Sullivan/Higgins to agendize an item to discuss speed tables. The motion was carried by the following roll call vote:**

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

**Mayor Pro Tem Hanna:**

- Reported that the Riverside County Transportation Commission approved the contract for the 91 Freeway project.

**Council Member Bash:**

- Commented on a potential sign at Norco College to help advertise the Trading Post.

**Mayor Azevedo:**

- Reported that she will be attending Republican Women event on Tuesday at which time she will present a mini State of the City.
- Reported that she will be attending a committee meeting for the Corona-Norco Unified School District in regards to the District being a 2013 Broad Prize finalist.

8. CITY MANAGER / STAFF COMMUNICATIONS: **NONE**

9. ADJOURNMENT: There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 10:51 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK



**RECAP OF ACTIONS TAKEN**  
**CITY OF NORCO**  
PLANNING COMMISSION  
CITY HALL – CONFERENCE ROOMS A & B  
2870 CLARK AVENUE  
SPECIAL MEETING  
MAY 21, 2013

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CALL TO ORDER: **7:00 p.m.**

ROLL CALL: **Chair Wright, Vice-Chair Henderson, Commission Members Hedges, Jaffarian, and Roberts.**

STAFF PRESENT: **Planning Director King, Senior Planner Robles**

PLEDGE OF ALLEGIANCE: **Commission Member Leonard**

1. PUBLIC COMMENTS: **None**

2. BUSINESS ITEMS:

A. Conditional Use Permit 2013-02 (Crossfit Pandemic): A request for approval to allow an indoor gymnasium (for Cross Fit Training) with a retail component and café to locate at 1950 Fifth Street in the M-1 (Heavy Commercial/Light Manufacturing) Zone. **Recommended Action: Approval (Senior Planner): Approved 4-1 (Roberts) without the café**

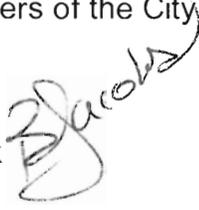
3. ADJOURNMENT: **8:00 p.m.**

/di/adr

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: June 5, 2013

SUBJECT: Resolutions Calling the 2013 General Municipal Election

RECOMMENDATION: Staff recommends that the City Council adopt the following Resolutions: **a) Resolution No. 2013-22**, requesting the Board of Supervisors of the County of Riverside consent to the conduction of the November 5, 2013 General Municipal Election in the City of Norco by the County of Riverside Registrar of Voters; **b) Resolution No. 2013-23**, calling and giving notice of the General Municipal Election to be held on November 5, 2013; and **c) Resolution No. 2013-24**, adopting regulations for the candidates for elective office.

SUMMARY: Three resolutions are required in order to hold a General Municipal Election on November 5, 2013, at which time the voters will consider candidates for two seats on the Norco City Council.

BACKGROUND/ANALYSIS: The approval of three resolutions will commence the election process for the City's General Municipal Election to be held November 5, 2013 in order to fill two seats on the Norco City Council. Council terms will be expiring for Kevin Bash and Harvey Sullivan.

The first resolution requests the Riverside County Board of Supervisors consent to the conduction of the General Municipal Election on November 5, 2013 for the City of Norco by the County of Riverside Registrar of Voters. The second resolution calls for, and gives notice of, the General Municipal Election to be held in the City of Norco on November 5, 2013. The third resolution adopts regulations governing candidates' statements, including the estimated cost of printing, translating and mailing candidate statements and requires candidates to pay in advance for such costs. The County of Riverside Registrar of Voters office has estimated the cost of each candidate statement to be \$500. Candidates may receive a bill or a refund for the difference depending on how many candidates actually file a candidate statement.

The nomination period for the November 5, 2013 General Municipal Election is from July 15, 2013 – August 9, 2013. If one or more of the current incumbents do not file, the deadline is extended to 6:00 p.m. on Wednesday, August 14, 2013. Between these dates, candidates may take out and file nomination papers with the City Clerk during normal business hours.

FINANCIAL IMPACT: \$36,500 has been included in the FY 2013-2014 Operating Budget for the General Municipal Election.

Attachments: Resolutions for Adoption

## RESOLUTION NO. 2013-22

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE CONSENT TO THE CONDUCTION OF THE GENERAL MUNICIPAL ELECTION OF SAID CITY TO BE HELD ON NOVEMBER 5, 2013 BY THE COUNTY OF RIVERSIDE REGISTRAR OF VOTERS

WHEREAS, the City Council of the City of Norco called a General Municipal Election in said City to be held on November 5, 2013 for the purpose of the election of three members to the City Council of the City of Norco; and

WHEREAS, it is desirable that said General Municipal Election be conducted by the County of Riverside Registrar of Voters on November 5, 2013 within said City establishing precincts, polling places and election officers and that the County of Riverside Registrar of Voters canvass the returns of the general municipal election.

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

SECTION 1. That pursuant to the requirements of Section 10403.5 of the Elections Code, the Board of Supervisors of the County of Riverside is hereby requested to consent and agree to the conduction of a general municipal election by the County of Riverside Registrar of Voters on Tuesday, November 5, 2013, for the purpose of the election of three members to the City Council of the City of Norco.

SECTION 2. Said County of Riverside Registrar of Voters is hereby authorized to canvass the returns of said general municipal election.

SECTION 3. Said Board of Supervisors is hereby requested to issue instructions to the County of Riverside Registrar of Voters to take any and all steps necessary for the holding of said election.

SECTION 4. The City of Norco agrees that all costs will be incurred by the County of Riverside by reason of conducting said election with other districts and agrees to reimburse the County of Riverside for any such costs.

SECTION 5. That the City Clerk of the City of Norco is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County of Riverside Registrar of Voters.

Resolution No. 2013-22

Page 2

June 5, 2013

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

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Mayor of the City of Norco, California

ATTEST:

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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 regular meeting held on June 5, 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 June 5, 2013.

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

## RESOLUTION NO. 2013-23

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD IN SAID CITY ON TUESDAY, NOVEMBER 5, 2013, FOR THE ELECTION OF CERTAIN OFFICERS OF SAID CITY AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a regular General Municipal Election shall be held on November 5, 2013 for the election of two members of the City Council of the City of Norco for the full term of four years.

NOW, THEREFORE, the City Council of the City of Norco, California does hereby resolve, declare, determine and order as follows:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities within said State, there shall be, and there is hereby called and ordered, held in the City of Norco, California, on Tuesday, November 5, 2013, a regular General Municipal Election of the qualified electors of said City for the purpose of electing two members of the City Council of said City for the full term of four years.

SECTION 2. That the ballots to be used at said election shall be, both as to form and matter contained therein, those as may be required by law to be used.

SECTION 3. That the election services which the City of Norco requests from the Riverside County Clerk or Registrar of Voters or such other Riverside County official as may be appropriate to perform, and which such officer is hereby authorized and directed to perform if the said Riverside County Board of Supervisors consents, include: the preparation, printing and mailing of sample ballots and polling place cards, the establishment or appointment of precincts, polling places, and election officers, the furnishing of ballots, voting booths, and other necessary supplies or materials for polling places, the canvassing of the returns of election and the furnishing of the results of such canvassing to the City Clerk of the City of Norco, and the performance of such other election services as may be requested by said City Clerk that may be necessary in order to properly and lawfully conduct said election.

SECTION 4. That the polls shall be open at 7 a.m. of the day of said election and shall remain open continuously from said time until 8 p.m. the same day when said polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, said election shall be held and conducted as provided by law for holding General Municipal Elections in said City.

SECTION 6. That notice of the time and place of holding said election is hereby given and the City Clerk is hereby authorized, instructed and directed to give such further or additional notice of said election, in time, form and manner as required by law.

SECTION 7. That the City Clerk shall certify to the passage and adoption of this resolution; shall enter the same in the book of original resolutions of said City; and shall make a minute of passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 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 regular meeting held on June 5, 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 June 5, 2013.

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

## RESOLUTION NO. 2013-24

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE, PERTAINING TO MATERIALS SUBMITTED TO THE ELECTORATE AND THE COSTS THEREOF FOR THE GENERAL MUNICIPAL ELECTION TO BE HELD IN SAID CITY ON TUESDAY, NOVEMBER 5, 2013

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs thereof.

NOW, THEREFORE, the City Council of the City of Norco, California, does hereby resolve, declare, determine and order as follows:

SECTION 1. GENERAL PROVISIONS. Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Norco on November 5, 2013, may prepare a candidate's statement not to exceed 200 words, on an appropriate form provided by the City Clerk. Such statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. Such statement shall be filed in the office of the City Clerk at the time the declaration of candidacy is filed. Such statement may be withdrawn, but not changed, during the period for filing declaration of candidacy and until 6:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. PAYMENT. The Riverside County Registrar of Voters shall estimate the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to the Elections Code, and require each candidate filing a statement to pay in advance his or her pro rata share as a condition of having his or her statement included in the voter's pamphlet. The cost of each candidate statement for the November 5, 2013 General Municipal Election, as estimated by the Riverside County Registrar of Voters for the City of Norco, is \$500. The City Clerk shall bill each candidate for any cost in excess of the deposit and shall refund within 30 days of the election any unused portion of the deposit.

SECTION 3. The City Clerk shall provide each Candidate a copy of this Resolution at the time declaration of candidacy is issued.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution, shall enter the same in the book of original Resolutions of said City; and shall make a minute of passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED by the City Council of the City of Norco at a meeting held on June 5, 2013.

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Mayor of the City of Norco, California

ATTEST:

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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 June 5, 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 June 5, 2013.

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Brenda K. Jacobs, CMC, 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: Andy Okoro, Deputy City Manager/Director of Finance

DATE: June 5, 2013

SUBJECT: Approval of Salary and Benefits Resolutions for Management and Middle Management, Professional and Confidential Employees for Fiscal Year 2013-2014.

RECOMMENDATION: Adopt:

- 1) Resolution No. 2013-25, approving the Annual Salary and Benefits for Management Personnel;
- 2) Resolution No. 2013-26, approving the Annual Salary and Benefits for Middle Management, Professional and Confidential Service personnel including job classification for Water and Sewer Utilities Manager and the addition of Deputy City Clerk Title to Middle Management, Professional and Confidential Salary and Benefits Resolution

SUMMARY: The proposed Resolutions establish compensation and benefit levels for Management; and Middle Management, Professional and Confidential Service employees for Fiscal Year (FY) 2013-2014. The resolutions include a proposed 3%-5% salary adjustment for Management employees and 3% salary adjustment for Middle Management, Professional and Confidential Service employees. As required by the Public Employees' Pension Reform Act of 2013, (PEPRA) new employees (new to the CalPERS Pension System) also known as "non-classic" employees hired on or after January 1, 2013 have a PERS retirement formula of 2% at 62. Non-classic employees are also required to contribute at least 50% of the normal cost rate for the defined pension benefit plan. The FY 2013-2014 resolutions also clarify that administrative leave will be pro-rated for newly hired employees. Finally, staff is also recommending that the City Council approve the attached job specification for a newly created Water and Sewer Utilities Manager position and the inclusion of the Deputy City Clerk title in the Middle Management, Professional and Confidential Salary and Benefits Resolution.

BACKGROUND/ANALYSIS: Annually, the City adopts salary and benefits resolutions for non-represented employee units consisting of Management; and Middle Management, Professional, and Confidential employees. For FY 2013-2014, the resolution for Management reflects a proposed salary adjustment of 3-5% with no added benefits. The

Middle Management, Professional and Confidential resolution reflects a proposed salary adjustment of 3% with no added benefits.

The PEPRA of 2013 made several changes regarding public employee pension laws in California. These changes among other things capped pensionable income; established new retirement formulas and increased retirement ages; changed method for calculating final compensation; established "sit out" period prior to a retiree working for member of the same retirement system; restricted types of pay included in determining pensionable compensation; denied pension benefits upon felony conviction related to the performance of official duties; and eliminated retroactive benefit increases;. These changes have been included in the proposed FY 2013-2014 salary and benefits resolution.

In recognition of the fact that employees covered by these resolutions are not entitled to overtime compensation despite devoting hours beyond the normal workweek, the salary resolutions grant administrative leave to management, middle management, professional and confidential employees. Administrative leave is granted at the beginning of the fiscal year and must be used by the end of the fiscal year. The current resolutions do not address how administrative leave should be granted to employees who commence employment after the beginning of the fiscal year. Staff is recommending that administrative leave be proportionately pro-rated (based on the number of months remaining in the fiscal year after employment) for new hires who commence employment after the beginning of the fiscal year.

With the retirement of the Public Works Director, the City needs a qualified Water and Sewer Utilities Manager who will be responsible for overseeing the daily operation, maintenance, and repair of the City's water supply and distribution facilities and the sewer system. Based on current staff's expertise and the structure for other municipal water and sewer systems, it has been determined that a Water and Sewer Utilities Manager will best meet the needs of the City. A job specification for this new position has been prepared for City Council's approval. Due to limited number of staffing to perform cover for vacations and perform duties outside of normal work hours, staff is recommending that the Deputy City Clerk position be added to the Middle Management, Profession and Confidential Salary and Benefits Resolution.

**FINANCIAL IMPACT:** The additional costs and/or savings related to the proposed changes in salaries and benefits have been included in the FY 2013-2014 operating budget. The newly created position of Water and Sewer Utilities Manager has been included in the FY 2013-2014 operating budget. Attached is the current and revised salary schedule for positions covered by the Salary and Benefits Resolution for Management, Middle Management, Professional and Confidential Personnel.

j:ao/council reports/staff reports/2013

Attachments: Resolutions

Job Specification for Water and Sewer Utilities Manager

Current and Revised Salary Schedules

# RESOLUTION NO. 2013-25

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

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

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

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

1

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2013, the salary ranges and benefits for the affected classifications will be as follows:

### **Section 1**    **SALARY RANGES.**

Effective July 1, 2013 there shall be a 3%-5% salary range adjustment for the following classifications:

#### SALARY SCHEDULE

City Clerk (3%)

Deputy City Manager/Director of Finance (5%)

Director of Public Works (3%)

Director of Parks, Recreation & Community Services (5%)

Director of Planning (3%)

### **Section 2**    **BENEFITS**

#### **I**    **SICK LEAVE**

Accrual Rate. Employees in Management classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee's yearly accrual of sick leave can be used for illness or injury to a parent, child, spouse, or domestic partner.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of each year, 40% of the

employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

## II **ADMINISTRATIVE LEAVE**

In recognition of the fact that Management employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of the City Manager.

Management employees shall be allowed to take up to fifty-six (56) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30 of each year. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

New hires' administrative leave will be pro-rated.

## III **HOLIDAYS**

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

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

The birthday holiday must be taken within the fiscal year.

- 3 Floating Holidays

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

approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

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

#### **IV VACATION**

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 <sup>th</sup> yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 <sup>th</sup> – 9 <sup>th</sup> yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 <sup>th</sup> – 14 <sup>th</sup> yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 <sup>th</sup> + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed 2.5 times their annual accrual as determined by their anniversary date.

#### **V PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012**

1. For employees hired on or prior to December 31, 2012 and new hires who are "Classic" Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
  - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
  - c. Three-year final compensation (36 highest paid consecutive months).
2. Employees hired on or prior to October 31, 2010: The City has agreed to pay 100% of the employer and 4% of the employee's contribution rates toward retirement through the CalPERS Retirement System. Employees will pay 4% of the employee's contribution rates.
  3. Employees hired on or after November 1, 2010 and through December 31, 2012: The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.

4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 201

**VI PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013**

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee's share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 201.

**VII HEALTH INSURANCE**

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

**VIII DENTAL INSURANCE**

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

**IX VISION INSURANCE**

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

**X LIFE INSURANCE**

The City will provide term life insurance in the amount of \$125,000, for employees and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

**XI CONTINUOUS SERVICE BONUS**

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

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

**XII MEDICAL SAVINGS ACCOUNT**

The City shall deposit \$25 per month into a medical savings account for each Management employee.

New Hires are enrolled effective the first of the month, after six months of employment.

**XIII BEREAVEMENT**

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative by blood or marriage who is a member of the employee's household, domestic partner, and any parent, grandparent, spouse, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

**XIV JURY DUTY**

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

**XV TUITION REIMBURSEMENT**

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

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

**XVI LONG TERM DISABILITY INSURANCE**

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

**XVII DEFERRED COMPENSATION**

The City of Norco offers a deferred compensation plan. Any employee may elect to participate. The plan provides employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability, retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457K.

**XVIII STATE DISABILITY INSURANCE**

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

**XIX INJURY ON DUTY – WORKERS COMPENSATION**

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

**XX AUTO ALLOWANCE**

Employees shall receive \$400 per month auto allowance or a City owned automobile may be assigned for employee use to facilitate emergency call-back duties at the discretion of the City Manager.

**XXI SEVERANCE PAY – LAYOFF**

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3) weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

**XXII EMPLOYEE ON LEAVE COMPENSATION**

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 5, 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 June 5, 2013.

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

# RESOLUTION NO. 2013-26

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that effective beginning July 1, 2013, the salary ranges and benefits for the classifications covered by this Resolution are as follows:

### **Section 1    SALARY RANGES**

#### **I.    SALARY SCHEDULE**

Effective July 1, 2013 there shall be a 3% salary range adjustment for the following classifications:

- Accountant
- Accounting Manager
- Administrative Analyst
- Animal Control/Equestrian Superintendent
- Deputy City Clerk
- Deputy Director of Public Works/Senior Engineer
- Executive Secretary
- Human Resources Analyst
- Information Technology Manager
- Parks & Public Buildings Maintenance Supervisor
- Public Works Superintendent
- Recreation & Community Services Superintendent
- Recreation & Community Services Supervisor
- Water and Sewer Utilities Manager

**Section 2**    **BENEFITS**

Employees in the Middle Management, Professional, and Confidential Service classifications covered under this Resolution are covered by, and subject to, the Personnel Rules and Regulations of the City.

Benefits that are not included in, or are not specified adequately in the Personnel Rules and Regulations that are applicable to employees in the Middle Management, Professional, and Confidential Service classifications detailed are as follows:

**I.**    **SICK LEAVE**

Accrual Rate.        Employees in Middle Management, Professional, and Confidential Service classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee's yearly accrual of sick leave can be used for illness or injury to a parent, child, spouse, or domestic partner.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back.    At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of each year, 40% of the employee's unused sick leave for the previous 12 months with the time paid to be deducted from the employee's total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

**II.**    **ADMINISTRATIVE LEAVE**

In recognition of the fact that Middle Management, Professional, and Confidential Service employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of their department head.

Middle Management, Professional, and Confidential Service employees shall be allowed to take up to forty-eight (48) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30, 2013. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

New hires' administrative leave will be pro-rated.

**III. PROBATIONARY PERIOD**

All original or promotional appointments for Middle Management, Professional, and Confidential Service employees shall be subject to a probationary period of one (1) year.

**IV. HOLIDAYS**

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

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

The birthday holiday must be taken within the fiscal year.

- 3 Floating Holidays

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

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.

3. The City shall pay nine (9) hours for each holiday.

**V. VACATION**

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 – 4 <sup>th</sup> yr	Up to 7,488 (4 yrs)	3.32 hrs	86.4 hrs	240 hrs
5 <sup>th</sup> – 9 <sup>th</sup> yr	7,489 – 16,847 (9yrs)	4.98 hrs	129.6 hrs	360 hrs
10 <sup>th</sup> – 14 <sup>th</sup> yr	16,848 – 26,207 (14 yrs)	5.82 hrs	151.2 hrs	420 hrs
15 <sup>th</sup> + yrs	26,208 - + (15+ yrs)	6.65 hrs	172.8 hrs	480 hrs

Employees will cease to accrue vacation hours when in any pay period they exceed 2.5 times their annual accrual as determined by their anniversary date.

**VI PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012**

1. For employees hired on or prior to December 31, 2012 and new hires who are "Classic" Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
  - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
  - c. Three-year final compensation (36 highest paid consecutive months).
2. Employees hired on or prior to October 31, 2010: The City has agreed to pay 100% of the employer and 4% of the employee's contribution rates toward retirement through the CalPERS Retirement System. Employees will pay 4% of the employee's contribution rates.
  3. Employees hired on or after November 1, 2010 and through December 31, 2012: The City has agreed to pay 100% of the employer contribution rates toward retirement and the employee will pay 8% of the employee contribution rates toward retirement through the CalPERS Retirement System.
  4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 201

**VII PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013**

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees' Pension Reform Act of 201

**VIII HEALTH BENEFITS**

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

**IX DENTAL INSURANCE**

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

**X VISION INSURANCE**

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

**XI LIFE INSURANCE**

The City will provide term life insurance in the amount equal to the employee's annual salary for employees (to a maximum of \$125,000) and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

**XII CONTINUOUS SERVICE BONUS**

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

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

**XIII MEDICAL SAVINGS ACCOUNT**

The City shall deposit \$20 per month into a medical savings account for Middle Management, Professional, and Confidential Service employees.

New Hires are enrolled effective the first of the month, after six months of employment.

**XIV BEREAVEMENT**

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative by blood or marriage who is a member of the employee's household, domestic partner, and any parent, grandparent, spouse, child, brother or sister of the employee. The parent, brother or sister of the employee's spouse, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

**XV TUITION REIMBURSEMENT**

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

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

**XVI SEVERANCE PAY – LAYOFF**

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3) weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

**XVII JURY DUTY**

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.

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

**XV. LONG TERM DISABILITY INSURANCE**

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

**XVI. DEFERRED COMPENSATION**

The City of Norco offers a deferred compensation plan. Any employee may elect to participate. The plan provides employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability, retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457K.

**XVII. STATE DISABILITY INSURANCE**

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

**XVIII. INJURY ON DUTY – WORKERS COMPENSATION**

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

**XXI. EMPLOYEE ON LEAVE COMPENSATION**

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

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Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on June 5, 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 June 5, 2013.

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

## **WATER AND SEWER UTILITIES MANAGER**

### **DEFINITION:**

Under general direction of the Public Works Director, the Utilities Manager is responsible for managing the daily operation, maintenance, and repair of the City's water supply and distribution facilities and related sanitary, sewer collection and reclaimed water systems. The successful candidate must have a good laws, rules, and regulations regarding the operation, maintenance, and repair of water supply, water distribution and wastewater operations. The candidate must also be capable of representing the City on related local and regional committees.

### **ESSENTIAL FUNCTIONS:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **TYPICAL DUTIES & RESPONSIBILITIES:**

Omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment. Typical duties and responsibilities include, but are not limited to the following:

- Oversees and directs the daily activities of the City's water, wastewater, sanitation, and storm channel systems including operations, maintenance, facilities, and equipment of the systems and meter reading.
- Ensures compliance with local, State, and Federal agencies, standards and regulations; interprets policies and procedures established by all related regulatory agencies; prepares and submits reports to these agencies on an annual and monthly basis (as required).
- Prepares and analyzes recommendations and reports on the utility's facilities and infrastructure maintenance, capital improvement, capital development, staffing requirements and other technical and management issues; determines resource requirements for the division's projects; reviews and implements recommendation on productivity and efficiency.
- Oversees the monitoring of water quality, sanitary sewer, and ensures reclaimed water operation comply with federal, state and local requirements; ensures processes are performing at an optimal and cost effective level; administers programs, projects and maintenance activities to meet requirements and takes corrective action to obtain maximum levels of water quality.
- Compiles reports and describes impacts related to water, sewer, sanitary sewer and storm drainage to mitigate the potential of adverse health risks, costly repairs, and/or other related issues.
- Assists in the preparation of utility-related projects, planning, reviews, pre-construction meetings, and design projects.
- Prepares a variety of reports, agendas, and/or other related documentation for dissemination to internal departments and/or external agencies.

## **WATER AND SEWER UTILITIES MANAGER**

- Represents the City at community, local and regional meetings such as Chino Basin Water Master; Chino Basin Desalter Authority; Western Municipal Water District; Western Riverside County Regional Wastewater Authority; and others
- Participates in the preparation of the annual operating budget for assigned areas of responsibility, monitors and approves expenditures.
- Responds to public inquiries and complaints related to assigned areas of responsibility.
- Interprets ordinances, municipal codes and other regulatory documents

### **CLASS CHARACTERISTICS:**

This is a Middle Management position in the Public Works Department. Responsible for planning, coordinating, and directing the preventive, predictive, and corrective maintenance programs for all utility facility related assets. Controls, implements and manages budgetary and administrative duties. The work in this position is complex and involves significant accountability and decision making responsibilities. This position requires a practical working knowledge of intermediate to complex water utility systems.

### **CONTACTS AND RELATIONSHIPS:**

This position has the majority of their interaction with the public, contractors, regional stakeholders, governmental, regulatory compliance agencies and other City employees.

### **QUALIFICATION GUIDELINES:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

### **DESIRABLE QUALIFICATIONS:**

Experience: Ten years of increasingly responsible experience in water/wastewater utility operations in the maintenance and operation of domestic water supply and distribution facilities and sewer systems, including five years of supervisory and administrative responsibility, including contract administration.

Education: Equivalent to a bachelor's degree in civil engineering, public administration, water science or a related field.

License/Certificates: Possession of a valid Class C California drivers' license with a satisfactory driving record is required throughout employment.  
State of California Water Distribution Operator D-4 Certificate  
State of California Water Treatment Operator T-3 Certificate  
CWEA Collection System Maintenance Grade 2 Certificate desirable  
AWWA Cross-Connection Control Specialist Certificate desirable  
Class A California drivers' license desirable.

## **WATER AND SEWER UTILITIES MANAGER**

### Knowledge:

- Knowledge of water utility infrastructure and maintenance processes.
- Principles and techniques involved in water/ sewer supply system operation including Federal and State guidelines and regulations.
- Knowledge of and experience with computerized management maintenance control system.
- Knowledge of resource management, project planning and coordination.
- Knowledge of principles and practices of budget development and management, including the preparation of bid specifications, request for proposal and procurement.
- Modern office equipment, including computer and applicable software.

### Ability:

- Analyze complex technical and operational issues and problems.
- Prepare clear and concise records, reports and other written materials.
- Prepare and present proposals and recommendations.
- Interpret and implement City resolutions, ordinances, rules, policies, and regulations.
- Analyze, interpret, prepare and make recommendations on complex water, sewer, and reclaimed water facility plans.
- Evaluate alternatives and reach sound conclusions.
- Understand, interpret, explain and apply City, state and federal requirements.
- Maintain water, sanitary sewer and reclaimed water infrastructure and facilities at an optimal and cost effective level.
- Prepare technical reports on the condition and lifecycle of City facilities and infrastructure.
- Read and interpret technical illustrations, plans, specification and diagrams.
- Establish and maintain effective working relations with all levels of City staff, elected officials, contractors, consultants, agencies and the public encountered in course of work.

### Skills:

- Effectively operate a motor vehicle on City streets.
- Effectively utilize tools of the trade.
- Operate computer and applicable software.

### **PHYSICAL REQUIREMENTS:**

Work is performed in office and field environments. Requires vision (which may be corrected) to read small print. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires mobility to stand, stoop, reach, and bend. Sit for long periods while typing and using a computer. Performs lifting, pushing and/or pulling and lift up to 40 pounds for the purpose of lifting supplies or equipment. Requires the ability to move from place to place with in the office and to reach for items

## **WATER AND SEWER UTILITIES MANAGER**

above and below desk level. May be exposed to extreme weather, moving traffic, construction sites, uneven terrain and toxic chemicals.

### **MENTAL DEMANDS:**

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or new skills; interact with City staff, other organizations and the public.

**SUPERVISION RECEIVED:** Public Works Director

**FAIR LABOR STANDARDS ACT DESIGNATION:** Exempt

**CITY OF NORCO**  
MIDDLE MANAGEMENT, PROFESSIONAL & CONFIDENTIAL  
**CLASSIFICATIONS & SALARY RANGES**  
CURRENT

**CITY OF NORCO**  
MIDDLE MANAGEMENT, PROFESSIONAL & CONFIDENTIAL  
**CLASSIFICATIONS & SALARY RANGES**  
EFFECTIVE 07/01/2013

Range No.	Classification/Job Title	STEP A	STEP B	STEP C	STEP D	STEP E	STEP A	STEP B	STEP C	STEP D	STEP E	
76	Deputy Director of Public Works/	72,984	76,632	80,460	84,480	88,704	75,174	78,931	82,874	87,014	91,365	
	Senior Engineer	6,082	6,386	6,705	7,040	7,392	6,264	6,578	6,906	7,251	7,614	
	Water and Sewer Utilities Manager	38,9872	40,9359	42,9808	45,1282	47,3846	40,1568	42,1640	44,2702	46,4820	48,8061	
58C	Information Technology Manager	Annualized	68,772	72,216	75,828	79,620	83,604	70,835	74,382	78,103	82,009	86,112
		Monthly	5,731	6,018	6,319	6,635	6,967	5,903	6,199	6,509	6,834	7,176
		Hourly	36,7372	38,5769	40,5064	42,5321	44,6603	37,8393	39,7342	41,7216	43,8081	46,0001
70C	Public Works Superintendent	Annualized	67,092	70,428	73,956	77,652	81,540	69,105	72,541	76,175	79,982	83,986
		Monthly	5,591	5,869	6,163	6,471	6,795	5,759	6,045	6,348	6,665	6,999
		Hourly	35,8397	37,6218	39,5064	41,4808	43,5577	36,9149	38,7505	40,6916	42,7252	44,8644
72	Accounting Manager	Annualized	62,544	65,676	68,952	72,408	76,020	64,420	67,646	71,020	74,580	78,301
		Monthly	5,212	5,473	5,746	6,034	6,335	5,368	5,637	5,918	6,215	6,525
		Hourly	33,4103	35,0833	36,8333	38,6795	40,6090	34,4126	36,1358	37,9383	39,8399	41,8273
65	Senior Planner	Annualized	59,472	62,448	65,568	68,844	72,288	61,256	64,321	67,535	70,909	74,457
		Monthly	4,956	5,204	5,464	5,737	6,024	5,105	5,360	5,628	5,909	6,205
		Hourly	31,7692	33,3590	35,0256	36,7756	38,6154	32,7223	34,3598	36,0764	37,8789	39,7739
60	Animal Control/Equestrian Superintendent Rec. & Comm. Services Superintendent	Annualized	57,444	60,324	63,336	66,504	69,828	59,167	62,134	65,236	68,499	71,923
		Monthly	4,787	5,027	5,278	5,542	5,819	4,931	5,178	5,436	5,708	5,994
		Hourly	30,6859	32,2244	33,8333	35,5256	37,3013	31,6065	33,1911	34,8483	36,5914	38,4203
49CD	Human Resource Analyst	Annualized	53,580	56,256	59,076	62,028	65,124	55,187	57,944	60,848	63,889	67,078
		Monthly	4,465	4,688	4,923	5,169	5,427	4,599	4,829	5,071	5,324	5,590
		Hourly	28,6218	30,0513	31,5577	33,1346	34,7885	29,4805	30,9528	32,5044	34,1286	35,8322



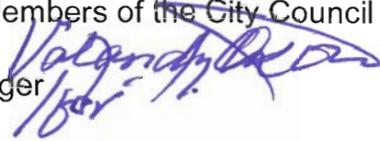
CITY OF NORCO SALARY SCHEDULE  
MANAGEMENT  
CURRENT

CITY OF NORCO SALARY SCHEDULE  
MANAGEMENT  
EFFECTIVE 07/01/2013

Range No.	Job Title	STEP A	STEP B	STEP C	STEP D	STEP E	STEP A	STEP B	STEP C	STEP D	STEP E	
<b>86</b>	Deputy City Manager/Director of Finance	Annualized	109,436	114,908	120,653	126,686	133,020	139,671	145,908	152,145	158,382	
		Monthly	9,120	9,576	10,054	10,557	11,085	11,639	12,183	12,727	13,271	13,815
		Hourly	58.4593	61.3823	64.4514	67.6740	71.0577	74.6106	78.1635	81.7164	85.2693	88.8222
<b>82A</b>	Director of Public Works	Annualized	92,719	97,355	102,222	107,565	112,700	117,835	122,970	128,105	133,240	
		Monthly	7,727	8,113	8,519	8,964	9,391	9,836	10,281	10,726	11,171	11,616
		Hourly	49.5292	52.0057	54.6059	57.4601	60.2032	63.0463	65.7895	68.5327	71.2759	74.0191
<b>74B</b>	Director of Parks, Recreation & Community Services	Annualized	82,705	86,841	91,183	95,742	100,529	105,555	110,792	116,081	121,524	
		Monthly	6,892	7,237	7,599	7,978	8,377	8,796	9,233	9,673	10,133	10,604
		Hourly	44.1802	46.3893	48.7087	51.1441	53.7013	56.3864	59.1015	61.8547	64.6106	67.3864
<b>74A</b>	Planning Director	Annualized	82,466	86,590	90,919	95,465	100,238	105,245	110,329	115,488	120,723	
		Monthly	6,872	7,216	7,577	7,955	8,353	8,771	9,200	9,639	10,088	10,547
		Hourly	44.0525	46.2551	48.5679	50.9962	53.5460	56.1013	58.6521	61.2032	63.7551	66.3071
<b>58A</b>	City Clerk	Annualized	64,346	67,563	70,941	74,488	78,212	82,115	86,098	90,161	94,304	
		Monthly	5,362	5,630	5,912	6,207	6,518	6,833	7,153	7,478	7,808	
		Hourly	34.3726	36.0913	37.8959	39.7906	41.7801	43.8521	45.9964	48.1931	50.4424	52.6951

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Geoff Pemberton, Fire Chief

DATE: June 5, 2013

SUBJECT: Adoption of the Norco Local Hazard Mitigation Plan Annex from the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000

RECOMMENDATION: Adopt **Resolution No. 2013-27**, adopting the Norco Local Hazard Mitigation Plan Annex.

SUMMARY: The proposed resolution adopts the Norco Local Hazard Mitigation Plan Annex from the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan as required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.

BACKGROUND/ANALYSIS: President William J. Clinton signed H.R. 707, the Disaster Mitigation and Cost Reduction Act of 2000, into law on October 2000.

The Disaster Mitigation Act of 2000 requires all jurisdictions to be covered by a Local Hazard Mitigation Plan to be eligible for Federal Emergency Management Agency post-disaster funds. The City of Norco has committed to participate in the development of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan and coordinated the development of the City of Norco Local Hazard Mitigation Plan Annex.

The plan identifies potential hazards, potential losses and potential measures to limit losses from natural disasters. Formal adoption of the plan by the City Council is required before final approval of the plan can be obtained from the Federal Emergency Management Agency.

FINANCIAL IMPACT: None.

/rlf

Attachments: Resolution No. 2013-27  
Local Hazard Mitigation Plan (City Council only -- *Copy available in the City Clerk's Office*)

## **RESOLUTION NO. 2013-27**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA ADOPTING THE NORCO LOCAL HAZARD MITIGATION PLAN ANNEX FROM THE RIVERSIDE COUNTY OPERATIONAL AREA MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN AS REQUIRED BY THE FEDERAL DISASTER MITIGATION AND COST REDUCTION ACT OF 2000**

WHEREAS, President William J. Clinton signed H.R. 707, the Disaster Mitigation and Cost Reduction Act of 2000, into law on October 30, 2000; and

WHEREAS, the Disaster Mitigation Act of 2000 requires all jurisdictions to be covered by a Local Hazard Mitigation Plan to be eligible for Federal Emergency Management Agency post-disaster funds; and

WHEREAS, the City of Norco has committed to participate in the development of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, the City of Norco coordinated the development of the City of Norco Local Hazard Mitigation Plan Annex; and

WHEREAS, the City of Norco is concerned about mitigating potential losses from natural disasters before they occur; and

WHEREAS, the plan identifies potential hazards, potential losses and potential mitigation measures to limit losses; and

WHEREAS, the California State of Emergency Services has reviewed the plan on behalf of the Federal Emergency Management Agency; and

WHEREAS, formal adoption of the plan by the City Council of Norco is required before final approval of the plan can be obtained from the Federal Emergency Management Agency; and

WHEREAS, the City of Norco has determined that it would be in the best interest of the City of Norco to adopt the Local Hazard Mitigation Plan Annex.

NOW, THEREFORE, be it resolved that the City Council hereby adopts the Local Hazard Mitigation Plan Annex to meet the requirements of the Disaster Mitigation and Cost Reduction Act of 2000; and directs the City of Norco to forward the Local Hazard Mitigation Plan Annex to the Riverside County Fire Department, Office of Emergency Services, the California Emergency Management Agency and to the Federal Emergency Management Agency on behalf of the City for final approval.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

---

Mayor of the City of Norco, California

ATTEST:

---

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting held on June 5, 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 June 5, 2013.

---

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

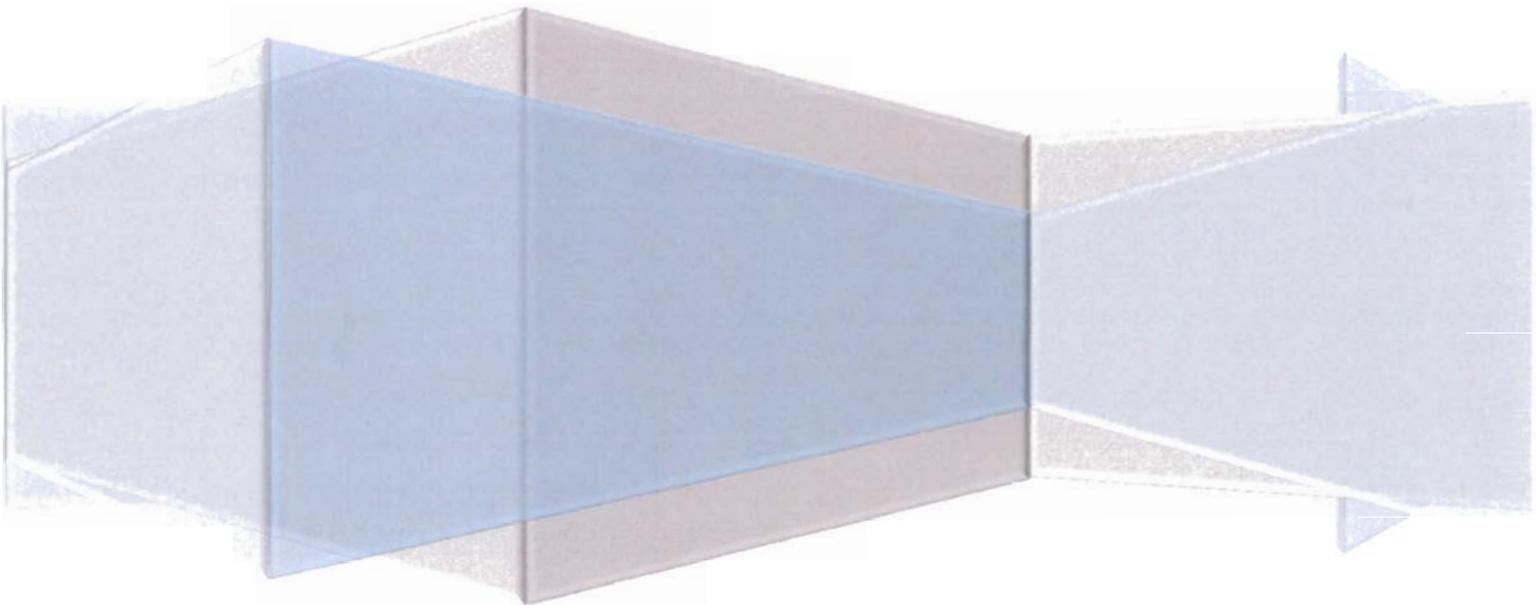
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**CITY OF NORCO  
ANNEX**

**LOCAL HAZARD  
MITIGATION PLAN**

**AUGUST 2012**

**PREPARED BY: GEOFF PEMBERTON  
FIRE CHIEF – CITY OF NORCO/CAL FIRE RIVERSIDE COUNTY**



## CONTACT INFORMATION

### CITY OF NORCO

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Email: [gpemberton@ci.norco.ca.us](mailto:gpemberton@ci.norco.ca.us) and  
[Geoff.Pemberton@fire.ca.gov](mailto:Geoff.Pemberton@fire.ca.gov)

## PLAN ADOPTION/RESOLUTION

The City of Norco will submit plans to Riverside County Fire – Office of Emergency Services who will forward to CAL EMA for review prior to being submitted to FEMA. In addition, we will wait to receive an “Approval Pending Adoption” before taking the plan to our local governing bodies for adoption. Upon approval, the City of Norco will insert the signed resolution.

## EXECUTIVE SUMMARY

The purpose of this local hazard mitigation plan is to identify the County's hazards, review and assess past disaster occurrences, estimate the probability of future occurrences and set goals to mitigate potential risks to reduce or eliminate long-term risk to people and property from natural and man-made hazards.

The plan was prepared pursuant to the requirements of the Disaster Mitigation Act of 2000 to achieve eligibility and potentially secure mitigation funding through Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance, Pre-Disaster Mitigation, and Hazard Mitigation Grant Programs.

Riverside County's continual efforts to maintain a disaster-mitigation strategy is ongoing. Our goal is to develop and maintain an all-inclusive plan to include all jurisdictions, special districts, businesses and community organizations to promote consistency, continuity and unification.

The County's planning process followed a methodology presented by FEMA and CAL-EMA which included conducting meetings with the Operational Area Planning Committee (OAPC) coordinated by Riverside County Fire – Office of Emergency Services comprised of participating Federal, State and local jurisdictions agencies, special districts, school districts, non-profit communities, universities, businesses, tribes and general public.

The plan identifies vulnerabilities, provides recommendations for prioritized mitigation actions, evaluates resources and identifies mitigation shortcomings, provides future mitigation planning and maintenance of existing plan.

The plan will be implemented upon FEMA approval.

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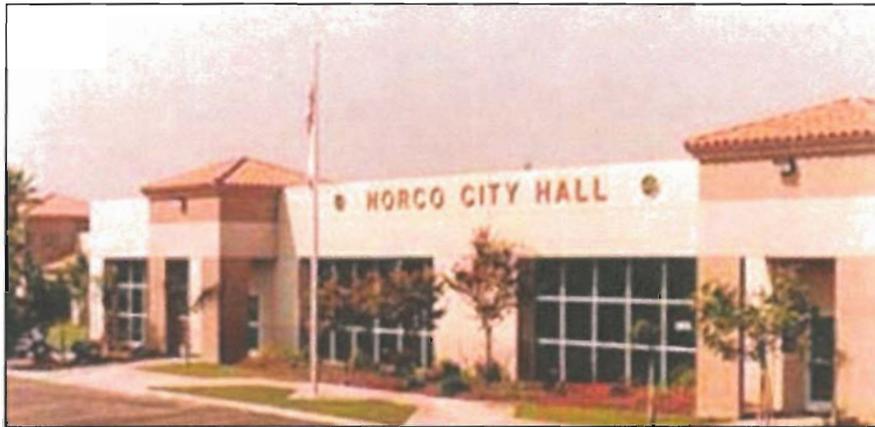
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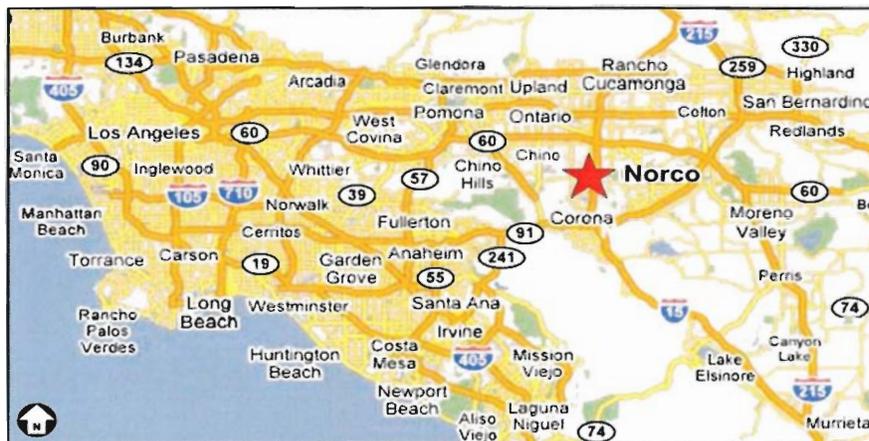
## SECTION 1.0 - COMMUNITY PROFILE

### The City of Norco

The City of Norco incorporated as a general law City in 1964 and subsequently became a Charter City in 2003. The City of Norco has a 5-member City Council. Norco is an equestrian-oriented community which is known as “Horsetown, U.S.A.” It is located in Western Riverside County, and is approximately 50 miles east of Los Angeles, and is surrounded by the cities of Ontario, Chino, Corona, Riverside and unincorporated areas of Riverside County. Western Riverside County is among the fastest growing areas in the United States. Norco is approximately 12 miles from the Los Angeles-Ontario International Airport.

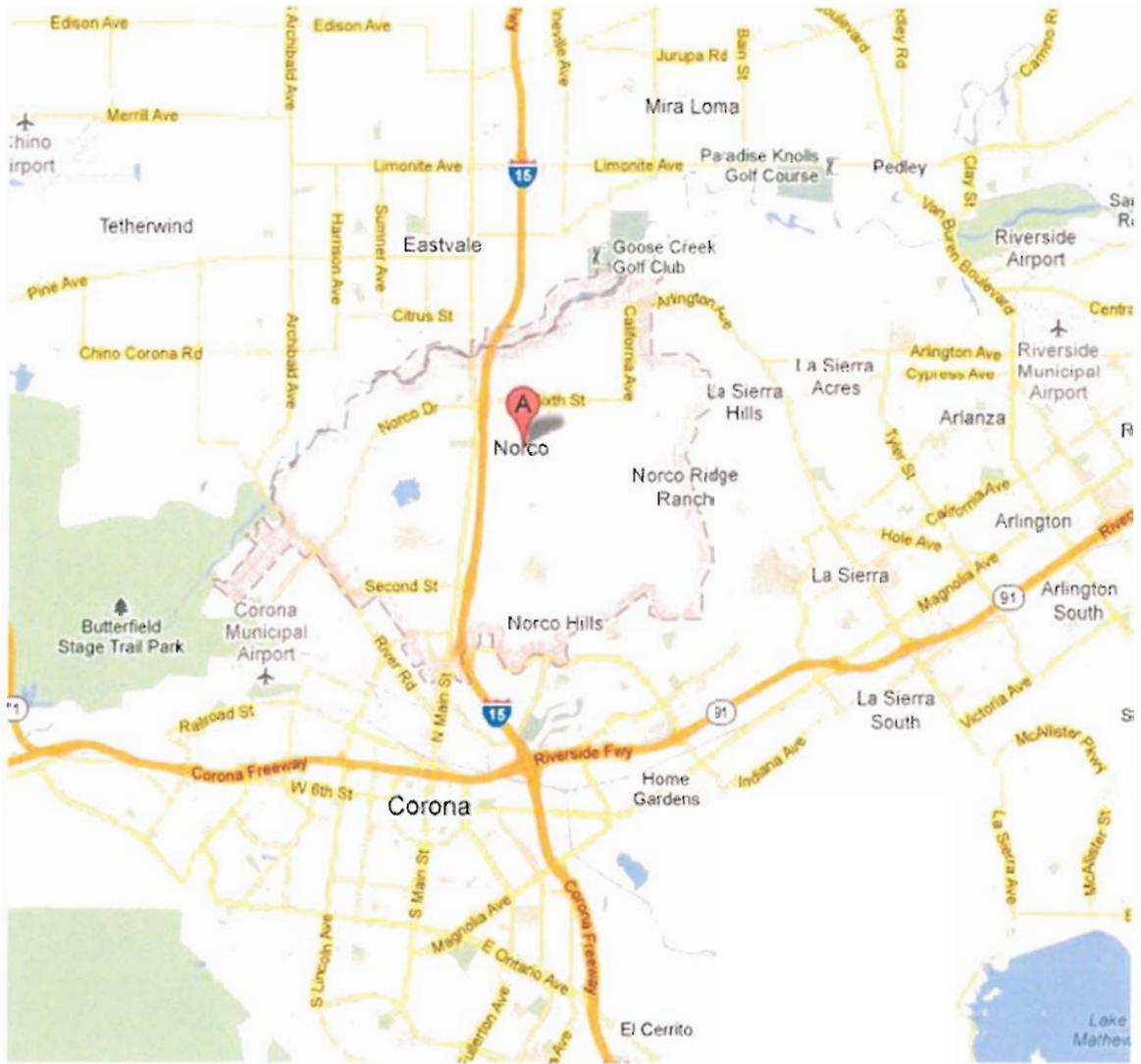


The City limits of Norco cover an area of approximately 15 square miles, with a population of 27,263 as of 2010. Norco is also home to the U.S. Naval Surface Warfare Center, the California Rehabilitation Center and the Riverside Community College, Norco Campus.



## 1.1 CITY MAP

Figure 1.1 – City of Norco Boundary Map



## 1.2 GEOGRAPHY AND CLIMATE DESCRIPTION

The City of Norco is located in the northwestern portion of Riverside County, near the convergence of Los Angeles, Orange, and Riverside Counties, approximately 45 miles southeast of the City of Los Angeles. It is located in a valley, framed by mountains and the Prado Basin. Original Settlements focused development in an area within and adjacent to Hamner Avenue, Highway. As the City grew, the geographic limitations imposed by the Norco Hills to the east and the Santa Ana River and the Prado Basin to the north and west created natural barriers that confined the City. The City is bordered by the City of Corona to the south and southwest, the City of Riverside to the east, and the cities of Eastvale and Jurupa Valley to the north and northeast.

One major freeway transects Norco with no railroads. Interstate 15 (I-15) runs north/south through the middle of the City. This corridor is the major north-south transportation route in Southern California between Las Vegas and San Diego with nearby direct freeway interconnects to Los Angeles and Orange counties and the rest of the Inland Empire.

The current City corporate limits are fairly congruous with the City's Sphere of Influence (SOI). The City currently includes 15 square miles, with less than 50 acres currently in Riverside County remaining within the SOI.

The SOI was defined by the City, the Southern California Association of Governments (SCAG), and the Riverside County Local Agency Formation Commission (LAFCO). It represents those areas likely to be served by and potentially annexed to the City. The SOI includes two small geographically distinct areas including a single row of mostly developed single-family homes along Bluff Street at the City's southwestern edge along the river bluffs and undeveloped property largely in the river floodplain in the northeast corner of the City.

The City currently manages approximately 690 acres of open space within its Park Lands and an internal trail system throughout the City and its public right-of-away, approximately 120 miles.

The City of Norco Planning area is within the South Coast Air Basin of California. The air basin is a 6,600-square mile area encompassing the non-desert portions of Riverside, Los Angeles, and San Bernardino Counties and all of Orange County. Bounded by the Pacific Ocean to the west and the San Gabriel, San Bernardino, and San Jacinto Mountains to the north and east, the South Coast Air Basin is an area of high air pollution potential.

The climate of the South Coast Air Basin is dominated by the strength and position of the semi-permanent high-pressure center over the Pacific Ocean near Hawaii. It creates the climate conditions typical of Southern California, (i.e., relatively cool summers, mild winters, infrequent rainfall, cool daytime sea breezes, comfortable humidity, and ample sunshine). Periods of extremely hot weather, winter storms, or

Santa Ana wind conditions interrupt this pattern. Unfortunately, the same atmospheric processes that create the desirable living climate combine to restrict the ability of the atmosphere to disperse the air pollution generated by the region's population.

The location of the Planning Area, east of the Chino Hills and Santa Ana Mountains farther south, insulates it from the moderating effect of the ocean. Temperatures and precipitation in Norco vary more dramatically than coastal areas of the basin. Average summertime high temperatures range between about 85 to 92 degrees Fahrenheit from June through September, and average wintertime low temperatures are generally near 40 degrees in December and January. Rainfall is highly variable and confined almost exclusively to the winter months. Rainfall in Norco averages about 12.6 inches annually.

Predominating winds travel from the ocean, across the urbanized coastal areas of Orange and Los Angeles Counties, to Norco through the Santa Ana River Canyon. The canyon acts as a funnel for air masses moving across the basin. Daytime winds are typically channeled through the canyon to create steady, abnormally high (greater than 12mph) wind velocities from the west. Typical nighttime conditions reverse, and light winds (less than 1 mph) drift back towards the ocean. Exceptions to this pattern occur when a high-pressure center forms over the western United States and creates the strong, hot, dry, gusty Santa Ana winds, which move through Norco from the eastern deserts into the canyon.

### **1.3 BRIEF HISTORY**

The pre-European history of Norco is much like the rest of Southern California where various tribes of Indians occupied the different portions of the region. The Luiseno Indians used and occupied a region that included the Norco-Corona area. The main village was in Temescal Canyon, and the Norco area was used as a hunting-gathering location. In 1846 the Norco area became part of the Mexican land grant, part of which was eventually purchased for the purpose of growing orange trees. That was not successful and the land was sold and subdivided as part of the Riverside Orange Heights Tract.

The concept of "Norco" began as a subdivision of the North Corona Land Company in 1910, which again attempted to develop the area with orchard citrus crops, avocados, olives, etc. Years of experimentation showed the area was not suited to that purpose due to high winds, frost, and poor soil conditions. In 1921 the property was sold to the North Corona Land Company. At that time, fewer than 100 families resided in the area which was mainly a small farming community. The farmers gradually ventured into animal raising, especially poultry and rabbits, some of which are still active today.

By the mid-1920's, the North Corona Land Company owned 5,409 acres in the area, when the first school and the Norconian Club were constructed, the Norconian Club was constructed on a hot sulfur well discovered while digging for irrigation water. It

occupied a 700-acre site and was for years a favorite of Hollywood celebrities. Its use declined during the 1930's and in 1941, the U.S. Navy bought the hotel and expanded it into a premier World War II-era hospital. Today, its grounds are divided between a weapons research facility and a state prison. Most of the resort remains intact, and its history and architecture have earned it a listing on the National Register of Historic Places. Today local leaders and organizations are working to ensure its recognition and preservation.

The community's first public recreational facility was developed in 1948 when the old Norco School was acquired as a community center. The Norco Recreation and Park District was then formed to maintain and operate the property. During the 1950's and 1960's Norco began to experience more growth, resulting from the population explosion occurring throughout the Southern California metropolitan area. The San Bernardino and Riverside freeways made the area more accessible from Los Angeles and Orange Counties, and Norco's animal keeping lifestyle came within commuting distance from major centers of employment. Because of rapid growth in surrounding communities, and the previous loss of other animal keeping communities in the Los Angeles and Orange Counties when development pressures increased there, the City of Norco was incorporated in 1964 to preserve the animal keeping community that had established roots here.

#### **1.4 ECONOMY DESCRIPTION**

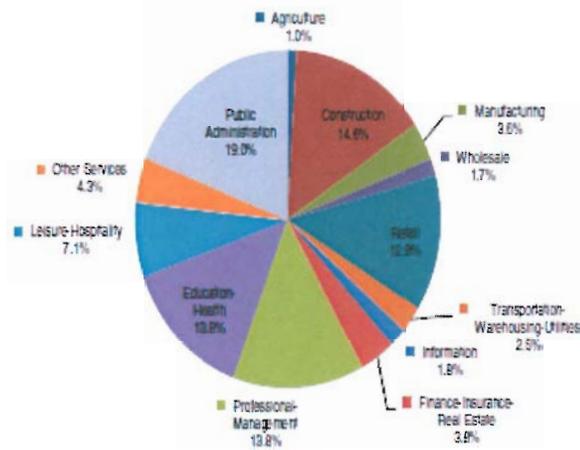
Norco, located in western Riverside County, is primarily a "bedroom community," and most of its residents commute to jobs in larger neighboring cities such as Riverside, Corona, Ontario, or various places in Los Angeles and Orange County. As a result, it is zoned predominantly Residential (60%) and virtually all of that is designated for low density single-family development. 8% of the City is zoned Commercial, mostly along two major thoroughfares, Hamner Avenue and Sixth Street. Just 6% of the City is zoned Industrial, and the remaining 26% is zoned for Open Space or other uses.

Retail sales drive the City of Norco's economy, with most transactions occurring on the City's two primary thoroughfares, Hamner and Sixth Street, where some commercial development opportunities still exist. The three top employers in Norco are 1) Corona-Norco Unified School District (5,215 employees); 2) California Rehabilitation Center (1,146 employees); and 3) Naval Surface Warfare Center (1,010 employees). Norco College, a campus of the Riverside Community College District specializing in technology, provides a trained labor pool for local businesses.

The City of Norco is emerging as a Southern California tourist destination, driven by its Western flavor, accessibility to travelers and the construction of Silverlakes, a world-class 122-acre equestrian and field sport facility scheduled to hold its first events in September 2012. The City's economy will be increasingly supplemented by the hospitality industry in the coming years.

Figure 1.4.1 – Chart for City of Norco Jobs by Sector 2007 and 2010

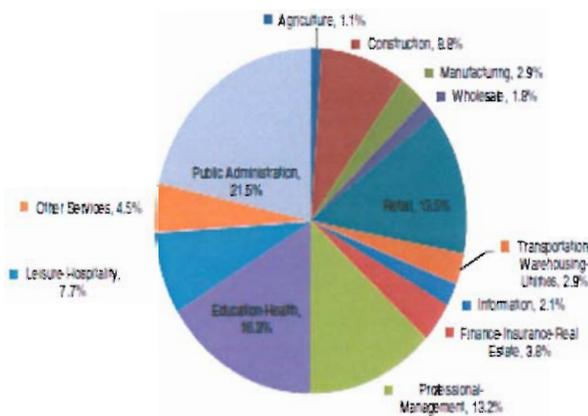
**Jobs by Sector: 2007**



Sources: California Employment Development Department, 2007; InfoUSA; and SCAG

- Between 2007 and 2010, there were minor changes in the share of jobs by sector in the city.
- From 2007 to 2010, the share of Education-Health Jobs increased from 13.8 percent to 16.3 percent while the share of Construction jobs declined from 14.6 to 8.8 percent.

**Jobs by Sector: 2010**



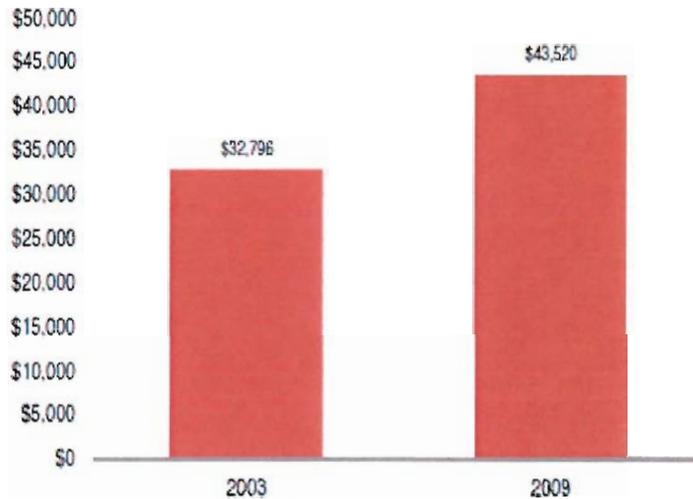
Sources: California Employment Development Department, 2010; InfoUSA; and SCAG

- In 2010, the Public Administration sector was the largest job sector, accounting for 21.5 percent of total jobs in the city.
- Other large sectors included Education-Health (16.3 percent), Retail (13.5 percent), and Professional-Management (13.2 percent).

Figure 1.4.2 – Chart of City of Norco Average Salaries

### Average Salaries

Average Annual Salary per Job: 2003 and 2009



Source: California Employment Development Department, 2003 & 2009

- Average salaries for jobs located in the city increased from \$32,796 in 2003 to \$43,520 in 2009, a 32.7 percent change.

Average Annual Salary by Sector: 2009 (in \$ thousands)



Source: California Employment Development Department, 2009

- In 2009, the sector providing the highest salary per job in the city was Education-Health (\$61,127).
- The Leisure-Hospitality sector provided the lowest annual salary per job (\$14,732).

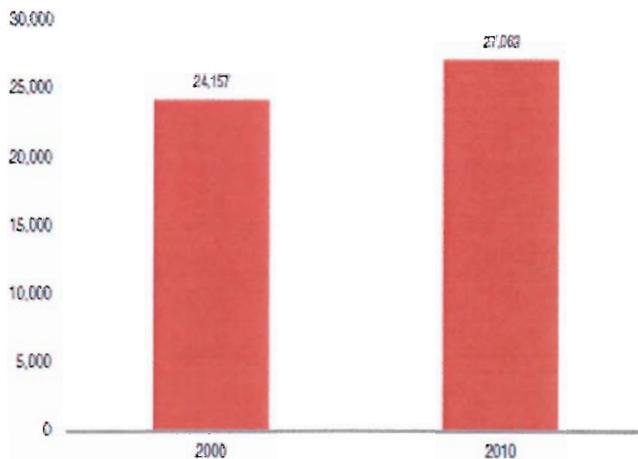
## 1.5 POPULATION

Figure 1.5.1 – City of Norco Population Growth Table

Because of its emphasis on small-plot agricultural, animal-keeping lots the growth of Norco has been steadily rising since the City's incorporation in 1964 but without the large growth spurts that have occurred with other areas of Southern California. The City's population has grown from 23,302 in 1990 to just over 27,263 in 2012.

### II. Population (City of Norco)\* Population Growth

Population: 2000, 2010



Sources: 2000 and 2010 Census

- Between 2000 and 2010, the total population of the City of Norco increased by 2,906 reaching 27,063 in 2010.
- During this 10-year period, the city's population growth rate of 12 percent was lower than the Riverside County rate of 41.7 percent.
- In 2010 the city's population was ranked 20th out of 27 cities in the county.

Note: Due to discrepancies in 2010 population estimates between the U.S. Census Bureau and the California Department of Finance (DOF), in fall 2011, DOF is scheduled to revise 2001 to 2009 estimates, in light of the 2010 Census counts. After the DOF revises its 2001 to 2009 estimates, SCAG plans to incorporate them in updated Local Profiles reports.

Some population growth in the City of Norco between 2000 and 2010 was due to annexation of adjacent developed areas.

\* The following charts in this report contain data for the City of Norco unless noted otherwise.

## **1.6 BRIEF STATEMENT OF UNIQUE HAZARDS**

### **Seismic Hazard**

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 a potential for liquefaction in the event of any strong earthquake. In addition, earthquakes could also cause landslides due to slope instability. This problem however, is relatively minor in Norco relative to other areas in California due to the presence of hard bedrock and the absence of clay-coated bedding typical of most California landslides in the hillside areas around the City.

### **Fire Hazard**

Although portions of Norco are under some threat of potential wildland fires especially along hillside areas and Riverbottom, the primary concern of the City is to provide an adequate system of fire protection for urban uses, in the form of appropriately located fire stations and effective fire prevention programs.

### **Flood Hazard**

The City is naturally insulated against extensive, serious flooding from the Santa Ana River by a slope gradient that exists along the south bank of the river. In the event of a 100-year storm, the only areas likely to flood 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.

## 1.7 DEVELOPMENT TRENDS AND LAND USE

Norco, in contrast to some of neighboring cities in the Inland Empire, remains a semi-rural community with a predominantly equestrian lifestyle. The vast majority of residential parcels are zoned for a minimum half-acre lot size, a feature that has helped to maintain the City's unique lifestyle. Development pressure from 1995-2005 resulted in some traditional, albeit upscale, suburban subdivisions, but the prospect for more of that type of development is very unlikely. Not only will the current housing supply take many years to be absorbed after a devastating housing crash (Riverside County was among the hardest hit in the nation), but developable land for residential development has been almost entirely exhausted. A 429-acre parcel in the southeastern quadrant of the City, long envisioned as a prime site for residential development, has been very restrictively rezoned to accommodate only low-density resort development or nature preserve.

Population growth in Norco during the last decade was modest compared to many neighboring municipalities—thanks in large part to the large-lot zoning—and is expected to remain relatively stable through 2017. Nonetheless, Norco's locational attributes will be extremely attractive to business interests as the economy begins to recover. Its strategic location on the I-15 Freeway makes Norco easily accessible from anywhere in Southern California and businesses in Norco benefit from their access to a consumer market of 15 million people in Los Angeles, Riverside, San Bernardino, and Orange Counties. The community has recently begun to establish itself as a Western-themed tourist destination, with hotels, restaurants and a world-class 122-acre equestrian & soccer complex dominating development in the coming years. Even so, the economy will likely be challenging for several years. Sixth Street, the traditional downtown district, has been developed with Western-façades, while Hamner Avenue, the City's other major thoroughfare, is dominated by national retailers and restaurant chains.

Most anticipated development will occur on infill parcels. Although opportunities for the single-family housing market will be relatively scarce, there is an increasing demand for affordable multifamily housing in Norco, and the State of California mandates all municipalities to accommodate their fair share of affordable units. The City of Norco's Housing Element, currently under review by the State, identifies seven (7) potential sites for multifamily housing for low and moderate income households, although historically there has been very little public support for this type of development.

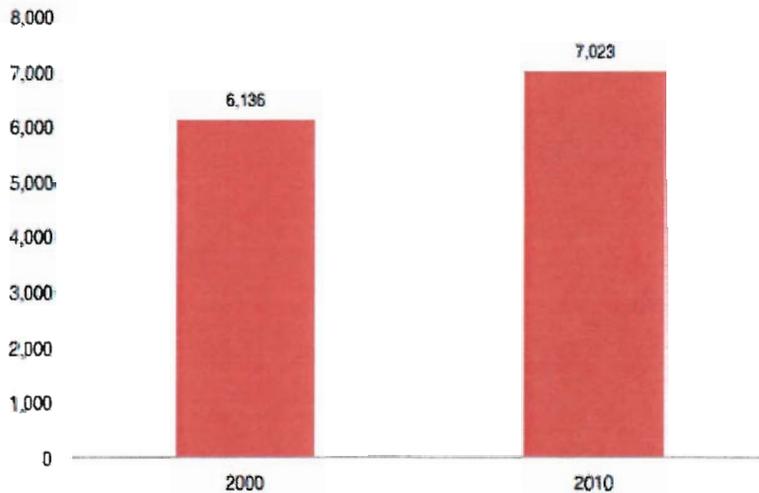
The table in Figure 1.7.2 provides the responses to the Development Trends Questionnaire. Some of the City's development, particularly residential construction, has historically taken advantages of hillside views. That may exacerbate some fire hazard issues, but the City strictly enforces ordinances related to the clearing of brush. Like most of Southern California, virtually the entire City is located near an earthquake hazard zone. Although the Santa Ana River comprises a large portion of

the City of Norco's northern boundary, virtually none of the community's 7,322 residential units or approximately 1,300 businesses is located in flood hazard zones.

The City of Norco's population has increased by 314 with an increase in housing units by 51 since 2005.

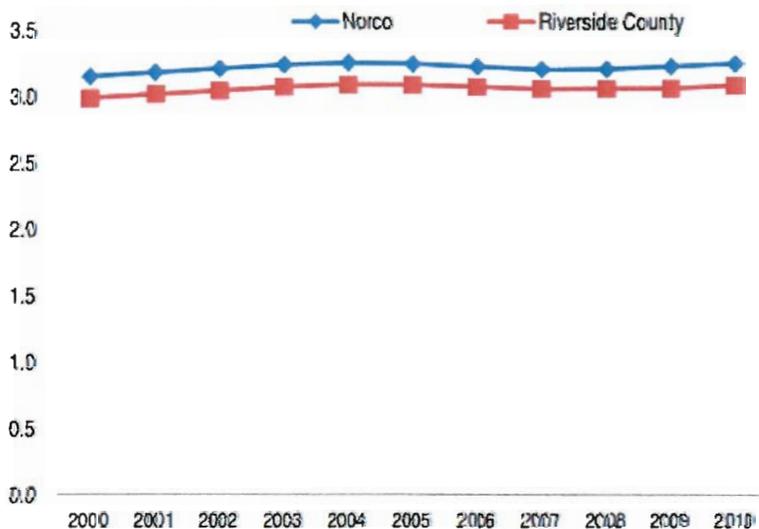
Figure 1.7.1 City of Norco Household Chart

**Number of Households**  
**Number of Households: 2000, 2010**



Sources: 2000 and 2010 Census

**Average Household Size: 2000 - 2010**



Source: California Department of Finance, E-5, May 2010

- Between 2000 and 2010, the total number of households in the City of Norco increased by 887 or 14.5 percent.
- During this 10-year period, the city's household growth rate of 14.5 percent was lower than the overall county growth rate of 34.4 percent.
- Note: 2000 and 2010 data are based on actual Census counts. For 2001 to 2009 data, SCAG plans to incorporate DOF's revised estimates scheduled for fall 2011.
- In 2010, the city's average household size was 3.2, higher than the overall county average of 3.1.
- Between 2000 and 2010, average household size increased by 1.6 percent in the city.

Figure 1.7.2 Development Trend Questionnaire

LOCAL JURISDICTION DEVELOPMENT TRENDS QUESTIONNAIRE 2012

LAND USE ISSUES - COMPLETE THE INFORMATION BELOW			
JURISDICTION:	DOES YOUR AGENCY HAVE RESPONSIBILITY FOR LAND USE AND/OR DEVELOPMENT ISSUES WITHIN YOUR JURISDICTIONAL BOUNDARIES? YES NO		
	2005 DATA	2012 DATA	2017
Current Population in Jurisdiction or Served	25,250	27,063	30,000
Current Sq Miles in Jurisdiction or Served	14	14.3	14.7
Does Your Jurisdiction have any ordinances or regulations dealing with disaster mitigation, disaster preparation, or disaster response?	Yes	Yes	Chapter 2.28, Emergency Services 2.28.170 Emergency Operations Plan 2.28.180 Emergency Operation Center
<i>What is the number one land issue your agency will face in the next five years?</i>	Infill Development, Affordable housing, Development of 122 acre lot located to the north end of the city.		
Approximate Number of Homes/Apts/etc	7,000	7,322	7,600
Approximate Total Residential Value		\$2,277,144,00	\$2,846,000,000
Approximate Number of Commercial Businesses	800	1,300	1,400
Approximate Percentage of Homes/Apts/etc in flood hazard zones	1%	1%	1%
Approximate Percentage of Homes/Apts/etc in earthquake hazard zones	100%	100%	100%
Approximate Percentage of Homes/Apts/etc in wildland fire hazard zones	5%	20%	20%
Approximate Percentage of Commercial Businesses in flood hazard zones	1%	1%	1%
Approximate Percentage of Commercial Businesses in earthquake hazard zones	100%	100%	100%
Approximate Percentage of Commercial Businesses in wildland fire hazard zones	0.5%	0.5%	0.5%
Number of Critical Facilities in your Jurisdiction that are in flood hazard zones	0%	0%	0%
Number of Critical Facilities in your Jurisdiction that are in earthquake hazard zones	0%	0%	0%
Number of Critical Facilities in your Jurisdiction that are in wildland fire hazard zones	0%	0%	0%
Does your jurisdiction plan on participating in the County's on-going plan maintenance program every two years as described in Part I of the plan?	Yes	Yes	If not, how will your jurisdiction do plan maintenance?
Will a copy of this plan be available for the various planning groups within your jurisdiction for use in future planning and budgeting			Yes

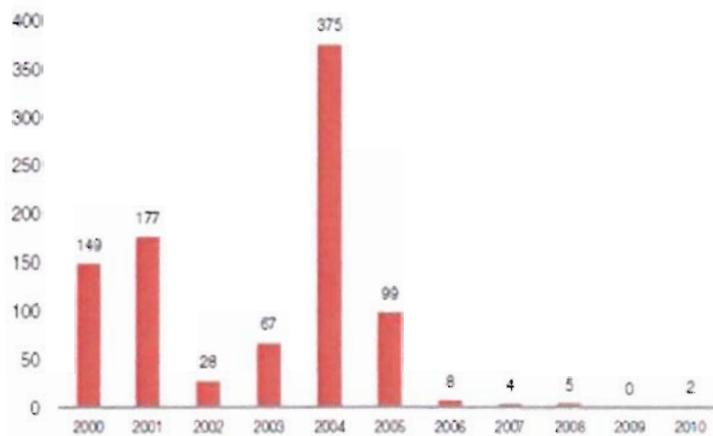
The City of Norco has primarily reached residential build-out with the only areas for new development potential being infill or redevelopment at a higher density. No annexation of additional area is imminent at this time.

Figure 1.7.3 – Residential Housing Productions and Permits Issued

## Housing

### Housing Production

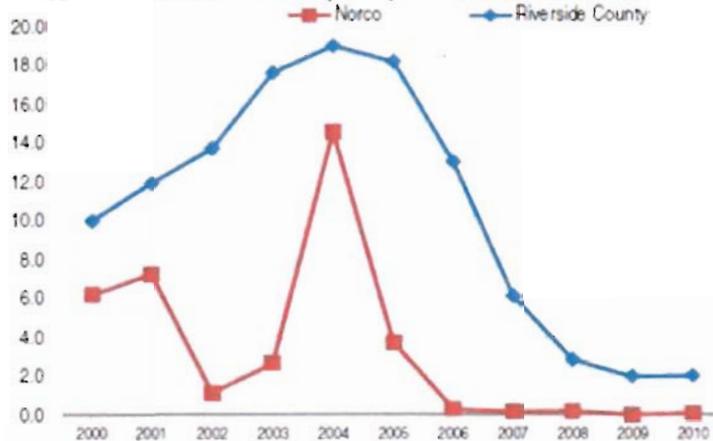
Residential Units with Permits Issued: 2000 - 2010



Source: Construction Industry Research Board, 2000-2010

- Between 2000 and 2010, permits were issued for 914 new residential units. About 0.77 percent of these were issued in the last 3 years.

Units with Permits Issued per 1,000 Residents: 2000 - 2010



Sources: Construction Industry Research Board, 2000-2010; SCAG

- In 2000, the City of Norco had 6.2 permits per 1,000 residents compared to the overall county figure of 10 permits per 1,000 residents.
- For the city in 2010, this figure decreased to 0.1 permit per 1,000 residents and for the county overall decreased to 2 permits per 1,000 residents.

## SECTION 2.0 - PLANNING PROCESS

### 2.1 LOCAL PLANNING PROCESS

Representatives from multiple city departments have provided information on hazards and mitigation strategies. Departments involved include Public Works, Engineering, Finance, Economic and Development, Parks and Recreation, Planning, Fire Department and City Manager. For list of individual names, see Exhibit B.

This group assisted in identifying general priorities while including city department representatives. Subsequent mitigation strategies and project priorities were provided by members of the group during the months of December and January.

See Appendix B – Public Notices and plan meeting roster with dates.

### 2.2 PARTICIPATION IN REGIONAL (OA) PLANNING PROCESS

The City of Norco participated in various Riverside County workshops, conferences, and meetings, including:

- (2) Riverside County Workshops

In addition, the City of Norco has provided written and oral comments on the multi-jurisdictional plan and provided information.

### 2.3 DATES AVAILABLE FOR PUBLIC COMMENT

Information pertained to the Local Hazard Mitigation Program was made available on the City Web Page. The information described the purpose of the LHMP and its important role, the role the community has on the LHMP and who the city's contact person is in regards to additional questions on the LHMP. The City web page has an attached copy of the 2005 LHMP (PDF Version) for the public to review and make any comments. The web page was posted on the city web page on December 20, 2011.

Additional handouts were posted at the Senior Center, City Hall and Fire Administration. The handouts advised the public on the location of the 2005 LHMP copied version, which was located at the front counter of the Fire Administrative office. The handouts and copied 2005 LHMP were posted at the locations on January 3, 2012.

### 2.4 PLANS ADOPTED BY RESOLUTION

The City of Norco City Council will adopt the plan in a public meeting via an official Resolution upon approval by FEMA. The mitigation strategies will become an implementation appendix of the updated Safety Element of the City of Norco General Plan.

## SECTION 3.0 – MITIGATION ACTIONS/UPDATES

### 3.1 UPDATES OR CHANGES FROM 2005

There are no significant changes in priorities since the approval of the 2005 plan. All items listed in the mitigation strategies have been addressed and are complete or included in the Capital Improvement Plan (CIP) Budget. Please see Appendix C for the City of Norco's adopted CIP Budget for FY 2013-2017.

### 3.2 NEW HAZARDS OR CHANGES FROM 2005

A threat of a pandemic Health emergency occurred in the region in 2009. This group believes Pandemic should be added as a hazard to this plan. There were no additional changes since approval of the 2005 Local Hazard Mitigation Plan.

### 3.3 BRIEF STATEMENT OF UNIQUE HAZARDS

Since the original 2005 version of the Local Hazard Mitigation Plan was submitted, the City of Norco experienced two wildfires and two floods. Four additional major wildland fires occurred near the City of Norco that placed the city on heighten alert.

Jurisdiction hazard's since 2005 include the following:

- 2005 – Winter Storms causing flooding to residents and road damage.
- 2010 - Winter Storms causing flooding to residents and road damage.
- 2011 - Winter Storms causing flooding to residents and road damage.

### 3.4 MITIGATION PROJECT UPDATES

In the 2005 plan, the City of Norco identified a mitigation strategy to develop an Urban Wildland Interface Plan, the updates are as follows:

- The strategy was completed.
- The Norco Fire Department was the lead agency responsible for completing this task.
- The Norco Fire Department Wildland Urban Interface Strategic Pre-plan was written in 2010.
- In 2011, the plan was implemented and will be reviewed on an annual basis for any necessary modifications or changes.

Figure 3.4.1 Capital Improvement Updates and Projects

CITY OF NORCO CAPITAL IMPROVEMENT STREET PROJECTS - February 2007

Project	Project Type	Estimated Construction Date
Traffic Signals - Sixth Street at Pedley & Sixth Street at Temescal	New traffic signals.	Complete
Mt. Shasta, Rushmore, Verde, Blanc, Baldy, Tobin, Ingals; Industrial, Commerce; Acacia - School to Cedar Avenue; Cedar - Norco Drive to n/o Pali Drive; 8th Place - Cedar Avenue to River Ridge; Garden Grove - Reservoir to Hillside; La Quinta Way - Garden Grove to Huerta; Curtis - Reservoir to Temescal; Maunaloa Place; Taft - Hammer to Old Hammer; Ramona - 7th to North End; Seventh - Sierra to Woodward Avenue; Capri Circle - Seventh to End; Crestview - Sixth Street to Mt. Shasta	Reconstruct/heater scarification, and overlay. Add subdrains for groundwater.	Complete
California - Sixth Street to Buckskin	Reconstruction	Complete
Hammer - North City limit to Third Street	Widen to six travel lanes with center median.	<i>Under Construction (Phase IA)</i>
Phase II Overlay Smokewood - Sierra to West End; Tally Ho Lane - Corona to West End; Pedley Avenue - Seventh to Eighth; Third Street - Hillside to East End; Lori Court - Ridgecrest to East End; Ridgecrest - Temescal to Curtis; Stayner Way - Ridgecrest to East End; Pali Drive - Ridgecrest to Acacia; Riolani Place; Raquel Road - Temescal to End	Rehabilitation & Overlay	<i>Under Construction</i>

Fourwheel Drive Traffic Signal	Traffic signal	<i>Under Construction</i>
Hammer Signal Control	Signal Synchronization	<i>Under Construction</i>
Sixth Street - Crestview to California	Widen & Overlay	<i>March 2007</i>
Second Street - I-15 to Corona	Reconstruction & full length widening.	FY 20107
Ricling Ring Road - Western to Pacific	Construct rolled curb dig outs. Consider reconstruction.	<i>March 2007</i>
"New" Crestview Drive Extension & existing Crestview Drive Realignment	Reconstruction	<i>March 2007</i>
Left Turn Phasing - Sixth Street (All Signals)	Traffic signal modification.	<i>March 2007</i>

Figure 3.4.1 – Capital Improvement Projects and Updates (Continued)

Mountain Avenue - First to Second Street	Street widening & reconstruction, including utility relocation	—
Valley View - First to Sierra; Sixth to River	Reconstruct & Overlay	March 2007
Hidden Valley Parkway - Corona Avenue to Norco Hills Road	Resurfacing	March 2007
Sixth Street - Street Lighting	Street Lights	February 2007
Sixth Street Equestrian Trail Concrete Pavers	Concrete pavers at commercial driveways on horse trail	April 2007
Crestview - North to Sixth	Reconstruction	FY 06/07
River Road - East of Bluff	Rehabilitation & Overlay	FY 07/08
Second Street - Corona to Hillside	Overlay	June 2007 (School Summer Break)

Phase III Overlay Sierra - Third to Fourth; Fifth to Sixth Norconian - Fifth to Norco Drive; Third Street - Valley View to Corona; Reservoir - Corona to Temescal; Hillside - Sixth to River; River Drive - Temescal to Eighth Mt. Shasta - Pike's Peak to Mt. Rushmore	Rehabilitation & Overlay	April 2007
Pike's Peak - Sixth to Mt. Shasta	Reconstruct & Overlay	April 2007
Bluff Street - Vine Avenue to River Road	Reconstruct & Overlay. C&Bs required.	Open
Hillside Avenue - Second to Third Street	Reconstruct	Open
Parkridge Avenue - First to Second Street	Widening	October 2008
Western - Parkridge to Second Street	Widen/ Rehabilitation Overlay &	Open
Corona - First to Second	Widen/ Rehabilitation Overlay &	Open

(For completed document, see Appendix C – CIP Budget FY 13-17)

## SECTION 4.0 - HAZARD IDENTIFICATION AND RISK ASSESSMENT

The City of Norco is committed to providing protection to residents and businesses from natural and human induced hazards. The City is also committed to coping with and rebuilding from emergency or disaster events in a manner that is efficient, safe, and provides for a quick return to the quality of life that exists daily in Norco.

The City of Norco has identified and evaluated natural and human-induced public safety risks that can have an impact on the health, safety, and social well-being of the community. These risks include; the effects of seismically-induced surface rupture, ground shaking, ground failure; slope instability; subsidence and other geologic hazards known to the legislative body; flooding; and wild land and urban fires. The table in section 4.1 identifies the critical facilities in the City.

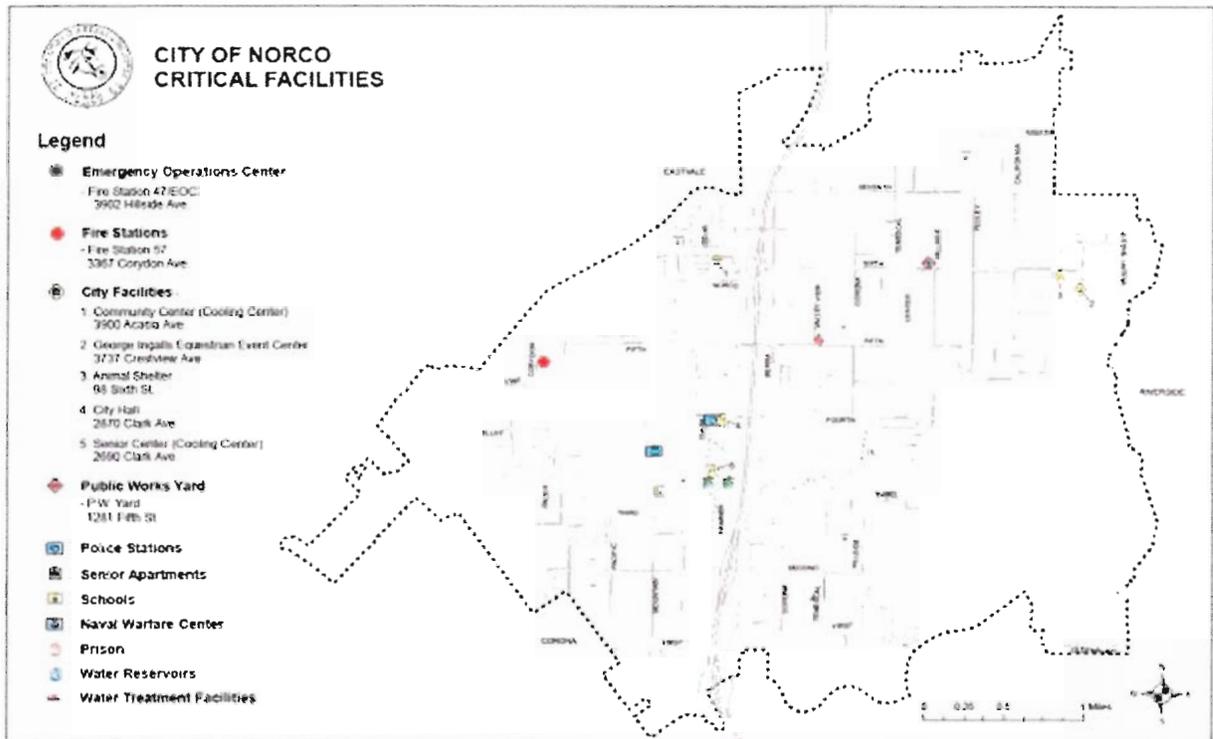
### 4.1 CRITICAL FACILITIES AND INFRASTRUCTURES

A critical facility may be defined as one that is essential in providing utility or direction either during the response to an emergency or during the recovery operation. An inventory of critical facilities is included from the City of Norco in the table.

Figure 4.1.1 – Critical Facility Map

<b>Critical Facilities Type</b>	<b>Number</b>
Emergency Operations Center	1
City Facilities	5
Fire Stations	2
Water Reservoirs	5
Water Treatment Plants	1
CH Police facility	1
PW Maintenance Yards	1
SC Senior Care	2
Prison	1
Schools	8
Total Critical Facilities	27

Figure 4.1.2 – City of Norco Critical Facilities Map



## 4.2 ESTIMATING POTENTIAL LOSS

Please refer to Riverside County Operational Area MJHMP Section 4.5 for the property loss value for the City of Lake Elsinore.

(Appendix D - See Part II – Page 18 - Development Trends Questionnaire)

## 4.3 TABLE REPLACEMENT VALUES

Name of Asset	Replacement Value (\$)	Occupancy/ Capacity #	Hazard Specific Info.
City Hall	14,000,000	n/a	Unsecured perimeter
Fire Stations (2)	4,600,000 ea.	n/a	Unsecured perimeters
Police Department	1,600,000	n/a	Secured Located at Norco City Hall
Emergency Operations Center	640,000	n/a	Located at Norco Fire HQ FS47

#### 4.4 IDENTIFICATION OF RISKS AND VULNERABILITIES

##### Severity and Probability Methodology

Hazards have been identified and ranked from zero to four (0 to 4), higher numbers signify greater chance of occurrence and greater effect.

SEVERITY	PROBABILITY
0 – Does not apply	0 – Does not apply
1 – Negligible damage/injuries	1 – Unlikely to happen
2 – Limited damage/injuries	2 – Possible (1% to 10% chance in next ten years)
3 – Critical damage/injuries	3 – Likely (10%-100% chance in next 10 years)
4 – Catastrophic	4 – Highly likely (near 100% in next year)

##### 1. Flood – City of Norco Rating: Severity: 3 Probability: 3

Several creeks, washes, channels, and flood zones are contained in the Planning area of Norco. The majority of areas within the City adjacent to the Santa Ana River are in Flood Zone X, which indicates the area is inundated by 0.2 percent annual chance flooding. Other portions of the Planning Area have various designated flood zones ranging from a 1-percent chance to a flood hazard area, which are planned to have future improvements that are reviewed by Riverside County Flood Control and Water Conservation District.

In the City of Norco, the only future floodplain management measures being considered are those related to the results presented in this report.

A fully improved 1-percent annual chance design channel is currently under design, with a construction schedule designating completion by December 1977 for the segment of North Norco Channel from Parkridge Avenue upstream to just above Hamner Avenue. This improvement eliminates the special flood hazards adjacent to the channel in this area. In this study, it was considered as already existing, based on preliminary design criteria provided by the Riverside County Flood Control District.

North Norco Channel, Tributary A is a fully improved, 1-percent annual chance design watercourse; but, due the current lack of inlet capacity, shallow flooding occurs, resulting in depths of less than 1.0 foot and a moderate flood hazard to areas adjacent to the watercourse.

Flood protection measures resulting from channel improvements are listed below by flooding source.

The Riverside County Flood Control and Water Conservation District reviews all proposed developments within the city for potential flood hazards and flood control requirements. Two such developments were in the process of being recorded and were scheduled for completion by June 1978. Therefore, they were considered as existing in this FIS. One development is adjacent to North Norco Channel, just west of Sierra Avenue and just south of Smokewood Drive. The other was adjacent to South Norco Channel, Tributary A, just south of First Street and just east of Corona Avenue. In both instances, the Riverside County Flood Control and Water Conservation District required the developer to excavate the channel and raise the building pads to provide control of and protection from the 1-percent annual chance flood.

During expected heavy storms the City of Norco offers to the local residents a sandbagging program. This short term mitigation effort allows residents to obtain and fill sandbags at a designated city facility. These measures have helped residents prevent flooding of their properties from the torrent water flow.

(See Riverside County OA MJHMP Section 5.3.1 Pages 164-195).

**2. Wild Fire - City of Norco Rating:            Severity: 3            Probability: 3**

The combination of population density, weather, and growing residential and commercial development presents a potential year-round threat of conflagration. A conflagration is best described when a fire becomes widespread and crosses natural or prepared barriers, i.e. streets, fire walls, or prepared fire breaks. If the fire extends beyond the perimeter of the complex, it is termed a conflagration. Potential conflagrations can occur at any fire, but during the late spring through early fall months commonly referred to "Fire Season", the increased winds, lower humidity and higher temperatures are added factors for conflagration to occur.

The City of Norco is nearly surrounded by water shed (Santa Ana River) and hillsides. In the city there has been the potential for large wildland fires. To the west, and east the City sits at the base of the Santa Ana mountain range, and adjacent to the Prado Basin Water Shed. The fuels are heavy brush with oaks, sycamore and on the slopes and drainages. Residential structures are immediately adjacent to the eastern mountain range (Norco Hills). Some are newer construction with good clearances, and some are much older with less clearance.

The western portion of the City runs along the Santa Ana River. The geography of the Santa Ana River and I-15 corridor allows for increases in wind speed and magnifies the effects of fire on the available fuel bed, contributing to the rapid rate of fire spread. The eastern portion of the Norco Hills comprises primarily light flashy fuels due to frequent burning and fuel type-conversion, and the western side comprises primarily of Arundo and native brush with in the watershed. There is significant fire history in the watershed which lies primarily in the unincorporated area of Riverside County. Along the western and eastern boundaries of the City are residential developments where structures sit adjacent to wildland areas throughout the western and eastern areas of the City.

The southwest and northeast area of the City sits in the Santa Ana River watershed and is part of the Prado Basin behind the Prado Dam and there are several residential developments that parallel the river adjoin some heavy fuels. The eastern part of the City sits along the Norco Hills, and developments are built up to and on top of the hills. These hills comprise primarily of light flashy fuels due to frequent burning and type-conversion. The eastern edge of the City is bordered by the Norco Hills and Hidden Valley Golf Course which borders the City of Riverside. In addition to interface areas within the City Limits, many of these areas also have significant residential development to the east in the City of Riverside and to the north to the City of Eastvale and to the northeast and northwest in unincorporated areas that are immediately adjacent to the City. Over the years, there have been several fires, within the City or areas just outside its borders, these fires have resulted in destroyed and damaged structures.

## **Weather**

Weather patterns combined with certain geographic locations can create a favorable climate for wildfire activity. Areas where annual precipitation is less than 30 inches per year are extremely fire susceptible. High risk areas in Southern California share a hot, dry season in late summer and early fall when high temperatures and low humidity favor fire activity. The frequent occurrence of 40-50 mile per hour Santa Ana or foehn winds, coupled with temperatures in excess of 90 degrees, relative humidity of 20 percent or less and dense and extremely dry ground cover in inaccessible mountain or canyon areas causes the kinds of wildland fires Southern California experiences every year.

## **Topography**

Topography has considerable effect on wildland fire behavior and on the ability of firefighters and their equipment to take action to suppress those fires. Simply because of topography, a fire starting in the bottom of a canyon may expand quickly to the ridge top before initial attack forces can arrive. Rough topography greatly limits road construction, road standards, and accessibility by ground equipment. Steep topography also channels airflow, creating extremely erratic winds on leeward

slopes and in canyons. Water supply for fire protection to structures at higher elevations is frequently dependent on pumping units. The source of power for such units is usually from overhead distribution lines, which are subject to destruction by wildland fires.

## **Vegetation**

A key to effective fire control and the successful accommodation of fire in wildland management is the understanding of fire and its environment. Fire environment is the complex of fuel, topographic, and air mass factors that influence the inception, growth, and behavior of a fire. The topography and weather components are, for all practical purposes, beyond man's control, but it is a different story with fuels, which can be controlled before the outbreak of fires. In terms of future urban expansion, finding new ways to control and understand these fuels can lead to possible fire reduction.

Of these different vegetation types, coastal sage scrub, chaparral, and grasslands reach some degree of flammability during the dry summer months and, under certain conditions, during the winter months. For example, as chaparral gets older, twigs and branches within the plants die and are held in place. A stand of brush 10- to 20-years of age usually has enough dead material to produce rates of spread about the same as in grass fires when the fuels have dried out. In severe drought years, additional plant material may die, contributing to the fuel load.

## **Wildfire Characteristics**

There are three categories of interface fire: The classic wildland/urban interface exists where well-defined urban and suburban development presses up against open expanses of wildland areas; the mixed wildland/urban interface is characterized by isolated homes, subdivisions and small communities situated predominantly in wildland settings; and the occluded wildland/urban interface exists where islands of wildland vegetation occur inside a largely urbanized area. Certain conditions must be present for significant interface fires to occur. The most common conditions include: hot, dry and windy weather; the inability of fire protection forces to contain or suppress the fire; the occurrence of multiple fires that overwhelm committed resources; and a large fuel load (dense vegetation). Once a fire has started, several conditions influence its behavior, including fuel, topography, weather, drought and development. Southern California has two distinct areas of risk for wildland fire: the foothills and lower mountain areas which are most often covered with scrub brush or chaparral and the higher elevations of mountains with heavily forested terrain.

## Wildfire Hazard Areas

The State of California Department of Forestry and Fire Protection (CAL FIRE) is required by law to periodically map areas of significant fire hazards based on history, fuels, terrain, weather, and other relevant factors that influence fire potential and behavior. The fire hazard areas are delineated into zones known as Fire Hazard Severity Zones (FHSZ) that influence the construction of buildings and property protection to reduce the risks associated with wildland fires. In addition to areas of state responsibility, the map also displays areas where local governments have financial responsibility for wildland fire protection depicting moderate, high and very high delineations.

The Fire Hazard Severity Zone Map will be used for:

- Implementing wildland-urban interface building standards for new construction using the 2010 California Building Code, Section 7A (Wildland-Urban Interface);
- Natural hazard real estate disclosure at the time of sale;
- One-hundred foot defensible space clearance requirements around buildings;
- Property development standards such as road widths, water supply and signage;
- Reference for City and County General Plans.

(See Riverside County OA MJHMP Section 5.3.2 Pages 154-163).

### **3. Earthquake - City of Norco Rating:      Severity: 3              Probability: 3**

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. The Elsinore Fault zone is the closest major fault system to the City and one of the largest in Southern California. Historically, the Elsinore Fault zone has also been one of the least active systems. At its northern end, near the City, the Elsinore Fault zone splays into two segments, the Chino-Central Avenue Fault and the Whittier Fault. Along the southwestern portion of the City the Elsinore Fault zone is referred to as the Glen Ivy Fault.

Ground surface rupture due to active faulting is considered possible in the western portion of the City where known active or potentially active faults are mapped. Geological evidence indicates that the Glen Ivy and portions of the Whittier Faults are active and that the Chino-central Avenue Fault is potentially active.

Historically, the Norco region has generally been spared a major destructive earthquake. However, based on a search of earthquake databases of the USGS National Earthquake Information Center, several major earthquakes (magnitude 6.0 or more) have been recorded within approximately 100 kilometers of the City since 1769.

Liquefaction potential is low to moderately high in areas of shallow groundwater in the alluvium of the Temescal Wash and all along the Santa Ana River.

The City's Seismic / Public Safety Element have identified various geologic disturbances and are continually being evaluated. Through planning and education future programs can be developed. The 2010 Building Code, has been adopted which addresses seismic and structural building improvements.

(See Riverside County OA MJHMP Section 5.3.3 Pages 196-218).

#### **4. Severe Weather- City of Norco Rating: Severity: 2 Probability: 3**

Heat/Wind/Cold

The City of Norco Parks, Recreation and Community Services Department have procedure operation programs for the activation of a Cooling Center in the City. Cooling Centers will be activated based on the following conditions (Cooling Centers SC and CC are identified on the City Map of Facilities and Parks):

- The forecast anticipated temperatures of 100+ degrees for three consecutive days.
- The Riverside County Department of Public Health, after contact with the National Weather Service, issues a "Heat Warning" for affected areas.
- Heat Warning announcements posted on media outlets; television, radio, local newspaper and posting on the Summer Crisis Hotline. .
- Alerts for Activation of Cooling Centers by the County of Riverside Office on Aging.

(See Riverside County OA MJHMP Section 5.3.4 Pages 219-226 and Section 5.3.8 Pages 239-245).

#### **5. Agricultural Hazards - City of Norco Rating: Severity: 2 Probability: 1**

Although Norco was historically a city of agricultural and animal keeping production, the land still remain primarily A-1-20 and ½ acre parcels for animal keeping and equestrian use. Agricultural land use has been picked up by development for urban equine use within the City's limits.

**6. Technical Hazards – City of Norco Rating: Severity: 2 Probability: 1**

(Transportation Hazards / Hazardous Materials Release)

Along with the potential for death and injuries from large-scale motor vehicle accidents, there is the potential for hazardous material spills or fires as numerous commercial transportation vehicles travel the highways and freeways with various types and quantities of hazardous materials.

The health, safety and general welfare of residents and visitors of the City of Norco including the overall health of the natural environment is provided through good land use planning and strict adherence and enforcement of the City of Norco Municipal Code, 2010 California Fire Code, providing assistance to Certified Unified Program Agency through Riverside County Department of Environmental Health, and other pertinent sources and documents. Enforcement through Fire Inspections, Code Enforcement Investigations and Building Code requirements the types and quantities of hazardous materials are constantly being reviewed and or evaluated for potential risks.

In additional the City of Norco has various water well sites used for treatment of the City's water system. The process includes the use of chlorine gas and this material is stored in various water well sites. Retrofitting these well sites to the most current code is in future planning process. In case of a cascade event that accidentally releases the material, it would be more controlled and confined. The city is also seeking alternative materials such as salt treatment process to treat the water system which would lessen the hazard being used in the process and release of the material in a cascade event.

**7. Dam Failure - City of Norco Rating: Severity: 2 Probability: 1**

The western edge of the city limits is in a flooding zone and could possibly be affected.

(See Riverside County OA MJHMP Section 5.4.1 Pages 261-270).

**8. Drought - City of Norco Rating:           Severity: 2           Probability: 3**

On June 4, 2008, the Governor of the State of California proclaimed a condition of statewide drought and strongly encouraged local agencies to take aggressive, immediate action to reduce water consumption and prepare for potentially worsening conditions. Since that time the City of Norco has adopted, implemented and is currently enforcing a water conservation program to reduce the quantity of water used by consumers within the City to ensure that there is sufficient water for human consumption, sanitation, and fire protection. The City is authorized to declare a water shortage emergency to prevail within its jurisdiction when it finds and determines that the City will not be able to or cannot satisfy the ordinary demands and requirements of water consumers without depleting the water supply of the City to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.

Although ranked of lower planning significance relative to other hazards, the following information about extreme heat, agricultural hazards, dam failure, transportation hazards/hazardous materials release should still be noted:

(See Riverside County OA MJHMP Section 5.3.5 Pages 227-230 and Appendix D - Part II - Inventory Worksheet Page 18 for complete ranking chart).

Figure 4.4.1 – Map of City of Norco

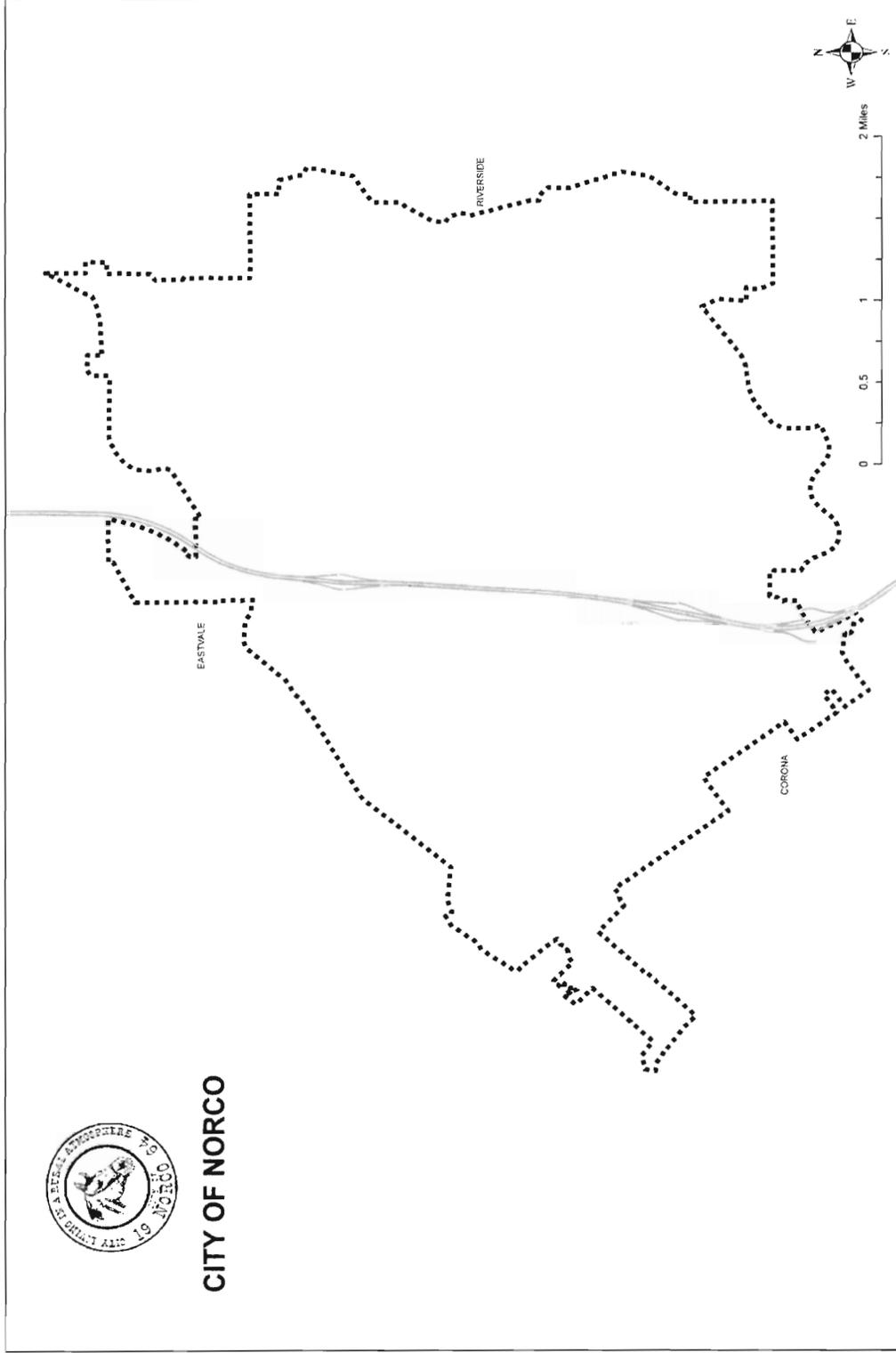


Figure 4.4.2 – City of Norco Seismic Hazard Zone Map

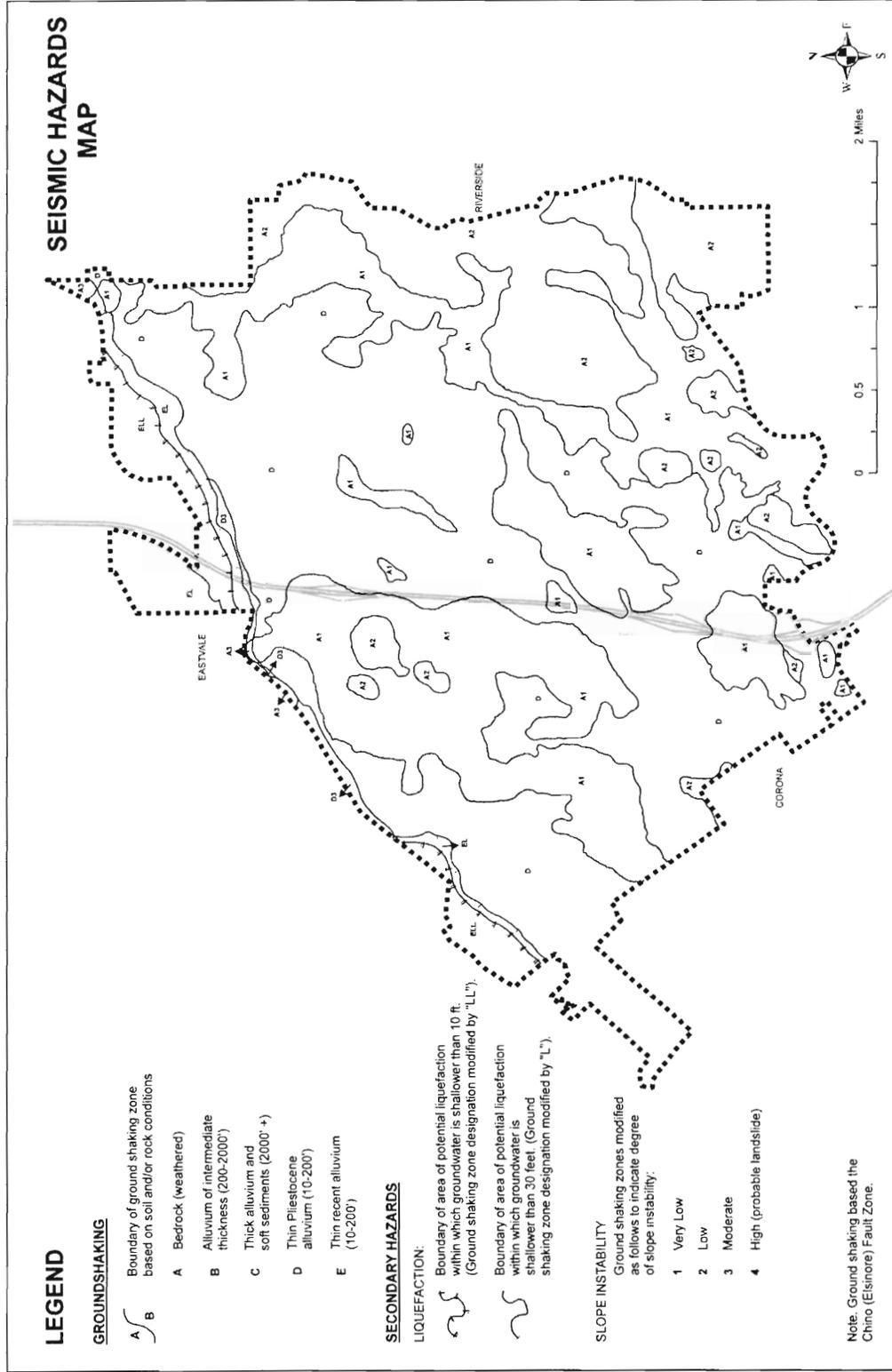


Figure 4.4.3 - City of Norco Flood Hazards Map

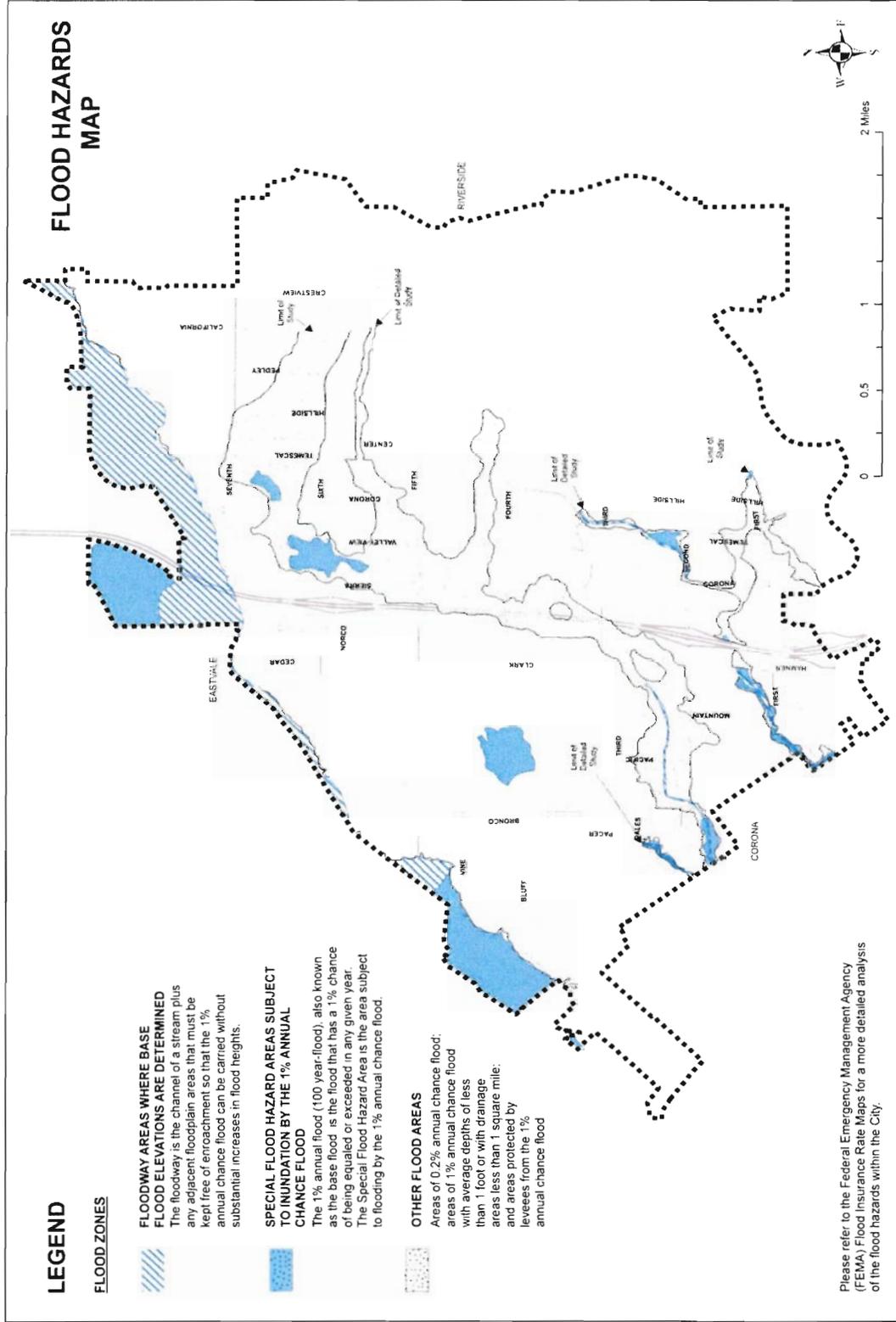
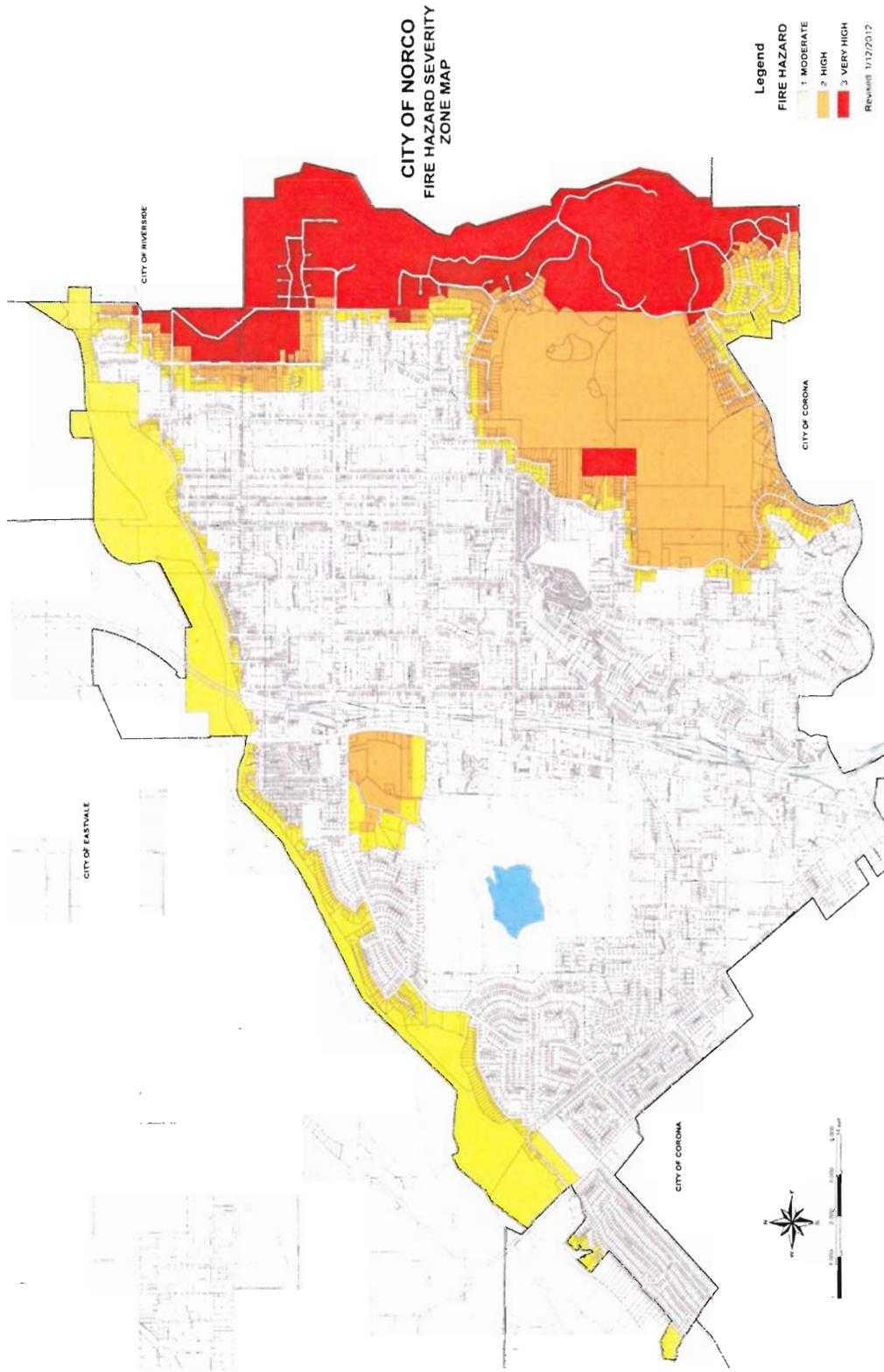


Figure 4.4.4- City of Norco – Fire Hazard Severity Zone Map



## SECTION 5.0 – COMMUNITY RATING SYSTEM

### 5.1 REPETITIVE LOSS PROPERTIES

There are no repetitive loss properties reported since approval of the 2005 LHMP.

### 5.2 NATIONAL FLOOD INSURANCE PROPERTIES

National Flood Insurance Program

The City of Norco has participated in the National Flood Insurance Program since 1978.

- a. **Describe participation in NFIP, including any changes since previously approved plan.** Norco enacted Flood plain Management measures pursuant to NFIP in 1978. In addition the City of Norco has had multiple update to Chapter 15.60 of the Municipal Code, Floodplain Management, with the most recent being 2008.
- b. **Date first joined NFIP?** – October 2, 1978
- c. **Identify actions related to continued compliance with NFIP** – Norco Floodplain Management Ordinance was updated in 2008 to meet the minimum NFIP requirements pursuant to Title 44 Code of Federal Regulations Sections 59, 60.3-60.6, and 65.3 and the California Department of Water Resources (DWR) Model Ordinance; the Public Works Department reviews development permit applications and plans to ensure they are in compliance with our Ordinance and requires map revisions as necessary; the Public Works Department maintains records such as elevation certificates, Letters of Map Changes, and Flood Insurance Rate Maps (FIRMs) for public availability; and the Community Development Department and Public Works Department investigate violations and issue enforcement to bring developments in compliance with our Ordinance.
- d. **CRS member** - No
- e. **CRS class** – n/a
- f. **Describe any data used to regulate flood hazard area other than FEMA maps-** Riverside County Flood Insurance Study issued August 28, 2008; Drainage studies used to support CLOMR and LOMR issuance.
- g. **Have there been issues with community participation in the program?**  
No, unless the permit is in compliance
- h. **What are the general hurdles for effective implementation of the NFIP?**  
Funding for updating outdated drainage studies and for performing new studies in previously unstudied flood hazard areas.
- i. **Summarize actions related to continued compliance with NFIP (c-2 and c-4)** –See item c. above.
  - ii. Repetitive Loss Properties-Unknown

**Other risks** – There are no known risks different from rest of County.

## SECTION 6.0 - CAPABILITIES ASSESSMENT

### 6.1 REGULATORY MITIGATION CAPABILITIES

Capabilities are the programs and policies currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. This capabilities assessment is divided into five sections –

- Regulatory Mitigation Capabilities
- Administrative And Technical Mitigation Capabilities
- Fiscal Mitigation Capabilities
- Mitigation Outreach And Partnerships
- Other Mitigation Efforts

Regulatory Tool	Yes/No	Comments
General plan	Yes	Last updated 2009 (Land use element)
Zoning ordinance	Yes	NMC Title 18
Subdivision ordinance	Yes	NMC Title 17
Site plan review requirements	Yes	NMC Title 18
Growth management ordinance	No	
Floodplain ordinance	Yes	NMC Ch. 15.60
Other special purpose ordinance (stormwater, water conservation, wildfire)	Yes	Water Conservation Ordinance, Norco Municipal Code
Building code	Yes	California Building Code 2010
Fire department ISO rating	Yes	Rating: 3
Erosion or sediment control program	Yes	NMC Ch. 15.70
Stormwater management program	Yes	Norco Storm Drain Master Plan, 2005
Capital improvements plan	Yes	Five-year plan; updated annually
Economic development plan	Yes	Norco Strategic plan (EDAC)
Local emergency operations plan	Yes	Emergency Operations Plan, November 1992
Other special plans		<ul style="list-style-type: none"> <li>• Water Master Plan, 2007</li> <li>• Urban Water Management Plan (possible adoption summer 2008)</li> <li>• California Fire Code 2010</li> <li>• Weed abatement Program</li> </ul>
Flood Insurance Study or other engineering study for streams	Yes	FEMA Flood Insurance Study, 2005

The City of Norco's General Plan reflects the City's long-range aspirations (15-20 years) of physical form and amenity and provides guidance for developmental regulations, such as zoning and subdivision ordinances. Two of the plans goals, in particular, support hazard mitigation. These goals and their policies are included below.

### **Goal 1: Seismic Hazards**

Goals for achieving and maintaining safety from seismic events, include preventing serious injury, loss of life, serious damage to critical facilities involving large assemblies of people, and loss of continuity in providing services.

The City will inventory buildings which are unsound under conditions of "moderate" seismic activity; buildings having questionable structural resistance should be considered for either rehabilitation or demolition. Structures determined by the City's building official to be structurally unsound are to be reported to the owner and recorded with the County recorder to insure that future owners are made aware of hazardous conditions and risks.

### **Goal 2: Public Safety Hazards**

Goals for public safety seek to reduce loss of life or property due to crime, fire, earthquake, or other disasters or hazards, provide adequate medical and emergency services to reduce the effects of natural or manmade disasters, promote citizen awareness and preparedness for emergency/disaster situations or potential for the incidence of crime, and implement adequate interagency disaster planning.

The City will continue to maintain and update emergency service plans, including plans for managing emergency operations, the handling of hazardous materials, and the rapid cleanup of hazardous materials spills.

### **Water Conservation Ordinance**

The City of Norco currently operates under the provisions and guidelines of Water Conservation Ordinance No. 397. In response to drought conditions in the State of California, staff is in the process of updating the water conservation ordinance in accordance with guidelines set forth by the State of California. It will provide details and establish criteria and activities which may be prohibited during times of water shortage emergencies, as well as consequences that the City may take in order to ensure compliance with these guidelines, including fines and penalties. The City has completed a system wide automated meter reading project that will provide a valuable conservation tool to City staff and residents.

## 6.2 ADMINISTRATIVE/TECHNICAL MITIGATION CAPABILITIES

<b>Personnel Resources</b>	<b>Yes/No</b>	<b>Department/Position</b>
Planner/engineer with knowledge of land development/land management practices	Yes	Planning and Senior Engineer
Engineer/professional trained in construction practices related to buildings and/or infrastructure	Yes	Senior Engineer and Senior Building Inspector
Planner/engineer/scientist with an understanding of natural hazards	Yes	Senior Engineer
Personnel skilled in GIS	Yes	Planning, IT Department
Full time building official	No	
Floodplain manager	Yes	Senior Engineer
Emergency manager	Yes	Police Chief or Fire Chief
Grant writer	No	
Other personnel	No	
GIS Data—Land use	Yes	IT, Planning
GIS Data—Links to Assessor's data	Yes	IT
Warning systems/services (Reverse 9-11, outdoor warning signals)	Yes	Fire OES
Other		

## 6.3 FISCAL MITIGATION CAPABILITIES

<b>Financial Resources</b>	<b>Accessible/Eligible to Use (Yes/No)</b>	<b>Comments</b>
Community Development Block Grants	Yes	Depending on Budget
Capital improvements project funding	Yes	Depending on available budget
Authority to levy taxes for specific purposes	Yes	With voter City council approval
Fees for water, sewer, gas, or electric services	Yes	Subject to Proposition 218 protest hearing provisions.
Impact fees for new development	Yes	With City council approval
Incur debt through general obligation bonds	Yes	With voter City council approval
Incur debt through special tax bonds	Yes	With voter City council approval
Incur debt through private activities	No	
Withhold spending in hazard prone areas	N/A	

## 6.4 FUNDING OPPORTUNITIES

The City of Hemet has the same funding opportunities as Riverside County Operational Area. Please refer to Section 7.4 and Table 7.4 of the Riverside County Multi-Jurisdictional Hazard Mitigation Plan on pages 327-336 plan for list of funding sources available.

## 6.5 MITIGATION OUTREACH AND PARTNERSHIPS

The City of Norco currently has an existing water responsible program in which information is made to the public via web site or handout materials. The Fire Department has multiple programs which include a fire prevention week, weed abatement, fire safety tips in the home, disaster preparedness, etc. which is conducted yearly for the community. The fire Department also attends additional special community events, which provides public education materials to the public. Some of the organizations that request or provide help are the Horseman Associations, Lions Club, Corona/Norco Unified School District, Mommy's Club, Boy Scouts, Hillside Farm and Mounted Posse.

## SECTION 7.0 - MITIGATION STRATEGIES

### 7.1 GOALS AND OBJECTIVES

**Goal 1:** *Provide effective emergency response to disasters that limits the loss of life and curtails property damage, and minimizes to the greatest extent feasible, serious damage and injuries.*

**Objective 1.1:** Provide timely notification and direction to the public of imminent and potential hazards.

**Objective 1.2:** Protect public health and safety by preparing for, responding to, and recovering from the effects of natural or technological disasters.

**Objective 1.3:** Improve community transportation corridors to allow for better evacuation routes for public and better access for emergency responders.

**Goal 2:** Substantially reduce the known level of risk to loss of life, personal injury, public and private property damage, economic and social dislocation, and disruption of vital community services that would result from earthquake damage or other geologic disturbance.

**Objective: 2.1:** Require new development and re-development to be undertaken in a manner that is in compliance with current seismic and geologic hazard safety standards, as follows:

**Objective 2.2:** Amend the Building and zoning codes to incorporate specific standards for siting, seismic design, and review of Essential Facilities.

**Goal 3:** Promote Disaster Preparedness

**Objective 3.1:** Promote greater community awareness and understanding of the effects of natural and man-made disasters

**Goal 4:** Maintain Coordination of Disaster Planning

**Objective 4.1:** Coordinate with changing DHS/FEMA needs.

4.1.1: National Incident Management System (NIMS)

4.1.2: Disaster Mitigation Act (DMA) planning

**7.2 MITIGATION ACTIONS**

The City has implemented mitigation efforts in the past. The City of Norco has installed auxiliary emergency power connections on each municipal groundwater well and potable water booster pump stations. The City has purchased an auxiliary generator capable of providing emergency power to all booster pump stations

- .Vacant lot weed abatement program.
- Improved property hazardous vegetation removal program.
- Abandoned vehicle abatement program.
- Sand bagging program for Norco residents.
- Hazardous vegetation mitigation program addressing city owned properties.
- The City's Building Department has standards on building elevations in reference to curbs and gutters based on past practice.
- Update buildings at Booster Stations to current fire standards.
- Update SOP's to sewer lift station flood measures.
- City has constructed all weather access (asphalt) on roadways to all but one reservoir.
- Proper venting on reservoirs for earthquake mitigation measures.
- Maintain interconnections to other agencies to provide sewage lift station emergency bypass.
- Distribution\Transmission system shutoff valves.
- Automatic/remote pump resets were installed providing the ability to reset if lift station is flooded and inaccessible.
- Public health pandemic emergencies measures were conducted by mitigating and educating the community via intranet, newsletters / flyers and meetings with the school board members.

### **7.3 ON-GOING MITIGATION STRATEGY PROGRAMS**

The City of Norco has many on-going mitigation programs that help create a more disaster-resistant community. The following list highlights those programs;

- Water Master Plan
- Urban Water Management Plan
- Standard Plans and Specifications for Sewer & Water
- Wildland Urban Interface Strategic Pre Plan
- Hazardous Materials Area Plan
- Certified Unified Program Agency
- Riverside County Drainage Area Management Plan (DAMP)
- Emergency Operations Plan
- Local Hazard Mitigation Plan
- N.A.R.T (Norco Animal Rescue Team)

## 7.4 FUTURE MITIGATION STRATEGIES

The City of Norco identified and prioritized the following mitigation actions based on risk assessment. Background information and information on how each action will be implemented and administered are included.

Goal 1: Substantially reduce the known level of risk to loss of life, personal injury, public and private property damage, economic and social dislocation, and disruption of vital community services that would result from earthquake damage or other geologic disturbance.

Objective 1.1: Amend the Building and zoning codes to incorporate specific standards for siting, seismic design, and review of Essential Facilities.

Action: Require all new developments, existing critical and essential facilities and structures to comply with the most recent California Building Code seismic design standards.

Priority: High  
Responsible Dept: Public Works / Planning  
Timeframe: Ongoing  
Funding/cost: Current funding; cost unknown  
Hazard: Earthquake  
Status: Continuing and ongoing.

Goal 2: Promote Disaster Preparedness

Objective 2.1: Promote greater community awareness and understanding of the effects of natural and man-made disasters to property, humans and animals within the rural City of Norco.

Action: Provide Community Public Education material available City Web page and handouts at all fire stations.

Priority: High  
Responsible Dept: Fire Department – Emergency Services Division  
Timeframe: Ongoing  
Funding/cost: Current funding; cost unknown  
Hazard: All hazards  
Status: Continuing and ongoing.

## SECTION 8.0 - PLAN IMPLEMENTATION AND MAINTENANCE PROCESS

The City of Norco will monitor our LHMP yearly basis over the next 5 years. We will review the LHMP and assess:

- The goals and objectives address current and expected conditions.
- The nature, magnitude, and/or type of risks have changed.
- The current resources are appropriate for implementing the plan.
- Implementation problems, such as technical, political, legal, or coordination issues with other agencies.
- The outcomes have occurred as expected (a demonstration of progress).
- The agencies and other partners participated as originally proposed.

If we discover changes have occurred during the evaluation, we will update the LHMP Revision Page, and notify Riverside County OES to update our Annex.

## SECTION 9.0 - INCORPORATION INTO EXISTING PLANNING MECHANISMS

The City has incorporated the Local Hazard Mitigation Plan by adoption into the Safety Element of the City's General Plan.

The City has a Safety Element in its General Plan that includes a discussion of fire, earthquake, flooding, and landslide hazards. This plan was adopted as an implementation appendix to the Safety Element. In addition, the City enforces the requirements of the California Environmental Quality Act (CEQA), which, since 1988, requires mitigation for identified natural hazards. The City has used these pre-existing programs as a basis for identifying gaps that may lead to disaster vulnerabilities in order to work on ways to address these risks through mitigation.

## SECTION 10.0 - CONTINUED PUBLIC INVOLVEMENT

If any changes are made in the Scheduled Plan Maintenance Process, the public will be notified through actions taken at City Council meetings by posting of the Agenda, informational flyers and outreach at community meetings.

## APPENDIX A – CITY OF NORCO MAPS

Attachments on file in the Office of the City Clerk

SEE ATTACHMENTS

Exhibit A-1 – Flood Hazard Map

Exhibit A-2 – Fire Hazard Severity Map

Exhibit A-3 – Critical Facilities Map

Exhibit A-4 – Seismic Hazard Map

Exhibit A-5 – City of Norco Map

## APPENDIX B – PUBLIC NOTICES

SEE ATTACHMENTS

Attachments on file in the Office of the City Clerk

Exhibit B-1 – Introduction to Local Hazard Mitigation Plan Notice

Exhibit B-2 – Photo of Public Announcement in Lobby

Exhibit B-3 – Photo of Announcement on Outside Bulletin Board

Exhibit B-4 – Copy of Update Information Available for Public Comment

Exhibit B-5 – Photo Posting at Fire Department

Exhibit B-6 and 7- Public Meeting Log

## APPENDIX C – CIP BUDGET FY 13-17

**SEE ATTACHMENT**

Attachment on file in the Office of the City Clerk

## APPENDIX D – INVENTORY WORKSHEETS

SEE ATTACHMENT

Attachment on file in the Office of the City Clerk

## APPENDIX E – PLAN REVIEW TOOL/CROSSWALK

**SEE ATTACHMENTS – PART III**

Attachments on file in the Office of the City Clerk

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Beth Groves, Interim City Manager 

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

DATE: June 5, 2013

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 auction, donation to charitable organizations or electronic recycling (e-cycle).

**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 public auction, donation to charity or electronic re-cycling.

**BACKGROUND/ANALYSIS:** In the course of business, the City purchases new equipment to replace obsolete items. Other assets simply break down and cannot be repaired or maintained in a cost effective manner. These 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.

**FINANCIAL IMPACT:** Minimal revenues may be generated through this process and will be credited to the Fund that owns the asset.

J: ao/council reports/staff reports/2013  
Attachment: Surplus List

**Cell Phones:**

#	Type
15	Samsung SCH-U640 Convoy
3	Motorola V 860 Barrage
9	BlackBerry 9650
1	BlackBerry 9310 Curve
2	BlackBerry 9930 Bold

**Computers:**

#	Type
12	Intel Pentium P4 3.0

**Miscellaneous Item:**

#	Type
1	Cisco Router
1	Microphone
1	Sony Handy Cam
1	Tascom DVD Recorder
1	Pioneer Tape to tape Recorder
1	CRT monitor

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: June 5, 2013

SUBJECT: **Ordinance No. 960, Second Reading.** Zone Code Amendment 2013-02; Specific Plan 85-1, Amendment 8; Specific Plan 90-01, Amendment 12; and, Specific Plan 91-02, Amendment 6 regarding the Allowance of Massage Businesses as Ancillary Uses in Commercial Zones.

RECOMMENDATION: Adopt **Ordinance No. 960** for second reading.

SUMMARY: The first reading of Ordinance No. 960 was held on March 20, 2013 and adopted by the City Council with a 5-0 vote. On April 3, 2013, City Attorney Harper requested that the second reading of the Ordinance be continued to June 5, 2013 in order to review this Ordinance as it applies to state law.

The ordinance is a City-initiated proposal to allow massage businesses as an ancillary use in the subject zoning districts. Currently, the only zone in the City that allows massage services is the C-G zone with the approval of a conditional use permit (CUP) and is recommended for approval as proposed and approved in its first reading.

Attachment: Ordinance No. 960

## ORDINANCE NO. 960

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CODE AMENDMENT 2013-02; SPECIFIC PLAN 85-1, AMENDMENT 8; SPECIFIC PLAN 90-01, AMENDMENT 12; AND SPECIFIC PLAN 91-02, AMENDMENT 6 TO ALLOW MASSAGE SERVICES AS A PERMITTED ANCILLARY USE IN THE C-G (COMMERCIAL GENERAL) ZONE, THE NORCO AUTO MALL, THE GATEWAY SPECIFIC PLAN AND THE NORCO HILLS SPECIFIC PLAN. ZONE CODE AMENDMENT 2013-02; SPECIFIC PLAN 85-1, AMENDMENT 8; SPECIFIC PLAN 90-01, AMENDMENT 12; AND SPECIFIC PLAN 91-02, AMENDMENT 6.**

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2013-02; Specific Plan 85-1, Amendment 8; Specific Plan 90-01, Amendment 12; and, Specific Plan 91-02, Amendment 6, to allow massage services as a permitted ancillary use in the corresponding commercial zones, and

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

WHEREAS, the Zone Code Amendment was scheduled for public hearing before the Planning Commission on February 20, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

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

WHEREAS, the Planning Commission adopted Resolution 2013-10 recommending to the City Council that Zone Code Amendment 2013-02; Specific Plan 85-1, Amendment 8; Specific Plan 90-01, Amendment 12; and, Specific Plan 91-02, Amendment 6, be approved; and

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

WHEREAS, said application was scheduled for public hearing on March 20, 2013 at 7:00 P.M. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, at the said time and place, the City Council did hold said public hearing and did receive both oral and written testimony pertaining to said amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 5 (Minor Alterations in Land Use Limitations).

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

SECTION 1:

Zone Code Amendment 2013-02: Chapter 18.29 – “C-G” (Commercial General), Section 18.29.20 – “Permitted Uses”, Table 1 – Permitted Uses, under the Category entitled “Personal Services”, and the foot note section located at the bottom row of Table 1 of Section 18.29.20 is hereby amended to read as follows:

<b>Personal Services</b>	
Dry Cleaning, Tailoring, and Laundromats	p
Hair/Nail Salon with ancillary massage services	p <sup>7</sup>
Spa with ancillary massage services	p <sup>7</sup>
Massage	c
<ol style="list-style-type: none"> <li>1. To encourage more convenient access and visibility for entertainment, retail, and service commercial uses, noted uses are not encouraged on urban arterial street frontages unless located on the second floor of a mixed use retail/commercial development.</li> <li>2. Conditionally permitted as an ancillary use only.</li> <li>3. Plant Nursery’s shall be permitted to have Outdoor Displays and Sales as an ancillary use.</li> <li>4. Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.</li> <li>5. 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.</li> <li>6. Required to be within a viable business such as a jewelry store or other related retail business operation and must not exceed 20% of the floor area of such viable business. In addition, required to comply with all the legal requirements of gold buyers of the California Business and Professional Code and must submit periodic financial reports to the City Finance Department. All existing and new cash for gold businesses shall require approval of a conditional use permit, and can only be approved as an ancillary use subject to compliance with all the requirements of this item 6, upon the effective date of Ordinance 958.</li> <li>7. Massage services shall not exceed 20% of the floor area of such business.</li> </ol>	

Specific Plan 85-1 (Norco Auto Mall Specific Plan), Amendment 8: Section 70-“Permitted Uses”, Subsection (3) – Area “C”, item (b) , and Subsection (4) – Area “D” under the category entitled “Personal Services”, and the foot note section located at the bottom row of the table are hereby amended to read as follows:

Section 70 - “Permitted Uses”

(3) Area C

(b) Service Related: financial institutions. Barbershops and beauty shops (to include massage services as an ancillary use not to exceed 20% of the Barber or Beauty Shop business), clothes cleaners and other services related to employee or customers within the auto mall.

(4) Area D

<b>Personal Services</b>	
Dry Cleaning, Tailoring, and Laundromats	p
Hair/Nail Salon with ancillary massage services	p <sup>6</sup>
Spa with ancillary massage services	p <sup>6</sup>

<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>--<sup>1</sup></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>--<sup>2</sup></i>	<i>Conditionally permitted as an ancillary use only.</i>
<i>--<sup>3</sup></i>	<i>Plant nurseries shall be permitted to have outdoor displays and sales as ancillary uses.</i>
<i>--<sup>4</sup></i>	<i>Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.</i>
<i>--<sup>5</sup></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>--<sup>6</sup></i>	<i>Massage services shall not exceed 20% of the floor area of such business.</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</i>

*Commission may approve a Similar Use Application for said use.*

Specific Plan 90-01 (Gateway Specific Plan), Amendment 12: Appendix "C" of the Gateway Specific Plan, under the Category entitled "Barber and Beauty Shops" is hereby amended as follows:

**APPENDIX C**

**SUMMARY OF PERMITTED (X) AND CONDITIONALLY PERMITTED (O) USES**

	COMMERCIAL	OFFICE	INDUSTRIAL
<b>Barber and Beauty Shops</b>	X		
a) Massage Services (as an ancillary use being no more than 20% of a barber or beauty shop)	X		

Specific Plan 91-02 (Norco Hills Specific Plan), Amendment 6: Chapter III – "Development Regulations", Section C – "Regulations", Subsection 2 – "Neighborhood Commercial District", Item b. (Permitted Uses) 2. (Service Businesses) (b), is hereby amended as follows:

2) Service Business

(b) Barber or Beauty shop (to include massage services as an ancillary use not to exceed 20% of the Barber or Beauty shop business).

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 City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, subsections, sentences, clauses, or phrases 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 hereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

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Mayor of the City of Norco, California

ATTEST:

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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 March 20, 2013, and thereafter at a regular meeting of said City Council duly held on June 5, 2013, it was duly passed and adopted by the following vote of the City Council.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

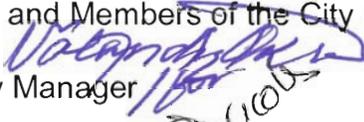
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 5, 2013.

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Brenda K. Jacobs, CMC, 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: June 5, 2013

SUBJECT: **Ordinance No. 961, Second Reading.** Zone Code Amendment 2013-01 and Code Amendment 2013-01 for Chapters 18.32 and 10.16 of the Norco Municipal Code regarding the travel, use, and parking of commercial vehicles and trailers in residential zones, and along City streets.

RECOMMENDATION: Adopt **Ordinance No. 961** for second reading.

SUMMARY: The first reading of Ordinance No. 961 was held on April 3, 2013, at which time it was recommended to receive and file the report for further review of the Ordinance by the Planning Commission. On May 15, 2013, Ordinance No. 961 was adopted by the City Council with a 5-0 vote.

The purpose of the ordinance is to clarify how and when a Resident Exemption Permit issued for the purpose of parking a commercial vehicle in a residential zone (otherwise prohibited) can be used when a home occupation business exists in the same location.

Attachment: Ordinance No. 961

## ORDINANCE NO. 961

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA APPROVING ZONE CODE AMENDMENT 2013-01 AMENDING CHAPTER 18.32 "GENERAL PROVISIONS: HOME OCCUPATIONS" AND CODE AMENDMENT 2013-01 AMENDING CHAPTER 10.16 "COMMERCIAL VEHICLES/TRUCKS" WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED REGARDING THE USE AND PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL ZONES. ZONE CODE AMENDMENT 2013-01; CODE AMENDMENT 2013-01.**

WHEREAS, the City of Norco initiated Zone Code Amendment 2013-01 to amend Chapter 18.32 "General Provisions: Home Occupations" and Code Amendment 2013-01 to amend Chapter 10.16 "Commercial Vehicles/Trucks" with any related cross references in other Chapters as needed, to amend and update regulations regarding the use and parking of commercial vehicles in residential zones; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were duly submitted to the City of Norco Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, said Zone Code Amendment and Code Amendment were scheduled for public hearing on the February 27, 2013 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

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

WHEREAS, after closing the public hearing said items were continued to March 13, 2013; and

WHEREAS, based on the information and testimony received, the Planning Commission adopted Resolution 2013-06 recommending approval of Zone Code Amendment 2013-01 and Code Amendment 2013-01 to the City Council; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were duly submitted to the City of Norco City Council for decision at a public hearing, based on the recommendation of the Planning Commission, and for which proper notice was given; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were scheduled for public hearing on April 3, 2013 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

WHEREAS, at the regular meeting, said City Council held a public hearing and considered both oral and written testimony pertaining to said Zone Code Amendment and Code Amendment; and

WHEREAS, said City Council remanded discussion of said project to the Planning Commission for further discussion and consideration; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were duly re-submitted to the City of Norco Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, said Zone Code Amendment and Code Amendment were re-scheduled for public hearing on April 24, 2013 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

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

WHEREAS, based on the information and testimony received, the Planning Commission adopted Resolution 2013-14 recommending approval of Zone Code Amendment 2013-01 and Code Amendment 2013-01, as amended, to the City Council; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were duly re-submitted to the City of Norco City Council for decision at a public hearing, based on the recommendation of the Planning Commission, and for which proper notice was given; and

WHEREAS, Zone Code Amendment 2013-01 and Code Amendment 2013-01 were re-scheduled for public hearing on May 15, 2013 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco, California; and

WHEREAS, at the regular meeting held on May 15, 2013, said City Council held a public hearing and considered both oral and written testimony pertaining to said Zone Code Amendment and Code Amendment; and

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

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

- A. The proposed Zone Code Amendment (Code Amendment) will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project clarifies and updates existing regulations regarding the use and parking of commercial vehicles in residential zones.

- B. The project (proposed amendment) has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines as a Ministerial Project.

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

SECTION 1: Chapter 18.32 "Home Occupations", Section 18.32.06 "Conditions" of the Norco Municipal Code is hereby amended as follows:

Section 18.32.06 Conditions:

No person shall conduct a home occupation use, in any zone where such use is permitted, unless said home occupation use is conducted in conformity with all of the following criteria:

- (7) No motor vehicles in excess of 11,000 pounds gross weight shall be used in the conduct of a home occupation. For residences where a Residence Exemption Permit has been issued, said vehicle shall not be used in the conduct of a home occupation. Said vehicle shall also not be loaded, or off-loaded for purposes of storing or transferring materials at the residence for which the Permit was issued (ref. Section 10.16.050(10)).

Chapter 10.16 "Commercial Vehicles/Trucks", Section 10.16.050 "Resident Exemption Permit" of the Norco Municipal Code is hereby amended as follows:

10.16.050 Resident exemption permit.

In addition to the vehicles excepted in Section 10.16.040 , the Planning Director or assignee may issue a maximum of 90 exemption permits per year, on a first-serve basis, to commercial vehicle owner/operators residing within the city for the purpose of traveling on restricted streets to and from their residence, if the following conditions are met:

- (9) A permit fee as established by City Council resolution is paid. The renewal of an exemption permit required by the provisions of this chapter shall occur on a year-to-year basis, due on the first day of July each year.
- (10) Vehicles in excess of 11,000 pounds gross weight, for which a Permit has been issued, shall not be loaded, or off-loaded for purposes of storing or transferring materials at the residence to which the Permit is issued (ref. Section 18.32.06(07)).

Chapter 10.16 "Commercial Vehicles/Trucks", Section 10.16.060 "Commercial Vehicle Parking Prohibition" of the Norco Municipal Code is hereby amended as follows:

In order to maintain the rural residential neighborhood atmosphere within the community and in the interest of public safety and welfare, commercial vehicles having a manufacturer's gross vehicle weight, per California Vehicle Code, Section 390, rating of eleven thousand pounds (five and one-half tons) or more, are prohibited from parking on any street or portion thereof, except with respect to making pickups or deliveries from or to any building or structure, or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure located off the designated truck route.

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

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

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

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Mayor of the City of Norco, California

ATTEST:

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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 May 15, 2013 and thereafter at a regular meeting of said City Council duly held on June 5, 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 June 5, 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: June 5, 2013

SUBJECT: **Ordinance No. 962, Second Reading.** Code Change 2013-02.  
An Ordinance of the City Council of the City of Norco Declaring  
Code Violations of the Municipal Code to be a Public Nuisance  
and Authorizing the Recovery of Attorney's Fees.

SUMMARY: The first reading of Ordinance No. 962 was held on May 15, 2013 and adopted by the City Council with a 4-1 vote.

This Ordinance provides the City with an alternative that allows the City to use civil enforcement options and to recover attorney fees associated with such actions.

Attachment: Ordinance No. 962

## ORDINANCE NO 962

### ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO DECLARING CODE VIOLATIONS OF THE MUNICIPAL CODE TO BE A PUBLIC NUISANCE AND AUTHORIZING THE RECOVERY OF ATTORNEY'S FEES. CODE CHANGE 2013-02.

WHEREAS, the City of Norco initiated Code Change 2013-02 to amend Chapter 1.04 "General Penalties" to add regulations regarding Code Violations of the Municipal Code to be a public nuisance and authorize the recovery of Attorney's fees; and

WHEREAS, Code Change 2013-02 was duly submitted to the City of Norco City Council for a decision at a public hearing for which proper notice was given; and

WHEREAS, Code Change 2013-02 was scheduled for public hearing on May 15, 2013 on or about 7 p.m. in the City Council Chambers, 2820 Clark Avenue, Norco California; and

WHEREAS, at the regular meeting, said City Council held a public hearing and considered both oral and written testimony pertaining to said Code Change.

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

The following Sections are added to Chapter 1.04 GENERAL PENALTIES:

#### Section 1.04.01 (E)

In addition to the penalties provided in this section, any condition caused or permitted to exist in violation of any of the provisions of this code is a public nuisance and may be, by this city, abated as such. Each day such condition continues shall be regarded as a new and separate offense.

(F) Recovery of attorneys' fees authorized for certain nuisances upon election by city. In any action, administrative proceeding or special proceeding commenced by the city to abate a public nuisance, if the city elects at the initiation of that individual action or proceeding to seek recovery of its own attorneys' fees and costs, the prevailing party shall be entitled to recover its attorneys' fees. In no action, administrative proceeding or special proceeding shall an award of attorneys' fees and costs to a prevailing party exceed the amount of reasonable attorneys' fees and actual costs incurred by the city in the action or proceeding.

(G) Prevailing Party. In addition to any other determination of prevailing party authorized pursuant to applicable law, the city shall be considered a prevailing party entitled to its costs under subsection (A) when it can demonstrate that:

(1) Its lawsuit was the catalyst motivating the defendant to provide the primary relief sought;

(2) The lawsuit was meritorious and achieved its result by “threat of victory”; and

(3) The city reasonably attempted to settle the litigation before filing the lawsuit.

(H) Remedies cumulative. The remedies contained in this section are cumulative to one another and to any other remedy available by law or in equity to the city.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

---

Mayor of the City of Norco, California

ATTEST:

---

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

APPROVED AS TO FORM:

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John R. Harper, City Attorney

Ordinance No. 962

Page 3

June 5, 2013

I, BRENDA K. JACOBS, CMC, 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 May 15, 2013, and thereafter at a regular meeting of said City Council duly held on June 5, 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 June 5, 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: Andy Okoro, Deputy City Manager/Director of Finance 

DATE: June 5, 2013

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

RECOMMENDATION: Adopt **Resolution No. 2013-28**, updating and adjusting fees for General City Services.

SUMMARY: The proposed resolution recommends the following changes to the City's Comprehensive Fee Schedules for Fiscal Year 2013-2014:

Adjustment of 2.2% to some fees based on changes to the Consumer Price Index (CPI) from March 2012 to March 2013

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

Based on the results of changes in Consumer Price Index (CPI) from March 2012 to March 2013, the need to recover direct costs for facility uses, and necessity to add fees that were not previously in the Master Fee Schedule, staff is recommending the following adjustments to various City fees and rates for services.

### **Fees Recommended for Adjustment by CPI:**

Most of the existing fees are being recommended for adjustment by changes in the Consumer Price Index of 2.2% between March 2012 and March 2013 for Los Angeles, Riverside and Orange County Area. This adjustment is necessary to reflect changes in the cost of providing the services. Some fees are not recommended to be adjusted to ensure that the fees are competitive with other jurisdictions. Some other fees are recommended to be adjusted by amounts exceeding the CPI to adequately reflect the true cost of providing services.

**New Fees:**

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

FINANCIAL IMPACT: Staff estimates the recommended fee adjustments will result in additional revenues to the General Fund. The amount of the additional revenue will depend on activity levels but is not expected to be significant.

J:ao/council reports/staff reports/2013

Attachment: Resolution 2013-28

## **RESOLUTION NO. 2013-28**

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

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

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

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

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

WHEREAS, it is the intention of the City Council to adopt an amendment to the schedule of fees and charges based on the City's budgeted and projected cost for the Fiscal Year 2013-2014; and

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

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

SECTION 1. Resolution No. 2012-43 is hereby repealed.

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

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

PASSED AND ADOPTED by the City Council of the City of Norco as a regular meeting held on June 5, 2013,

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a meeting held on June 5, 2013 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

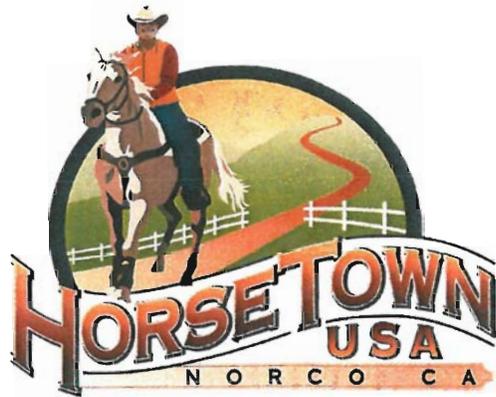
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on June 5, 2013.

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

j:ao/council reports/staff reports/2013

Attachment: Amended General Fee/Fine Schedule



## General Fee/Fine Schedule

CITY OF NORCO



Effective:  
July 1, 2013

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## Parks, Recreation & Community Services

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

## City Clerk

## Fiscal & Support Services

## Planning

## Fire Department

## Sheriff's Department

## Public Works

## Building Division

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

## Development Impact Fee Schedule

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>General Facilities and Services</b>			
Application Processing Fee	\$36.00	0	\$37.00
Banner Installation	Fully Burdened	\$0.00	Fully Burdened
Booking Change	\$19.00	\$0.00	\$19.00
Booking Fee - Per Date (Max. \$250)	\$5.00	\$0.00	\$5.00
Community Large Room - Hourly (Occ. Banq. 80-100 / Occ. Aud. 150-175)	\$48.00	\$250.00	\$49.00
Community Small Room - Hourly (Occ. Banq. 50 / Occ. Aud. 80)	\$36.00	\$250.00	\$37.00
Community XSmall Rooms (Hourly) (Occ. Under 50)	\$35.00	\$0.00	\$36.00
Community Room Cleaning	Fully Burdened	\$0.00	Fully Burdened
Community Room - FHQ	\$36.00	\$250.00	\$37.00
Conference Room (Hourly)	\$36.00	\$150.00	\$37.00
Chairs (Each)	\$1.00 - \$4.00	\$0.00	\$1.00 - \$4.00
Exterior Restrooms	\$48.00	\$0-\$275	\$49.00
Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Field Lights (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Field Prep	\$31.00	\$0.00	\$32.00
Horseshoes Rental (Per Set)	\$10.00	\$30.00	\$10.00
Asset Replacement Fund Per Date/Transaction	\$1.00		\$1.00

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

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

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>General Facilities and Services</b>			
Open Space / Moon Bounce	\$38.00	\$0.00	\$38.00
Outdoor Courts (Hourly Night Use)	\$22.00	\$0.00	\$22.00
Outdoor Courts(Hourly Day Use)	\$7.00	\$0.00	\$7.00
Parking Lots	\$39.00	\$50.00	\$40.00
Picnic Shelter Rental	\$71.00	\$75.00	\$71.00
Pool Rental (Hourly)	<i>Suspended</i>	\$250.00	
Program Maintenance Fee	\$4.00	\$0.00	\$4.09
Riley Gym (Hourly)	\$78.00	\$500.00	\$78.00
Riley Gym Cleaning	Fully Burdened	\$0.00	Fully Burdened
Special Event Fire Dept Inspction Fee - Vendor/Retail per booth	<i>NEW</i>		Fully Burdened
Sports Fields - (Hourly)	\$48.00	\$100.00	\$48.00
Supplemental Staff Costs Plus Burden	Fully Burdened	\$0.00	Fully Burdened
Support, Operations, Administrative and Maintenance	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$10.00	\$100.00	\$10.00
Tables, Rectangle	\$6.00	\$100.00	\$7.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
4-H Area (10 Hour Rental Period)	\$289.00	\$50-\$350	\$289.00
4-H Area (Add'l Hours in Excess of 10)	\$42.00	\$0.00	\$42.00
4-H Small Livestock Pens	\$5.00	\$200.00	\$5.00
Amphitheater (Plus Per Seat Fee if Gate is Charged)	\$298.00	\$350-\$550	\$298.00
Amphitheater Cleaning	Fully Burdened	\$0.00	Fully Burdened
Arena Grooming Barrels/Full Arena	\$30.00	\$0.00	\$10.00/\$20.00
Arena Watering	\$21.00	\$0.00	\$30.00
Clark Arena (9 hours Max, Per Day, Weekends/Holidays)	\$450.00	\$500-\$5000	\$460.00
Clark Arena Special Consideration Groups* (9 Hours Max., Per Day, Weekends/Holidays)	\$350.00	\$500-\$5000	\$358.00
Electrical Hook-Up Per Service/Day	\$8.00	\$200.00	\$8.00
Grounds	\$391.00	\$500.00	\$391.00
Holding Pens-Moreno Arena	\$182.00	\$400.00	\$182.00
Holiday/ Sunday Staff	Fully Burdened	\$0.00	Fully Burdened
Insurance Sale Administrative Fee	\$75-\$100	\$0.00	\$75-\$125
GIEECPark Arenas Alcohol Concessions	10 % of Sales	\$0.00	10 % of Sales
GIEEC Arenas Food Concessions Per Event	\$200.00	\$0.00	\$200.00
GIEEC Bleachers (Per Seat When There is a Gate Fee)	\$1.50	\$0.00	\$1.50
GIEEC Camping (Dry) Per Day	\$10.00	\$0.00	\$10.00
GIEEC Parking Lots/Staging Area	\$66.00	\$0.00	\$67.00
GIEEC Restrooms	\$35.00	\$0.00	\$35.00
GIEEC Amenities (light tower, spider boxes, etc) <b>NEW</b>			Fully Burdened
Moreno Arena (9 Hours Max, Per Day, Weekends/Holidays)	\$700.00	\$100-\$5000	\$700.00
Arenas (Hourly, Per Day, 2 Hours Min., Mon - Thurs)	\$150 + Costs	\$500-\$5000	\$150 + Costs
Arena (s) Budle Program (Multi-Day Use Allows 25% Discount in Fees)	25% Discount	\$500-\$5000	25% Discount
Clark Arena Equipment Surcharge (Permit Holder Bringing in Extra Equipment not Already on Premises)	\$250.00	\$0.00	\$250.00

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

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

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
Arena Lights	Fully Burdened	\$0.00	Fully Burdened
Arena Trainers Hours (By Reservation-Per Horse) 3 Hr. Max.	\$10.00	\$50.00	\$10.00
Moreno Arena-Hourly (In Excess of Max.of 9)	Fully Burdened	\$0.00	Fully Burdened
Portable Restrooms	Fully Burdened	\$0.00	Fully Burdened
Portable Stalls/Concessions	Fully Burdened	\$200.00	Fully Burdened
Stall Cleaning	Fully Burdened	\$0.00	Fully Burdened
Security Guards	Fully Burdened	\$0.00	Fully Burdened
Warm-up & Exercise Arenas	\$60.00	\$100.00	\$60.00
Weaver Hall - Alcohol Surcharge Concessions	\$200.00	\$0.00	\$200.00
Weaver Hall - Requested Catering	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Banquet Amenities (linens, china, flatware, etc.)	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Bundle Program (Multi Day Use Allows 25% Discount in Fees)	25% Discount	\$300-\$2500	25% Discount
Weaver Hall (Hourly, 8 hour min. Saturdays & holidays)	\$131.00	\$300-\$2500	\$131.00
Weaver Hall - (Hourly, 2 Hour. Min., Per Day, Sunday - Friday)	\$50.00	\$300-\$2500	\$50.00
Weaver Hall Cleaning	\$420-\$829	\$0.00	\$300-\$829
Weaver Hall Food Allowance	\$200.00	\$0.00	\$200.00
Weaver Hall Kitchen	\$150.00	\$200.00	\$150.00
Weaver Hall Kitchen Cleaning	\$130-\$500	\$0.00	\$130-\$500
Weaver Hall Exterior Restrooms	\$47.00	\$0-\$500	\$47.00
Weaver Hall Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$10.00	\$100.00	\$10.00
Tables, Rectangle	\$6.00	\$100.00	\$7.00
Chairs (each)	\$1.00 - \$4.00	\$100.00	\$1.00 - \$4.00

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

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Sports and Programs</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
Ballfield Bases (per use)	\$10.00	\$0.00	\$10.00
City- Sponsored Adult Sports Programs	\$250-\$500	\$0.00	\$75-\$500
City- Sponsored Special Events	\$1-\$75	\$0.00	\$1.00-\$76.00
City- Sponsored Youth Sports	\$50-\$150	\$0.00	\$50-\$150
Excursions	Fully Burdened	\$0.00	Fully Burdened
Insurance Policies	Fully Burdened	\$0.00	Fully Burdened
PA System (portable)	\$89+Staff	\$200.00	\$89+Staff
Recreation & Leisure Programs & Services	\$1-\$315	\$0.00	\$1-\$321
Recreational Swimming	\$2.00	\$0.00	\$2.00
Scoreboards (each)	\$25+Staff	\$500.00	\$25+Staff
Senior Programs	\$1-\$85	\$0.00	\$1-\$86
Senior Services Membership Fee (Yearly)	\$0-\$25	\$0.00	\$0-\$25
Swimming Lessons	\$54-150	\$0.00	\$55-\$153
Youth Programs (Wee People, Etc.)	\$10-\$502	\$0.00	\$1.00-\$513
BBQ	\$55.00	\$100.00	\$56.00

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

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>Animal Control</b>			
Cat Adoption	\$10.00	\$0.00	\$10.00
Cat Quarantine Daily Board	\$15.00	\$0.00	\$15.00
Citation Processing Fee	\$5.00	\$0.00	\$5.00
Daily Boarding - Cats / Dogs	\$6.00	\$0.00	\$6.00
Daily Boarding - Large Livestock	\$10.00	\$0.00	\$10.00
Daily Boarding - Small Livestock	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Cat	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Dog	\$20.00	\$0.00	\$20.00
Dead Animal Disposal - Brought in - Livestock	\$30.00	\$0.00	\$30.00
Dog Quarantine Daily Board	\$20.00	\$0.00	\$20.00
Dog Adoption	\$16.00	\$0.00	\$16.00
Dog License - Senior (Alt) 1-4 Dogs/Each	\$2/\$4/\$8 *	\$0.00	\$2/\$4/\$8 *
Dog License (Alt) 1-4 Dogs/Each	\$18/\$35/\$53 *	\$0.00	\$18/\$35/\$53 *
Dog License (Unalt)	\$48/\$86/\$118 *	\$0.00	\$49/\$86/\$118 *
<b>*1-3 Year License</b>			
Replacement Fee for Lost or Unreadable Tags	\$2.00	\$0.00	\$2.00
Emergency After-hours Fees (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Euthanasia - Dog or Cat	\$52.00	\$0.00	\$52.00
Impound - Cats - 1st Time	\$23.00	\$0.00	\$23.00
Impound - Cats - 2nd Time in 1 Year	\$33.00	\$0.00	\$33.00
Impound - Cats - 3rd Time in 1 Year	\$44.00	\$0.00	\$44.00
Impound - Dogs - 1st Time	\$33.00	\$0.00	\$33.00
Impound - Dogs - 2nd Time in 1 Year	\$46.00	\$0.00	\$46.00
Impound - Dogs - 3rd Time in 1 Year	\$57.00	\$0.00	\$58.00
Impound - Large Livestock - 1st Time	\$69.00	\$0.00	\$71.00
Impound - Large Livestock - 2nd Time in 1 Year	\$79.00	\$0.00	\$81.00
Impound - Large Livestock - 3rd Time in 1 Year	\$103.00	\$0.00	\$105.00
Impound - Small Livestock - 1st Time	\$32.00	\$0.00	\$33.00
Impound - Small Livestock - 2nd Time in 1 Year	\$42.00	\$0.00	\$43.00
Impound - Small Livestock - 3rd Time in 1 Year	\$57.00	\$0.00	\$58.00
Livestock Transpt: Non- Resident Impound Returns	\$92-\$1000	\$0.00	\$92-\$1000
Late License Fee	\$25.00	\$0.00	\$25.00
Maintenance Fee	\$2.00	\$0.00	\$2.00
Owner Dead Dog Pick-Up	\$83.00	\$0.00	\$85.00
Owner Dead Livestock Pick-Up	\$118.00	\$0.00	\$121.00
Owner Pick Up Dead Cat	\$52.00	\$0.00	\$53.00
Owner Pick Up Small Live Stock	\$160.00	\$0.00	\$163.00
Owner Turn- ins - Dog or Cat	\$52.00	\$0.00	\$53.00
Owner Turn- ins/pick up by AC - Cat	\$93.00	\$0.00	\$95.00
Owner Turn- ins/pick up by AC- Dog	\$133.00	\$0.00	\$136.00
Inspections	\$57.00	\$0.00	\$58.00
Ranch License	\$29.00	\$0.00	\$29.00
Ranch License Renewal	\$18.00	\$0.00	\$18.00
Replacement Fee for Lost of Unreadable Tags	\$2.00	\$0.00	\$2.00
Vaccination Fee - Cat	\$5.00	\$0.00	\$5.00
Vaccination Fee - Dog	\$10.00	\$0.00	\$10.00
Vicious / Wild Animal Permit (New)	\$121.00	\$0.00	\$124.00
Vicious / Wild Animal Permit (Renew)	\$121.00	\$0.00	\$124.00
<b>Any and all fines mandated by County, State and Federal regulations/laws</b>			

**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>General Facilities and Services</b>			
Application Processing Fee	\$36.00	0	\$37.00
Banner Installation	Fully Burdened	\$0.00	Fully Burdened
Booking Change	\$19.00	\$0.00	\$19.00
Booking Fee - Per Date (Max. \$250)	\$5.00	\$0.00	\$5.00
Community Large Room - Hourly (Occ. Banq. 80-100 / Occ. Aud. 150-175)	\$48.00	\$250.00	\$49.00
Community Small Room - Hourly (Occ. Banq. 50 / Occ. Aud. 80)	\$36.00	\$250.00	\$37.00
Community XSmall Rooms (Hourly) (Occ. Under 50)	\$35.00	\$0.00	\$36.00
Community Room Cleaning	Fully Burdened	\$0.00	Fully Burdened
Community Room - FHQ	\$36.00	\$250.00	\$37.00
Conference Room (Hourly)	\$36.00	\$150.00	\$37.00
Chairs (Each)	\$1.00 - \$4.00	\$0.00	\$1.00 - \$4.00
Exterior Restrooms	\$48.00	\$0-\$275	\$49.00
Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Field Lights (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Field Prep	\$31.00	\$0.00	\$32.00
Horseshoes Rental (Per Set)	\$10.00	\$30.00	\$10.00
Asset Replacement Fund Per Date/Transaction	\$1.00		\$1.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Service</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>General Facilities and Services</b>			
Open Space / Moon Bounce	\$38.00	\$0.00	\$38.00
Outdoor Courts (Hourly Night Use)	\$22.00	\$0.00	\$22.00
Outdoor Courts(Hourly Day Use)	\$7.00	\$0.00	\$7.00
Parking Lots	\$39.00	\$50.00	\$40.00
Picnic Shelter Rental	\$71.00	\$75.00	\$71.00
Pool Rental (Hourly)	<i>Suspended</i>	\$250.00	
Program Maintenance Fee	\$4.00	\$0.00	\$4.09
Riley Gym (Hourly)	\$78.00	\$500.00	\$78.00
Riley Gym Cleaning	Fully Burdened	\$0.00	Fully Burdened
Special Event Fire Dept Inspction Fee - Vendor/Retail per booth	<i>NEW</i>		Fully Burdened
Sports Fields - (Hourly)	\$48.00	\$100.00	\$48.00
Supplemental Staff Costs Plus Burden	Fully Burdened	\$0.00	Fully Burdened
Support, Operations, Administrative and Maintenance	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$10.00	\$100.00	\$10.00
Tables, Rectangle	\$6.00	\$100.00	\$7.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
4-H Area (10 Hour Rental Period)	\$289.00	\$50-\$350	\$289.00
4-H Area (Add'l Hours in Excess of 10)	\$42.00	\$0.00	\$42.00
4-H Small Livestock Pens	\$5.00	\$200.00	\$5.00
Amphitheater (Plus Per Seat Fee if Gate is Charged)	\$298.00	\$350-\$550	\$298.00
Amphitheater Cleaning	Fully Burdened	\$0.00	Fully Burdened
Arena Grooming Barrels/Full Arena	\$30.00	\$0.00	\$10.00/\$20.00
Arena Watering	\$21.00	\$0.00	\$30.00
Clark Arena (9 hours Max, Per Day, Weekends/Holidays)	\$450.00	\$500-\$5000	\$460.00
Clark Arena Special Consideration Groups* (9 Hours Max., Per Day, Weekends/Holidays)	\$350.00	\$500-\$5000	\$358.00
Electrical Hook-Up Per Service/Day	\$8.00	\$200.00	\$8.00
Grounds	\$391.00	\$500.00	\$391.00
Holding Pens-Moreno Arena	\$182.00	\$400.00	\$182.00
Holiday/ Sunday Staff	Fully Burdened	\$0.00	Fully Burdened
Insurance Sale Administrative Fee	\$75-\$100	\$0.00	\$75-\$125
GIEECPark Arenas Alcohol Concessions	10 % of Sales	\$0.00	10 % of Sales
GIEEC Arenas Food Concessions Per Event	\$200.00	\$0.00	\$200.00
GIEEC Bleachers (Per Seat When There is a Gate Fee)	\$1.50	\$0.00	\$1.50
GIEEC Camping (Dry) Per Day	\$10.00	\$0.00	\$10.00
GIEEC Parking Lots/Staging Area	\$66.00	\$0.00	\$67.00
GIEEC Restrooms	\$35.00	\$0.00	\$35.00
GIEEC Amenities (light tower, spider boxes, etc) <b>NEW</b>			Fully Burdened
Moreno Arena (9 Hours Max, Per Day, Weekends/Holidays)	\$700.00	\$100-\$5000	\$700.00
Arenas (Hourly, Per Day, 2 Hours Min., Mon - Thurs)	\$150 + Costs	\$500-\$5000	\$150 + Costs
Arena (s) Budle Program (Multi-Day Use Allows 25% Discount in Fees)	25% Discount	\$500-\$5000	25% Discount
Clark Arena Equipment Surcharge (Permit Holder Bringing in Extra Equipment not Already on Premises)	\$250.00	\$0.00	\$250.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>George Ingalls Equestrian Event Center (GIEEC)</b>			
Arena Lights	Fully Burdened	\$0.00	Fully Burdened
Arena Trainers Hours (By Reservation-Per Horse) 3 Hr. Max.	\$10.00	\$50.00	\$10.00
Moreno Arena-Hourly (In Excess of Max.of 9)	Fully Burdened	\$0.00	Fully Burdened
Portable Restrooms	Fully Burdened	\$0.00	Fully Burdened
Portable Stalls/Concessions	Fully Burdened	\$200.00	Fully Burdened
Stall Cleaning	Fully Burdened	\$0.00	Fully Burdened
Security Guards	Fully Burdened	\$0.00	Fully Burdened
Warm-up & Exercise Arenas	\$60.00	\$100.00	\$60.00
Weaver Hall - Alcohol Surcharge Concessions	\$200.00	\$0.00	\$200.00
Weaver Hall - Requested Catering	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Banquet Amenities (linens, china, flatware, etc.)	Fully Burdened	\$0.00	Fully Burdened
Weaver Hall - Bundle Program (Multi Day Use Allows 25% Discount in Fees)	25% Discount	\$300-\$2500	25% Discount
Weaver Hall (Hourly, 8 hour min. Saturdays & holidays)	\$131.00	\$300-\$2500	\$131.00
Weaver Hall - (Hourly, 2 Hour. Min., Per Day, Sunday - Friday)	\$50.00	\$300-\$2500	\$50.00
Weaver Hall Cleaning	\$420-\$829	\$0.00	\$300-\$829
Weaver Hall Food Allowance	\$200.00	\$0.00	\$200.00
Weaver Hall Kitchen	\$150.00	\$200.00	\$150.00
Weaver Hall Kitchen Cleaning	\$130-\$500	\$0.00	\$130-\$500
Weaver Hall Exterior Restrooms	\$47.00	\$0-\$500	\$47.00
Weaver Hall Exterior Restrooms Cleaning	Fully Burdened	\$0.00	Fully Burdened
Tables, Round	\$10.00	\$100.00	\$10.00
Tables, Rectangle	\$6.00	\$100.00	\$7.00
Chairs (each)	\$1.00 - \$4.00	\$100.00	\$1.00 - \$4.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>Sports and Programs</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
Ballfield Bases (per use)	\$10.00	\$0.00	\$10.00
City- Sponsored Adult Sports Programs	\$250-\$500	\$0.00	\$75-\$500
City- Sponsored Special Events	\$1-\$75	\$0.00	\$1.00-\$76.00
City- Sponsored Youth Sports	\$50-\$150	\$0.00	\$50-\$150
Excursions	Fully Burdened	\$0.00	Fully Burdened
Insurance Policies	Fully Burdened	\$0.00	Fully Burdened
PA System (portable)	\$89+Staff	\$200.00	\$89+Staff
Recreation & Leisure Programs & Services	\$1-\$315	\$0.00	\$1-\$321
Recreational Swimming	\$2.00	\$0.00	\$2.00
Scoreboards (each)	\$25+Staff	\$500.00	\$25+Staff
Senior Programs	\$1-\$85	\$0.00	\$1-\$86
Senior Services Membership Fee (Yearly)	\$0-\$25	\$0.00	\$0-\$25
Swimming Lessons	\$54-150	\$0.00	\$55-\$153
Youth Programs (Wee People, Etc.)	\$10-\$502	\$0.00	\$1.00-\$513
BBQ	\$55.00	\$100.00	\$56.00

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**PARKS, RECREATION & COMMUNITY SERVICES**

<b>General Facilities and Services</b>	<b>Fee</b>	<b>Deposit</b>	<b>Proposed 2.2% CPI</b>
<b>Animal Control</b>			
Cat Adoption	\$10.00	\$0.00	\$10.00
Cat Quarantine Daily Board	\$15.00	\$0.00	\$15.00
Citation Processing Fee	\$5.00	\$0.00	\$5.00
Daily Boarding - Cats / Dogs	\$6.00	\$0.00	\$6.00
Daily Boarding - Large Livestock	\$10.00	\$0.00	\$10.00
Daily Boarding - Small Livestock	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Cat	\$10.00	\$0.00	\$10.00
Dead Animal Disposal - Brought in - Dog	\$20.00	\$0.00	\$20.00
Dead Animal Disposal - Brought in - Livestock	\$30.00	\$0.00	\$30.00
Dog Quarantine Daily Board	\$20.00	\$0.00	\$20.00
Dog Adoption	\$16.00	\$0.00	\$16.00
Dog License - Senior (Alt) 1-4 Dogs/Each	\$2/\$4/\$8 *	\$0.00	\$2/\$4/\$8 *
Dog License (Alt) 1-4 Dogs/Each	\$18/\$35/\$53 *	\$0.00	\$18/\$35/\$53 *
Dog License (Unalt)	\$48/\$86/\$118 *	\$0.00	\$49/\$86/\$118 *
<b>*1-3 Year License</b>			
Replacement Fee for Lost or Unreadable Tags	\$2.00	\$0.00	\$2.00
Emergency After-hours Fees (Hourly)	Fully Burdened	\$0.00	Fully Burdened
Euthanasia - Dog or Cat	\$52.00	\$0.00	\$52.00
Impound - Cats - 1st Time	\$23.00	\$0.00	\$23.00
Impound - Cats - 2nd Time in 1 Year	\$33.00	\$0.00	\$33.00
Impound - Cats - 3rd Time in 1 Year	\$44.00	\$0.00	\$44.00
Impound - Dogs - 1st Time	\$33.00	\$0.00	\$33.00
Impound - Dogs - 2nd Time in 1 Year	\$46.00	\$0.00	\$46.00
Impound - Dogs - 3rd Time in 1 Year	\$57.00	\$0.00	\$58.00
Impound - Large Livestock - 1st Time	\$69.00	\$0.00	\$71.00
Impound - Large Livestock - 2nd Time in 1 Year	\$79.00	\$0.00	\$81.00
Impound - Large Livestock - 3rd Time in 1 Year	\$103.00	\$0.00	\$105.00
Impound - Small Livestock - 1st Time	\$32.00	\$0.00	\$33.00
Impound - Small Livestock - 2nd Time in 1 Year	\$42.00	\$0.00	\$43.00
Impound - Small Livestock - 3rd Time in 1 Year	\$57.00	\$0.00	\$58.00
Livestock Transpt: Non- Resident Impound Returns	\$92-\$1000	\$0.00	\$92-\$1000
Late License Fee	\$25.00	\$0.00	\$25.00
Maintenance Fee	\$2.00	\$0.00	\$2.00
Owner Dead Dog Pick-Up	\$83.00	\$0.00	\$85.00
Owner Dead Livestock Pick-Up	\$118.00	\$0.00	\$121.00
Owner Pick Up Dead Cat	\$52.00	\$0.00	\$53.00
Owner Pick Up Small Live Stock	\$160.00	\$0.00	\$163.00
Owner Turn- ins - Dog or Cat	\$52.00	\$0.00	\$53.00
Owner Turn- ins/pick up by AC - Cat	\$93.00	\$0.00	\$95.00
Owner Turn- ins/pick up by AC- Dog	\$133.00	\$0.00	\$136.00
Inspections	\$57.00	\$0.00	\$58.00
Ranch License	\$29.00	\$0.00	\$29.00
Ranch License Renewal	\$18.00	\$0.00	\$18.00
Replacement Fee for Lost of Unreadable Tags	\$2.00	\$0.00	\$2.00
Vaccination Fee - Cat	\$5.00	\$0.00	\$5.00
Vaccination Fee - Dog	\$10.00	\$0.00	\$10.00
Vicious / Wild Animal Permit (New)	\$121.00	\$0.00	\$124.00
Vicious / Wild Animal Permit (Renew)	\$121.00	\$0.00	\$124.00
<b>Any and all fines mandated by County, State and Federal regulations/laws</b>			

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

\*\* Fee based on direct cost of duplication

<b>FISCAL &amp; SUPPORT SERVICE</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
Background check	\$105.00	\$107.00
<b>Business Fire Inspection Fee</b>		
Small Businesses – 1 Sq. Ft. – 4,999 Sq. Ft.	\$69.00	\$71.00
Medium Businesses – 5,000 Sq. Ft. – 9,999 Sq. Ft.	\$139.00	\$142.00
Large Businesses – 10,000 Sq. Ft. or greater	\$353.00	\$361.00
Public Assembly (50 to 99 occupancy load)	\$161.00	\$165.00
Public Assembly (100 and greater occupancy load)	\$161.00	\$165.00
Business License Application – Commercial, Changed Use	\$32.00	\$33.00
Business License Application – Commercial, No Change	\$112.00	\$114.00
Business License Out of Town Fee	\$27.00	\$28.00
Business License Renewal	\$15.00	\$16.00
Home Occupation Renewal - With a truck	\$54.00	\$55.00
Home Occupation Review – New/Renewal Without Truck	\$32.00	\$33.00
Home Occupation Review – New With Commercial Truck	\$123.00	\$126.00
LiveScan – Fee plus Applicable DOJ and FBI Charges	\$22.00	\$35.00
Massage Technician New Application*	\$112.00	\$114.00
*Plus Sheriff's Cost		
Massage Business New Application	\$145.00	\$148.00
Massage Technician Renewal	\$87.00	\$87.00
Massage Business Renewal	\$112.00	\$112.00
Moved/Changed License Processing	\$27.00	\$28.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
Returned Check Fee	\$27.00	\$30.00
Taxicab Business Permit	\$142.00	\$142.00
Taxicab Permit	\$142.00	\$142.00
Taxi Driver Permit	\$110.00	\$110.00
Truck Parking Permit – Initial (when not part of a home occupation)	\$91.00	\$91.00
Truck Parking Permit – Renewal (when not part of a home occupation)	\$32.00	\$32.00
Utility Tagging Fee (Non-payment of bill)	\$16.00	\$16.00
Meter Lock Off Fee (Non-payment of bill)	\$59.00	\$60.00
Meter Turn On Fee (Prior to 3:30pm of work day)	\$30.00	\$31.00
Meter Turn On Fee (After 3:30pm and before 7:00am)	\$179.00	\$183.00
Yard Sale Permit -- for three days only, once every three months	\$9.00	\$9.00
Fine for Unauthorized Yard Sale	\$10.00	\$100-\$500

<b>PLANNING DIVISION</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
ABC Letter of Necessity	\$145.00	\$148.00
Additional Animal Units per Section 18.35.06 or 18.13.08 ( Fee + Public Noticing Fee + Animal Control Costs)	\$70.00	\$72.00
Architectural & Photometric Review	\$320.00	\$327.00
Developer Appeal to Planning Commission	\$985.00	\$1,007.00
Resident Appeal to Planning Commission*	\$92.00	\$94.00
Developer Appeal to City Council	\$793.00	\$810.00
Resident Appeal to City Council*	\$308.00	\$315.00
* Appeal fee will be refunded if the decision is reversed on appeal		
Categorical Exemption	\$78.00	\$80.00
Commercial Vehicle Exemption Permit (if obtained with Home Occupation license)		
Commercial Vehicle Exemption Permit (if obtained by itself)	\$64.00	\$65.00
Continuance (Fee plus postage and publishing costs)	\$857.00	\$875.00
Conditional Use Permit - Residential Accessory Building	<b>1% building valuation* + Public Noticing Fee</b>	
<b>*-Planning Division fees paid at time of building permit fee based on current valuation rates (i.e. if building valuation for an accessory building is \$37.72 per square foot) the Planning Division fee would calculate as shown below. Public Noticing Fee paid at time of Planning application.</b>		
<b>Size of Building</b>	<b>Valuation</b>	<b>=FEE</b>
600 sq. ft.	\$22,632.00	\$238.00
1,000 sq. ft.	\$37,720.00	\$397.00
2,000 sq. ft.	\$75,440.00	\$793.00
Conditional Use Permit – Self Audit – Sale of Alcohol	\$129.00	\$132.00
Conditional Use Permit – Self Audit – All Others	\$64.00	\$65.00
Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone	\$358.00	\$366.00
Conditional Use Permit - Miniaturized Pigs in R-1-10 Zone (Renewal)	\$63.00	\$64.00
<b>Conditional Use Permit – Minor, plus animal-control costs (Resident) (except Additional Animal Units, refer to that fee)</b>	<b>\$1,245.00</b>	<b>\$1,272.00</b>
Conditional Use Permit – Minor, plus animal-control costs (Developer)	\$2,802.00	\$2,864.00
Conditional Use Permit – Major	\$5,931.00	\$6,061.00
Conditional Use Permit Modification - Minor	\$2,469.00	\$2,523.00
Conditional Use Permit Modification – Major	\$2,524.00	\$2,580.00
Conditional Use Permit – Annual Inspection	\$48.00	\$49.00
C.C. & R. Review	\$2,309.00	\$2,359.00
Development Phasing Plan	\$916.00	\$936.00
Entertainment Permit	\$1,849.00	\$1,890.00
Fence/Wall Review (Subdivision)	\$375.00	\$383.00
Filming 1-4 Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate)	\$342.00	\$350.00
Filming 4 plus Days (exclusive of all Public Safety, Public Works and Legal Expenses, charged at fully burdened hourly rate)	\$526.00	\$538.00
General Plan Amendment	\$4,863.00	\$4,970.00
Initial Environmental Assessment	\$889.00	\$909.00
Informal Review by Planning Commission (with pre-application)	\$767.00	\$784.00
Informal Review by Planning Commission (no pre-application)	\$767.00	\$784.00
Landscape Plan Checks Review - Three Reviews & one field review	\$436.00	\$446.00
Additional Landscape Plan Check Review	\$107.00	\$110.00
Landscape Plan Checks Review - On Site Only	\$129.00	\$132.00
Large Family Day Care	\$1,217.00	\$1,244.00
Major Environmental Assessment (up to 110 hours)	\$13,856.00	\$14,161.00
Major Environmental Assessment (beyond 110 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Mitigated Negative Declaration (up to 5 hours)	\$488.00	\$499.00
Mitigated Negative Declaration (beyond 5 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Mitigation Plan One Time Monitoring (up to 5 hours)	\$488.00	\$499.00
Mitigation Plan One Time Monitoring (beyond 5 hours)	Cost of Service	Cost of Service
Charge fully burdened hourly rate & out of pocket costs against deposit		
Model Home Complex Review	\$1,662.00	\$1,699.00
Planning Information Letter	\$117.00	\$120.00
Pre-Application Review, First Review		
Pre-Application Subsequent Reviews	\$1,452.00	\$1,484.00
Public Notice Fee	\$443.00	\$453.00
Relocation Permit	\$1,420.00	\$1,451.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color	\$10.00	\$10.00
Sign Review - Monument & Pole Signs	\$380.00	\$388.00
Sign Review - Wall Signs	\$179.00	\$183.00
Sign Review - Temporary Special Event Signs	\$25.00	\$26.00
Sign Review, Freeway-Oriented	\$1,773.00	\$1,812.00
Sign Program Review	\$836.00	\$854.00
Similar Use Finding - Planning Commission	\$857.00	\$876.00

PLANNING DIVISION		FEE	Proposed 2.2% CPI
Site Plan Review - Minor		\$2,363.00	\$2,415.00
Site Plan Review - Major		\$5,465.00	\$5,585.00
Site Plan Review Modification		\$2,681.00	\$2,740.00
Site Plan Review - Residential Accessory Building		1% building valuation*	1% building valu
<b>*-Planning Division fees paid at time of building permit fee based on current valuation rates ( i.e. if building valuation for</b>			
	<b>Size of Building</b>	<b>Valuation</b>	
	600 sq. ft.	\$22,632.00	
	1,000 sq. ft.	\$37,720.00	
	2,000 sq. ft.	\$75,440.00	
		<b>=FEE</b>	<b>=FEE</b>
		\$233.00	\$238.00
		\$389.00	\$398.00
		\$777.00	\$794.00
Special Events - All Others		\$90.00	\$92.00
Special Events - Sidewalk Sales		\$30.00	\$31.00
Special Events - Non Profit Organizations			
Event on Private Property			
Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets		\$71.00	\$73.00
Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours		\$278.00	\$284.00
Special Events - All Others			
Event on Private Property		\$87.00	\$89.00
Requires Closure of Public Right-Of-Way at the End of Dead-End Public Trails, Sidewalks or Streets		\$159.00	\$163.00
Requires the Closure of Public Right-Of-Way on or Through Public Trails, Sidewalks or Streets that Require a Traffic Plan/Detours		\$365.00	\$373.00
<b>Note: All Special Event applications would also include the cost of any street closure, traffic control, On-site patrol, additional fire protection standby, etc.</b>			
Specific Plan Preparation (up to 136 hours)		\$18,684.00	\$19,095.00
Specific Plan Preparation (beyond 136 hours)		Cost of Service	Cost of Service
Charge fully burdened staff rate and consultant costs against deposit			
Specific Plan Amendment (up to 136 hours)		\$12,350.00	\$12,622.00
Specific Plan Amendment (beyond 136 hours)		Cost of Service	Cost of Service
Charge fully burdened staff rate and consultant costs against deposit			
Specific Plan Annexation - Delete Fee			
Swap Meet/Open Air Market-Temporary Permit	<b>NEW</b>		\$40.00/per day
Swap Meet/Open Air Market-Permanent Permit	<b>NEW</b>		\$2,628.00
Swap Meet Processing Fee/State Fee	<b>NEW</b>		\$27.00/\$1.00
Tentative Parcel Map - Single Family Residential (three plan checks included)		\$5,813.00	\$5,941.00
Tentative Parcel Map - Commercial (three plan checks included)		\$5,583.00	\$5,706.00
*(fee plus \$200.00/lot)			
Tentative Parcel Map (additional plan checks per sheet)		\$327.00	\$334.00
Tentative Parcel Map Modification		\$2,754.00	\$2,815.00
Tentative Parcel Map Extension of Time (Planning Commission and City Council)		\$745.00	\$761.00
Tentative Tract Map (first three plan checks are included)		\$11,268.00	\$11,516.00
* (fee plus \$170/lot over 5)			
Tentative Tract Map (additional plan check fees per sheet)		\$327.00	\$334.00
Tentative Tract Map Modification		\$2,754.00	\$2,815.00
Variance - Minor and Minor Modifications		\$2,277.00	\$2,327.00
Variance - Major and Major Modifications		\$2,985.00	\$3,051.00
Zone Change		\$3,189.00	\$3,259.00
Zoning and General Plan Map Copies (11" X 17" folded)		\$5.00	\$5.00
Zoning and General Plan Map Copies (wall map)		\$10.00	\$10.00

<b>FIRE DEPARTMENT</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
<b>Fire Administration, General</b>		
Vacant Lot Weed Abatement - Contractor's charge, plus 100% Admin	Cost of Service	Cost of Service
Lien Release Request - First Lien	\$268.00	\$274.00
Lien Release Request - Additional Lien	\$268.00	\$274.00
Incident Report Request Fee (Prior to 01/01/12)	\$0.25	\$0.26
Penalty for illegal Fireworks Classified "Safe and Sane"	\$526.00	\$538.00
Penalty for illegal Fireworks Classified "Dangerous"	\$1,052.00	\$1,075.00
Reproduction (up to 11" x 17") - Black/White	0.25*	\$0.26
Reproduction (up to 11" x 17") - Color	0.50*	\$0.51
Reproduction (larger than 11" x 17") - Black/White or Color	\$10.00	\$11.00
*No Fee Increase		
<b>Engine Company, General</b>		
Fire Hydrant Flow Test Fee	\$333.00	\$341.00
Engine Company Standby (Personnel Plus Equipment Time)	Cost of Service	Cost of Service
Existing Hydrant Flow Test Report Request Fee	\$0.25*	\$0.26
First or Second False Alarm	set by Ordinance	set by Ordinance
Third Response to False Alarm within 365 consecutive day period	set by Ordinance	set by Ordinance
Fourth Response to false Alarm within 365 consecutive dya period	set by Ordinance	set by Ordinance
Fifth Response to False Alarm within 365 consecutive day period	set by Ordinance	set by Ordinance
Prevention Standby (During working hours) no inspection	\$32.00 an hr.	\$33.00
Prevention Standby (After working hours) no inspection	\$53.00 an hr.	\$55.00
Prevention Inspection After-hours	\$132.00 an hr.	\$135.00
* No Fee Increase		
<b>Commercial, Fire System Test and Inspection/Permits:</b>		
Underground Hydro, Flush, Final Inspection, Fire Monitored / Alarm Rough Wire Inspection, Fire Monitored / Alarm Function Test, Fire Sprinkler Weld Inspection, Rough Hydro, Sprinkler Final, Kitchen Suppression Test, Pre-Engineered Test, Failed Inspections	\$113.00 an hr.*	\$116.00
California Fire Code Operatonal Permits Per Appendix Chapter 1 (one time fee unless change of ownership or change to original approval has occurred).	\$97.00	\$100.00
Tank Removal Permit	\$161.00	\$165.00
* Inspection fees covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment		
<b>Residential, Fire System Test and Inspection</b>		
Tenant Improvement Residential Fire Sprinkler Rough / Hydro, Bucket Test, Sprinkler Final	\$113.00 an hr.*	\$116.00
New Residential Combination (Rough, Bucket & Final)	\$375.00	\$384.00
Failed Inspections / Test / Repeat	\$113.00 an hr.*	\$116.00
* Fee covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment		
<b>Care Facilities/Educational Institutions</b>		
Other State Mandated Inspections	\$173.00	\$177.00

<b>SHERIFF'S DEPARTMENT</b>		<b>FEE</b>	<b>Proposed 2.2% CPI</b>
Citation Correction Certification		\$25.00	\$26.00
DUI Emergency Response Recovery		*Cost of Service	*Cost of Service
*Charge up to statutory limit at the County and City approved rate for staff and equipment			
Jail Access Booking Fee (set by County Study & Resolution)		\$450.22	\$450.22
*County's cost charged to City to provide this service; not to exceed \$450.22			
Police Background Investigation		\$100.00	\$102.00
Reproduction (up to 11" x 17") - Black/White		\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color		\$0.50	\$0.50
Reproduction (larger than 11" x 17") - Black/White or Color		\$10.00	\$10.00
Vehicle Impound Cost Recovery		\$150.00	\$154.00
Vehicle (VIN) Verificaton Service		\$80.00	\$82.00
<b>Fines Related to Parking Violations</b>			
<b>Municipal Code Section</b>	<b>Violation</b>	<b>BAIL</b>	
10.08 et al	All violations not enumerated	\$25.00	\$26.00
10.08.030A	Parking in equestrian trail	\$125.00	\$128.00
10.08.030B	Obstruct traffic or hazard	\$25.00	\$26.00
10.08.030C	Obstruct private driveway	\$25.00	\$26.00
10.08.030D	Obstruct fire equipment to hydrant	\$125.00	\$128.00
10.08.030E	Posted no parking or permit only	\$25.00	\$26.00
10.16.060	Commercial vehicle prohibition	\$125.00	\$128.00
10.16.070	Unattached trailer prohibition	\$25.00	\$26.00
Any other M.C. section	Any parking violation not otherwise listed	\$25.00	\$26.00
<b>Vehicle Code Section</b>	<b>Violation</b>	<b>BAIL</b>	
4000(a)(1)	Unregistered vehicle	\$75.00	\$77.00
21113(a)	Permit required – public grounds	\$25.00	\$26.00
22500(a)	Improper parking - intersection	\$25.00	\$26.00
22500(b)	Improper parking - crosswalk	\$25.00	\$26.00
22500(c)	Improper parking – safety zone	\$25.00	\$26.00
22500(d)	Improper parking – fire station	\$25.00	\$26.00
22500(e)	Improper parking - driveway	\$25.00	\$26.00
22500(f)	Improper parking - sidewalk	\$25.00	\$26.00
22500(g)	Improper parking – obstruct traffic	\$25.00	\$26.00
22500(h)	Improper parking – double park	\$25.00	\$26.00
22500(i)	Improper parking – bus zones	\$25.00	\$26.00
22500(j)	Improper parking - tunnel	\$25.00	\$26.00
22500(k)	Improper parking - bridge	\$25.00	\$26.00
22500(l)	Parking in wheelchair access	\$200.00	\$204.00
22500.1	Parking in fire lane	\$125.00	\$128.00
22507.8(a)	Designated parking - disabled	\$300.00	\$307.00
22514	Parking - fire hydrant	\$125.00	\$128.00
Any other V.C. Section	Any parking violation not otherwise listed	\$25.00	\$26.00
22502(a)	Improper parking – 18" from curb	\$25.00	\$26.00
5200(a)	Improper/Fail to display license plate	\$75.00	\$77.00
5204(a)	Registration tabs properly affixed	\$75.00	\$77.00

State Mandate Pre-Inspection for Residential Care or Child Care (25 or fewer)	\$52.00	\$54.00
State Mandate Pre-Inspection for Residential Care or Child Care (26 or more)	\$103.00	\$106.00
<b>Special Event Inspections (Temporary Events / Permits)</b>		
Vendor Booth Inspection	\$10.00*	\$11.00
Cooking Booth Inspection	\$21.00	\$22.00
Christmas Tree or Pumpkin Patch Lot Inspection	\$177.00*	\$181.00
<b>Explosives Permit</b>		
Pyrotechnic Display Inspection	\$158.00	\$162.00
*No Fee Increase		
<b>Business Fire Prevention Inspections</b>		
Small Businesses (1 sq. ft. - 4,999 sq. ft.)	set by Ordinance	set by Ordinance
Medium Businesses (5,000 sq. ft. - 9,999 sq. ft.)	set by Ordinance	set by Ordinance
Large Businesses (10,000 sq. ft. and greater)	set by Ordinance	set by Ordinance
Places of Assembly (Occupancy of 50 or more persons)	set by Ordinance	set by Ordinance
Sub-Leased Businesses in any Portion of another existing Business	set by Ordinance	set by Ordinance
<b>Residential Plan Check</b>		
Residential Architectural, Residential Fire Sprinklers, Residential Resubmittals, Other Residential Plan Check	\$113.00 an hr.*	\$116.00
* Fee covers for 1 hr minimum time frame. Plus \$28.00 for each additional 15 minute increment		
<b>Commercial Plan Check</b>		
Commercial Architectural, Tenant Improvement Architectural, Resubmittals, Fire Sprinklers, Fire Alarm & Monitored Systems, Fire System T.I.'s, Kitchen Suppression Systems, Pre-Engineered Systems, Underground Fire Line, Chemical Classification/Haz-Mat Disc	\$115.00 an hr.**	\$118.00
Revision Submittals for approval of existing / Current permit / Over the Counter Approval	\$58.00	\$60.00
Renew Expired Fire Permits	\$53.00	\$55.00
** A minimum of 2 hrs. will be charged for all Commercial Plan Checks, plus \$28.00 for each additional 15 minute increment.		
<b>Fire Plan Check</b>		
Expedited within 48 hrs. (After Hours) (#16)	\$105.00	\$108.00
Expedited within 24 hrs. (After Hours) (#17)	\$210.00	\$215.00
<b>Note: All new fees are based on fully burden rate cost for inspection, vehicle cost, administration time for inspector and Fire Administration Clerk.</b>		

<b>PUBLIC WORKS DEPARTMENT</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
Blasting Permit - Initial Fee	\$370.00	\$378.00
Blasting Permit - Each Additional Blast	\$225.00	\$230.00
Encroachment - Single Domestic Water Service (line only) 1" & 2"	\$176.00	\$180.00
Encroachment - Commercial Utility Lateral (sewer & water 3" & above)	\$225.00	\$230.00
Encroachment - SFR Driveway Approach	\$225.00	\$230.00
Encroachment - SFR Driveway Pavers (non-trail side)	\$246.00	\$251.00
Encroachment - SFR Trail Pavers	\$315.00	\$322.00
Encroachment - SFR Curb Core	\$134.00	\$137.00
Encroachment - Commercial Driveway	\$338.00	\$345.00
Encroachment - Commercial Trail Pavers	\$364.00	\$372.00
Encroachment - Sign in Right of Way	\$182.00	\$230.00
Encroachment - Utility Street Cut - 4.5% of cost estimate, Minimum of:	\$225.00	\$230.00
Final Map Check (fee plus \$410/lot) - Includes first three plan checks	\$2,153.00	\$2,200.00
Final Map Check (after three checks) - Charge Fully Burdened Staff Rate against an initial deposit	\$455.00	\$465.00
Grading and Posting Plan Review - Residential	\$448.00	\$458.00
Grading and Posting Plan Review - Commercial - Charge UBC, Minimum of: \$1,614 for the first 3 plan checks and \$138 for addtl. plan checks or fully burdened hourly rate with a \$1,614 minimum.	1614.00*	\$1,686.00
Grading Permit/Inspection - Residential	\$392.00	\$401.00
Grading Permit/Inspection - Other - Charge UBC, Minimum of:	\$1,184.00	\$1,210.00
Lot Line Adjustment (Includes 3 plan checks, additional checks at fully burdened staff rate)	\$1,056.00	\$1,079.00
Lot Merger - Deposit for Fully Burdened Staff Rate, Minimum:	\$757.00	\$774.00
Overload Moving Permit - One Day	\$16.00	\$16.00
Overload Moving Permit - Annual Permit	\$97.00	\$99.00
PAKA Creation	\$263.00	\$269.00
PAKA Relocation	\$263.00	\$269.00
Reproduction (up to 11" x 17") - Black/White	\$0.25	\$0.25
Reproduction (up to 11" x 17") - Color	\$0.50	\$0.50
Reproduction - (Larger than 11" x 17" sheet) Black/White or Color	\$10.00	\$10.00
Technical Report Review - Charge full cost against a deposit with a Minimum of:	\$461.00	\$471.00
Water Meter Change Out	\$33.00*	\$34.00
*Fee plus cost of meter and meter box		
WQMP/Hydrology Review	\$471.00*	\$481.00
*Actual cost plus 21% of admin. charge or \$471 whichever is greater.		
Utility Tagging Fee (Non-payment of bill)	\$16.00	\$16.00
Meter Lock Off Fee (Non-payment of bill)	\$59.00	\$60.00
Meter Turn On Fee (Prior to 3:30pm of work day)	\$30.00	\$31.00
Meter Turn On Fee (After 3:30pm and before 7:00am)	\$179.00	\$183.00
5/8" and 3/4" Water Meter Only	\$195.00	\$199.00
1" Water Meter Only	\$654.00	\$668.00
Public Improvement/Plan Check Inspection Fees - Charge according to valuation table shown in Exhibit "B"		\$54.00
Reinspection Fee	\$53.00	\$54.17

Exhibit "B"

PUBLIC WORKS DEPARTMENT		No Increase
Valuation		
<b>PUBLIC IMPROVEMENT PLAN CHECK</b>		
	<b>FEE</b>	
\$0 - \$10,000	\$541.00	
\$10,001 - \$100,000	\$541 + 2.5% OF VALUATION OVER \$10,000	
\$100,001 - \$1,000,000	\$2,791 + 1.5% OF VALUATION OVER \$100,000	
>\$1,000,000	\$16,291 + 1% OF VALUATION OVER \$1,000,000	
<b>PUBLIC IMPROVEMENT INSPECTION</b>		
	<b>FEE</b>	
\$0-\$10,000	\$304.00	
\$10,001 - \$100,000	\$304 + 2% OF VALUATION OVER \$10,000	
\$100,001 - \$1,000,000	\$2,104 + 1% OF VALUATION OVER \$100,000	
>\$1,000,000	\$11,104 + 0.5% OF VALUATION OVER \$1,000,000	

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

**Table A**

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

OCCUPANCY GROUP-2007 CA BLDG CODE		TYPE OF CONSTRUCTION									No Increase
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB	
A-1	Assembly, Theaters, with Stage	\$198.09	\$191.69	\$187.24	\$179.39	\$168.88	\$163.90	\$173.66	\$154.09	\$148.42	
	Assembly, Theaters, without Stage	\$179.41	\$173.01	\$168.56	\$160.71	\$150.24	\$145.26	\$154.97	\$135.45	\$129.78	
A-2	Assembly, Nightclubs	\$151.36	\$147.12	\$143.38	\$137.79	\$129.27	\$126.09	\$132.96	\$117.61	\$113.65	
A-2	Assembly, Restaurants, Bars, Banquet Halls	\$150.36	\$146.12	\$141.38	\$136.79	\$127.74	\$125.09	\$131.96	\$115.61	\$112.65	
A-3	Assembly, Churches	\$182.56	\$176.16	\$171.71	\$163.86	\$153.36	\$148.38	\$158.12	\$138.57	\$132.90	
A-3	Assembly, General, Community Halls, Libraries, Museums	\$154.36	\$147.97	\$142.51	\$135.66	\$123.58	\$120.18	\$129.93	\$109.37	\$104.69	
A-4	Assembly, Arenas	\$178.41	\$172.01	\$166.56	\$159.71	\$148.24	\$144.26	\$153.97	\$133.45	\$128.78	
B	Business	\$153.33	\$147.81	\$143.08	\$136.34	\$124.01	\$119.35	\$131.00	\$108.67	\$104.20	
E	Educational	\$168.14	\$162.47	\$157.86	\$150.98	\$141.50	\$134.27	\$145.99	\$124.54	\$119.84	
F-1	Factory and Industrial, Moderate Hazard	\$92.98	\$88.72	\$83.61	\$80.88	\$72.40	\$69.23	\$77.63	\$59.62	\$56.41	
F-2	Factory and Industrial, Low Hazard	\$91.98	\$87.72	\$83.61	\$79.88	\$72.40	\$68.23	\$76.63	\$59.62	\$55.41	
H-1	High Hazard, Explosives	\$87.15	\$82.89	\$78.78	\$75.05	\$67.75	\$63.57	\$71.80	\$54.97	N.P.	
H234	High Hazard	\$87.15	\$82.89	\$78.78	\$75.05	\$67.75	\$63.57	\$71.80	\$54.97	\$50.76	
H-5	HPM	\$153.33	\$147.81	\$143.08	\$136.34	\$124.01	\$119.35	\$131.00	\$108.67	\$104.20	
I-1	Institutional, Supervised Environment	\$153.80	\$148.53	\$144.55	\$136.69	\$129.50	\$125.96	\$136.98	\$117.23	\$112.64	
I-2	Institutional, Hospitals	\$258.06	\$252.55	\$247.81	\$241.07	\$228.10	N.P.	\$235.73	\$212.76	N.P.	
I-2	Institutional, Nursing Homes	\$180.45	\$174.93	\$170.20	\$163.46	\$151.54	N.P.	\$158.11	\$136.20	N.P.	
I-3	Institutional, Restrained	\$176.22	\$170.71	\$165.97	\$159.23	\$148.16	\$142.50	\$153.89	\$132.82	\$126.35	
I-4	Institutional, Day Care Facilities	\$153.80	\$148.53	\$144.55	\$138.69	\$129.50	\$125.96	\$139.98	\$117.23	\$112.64	
M	Mercantile	\$112.50	\$108.26	\$103.52	\$98.92	\$90.48	\$87.82	\$94.09	\$78.34	\$75.38	
PO	Pipe Frame AG Structure - Open (no walls) <b>NEW</b>	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
PE	Pipe Frame AG Structure - Enclosed <b>NEW</b>	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	
R-1	Residential, Hotels	\$155.77	\$150.50	\$146.52	\$140.66	\$131.24	\$127.69	\$141.71	\$118.97	\$114.37	
R-2	Residential, Multiple Family	\$130.60	\$125.33	\$121.35	\$115.49	\$106.19	\$102.65	\$116.67	\$93.92	\$89.32	
R-3	Residential, One and Two-Family	\$123.28	\$119.90	\$116.97	\$113.77	\$109.66	\$106.79	\$111.84	\$102.72	\$96.83	
R-4	Residential, Care/Assisted Living Facilities	\$153.80	\$148.53	\$144.55	\$138.69	\$129.50	\$125.96	\$139.98	\$117.23	\$112.64	
S-1	Storage, Moderate Hazard	\$86.15	\$81.89	\$76.78	\$74.05	\$65.75	\$62.57	\$70.80	\$52.97	\$49.76	
S-2	Storage, Low Hazard	\$85.15	\$80.89	\$76.78	\$73.05	\$65.75	\$61.57	\$69.80	\$52.97	\$48.76	
U	Utility, Miscellaneous	\$65.81	\$62.22	\$58.51	\$55.59	\$50.20	\$46.80	\$52.46	\$39.63	\$37.72	

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

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

BUILDING PERMIT FEES (BASED ON VALUATION)		
TOTAL VALUATION	FEE CALCULATION	TOTAL FEE
\$1.00 to \$500.00	\$23.50	\$24.02
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or a fraction thereof, to and including \$2,000.00	*
\$2,000.00 to \$25,000.00	\$69.25 for the first \$2000.00 plus \$14.00 for each additional \$1,000.00, or a fraction thereof, to and including \$25,000.00	*
\$25,000.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or a fraction thereof, to and including \$50,000.00	*
\$50,000.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or a fraction thereof, to and including \$100,000.00	*
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or a fraction thereof, to and including \$500,000.00	*
\$500,000.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or a fraction thereof, to and including	*
\$1,000,000.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or a fraction thereof	*
<b>Other Inspections and Fees:</b>		*
1. Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$49.50*	*
2. Reinspection fees assessed under provisions of Section 116.6 per inspection	\$49.50*	*
3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$49.50*	*
4. Additional plan review required by changes, additions or revisions to plans. (minimum charge - one-half hour)	\$49.50*	*
5. For the use of outside consultants for plan check and inspections, or both	Actual costs**	*
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.		
**Actual costs include administrative and overhead costs.		
<b>* TOTAL FEE IS EQUAL TO TABLE 1-A FEE CALCULATION X 1.23</b>		

CITY OF NORCO  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION

TABLE C

MISCELLANEOUS FIXED FEES	FEE	Proposed 2.2% CPI
<b>PERMIT TYPES</b>		
Assignment of Property Addresses	1 hour of staff time	
Carpport	Based on the Building Permit Fee Table 1-A	
Commercial Deck - Engineered	Based on the Building Permit Fee Table 1-A	
Commercial Lattice patio Cover	Based on the Building Permit Fee Table 1-A	
Commercial Re-Roofing Replacements	Based on the Building Permit Fee Table 1-A	
Commercial Structural Roofing Alteration	Based on the Building Permit Fee Table 1-A	
Commercial Swimming Pool	Based on the Building Permit Fee Table 1-A	
Duplicate Job Card	1/2 hour of staff time	\$25.00
Electric Meter Reset Release	1/2 hour of staff time	\$102.00
Flatwork <span style="float: right;"><i>NEW</i></span>	Based on the Building Permit Fee Table 1-A	
Garden Walls, City Standard, Single Lot	Based on the Building Permit Fee Table 1-A	
Garden Walls, Engineered, Single Lot	Based on the Building Permit Fee Table 1-A	
Microfilming Plans - 8 1/2" x 11" sheet	\$0.50	\$0.50
Microfilming Plans - for each larger sheet	\$2.00	\$2.00
Photovoltaic Systems	Based on the Building Permit Fee Table 1-A	
Records Archiving - (8 1/2 x 11)	\$0.25	\$0.25
Records Archiving - (Larger than 8 1/2 x 11)	\$2.00	\$2.00
Residential Deck/Balcony	Based on the Building Permit Fee Table 1-A	
Residential Lattice Patio Cover	Based on the Building Permit Fee Table 1-A	
Residential Re-Roofing Replacements	Based on the Building Permit Fee Table 1-A	
Residential Solid Patio Cover	Based on the Building Permit Fee Table 1-A	
Residential Structural Roofing Alteration	Based on the Building Permit Fee Table 1-A	
Residential Swimming Pools	Based on the Building Permit Fee Table 1-A	
Retaining Walls - Engineered	Based on the Building Permit Fee Table 1-A	
Retaining Walls, City Standard, Single Lot	Based on the Building Permit Fee Table 1-A	
Retaining Walls, Engineered, Single Lot	Based on the Building Permit Fee Table 1-A	
S-50 Special Inspections	\$173.00	\$173.00
S-60 Plan Check (Non-Repetitive)	Charge 65% of the Building Permit fee, \$102 for each plan check thereafter	
S-70 Plan Check (Repetitive)	Charge 46% of the Building Permit fee, \$102 for each plan check thereafter	
S-80 Demolition Permit	\$219.00	\$223.00
S-90 Water and Sewer Connection	\$189.00	\$193.00
S-100 Relocation Permit - plus Planning Department Application	\$806.00	\$823.00
S-110 Fire Permit Processing	\$26.00	\$60.00
S-120 Temporary Certificate of Occupancy	\$479.00	\$490.00
S-130 Temporary Power/Utilities	\$321.00	\$328.00
S-150 Certificate of Occupancy New Building	\$566.00	\$578.00
S-160 Tenant Certificate of Occupancy	\$316.00	\$322.00
Signage	Based on the Building Permit Fee Table 1-A	
Special Inspector - Annual Registration	\$0.00	
<b>Manufactured Homes Permit Fees - Reference Title 25</b>		

**Electrical Permit Fees  
Table 3 - A**

Electrical Permit Description	FEE	Proposed 2.2% CPI
<b>Permit Issuance:</b>		
1. For the issuance of each electrical permit	\$25.13	\$30.00
2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled or finalized	\$7.43	\$8.00
<b>System Fee Schedule:</b>		
<b>1. New Residential Buildings</b>		
The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.		
<b>Multifamily.</b> For new multi-family-residential buildings (apartments and condominiums) having three or more living units constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot:	\$0.05	\$0.05
<b>Single- and two-family.</b> For new single- and two-family-residential buildings constructed at the same time, and not including the area of garages, carports, and accessory buildings, per square foot:	\$0.06	\$0.06
Note: For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE.		
<b>2. New Commercial Buildings</b>		
For new non-residential buildings per square foot:	N/A	N/A
<b>3. Private Swimming Pools</b>		
For new private, in-ground swimming pools for single-family and multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool:	\$50.55	\$51.66
Note: For other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools, use the UNIT FEE SCHEDULE		
<b>4. Carnivals and Circuses</b>		
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions.		
For electric generators and electrically-driven rides, each:	\$25.13	\$26.00
For mechanically-driven rides and walk-through attractions or displays having electric lighting, each:	\$7.43	\$8.00
For a system of area and booth lighting, each:	\$7.43	\$8.00
Note: For permanently-installed rides, booths, displays, and attractions, use the UNIT FEE SCHEDULE		
<b>5. Temporary Power Services</b>		
For a temporary service power pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances, each:	\$25.13	\$26.00
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each:	\$12.57	\$13.00
<b>Unit Fee Schedule</b>		
NOTE: The following do not include permit-issuing fee		
<b>1. Receptacle, Switch, and Lighting Outlets</b>		
For receptacle, switch, lighting, or other outlets at which current is used or controlled, except services, feeders, and meters:		
First 20, each:	\$1.14	\$1.17
Additional outlets, each:	\$0.74	\$0.76
NOTE: For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.		
<b>2. Lighting Fixtures</b>		
For lighting fixtures, sockets, or other lamp-holding devices:		
First 20, each:	\$1.14	\$1.17
Additional fixtures, each:	\$0.74	\$0.76
For pole or platform-mounted lighting fixtures, each:	\$1.14	\$1.17
For theatrical-type lighting fixtures or assemblies, each:	\$1.14	\$1.17
<b>3. Residential Appliances</b>		
For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each:	\$4.86	\$5.00
NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.		
<b>4. Non-Residential Appliances</b>		
For residential appliances and self-contained, factory-wired, non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovoltampere (KVA) in rating, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each:	\$4.86	\$5.00
NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.		

Electrical Permit Description	FEE	Proposed 2.2% CPI
<b>5. Power Apparatus</b>		
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows:		
Rating in horsepower (HP), kilowatts (KW), kilovoltamperes (KVA), or kilovoltamperesreactive (KVAR):		
Up to and including 1, each:	\$4.86	\$5.00
Over 1 and not over 10, each:	\$12.57	\$13.00
Over 10 and not over 50, each:	\$25.13	\$25.69
Over 50 and not over 100, each:	\$50.55	\$51.66
Over 100, each:	\$75.97	\$77.64
<b>NOTES:</b>		
1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.		
2) These fees include all switches, circuit breakers, contactors, thermostats, relays, and other directly-related control equipment.		
<b>6. Signs, Outline Lighting, and Marquees</b>		
For signs, outline lighting systems, or marquees supplies from one branch circuit, each:	\$25.13	\$25.69
For additional branch circuits within the same sign, outline lighting system or marquee, each:	\$4.86	\$4.96
<b>7. Services</b>		
For services of 600 volts or less, and not over 200 amperes in rating, each:	\$31.15	\$102.00
For services of 600 volts or less, and over 200 amperes to 1,000 amperes in rating, each:	\$63.40	\$102.00
For services over 600 volts or over 1,000 amperes in rating, each:	\$126.81	\$129.60
<b>8. Miscellaneous Apparatus, Conduits, and Conductors</b>		
For electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth:	\$18.56	\$18.97
NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, bus ways, signs, or other equipment.		
<b>Other Inspections and Fees:</b>		
Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$50.50*	\$51.61
Reinspection fees assessed under provisions of Section 89.108.4.4 of the 2010 California Electrical Code, per inspection	\$50.50*	\$51.61
Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$50.50*	\$51.61
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour)	\$50.50*	\$51.61
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

**Mechanical Permit Fees  
Table I - A**

<b>Mechanical Fee Description</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
<b>Permit Issuance and Heaters:</b>		
1. For the issuance of mechanical permits	\$28.76	\$30.00
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$8.87	\$9.00
<b>Unit Fee Schedule:</b> Note: The following do not include permit issuing fee.		
<b>1. Furnaces:</b>		
For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h	\$18.12	\$19.00
For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances over 100,000 Btu/h	\$22.28	\$23.00
For the installation or relocation of each floor furnaces, including vents	\$18.12	\$19.00
For the installation or relocation of each suspended heaters, Recessed wall heaters or floor-mounted unit heaters	\$18.12	\$19.00
<b>2. Appliance Vents</b>		
For the installation, relocation or replacement of appliance vents installed and not included in an appliance permit	\$8.87	\$9.00
<b>3. Repairs or Additions</b>		
For the repair of, alteration of, or addition to heating appliances, refrigeration units, cooling units, absorption units, or heating, cooling, absorption or evaporative cooling systems, including installation of controls regulated by the Mechanical Code	\$16.77	\$17.00
<b>4. Boilers, Compressors and Absorption Systems:</b>		
For the installation or relocation of each boiler or compressor up to and including three (3) HP, or each absorption systems up to and including 100,000 Btu/h	\$17.99	\$18.00
For the installation or relocation of each boiler or compressor over three (3) HP up to and including 500,000 Btu/h	\$33.23	\$34.00
For the installation or relocation of each boiler or compressor over 15 HP up to and including thirty (30) HP, or each absorption systems over 500,000 Btu/h up to and including 1,000,000 Btu/h	\$45.59	\$47.00
For the installation or relocation of each boiler or compressor over thirty (30) HP, up to and including fifty (50) HP, or for each absorption system over 1,000,000 Btu/h up to and including 1,750,000 Btu/h	\$67.87	\$69.00
<b>5. Air Handlers:</b>		
For each air-handling unit up to and including 10,000 cfm, including ducts attached thereto. )	\$13.04	\$13.00
For air-handling unit over 10,000 cfm	\$22.15	\$23.00
<b>NOTE:</b> This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		
<b>6. Evaporative Coolers</b>		
For each evaporative cooler other than portable type	\$13.04	\$13.00
<b>7. Ventilation and Exhaust:</b>		
For each ventilation fan connected to a single duct	\$8.87	\$9.00
For each ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit	\$13.04	\$13.00
For the installation of each hood that is served by mechanical exhaust, including the ducts for such hood	\$13.04	\$13.00
<b>8. Incinerators:</b>		
For the installation or relocation of each domestic-type incinerator	\$22.28	\$23.00

<b>Mechanical Fee Description</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
For the installation or relocation of each commercial or industrial-type Incinerator	\$17.75	\$18.00
<b>9. Miscellaneous</b>		
For each appliances or piece of equipment regulated by the Mechanical Code, but not classed in other appliance categories, or for which no other fee is listed in this table	\$13.04	\$13.00
<b>10. Fuel-Gas</b>		
When Chapter 12 is applicable, permit fees for fuel-gas piping shall be as follows:		
For each gas piping system of one to five outlets	\$5.81	\$6.00
For each additional gas piping system, per outlet	\$1.35	\$1.40
<b>11. Process Piping</b>		
For each hazardous process piping system (HPP) of one to four outlets	\$6.12	\$6.25
For each HPP piping system of five or more outlets, per outlet	\$1.22	\$1.25
For each non-hazardous process piping system (NPP) of one to four outlets	\$2.45	\$2.50
For each NPP piping system of five or more outlets, per outlet	\$0.61	\$65.00
<b>Other Inspections and Fees:</b>		
1. Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$50.50*	\$52.00
2. Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Mechanical Code per inspection	\$50.50*	\$52.00
3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$50.50*	\$52.00
4. Additional plan review required by changes, additions or revisions to plans or to to plans for which an initial review has been completed (minimum charge - one-half hour)	\$50.50*	\$52.00
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

**Plumbing Permit Fees  
Table I - I**

Plumbing Permit Description	FEE	Proposed 2.2% CPI
<b>Permit Issuance:</b>		
1. For the issuance of each plumbing permits	\$29.01	\$30.00
2. For issuing each supplemental permits for which the original permit has not expired, been canceled or finalized	\$14.50	\$15.00
<b>Unit Fee Schedule</b>		
<b>NOTE:</b> The following do not include permit-issuing fee		
<b>1. Fixtures and Vents:</b>		
For each plumbing fixture, trap or set of fixtures on one trap, including water, drainage piping and backflow protection thereof	\$10.15	\$11.00
For repair or alteration of drainage or vent piping, each fixture	\$10.15	\$11.00
<b>2. Sewers, Disposal Systems and Interceptors:</b>		
For each building sewer and each trailer park sewer	\$21.76	\$22.00
For each cesspool	\$36.26	\$37.00
For each private sewage disposal systems	\$60.94	\$62.00
For each industrial waste pretreatment interceptors, including its traps and vents, excepting kitchen-type grease interceptors functioning as fixture traps	\$10.15	\$10.50
Rainwater systems-per drain (inside building)	\$10.15	\$10.50
<b>3. Water Piping and Water Heaters</b>		
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	\$10.15	\$10.50
For each water heaters, including vent	\$10.15	\$10.50
<b>4. Gas Piping Systems</b>		
For each gas piping systems of one to five outlets	\$7.25	\$7.50
For each additional outlet over five, each	\$1.45	\$1.50
<b>5. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices</b>		
For each lawn sprinkler systems on any one meter, including backflow protection devices therefore	\$10.15	\$10.50
For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:		
▪ 1 to 5 devices	\$7.25	\$7.50
▪ More than 5 devices	\$1.45	\$1.50
For each backflow-protection devices other than atmospheric-type vacuum breakers		
▪ 2 inches and smaller	\$10.15	\$10.50
▪ Over 2 inches	\$21.76	\$22.00
<b>6. Swimming Pools</b>		
For each swimming pool or spa:		
Public Pool	N/A	N/A
Public Spa	N/A	N/A
Private Pool	N/A	N/A
Private Spa	N/A	N/A
<b>7. Miscellaneous</b>		
For each appliances or pieces of equipment regulated by the Plumbing Code Code but not classed in other appliance categories, or for which no other fee is listed in this code		
For each gray water system	\$60.94	\$62.00
For initial installation and testing for a reclaimed water system	\$43.51	\$44.00

<b>Plumbing Permit Description</b>	<b>FEE</b>	<b>Proposed 2.2% CPI</b>
For annual cross-connection testing of a reclaimed water system (excluding initial test)	\$43.51	\$44.00
For each medical gas piping system serving one to five inlets or outlets for a specific gas	\$72.52	\$74.00
For each additional medical gas inlet or outlet	\$7.25	\$7.50
<b>Other Inspections and Fees:</b>		
Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$50.50*	\$52.00
Reinspection fees assessed under provisions of Section 1.8.4.2 of the 2010 California Plumbing Code	\$50.50*	\$52.00
Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	\$50.50*	\$52.00
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour)	\$50.50*	\$52.00
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

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

DATE: June 5, 2013

SUBJECT: Approval and Adoption of the City of Norco Operating Budget for Fiscal Year 2013-2014 and Authorizing Appropriations Therefrom

RECOMMENDATION: Adopt **Resolution No. 2013-29**, approving and adopting the City Operating Budget and for Fiscal Year 2013-2014 and authorizing appropriations therefrom.

**SUMMARY:** The FY 2013-2014 Proposed Budget for the General Fund includes total estimated operating revenues of \$14,470,778 and total estimated operating expenditures of \$15,156,057. This reflects estimated structural budget gap of \$685,279 which will be made up by one-time revenue of \$304,132 and estimated FY 2012-2013 budget savings of \$381,147. The proposed budget estimates that General Fund's fund balance as of June 30, 2014 to be \$3,545,146. Water Fund total revenues are estimated to be \$9,644,257 while total expenditures are estimated to be \$9,185,011. Sewer Fund total revenues are estimated to be \$5,538,058 and total expenditures are estimated to be \$4,810,089. For the rest of the City Operating Funds, including Gas Tax, NPDES, AQMD and Miscellaneous Grant Funds, total estimated revenues along with available fund balance are sufficient to cover FY 2013-2014 total requested expenditure appropriations. For the Successor Agency of the former Norco Community Redevelopment Agency, total estimated expenditures of \$8,569,388 are presented for information purposes only. The Oversight Board is responsible for approving the Recognized Obligations Payment Schedule (ROPS).

**BACKGROUND/ ANALYSIS:** On May 1, 2013 staff conducted a budget workshop to review the proposed budget for FY 2013-2014. During the workshop, staff presented the estimated structural budget deficit in the General Fund and recommended options to address the deficit. The structural budget gap shown during the budget workshop was \$653,275. This final proposed budget reflects a structural budget gap of \$685,279 due to certain changes that have been made to estimated revenues and expenditures since the budget workshop on May 1, 2013. These changes are listed and explained on Attachment B. During the budget workshop, staff also recommended that the structural budget gap be funded by using one-time revenue reimbursement from the Successor

Agency and savings from FY 2012-2013. The proposed General Fund budget maintains estimated fund balance of \$3,545,146.

Among other things, the proposed FY 2013-2014 General Fund budget accomplishes the following:

1. Maintains public safety services at existing levels while providing funding for projected county contract cost increases for police and fire services;
2. Provides increased funding for code compliance to address city-wide code complaints and outstanding issues;
3. Provides funding for the November 2013 municipal election and to update the City's housing element;
4. Provides \$100,000 contribution to Information Technology Fund for future equipment and necessary technology upgrades;
5. Contributes \$300,000 towards funding for retiree healthcare liability; and
6. Provides funding for a proposed 3% average cost of living adjustments to recognize that employees have not received any cost of living adjustment since FY 2007-2008.

Additional important budget summary information can be found on the budget overview and analysis section included in the budget document.

### **Fund Balance and Cash Flows**

The estimated fund balance of the General Fund at the end of FY 2013-2014 is \$3,545,146. The FY 2013-2014 recommended General Fund budget is balanced after accounting for the balancing actions outlined above. With this balanced budget along with cash flow gains from delayed county billing for services it is anticipated that existing fund balance will provide adequate cash flows during the year to cover for the time lag in revenue receipts.

### **Other Funds**

The proposed budget for other Funds including Water, Sewer, Gas Tax, NPDES and Miscellaneous Grant Funds project sufficient revenues during the fiscal year to cover recommended expenditure appropriations.

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

## RESOLUTION NO. 2013-29

### A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE CITY OPERATING BUDGET FOR FISCAL YEAR 2013-2014 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2013-2014 Operating Budget for the City of Norco includes total appropriations in the amount of \$30,207,007 as summarized in Attachment "A" for all Operating Funds as listed and is on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, a budget workshop was held on May 1 and May 15, 2013 to review the Proposed Fiscal Year 2013-2014 Budget; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2013-2014 Budget; and

WHEREAS, a 4/5 majority approval of the City Council is required to adopt the budget due to General Fund Emergency reserve being below 25% of total General Fund expenditures as required City Council resolution;

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

\_\_\_\_\_  
Brenda K Jacobs, City Clerk  
City of Norco, California

Resolution No. 2013-29  
FY2013-2014 Operating Budget Approval  
Page 2  
June 5, 2013

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 5, 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 June 5, 2013

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

J:ao/council report/staff report 2013  
Attachment: Attachment A

City of Norco  
 FY 2013 - 2014 Budget  
 Beginning and Ending Fund Balances  
 (Operating Funds Only)

<i>Fund #</i>	<i>Fund Name</i>	<i>Beg. Balance July 1, 2013</i>	<i>Estimated Revenues</i>	<i>Transfers In</i>	<i>Transfers Out</i>	<i>Estimated FY 2014 Expenditures</i>	<i>Estimated Ending Balance</i>
121	General	\$ 3,926,292	14,306,009	468,901	125,000	15,031,057	3,545,146
123	CDBG Funds	-	150,909	-	17,250	133,659	-
122, 160-65	Miscellaneous Grants	-	184,915	-	-	184,915	-
124	Water	141,091	9,644,257	-	127,223	9,057,788	600,337
126	Sewer	1,870,587	5,538,058	-	127,223	4,682,866	2,598,556
133	Gas Tax	603,095	801,779	-	-	564,474	840,400
139	NPDES	39,364	64,200	25,000	-	120,506	8,058
156	AQMD	76,455	30,900	-	1,500	33,545	72,310
153	Special Asset Fund	1,013,834	-	-	-	-	1,013,834
	Special Districts	195,705	-	-	195,705	-	-
	<b>Subtotal</b>	7,866,424	30,721,027	493,901	593,901	29,808,811	8,678,641

**General Fund Budget Changes Since May 1, 2013  
Budget Workshop**

Description	May 1, 2013	June 5, 2013	Change
	Budget Workshop	Budget Hearing	
Estimated General Fund Operating Revenues	\$ 14,438,779	14,470,778	31,999 (1)
Estimated General Fund Operating Expenditures	15,092,054	15,156,057	64,003 (2)
Estimated Structural Budget Deficit	\$ (653,275)	(685,279)	(32,004)

**Estimated Deficit Funded by:**

FY 2011-2012 Successor Agency Reimbursement	\$ 304,132	304,132	-
FY 2012-2013 Budget Savings	349,143	381,147	32,004
Totals	\$ 653,275	685,279	32,004

**(1) Revenue Changes Consist of:**

- A) Increase of \$10,000 to Property Transfer Tax
- B) Increase of \$4,749 to Parks and Recreation Charges for Services
- C) CDBG funding \$17,250 for Senior Program

**(2) Expenditure Changes Consist of :**

- A) Increase of \$57,645 Public Works Engineering for Measure A MOE
- B) Increase of \$5,158 for Special Events - Building Maintenance
- C) Increase of \$1,200 for Commission Stipend - Economic Development

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor, Members of the City Council

FROM: Beth Groves, City Manager

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

DATE: June 5, 2013

SUBJECT: Approval of the Five Year Capital Improvement Program for Fiscal Years 2014-2018

RECOMMENDATION: Adopt **Resolution No. 2013-30**, approving and adopting the City of Norco Capital Improvement Program Budget for Fiscal Years 2014-2018.

**SUMMARY:** A budget workshop was held to review the proposed FY 2014-2018 Capital Improvement Program (CIP) Budget for the City of Norco. Staff is now recommending that the City Council conduct a Public Hearing to receive input from the public and that at the conclusion of the hearing, that the City Council approve the CIP Budget for Fiscal Years 2014-2018.

**BACKGROUND/ ANALYSIS:** A Budget Workshop was held May 15, 2013 to review the proposed five-year Capital Improvement Program Budgets for Fiscal Years 2014-2018.

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

- Park Improvement Fund
- Trails Improvement Fund
- Water Improvement Fund
- Street Improvement Fund
- Storm Drain Fund
- Sewer Facilities Fund
- Measure A Projects Fund

**FISCAL IMPACT:** All City funded projects included in the first year of the five year CIP will be funded with cash on hand as of June 30, 2013. Future projects beyond the first year are funded based on funds availability.

J: ao/council reports/staff report/2013  
Attachments: Resolution No. 2013-30

## RESOLUTION NO. 2013-30

### A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2014-2018, AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, a budget workshop was held on May 15, 2013 and a public hearing was held on June 5, 2013 to review the proposed Fiscal Years 2014-2018 Capital Improvement Program Budget; and

WHEREAS, estimated revenues to finance projects beyond the first year of the five year CIP are tentative and subject to City Council changes.

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 5, 2013.

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 5, 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 June 5, 2013.

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

J: ao/council reports/staff reports/2013  
Attachment: Budget Summary

**City of Norco, California**  
**FY 2013-2014 Capital Improvement Program**  
**Budget Summary**

<b>Fund Name</b>	<b>Estimated Beginning Fund Balance July 1, 2013</b>	<b>FY 2014 Estimated Revenues/ Transfers</b>	<b>FY 20134 Estimated Expenditures/ Transfers</b>	<b>Estimated Ending Fund Balance June 30, 2014</b>
Park Projects	\$ 581,223	569,554	1,145,252	5,525
Fire Projects	618,306	2,891	11	621,186
General Government Projects	612,982	1,961	146,055	468,888
Trail Projects	330,248	2,380	96,170	236,458
Water Projects	6,852,693	36,663	3,480,601	3,408,756
Street Projects	700,802	2,230,450	2,019,446	911,806
Storm Drain Projects	717,222	3,493,815	4,207,059	3,978
Sewer Projects	3,603,353	20,392	999,732	2,624,013
Animal Control Projects	26,690	226	2,470	24,446
Measure A Projects	2,762,594	541,288	1,390,000	1,913,882
Library Facilities	14,144	513	-	14,657
Public Meeting	40,641	1,434	-	42,075
Aquatics Center Facilities	9,224	279	-	9,503
<b>Total</b>	<b>\$ 16,870,122</b>	<b>6,901,846</b>	<b>13,486,796</b>	<b>10,285,172</b>