



MINUTES
CITY OF NORCO
AD-HOC COMMITTEE ON
INFRASTRUCTURE NEEDS AND FUNDING OPTIONS

July 7, 2014
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860



CALL TO ORDER: 6:30 p.m.

ROLL CALL: **Present:** Kevin Bash, Cathey Burt, Linda Dixon, Patricia Hedges, Herb Higgins, Corinne Holder, John Padilla, Bill Schwab, Jodie Filkins Webber

PLEDGE OF ALLEGIANCE: Chair Webber

BUSINESS ITEMS:

1. Approval of June 16, 2014 Meeting Minutes (City Clerk)

M/S Bash/Dixon to approve the minutes as presented and to include the list of suggestions in a spreadsheet format. The motion was carried by the following roll call vote:

Ayes: Bash, Burt, Dixon, Hedges, Higgins, Holder, Padilla, Schwab, Webber
Noes: None
Absent: None
Abstain: None

2. Review and Approval of Agenda Plan (Chair Webber)

Committee Member Dixon suggested that the Committee not be so structured at this early stage of discussion and suggested that at the conclusion of each meeting, the Committee check with staff on turn-around time for assignments.

Chair Webber concurred with Committee Member Dixon to discuss the following meeting's agenda plan at the conclusion of each meeting.

3. Approval of Time Limits for Meetings (Chair Webber)

Vice Chair Holder suggested arriving at the Public Comments portion of the agenda at 8:30 p.m. in order to conclude the meeting by 9:00 p.m.

Committee Member Hedges commented that time limits should not restrict the Committee of productive discussions.

M/S Dixon/Hedges to reach the Public Comments section of the agenda by 9:00 p.m. and conclude the meeting no later than 9:30 p.m. The motion was carried by the following roll call vote:

Ayes: Bash, Burt, Dixon, Hedges, Higgins, Holder, Padilla, Schwab, Webber
Noes: None

Absent: None
Abstain: None

DISCUSSION ITEMS:

1. City's Trail System (Directors Petree and Askew)

A. Justification and Consequences to Lack of Maintenance and Funding

B. Trail Fencing and Maintenance Overview

1. Pedestrian/Equestrian Trails

Director Askew explained that Chapter 18.28 in the Norco Municipal Code describes pedestrian/equestrian trails. Pedestrian/Equestrian (P/E) trails are not horse trails. P/E trails allow for ADA compliance; otherwise, sidewalks are required. Director Askew also noted that the Circulation Element states that as a guideline, bicycles are not allowed in the trails; whereas, the Norco Municipal Code states the bicycles are permitted and only excludes vehicular traffic.

2. Trail Standards

Director Askew presented a typical street section for trail standards and discussed the public right-of-way and trail maintenance. Ms. Askew noted Norco Municipal Code Section 12.18.020 describing the responsibilities of trail maintenance. Committee Member Schwab suggested modifying the code to reflect that erosion caused by the homeowner is not the City's responsibility.

Ed Dixon commented that a notice explaining trail maintenance responsibility should be included with water bills.

Committee Member Linda Dixon suggested issuing citations for lack of trail maintenance and issue penalties after a period of non-compliance, such as thirty days, similar to weed abatement.

Dan Folek suggested that non-compliance warnings be included with water bills.

Committee Member Bash suggested residents pay a fee for the City to maintain the trails. He also suggested some form of assessment similar to a Landscape Maintenance District.

Chair Webber suggested tags on doors to remind residents of trail responsibility.

Committee Member Higgins commented that if trails are not maintained and not used, then the City will have to give them back to property owners. He also questioned whether or not Citizens on Patrol should also write trail maintenance violations.

Committee Member Dixon recommended using a volunteer program for trails and inquired about certifying residents for such a program. In response to Committee Member Dixon's question about cost savings, Committee Member Higgins stated that in using volunteers, the City has saved over \$170,000 with over 700 volunteers. Director Petree indicated that the City does not have a specific group of volunteers for trail maintenance.

Committee Member Burt inquired about the Adopt-A-Trail program and suggested having volunteers responsible for sections of trails. Director Askew stated that the City is losing money with this program and that Adopt-A-Trail signs are up but no maintenance is being performed.

Dan Folek suggested assessing a small fee with the Adopt-A-Trail program to ensure compliance.

Committee Member Schwab commented on the community clean-up program that took place every six months with many non-profit organizations in attendance. Mr. Schwab suggested a trail clean-up day every quarter or every six months.

Vice Chair Holder suggested creating a water bill insert that is more reader friendly and modifying the code on trail maintenance responsibility for clarity.

Committee Member Burt cautioned that water bills are not received by renters.

Director Petree briefly discussed trail standards and level of service.

In response to Chair Webber, Director Petree stated that the standard is to maintain the trails at a certain level. The Landscape Maintenance District trails were built at a certain standard. If the standard is below what is acceptable, then capital could be used to bring up to the acceptable standard, then use operations budget to maintain. Committee Member Higgins commented on the possibility of raising the assessment for the Landscape Maintenance Districts or adjust the standard.

Committee Member Hedges commented on looking at alternatives for trails and trail fencing. She talked about "out of the box" thinking in order to possibly identify options that were not considered in the past.

Ted Hoffman commented on the \$228,000 for the trail system in the Capital Improvement Program and that there are no funds for Fiscal Year 2015/2016. Mr. Hoffman expressed his concerns about the appearance of inconsistencies with the numbers in the budget. Committee Member Higgins and Director Petree responded that the numbers presented by City Manager Okoro several months ago was a best estimate and now the numbers have been adjusted as the City Council approved the CIP budget.

Glen Hedges spoke about finishing the trail system in the City first before discussing trail fencing. He referred to the trail on Sierra Avenue and stated that the City should use that trail as a model for the rest of the trail system.

Dan Folek suggested the possibility of a horse ownership fee.

3. Trail Maps

Director of Public Works Lori Askew reported that the trails map presented is not completely up to date. Director Askew indicated that she performed a rough calculation of the trail system and estimates forty-six miles of trail with fencing and approximately thirty miles of trails without fencing. Ms. Askew added that there are approximately seventeen miles of trails in the Landscape Maintenance Districts.

Committee Member Higgins expressed his concern with the inability to budget for trails if the trail system numbers are not accurate. Director Askew indicated that she will prepare an updated trail map. There was some discussion between Committee Members about prioritizing this task with the help of volunteers.

C. Necessities

1. Priority Matrix

2. Norco Horsemen's Association - Ten Most Needed Trail Improvements

Director Askew indicated that every year, the Norco Horsemen's Association (NHA) presents to the Streets and Trails Commission a list of most needed trail improvements. NHA presents valid suggestions but the City also hears from other groups and prepares a summary of collected suggestions. Director Askew also briefly discussed how trails are funded.

3. Decomposed Granite

Committee Member Schwab recommended looking into pea gravel. Director Askew stated that there have not been complaints about pea gravel but should get advice and suggestions from veterinarians and other equestrian professionals.

Director of Parks, Recreation and Community Services Brian Petree suggested that the Committee look at recommendations presented by Ted Hoffman last month.

Amy Folek asked why pavers are not allowed on the non-trail side. Director Askew stated that pavers are allowed in the parkways in the residential areas.

There was some discussion between Committee Members about decomposed granite and trail fencing materials. In response to Committee Member Dixon, Director Petree indicated that the role of the Committee is to look at alternatives to extend the life expectancy of the infrastructure. Committee Member Burt stated that the Streets and Trails Commission spent many years researching alternatives for trail fencing.

4. Fencing

There was some discussion between Committee Members and staff regarding the need for trail fencing. Director Askew stated that costs would be significantly reduced if trail fencing was not replaced or installed. Committee Member Burt and Vice Chair Holder indicated their preference to have separation to keep vehicles out of the trails. Committee Member Burt suggested the possibility of installing one rail rather than two to minimize costs. Committee Member Dixon suggested keeping trail fencing only on main roadways, such as Sixth Street, California Avenue, Corydon, and others. Committee Member Dixon requested information on cost savings if only main streets in the City had trail fencing.

Director Petree commented that designated trails add to property values and character to the community.

5. Project Identification and Management
6. Long-Term Maintenance and Replacement Plan

COMMITTEE AND STAFF COMMENTS

Chair Webber asked Director Askew for an approximate completion date for the trail matrix. Director Askew could not give a specific completion date due to the many factors involved; however, she will provide an update to the Committee upon getting started with the matrix.

Committee Member Dixon suggested that the Committee come up with recommendations to present to the City Council as they are decided rather than wait until the end.

Director Petree discussed bringing to the Committee all of the Streets and Trails Commission information about alternative trail materials, pros/cons, and costs.

Director Petree brought up the idea of a “think tank” and generating “outside of the box” conversations to discuss and present ideas that were not considered before. Committee Member Higgins referenced a recent example of a “thinking outside of the box” meeting he had with Riverside County Sheriff Sniff about adding a motorcycle officer when it was not originally part of the contract yet it is now being considered.

PUBLIC COMMENTS

Ted Hoffman commented on trails and curbs and gave the example of Pedley Avenue. Mr. Hoffman noted that curbs can protect the trails and provide longevity to them.

ADJOURNMENT: Chair Webber adjourned the meeting at 9:32 p.m.

Ad-Hoc Committee and Public Suggestions Log Sheet

| Streets | Trails: Fencing | Trails: DG/Materials | Trails: Programs/Fees | Water | Storm Drains | Buildings | Parks | Public Education | Misc. |
|------------------------------|---------------------------------------|---------------------------|---|-------------------------------------|-----------------|-----------|---|---|---|
| Installation of rolled curbs | Installation of one rail versus two | Fine, compacted woodchips | Trails maintenance volunteer program | Reclaim storm water | | | Creation of park foundations to help fund parks | Educating the public on maintenance and funding issues (PSAs) | Use of grant funds |
| | Trails fencing on major roadways only | Pea gravel | Community trail clean-up program | Funding water conservation projects | | | | Notice in water bills regarding trail maintenance responsibility | Structured fee for horse ownership |
| | | | A fee-based Adopt-A-Trail program | Use of reclaimed water for parks | | | | Warnings for non-compliance of trail maintenance sent in water bills. | Recreation tax per unit per lot |
| | | | Trail maintenance fee | | | | | | Motorcycle officer |
| | | | Issuing citations and penalties for non-compliance of trail maintenance | | | | | | Modifying NMC clarifying that erosion caused by property owner is not the City's responsibility |
| | | | Citizens Patrol issuing trail violation citations | | | | | | |
| | | | City-wide assessments similar to LMDs | | | | | | |