



AGENDA
CITY OF NORCO
CITY COUNCIL

September 17, 2014

City Council Chambers
2820 Clark Avenue, Norco, CA 92860



Berwin Hanna, Mayor
Herb Higgins, Mayor Pro Tem
Kathy Azevedo, Council Member
Kevin Bash, Council Member
Greg Newton, Council Member

CALL TO ORDER:	7:00 p.m.
ROLL CALL	
PLEDGE OF ALLEGIANCE:	Council Member Greg Newton
INVOCATION:	Corona Church of the Open Doors, <i>Pastor Fred Griffin</i>
PRESENTATION:	Donation for the George A. Ingalls Veteran's Memorial
RECOGNITIONS:	Bob's Big Boy, Sponsor of the "Rock Around Norco Car Show & Sock Hop" Norco Girls 8U Softball All-Stars, ASA Champions
PROCLAMATIONS:	Constitution Week, <i>September 17-23, 2014</i> Adult Literacy Awareness Month, <i>September 2014</i>

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. A. SILVERLAKES EQUESTRIAN & SPORTS PARK UPDATE
- B. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS
2. CITY COUNCIL CONSENT 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.3 of the Agenda*
 - A. City Council Minutes:
Joint Study Session Meeting of August 6, 2014
Recommended Action: Approve the City Council Minutes (City Clerk)
 - B. Procedural Step to Approve Ordinance after Reading of Title Only.
Recommended Action: Approval (City Clerk)
 - C. Recap of Actions Taken by the Planning Commission at its Meeting held on September 10, 2014. **Recommended Action: Receive and File** (Planning Director)
 - D. Resolution Supporting Riverside County Coalition's and Western Riverside Council of Governments' Healthy Cities Concept. **Recommended Action: Adopt Resolution No. 2014-57, supporting healthy active living in the City of Norco.** (City Clerk)
 - E. Norco History Collections Policies and Procedures Manual. **Recommended Action: Receive and file.** (Economic Development Consultant)
 - F. Approval of Payment of California Public Employees' Retirement System (CalPERS) Replacement Benefit Fund. **Recommended Action: Approve payment of CalPERS Replacement Benefit Fund.** (Human Resources Analyst)
 - G. Resolution Expressing Opposition to the City of Riverside's Measure L. **Recommended Action: Adopt Resolution No. 2014-58, Expressing the City Council's opposition to the City of Riverside's Measure L.** (City Attorney)

- H. Request to Amend the Traffic Signal and Street Lighting Maintenance Agreement between the City of Norco and the City of Corona. **Recommended Action: Approve the amendment to Exhibit “A” of the Traffic Signal and Street Lighting Maintenance Agreement between the City of Norco and the City of Corona.** (Director of Public Works)
 - I. Implementation of Water Conservation Restrictions. **Recommended Action: Adopt Resolution No. 2014-59, supporting the State of California Emergency Regulation for Statewide Urban Water conservation due to severe drought conditions and establish local water conservation restrictions.** (Water and Sewer Manager)
 - J. Norco Area Chamber of Commerce & Visitors Center 2013 Annual Report. **Recommended Action: Receive and file.** (Economic Development Consultant)
 - K. Acceptance of Quotes and Award of Contract for Electrical and Lighting Materials for the George Ingalls Veterans Memorial Plaza Project. **Recommended Action: Accept quotes and award contract to Walters Wholesale Electrical Supply and authorize the City Manager to execute a purchase order.** (Director of Parks and Recreation)
3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR
4. CITY COUNCIL DISCUSSION / ACTION ITEMS:
- A. Review of the Equestrian Resource Directory. **Recommended Action: Receive and file.** (Economic Development Consultant)
 - B. Pedestrian-Equestrian Trail encroachments on Corona Avenue between Second Street and Third Street. **Recommended Action: Provide staff with direction on how to proceed with the encroachments.** (Director of Public Works)
5. CITY COUNCIL PUBLIC HEARINGS:
- A. A Resolution Amending the City’s Comprehensive Fee Resolution to Update and Adjust the Development Impact Fee Schedule.

On May 7, 2014, the City Council conducted a public hearing to consider proposed changes to the City’s development impact fees. After the public hearing, City Council voted to defer action and directed staff to conduct additional review to ensure that the proposed fees are reasonable in comparison to fees charged by other neighboring jurisdictions. Staff has completed the City Council’s requested review and made minor modifications as appropriate. It is to be noted that in determining the reasonableness of development impact fees, one has to take into consideration the schedule of master facilities to be constructed to meet the demands created by

new development and the impact fees paid by existing residents to construct and acquire existing infrastructure. The schedule of master facilities to be acquired and the proposed impact fees were first reviewed by the City Council at a Special Meeting Workshop on January 27, 2014.

Recommended Action: Adopt Resolution No. 2014-60, amending the City's comprehensive fee Resolution to update and adjust the development impact fees. (City Manager)

- B. **Ordinance No. 980, First Reading.** Code Change 2014-05 (City of Norco): A City-Initiated Code Amendment to Add Chapter 5.56 "Hookah and Smoking Lounges" Prohibiting Hookah and Smoking Lounges in All Zoning Districts within the City.

The proposed Ordinance would expressly prohibit indoor smoking and hookah lounges, whether as a stand-alone business or as an ancillary use to another business. The Ordinance does not prohibit outdoor smoking areas that are ancillary to bars and restaurants and that are currently allowed, however hookah smoking in an otherwise permitted outdoor smoking area would be prohibited.

Recommended Action: Adopt Ordinance No. 980 for first reading. (Planning Director).

6. **PUBLIC COMMENTS OR QUESTIONS:** *This is the time when persons in the audience wishing to address the City Council regarding matters not on the agenda may speak. Please complete the speaker card in the back of the room and present it to the City Clerk so that you may be recognized.*

7. **CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS**

ADJOURNMENT

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

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

Please note that this meeting is being recorded. In accordance with Roberts Rules of Order, Norco City Council meeting minutes are a record of the actions taken, not what was said. The names of persons who spoke during the public comments section and their topics will be listed on the Minutes. Recordings of meetings may be purchased for a minimal cost by contacting the office of the City Clerk.



**MINUTES
CITY OF NORCO**

**CITY COUNCIL/HISTORIC PRESERVATION COMMISSION
JOINT MEETING STUDY SESSION**

Wednesday, August 6, 2014

**Norco City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860**



CALL TO ORDER:

4:06 p.m.

ROLL CALL:

Berwin Hanna, Mayor, **Present**
Herb Higgins, Mayor Pro Tem, **Present**
Kathy Azevedo, Council Member, **Present**
Kevin Bash, Council Member, **Present**
Greg Newton, Council Member, **Present**
Matthew Potter, Chair, **Present**
Diane Stiller, Vice Chair, **Present**
Patricia Overstreet, Commissioner, **Present**
Mark Sawyer, Commissioner, **Absent**
Denise Sutherland, Commissioner, **Present**

PLEDGE OF ALLEGIANCE:

Council Member Bash

DISCUSSION ITEM:

- 1. Discussion Defining the Scope of Work Related to the Norconian Historical Resources Survey (Bill Wilkman, Cultural Resources Consultant)**

Cultural Resources Consultant Bill Wilkman presented a brief presentation regarding the Norconian resources survey on World War II and Post World War II eras. Mr. Wilkman explained the four criteria in determining historic significance, which are: people, events, architecture, and archeology. He also discussed the definition of a historical district.

Mr. Wilkman continued by explaining the process for a National Register survey. The first steps include researching the history of the property and organizing the history into contexts and themes. The next steps include determining ways that history is physically expressed and documenting those physical characteristics, determining the level of integrity, and applying the four criteria. Finally, the survey is submitted to the State Historic Preservation Commission.

Mr. Wilkman presented aerial photographs of the property showing the boundaries of what is part of the National Register, which includes the Norconian Hotel and Club House building. Mr. Wilkman also briefly discussed other buildings on the property such as the teahouse, power house, smokestack, chauffeurs quarters, gas pump island, and garage. Mr. Wilkman presented additional aerial photographs of what is not on the National Register and will be covered by the survey. The photographs showed the property divided into "units" for research purposes. Unit One includes the hotel/hospital, nurse's quarters, the hospital addition, gym/theater complex, corporals' quarters, and the chapel. Unit Two includes the tuberculosis hospital/weapons research complex, command center, officer's quarters, and fuse testing/bunker area. Unit Three includes the rheumatic fever hospital. He also commented on some significant finds thus far such as penicillin treatment for tuberculosis and the establishment of wheelchair basketball.

Mr. Wilkman discussed the value of the survey and that it defines what is and is not historic outside of the boundaries of what is already on the National Register. Historic property designations offer protections. Mr. Wilkman stated that the survey will take approximately six months to one year to complete. Mr. Wilkman concluded the presentation by indicating that the Navy's survey does not adequately evaluate the potential historic importance of the property. At this stage, it appears clear that a World War II/post World War II historic district exists. Research so far points to the likely qualification of the property for National Register listing on the basis of important people, events, and architecture.

In response to Commissioner Sutherland, Mr. Wilkman stated that the property can qualify at all levels and only needs to meet one criterion to qualify as a historical resource.

Mayor Pro Tem Higgins commented on the number of times the City has sent correspondence to the State Historic Preservation Office and has not received responses.

Linda Dixon spoke on behalf of the Lake Norconian Club Foundation and commented on the inaccuracies of the Navy's survey. Ms. Dixon commented that the City's survey will protect the property. Ms. Dixon stated that the Lake Norconian Club Foundation has also sent letters to the State Historic Preservation Office and has not received responses.

Su Bacon spoke on behalf of the Lake Norconian Club Foundation and expressed her concerns with the Navy setting precedence with determinations leading to the removal of buildings.

Mr. Wilkman stated that the State Historic Preservation Office has not made a determination yet and has asked them to hold off making a determination until the City's survey is complete.

Council Member Azevedo indicated that Senator Roth will be meeting with the State Historic Preservation Office and the City is awaiting details.

In response to Chair Potter, Mr. Wilkman stated that if the State Historic Preservation Office makes a determination not in the City's favor, then the City could go to the State Historical Resources Commission. However, the State Historical Resources Commission cannot overturn the State Historic Preservation Office's decision. Assuming a negative response, Mayor Pro Tem Higgins asked what the next steps would be. Mr. Wilkman indicated that he could request that the Advisory Council on Historic Preservation investigate the matter. Council Member Azevedo reiterated to wait to hear the details from Senator Roth's meeting.

ADJOURNMENT

Mayor Hanna adjourned the meeting at 5:22 p.m.

CHERYL L. LINK, CITY CLERK



**RECAP OF ACTIONS TAKEN
CITY OF NORCO
PLANNING COMMISSION**



**CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 10, 2014**

CALL TO ORDER: 7:02 p.m.

ROLL CALL: Chair Leonard, Vice Chair Hoffman, Commission Members Rigler and Hedges; Commission Member Jaffarian absent.

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

PLEDGE OF ALLEGIANCE: Commission Member Rigler

1. APPEAL NOTICE: Read by Planning Director King

2. PUBLIC COMMENTS: Received and Filed

3. APPROVAL OF MINUTES:

❖ Minutes of Regular Meeting on August 13, 2014

Recommended Action: Continue to the meeting of October 8, 2014 (Deputy City Clerk): Action: **Continued to October 29, 2014**

4. PUBLIC HEARINGS:

A. Conditional Use Permit 2014-20 (Coots): A request for approval to allow an accessory building consisting of a 1,680 square-foot garage/storage building at 2363 Hialeah Circle located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner)
Action: Continued 4-0-1 to the meeting of October 29, 2014.

B. Conditional Use Permit 2014-22 (Malinowski): A request for approval to allow an accessory building consisting of a 1,575 square-foot workshop/storage building at 5521 Roundup Road located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner) **Action: Approved 4-0-1; this action is final unless appealed to the City Council.**

C. Conditional Use Permit 2014-21 (Patel): A request for approval to allow an Alcohol and Beverage Control (ABC) Type 70 License, which allows the sale or furnishing of beer, wine, and distilled spirits for consumption on the

- premises, for the Fairfield Inn located 3441 Hamner Avenue located within the C-G (Commercial General) Zone. Recommended Action: Approval (Senior Planner) **Action: Approved 4-0-1; this action is final unless appealed to the City Council**
5. CONTINUED PUBLIC HEARING:
 - A. **Conditional Use Permit 2014-16 (Flores)**: A request for approval to allow four additional animal units at 3260 Corona Avenue located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Continue off calendar (Senior Planner) **Action: Continued off calendar; it will be re-advertised once it is ready to move forward.**
 6. BUSINESS ITEMS:
 - A. Site Plan 2014-15 (HC&D Architects): A request for approval of a site plan and architectural plan for the construction of a 17,470 square-foot equine medical center at the northeast corner of Sixth Street and Temescal Avenue in the Commercial (C-4) zone. Recommended Action: Approval (Planning Director) **Action: Approved 4-0-1; this action is final unless appealed to the City Council**
 7. DISCUSSIONS:
 - A. Review of Grading Procedures (Planning Director)
Action: Discussion was continued 4-0-1 to a future meeting
 - B. Discussion on the accessory building process and approvals (verbal report) (Planning Director)
Action: Discussion was continued 4-0-1 to a future meeting
 8. CITY COUNCIL MINUTES: **Received and Filed**
 - City Council Regular Meeting of August 6, 2014
 9. PLANNING COMMISSION:
 - A. Oral Reports from Various Committees: **Chair Hedges reported on the progress of the Infrastructure Funding Ad-Hoc Committee.**
 - B. Request for Items on Future Agenda (within the purview of the Commission):
None
 10. ADJOURNMENT: **8:35 p.m. to adjourned regular meeting on October 29, 2014**

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Cheryl L. Link, City Clerk 

DATE: September 17, 2014

SUBJECT: A Resolution Supporting Riverside County Coalition's and Western Riverside Council of Governments' Healthy Cities Concept.

RECOMMENDATION: Adopt **Resolution No. 2014-57**, supporting a healthy active living community.

SUMMARY: As a member of the Western Riverside Council of Governments' (WRCOG) Executive Committee, City Council Member Azevedo requested that the City Council consider supporting the Riverside County Health Coalition's and WRCOGs efforts of encouraging local jurisdictions to adopt Healthy City Resolutions.

BACKGROUND/ANALYSIS: At the August 6, 2014 City Council meeting, Council Member Azevedo requested that staff prepare a Healthy City Resolution unique to the City's equestrian and animal-keeping lifestyle.

The Healthy Riverside County Initiative is a comprehensive approach to improving health and promoting livable communities through partnerships, policies, and systems. In 2009, the Riverside County Health Coalition was formed by a number of jurisdictions and agencies that desire to improve overall health conditions in Riverside County. The Coalition is working to implement two goals: 1) to encourage local jurisdictions to adopt Healthy City resolutions; and 2) to increase access and availability of health food outlets.

In 2013, WRCOG began participating in the Riverside County Health Coalition. On August 4, 2014, WRCOGs Executive Committee adopted a resolution setting forth its commitment to supporting and promoting healthy communities as well as serving as a resource for local governments.

The burden of chronic disease is a significant public health challenge of the 21st century. This burden impacts quality of life and productivity. Chronic diseases cause more than 62% of early deaths and can be prevented by a healthy lifestyle.

Currently, Norco residents enjoy a unique animal-keeping lifestyle. The City boasts over one hundred miles of equestrian-pedestrian trails. Equestrian-Pedestrian trails make our community more livable and provide opportunities for physical activity to improve fitness and mental health. At the George A. Ingalls Equestrian Event Center, residents participate in open riding and various equestrian events. Studies have shown that there is a therapeutic relationship between humans and animal-keeping lifestyles. Unique to Horsetown USA are the health benefits of horse ownership and horseback riding. Riding

Agenda Item: 2.D.

horses offers emotional benefits, improves strength, coordination, and balance. Also, the City operates fifteen parks, all offering various recreational opportunities from open park space and play areas to lighted sports fields. Riley Gymnasium provides many athletic programs for youth and adults.

With the adoption of the Healthy City Resolution, the City of Norco will work with Riverside County departments and community partners to identify resources that support our unique lifestyle and develop programs and measures that will continue to promote healthy and active lifestyles for all residents.

FINANCIAL IMPACT: This resolution will not have an impact on the General Fund.

Attachment: Resolution No. 2014-57.

RESOLUTION NO. 2014-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, SUPPORTING RIVERSIDE COUNTY HEALTH COALITION'S AND WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS' HEALTHY CITIES CONCEPT

WHEREAS, many agencies have adopted policies and programs that promote healthy lifestyles by making their communities walkable, promoting physical activity, encouraging healthy lifestyles, including a decrease in the rate of obesity and its negative health-related impacts and cost; and

WHEREAS, the City Council of the City of Norco supports policies that focus on health and wellness as well as healthier lifestyles in the City; and

WHEREAS, our health is affected by where we live, work, and play; and

WHEREAS, City of Norco residents are provided with various recreational opportunities as well as equestrian-oriented activities; and

WHEREAS, the City of Norco boasts over one hundred miles of equestrian-pedestrian trails that make our community more livable and provide opportunities for physical activity to improve fitness and mental health; and

WHEREAS, the City of Norco operates fifteen parks all offering various recreational opportunities from open park space and play areas to lighted sports fields as well as many athletic programs for youth and adults; and

WHEREAS, regional collaboration leads to developing and forging strong relationships and maximize resources ensuring that healthier community development occurs.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORCO, HEREBY RESOLVES to support the Healthy City model by fostering regional collaboration and working with community partners to identify resources that support the City's unique lifestyle.

BE IT FURTHER RESOLVED that the City of Norco will identify and develop programs and measures that will continue to promote healthy and active living for all residents.

PASSED AND ADOPTED by the City Council of the City of Norco as a regular meeting held on September 17, 2014,

Berwin Hanna
Mayor of the City of Norco, California

ATTEST:

Cheryl L. Link, City Clerk
City of Norco, California

I, Cheryl L. Link, 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 September 17, 2014 by the following vote of the City Council:

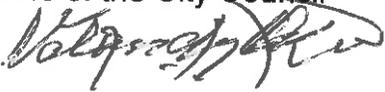
AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on September 17, 2014.

Cheryl L. Link, City Clerk
City of Norco, California

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: September 17, 2014

SUBJECT: Norco History Collections Policy and Procedures Manual

RECOMMENDATION: Receive and File.

SUMMARY: Funded through a grant provided by the Lake Norconian Club Foundation (LNCF), consultants under the guidance of local residents have completed the Norco History Collections Policies & Procedures Manual. This document ensures the proper organization, maintenance, processing, and exhibition of the documents, photographs and artifacts comprising Norco's historical collections.

BACKGROUND/ANALYSIS: On February 1, 2012, the City Council expanded the duties of the Historic Preservation Commission, giving it authority over the City's historic collections. Since then, the Commission has been pursuing the transfer of all historic documents and artifacts from the trailer behind the Norco Public Library, ultimately securing the Bob and Karlene Allen Room at the Community Center as its new home and potential future public exhibition space. To govern the methods and procedures of acquiring and cataloguing the collection, maintaining and processing items in a professional manner, and ultimately exhibiting documents, photographs and artifacts without compromising their integrity, detailed policies and procedures must be in place.

In early 2013, after the National Endowment for the Humanities declined to fund the development of a Norco History Collections Policies & Procedures Manual, the LNCF provided a \$6,000 grant to produce this document. The development of the Manual by Chuck Wilson, a professional archivist, was overseen by Bill Wilkman, the City's Cultural Resources Consultant, and a Collections Committee comprised jointly of Historic Preservation Commissioners and Board Members of the LNCF. After many months of work, the Manual was approved by the Collections Committee on August 5, 2014. The document was subsequently approved by the Historic Preservation Commission on August 12, 2014, with instructions to forward it to City Council.

FISCAL IMPACT: None.

Attachment: Norco History Collections Policies and Procedures Manual

NORCO HISTORY COLLECTIONS POLICIES AND PROCEDURES MANUAL

HISTORIC PRESERVATION COMMISSION APPROVED

AUGUST 12, 2014

CWA CONSULTANTS

WILKMAN HISTORICAL SERVICES

FUNDED BY A GRANT FROM THE LAKE NORCONIAN CLUB FOUNDATION

COLLECTIONS COMMITTEE MEMBERS:

Linda Dixon, Lake Norconian Club Foundation
Matt Potter, Historic Preservation Commission Chairman
Diana Stiller, Historic Preservation Commission Vice Chairwoman

CONSULTANTS:

Chuck Wilson – CWA Consultants
Bill Wilkman – City of Norco Cultural Resources Consultant
Roger Grody – City of Norco Economic Development Specialist

NORCO HISTORY COLLECTION
POLICIES AND PROCEDURES MANUAL
SECTION I POLICIES

NORCO HISTORY COLLECTION

POLICIES

Introduction	3	
Mission Statement		3
Collection Development Policy		3
Organization	4	
Advisory Committee		4
Staff		4
Standards	6	
Training of staff and volunteers		6
Loans		6
Accessions	7	
Deed of Gift		7
Accessions Register		7
Collections List		7
Processing	8	
Manuscripts		8
Record Groups		8
Collections		8
Series		8
Artifacts		9
Photographic Material		9
Film		10
Preservation		10
Finding Aids		10
Reference	12	
Access to Material		12
Reference Request Forms		12
Exhibits	14	
In House		14

Loans	14
Security	15
Facility Interior	15
Facility Exterior	15

INTRODUCTION

MISSION STATEMENT

The Norco History Collection seeks to collect and preserve the historic materials associated with the history of the community of Norco and make these available to educate the public.

COLLECTION DEVELOPMENT POLICY

A vital component of the Norco History Collection is the Collection Development Policy. This sets the standard for what is collected and why some items are accepted into the collection and others are not.

The Collection Development Policy is also something which should not be easily changed. As circumstances change, however, it should have some flexibility. In fact, the policy should be reviewed on a regular basis about every 5 years. What is collected could certainly change with a change in available space or the discovery of records which were not initially considered.

A copy of the current Collection Development Policy is found in the Appendix.

ORGANIZATION

ADVISORY COMMITTEE

An advisory body which has responsibility for supporting the Norco History Collection (NHC) and setting non-archival standards for the Collection could consist of five members

Typical policy standards associated with the advisory body would include setting the hours and days the NHC is open and the fees for services such as document reproduction provided by the NHC staff. Encouraging and providing funding for continued staff education in archives and museum work should also be an advisory committee responsibility.

STAFF

City Staff

The city staff member selected by the City Council shall have administrative responsibility for the NHC including:

- a. Approving orders for supplies and paying invoices
- b. Hiring outside help and consultants as needed

Collection Staff

The NHC staff consists of an Archivist/Curator, an Assistant Archivist/Curator, and Processing/Reference Volunteers. The Archivist/Curator reports to the Historic Preservation Commission at each meeting of the Commission.

Archivist/Curator and Assistant Archivist/Curator

These positions are appointed by the City Manager based upon nominations submitted by the Historic Preservation Commission. People serving in these positions should demonstrate a familiarity with archival and museum standards for the care and handling of unique material. Training in these standards could come from library education courses which include an archival component, archival training through such institutions as the Western Archives Institute, workshops provided by various professional organizations such as the Society of California Archivists and the Society of American Archivists, or knowledgeable reading of current archival and museum literature. A basic reading list, which may be used in lieu of more formal training is included in the Appendix.

Archivist/Curator shall

- a. Be responsible for maintaining the professional level care of the NHC

- b. Be responsible for the selection, training, and supervision of volunteer staff
- c. Provide periodic status reports to the Historic Preservation Commission
- d. Provide an annual report to the Historic Preservation Commission for transmission to the City Council
- e. Serve as a liaison to the Historic Preservation Commission and the public for the care of historic materials relating to the city and community.
- f. Process material within the NHC
- g. Provide appropriate reference services to the public
- h. Develop and install appropriate exhibits of NHC materials

Assistant Archivist/Curator shall

- a. Undertake the duties of the Archivist/Curator when the Archivist/Curator is not able or available to complete those duties
- b. Provide assistance to the Archivist/Curator as needed and directed.
- c. Work with the Archivist/Curator to processes material within the NHC
- d. Work with the Archivist/Curator to provide reference services to the public
- e. Assist with the development and installation of exhibits
- f. Work with the Archivist/Curator in the training and supervision of volunteers

Processing/Reference Volunteers shall

- a. Undergo training in the care and preservation of documents as well as the procedures established for the NHC.
- b. Work under the supervision of the Archivist/Curator or the Assistant Archivist/Curator
- c. Assist with the processing of material
- d. Assist with reference services
- e. Assist with the installation of exhibits

All staff members must be able to lift boxes weighing 30-50 pounds.

STANDARDS

TRAINING OF STAFF AND VOLUNTEERS

All staff and volunteers must have a basic knowledge of archival standards and of the Norco History Collection Procedures Manual.

There must be a unique relationship between material in the Collection and:

- a. The origin of the material which is expressed in the Deed of Gift
- b. The accessioning of the material found in the Accession Register
- c. The description of the material found in the Collection List
- d. The location of the material noted in the Reference Request Slip
- e. The finding aid for the material which is developed from processing the material

LOANS

Loans of original material from the Collection may not be approved for entities which are not recognized museums or libraries with appropriate security and preservation policies in place and which can provide for appropriate transport to and from the facility.

Original material from the Collection may not be loaned to individuals.

ACCESSIONS

DEED OF GIFT

The Deed of Gift is the basic legal document which transfers material from the legal owner, not just the possessor, of the material to the City of Norco for the benefit of the Norco History Collection. It should fully describe the material being donated, indicate the disposition of material to be included in the Norco History Collection, indicate the status of copyright, and be signed and dated by both the donors and an official representing the City of Norco

This is the beginning of the unique relationship within the Norco History Collection. See Appendix for Deed of Gift Form.

ACCESSIONS REGISTER

The Accessions Register is the transition document from the Deed of Gift to the Collections List. It records basic information from the Deed of Gift – Description, and Date – on a database or spreadsheet and adds an Accession Number, Quantity, and Location information.

Whenever possible, the quantity should be expressed in cubic feet (c.f.). A standard record storage carton 12 x 15 x 10” constitutes a single cubic foot. Quantity may be expressed in fractions of a cubic foot.

COLLECTION LIST

All newly acquired material shall be assigned a collection number and entered into the Collections List.

Collection Names will adhere to the standards described in the Society of American Archives publication, Describing Archives: A Content Standard, Part II Sections 10-12.

The Collection List will have a column used to indicate when a collection has been processed and the date processing was completed.

PROCESSING

MANUSCRIPTS

Written or printed material, loosely referred to as manuscripts, is organized in a hierarchical format.

Provenance is the term usually used to describe original order of materials. If there is an order established by the original author, office, or organization for the material, that order should be retained, even though it may seem unusual or awkward.

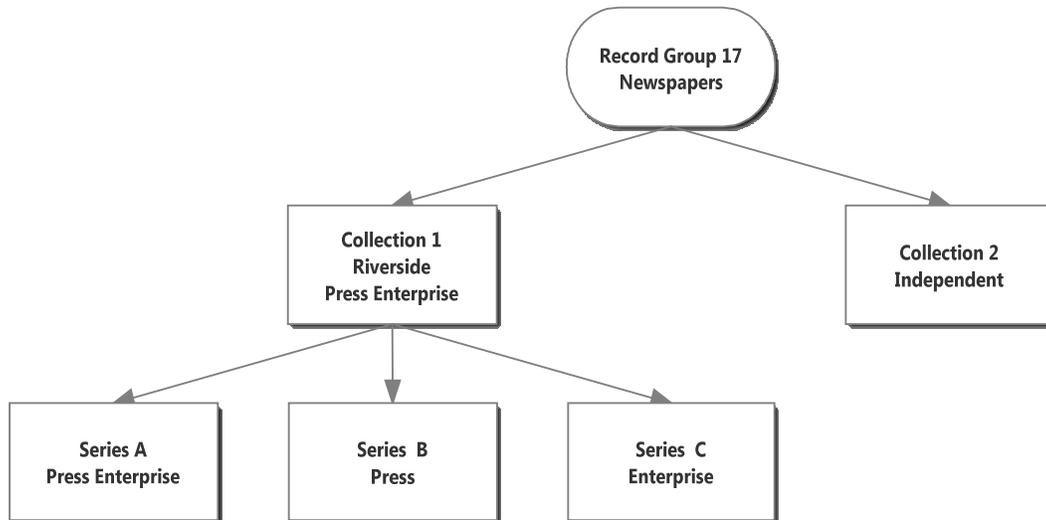
Record Groups, Collections and Series are the levels of intellectual organization used in finding aids, which assist researchers in gaining a “first look” at the material. Whenever possible, they should correspond to the original organization of the material. They do not require any physical reorganization of a collection. Collection, Record Group, and Series identification must be unique and inclusive.

Record Group – is a body of organizationally related records established on the basis of provenance with particular regard for the administrative history, the complexity, and the volume of records and archives of the institution or organization involved. A Record Group may often consist of several collections.

Collection - is a group of materials with some unifying characteristic. It may be materials assembled by a person organization, or repository from a variety of sources; an artificial collection. A collection often includes several series. Not all collections will also have series.

Series - A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity.

A typical structure for Record Group 17 – Newspapers, would begin as illustrated below. The additional Collections within the Record Group would continue as Collections 3 through 11.



These intellectual groupings are unique. A Collection which is part of Record Group A cannot be part of any other Record Group. Series apply only within Collections and material which is part of Series A cannot also be part of Series B.

Archival material should be handled with care. Often documents are fragile and are easily torn.

Archival material should be stored in appropriately sized archival containers – letter sized documents in letter sized file folders, legal sized in legal sized file folders, and oversized material in containers which allow for flat storage.

ARTIFACTS

Artifacts must be stored in appropriately sized and secure archival containers. If more than one artifact is stored in a single container, care must be taken to insure the artifacts will not be damaged when the container is moved.

Identification of individual artifacts should be completed with the least amount of alteration to the artifact. Usually tags attached to the artifact with string will suffice.

PHOTOGRAPHIC MATERIAL

White cotton gloves available from an archival supply vendor must be worn while handling photographs to protect them from finger prints and scratches.

Photographs should be placed in archival enclosures of the appropriate size.

Whenever possible, photos should be removed from non-archival photo albums and scrapbooks. The pages of these albums are often quite acidic and will damage the photos over time.

FILM

The National Film Preservation Foundation suggests the following when dealing with motion picture film.

Identifying the nature of film materials. Nitrate, acetate, and color materials require cold storage for long-term storage.

Assessing conditions helps organize preservation priorities and develop best-fit storage practices. The more advanced the decay of acetate film collections, the colder the storage should be.

Storing film under proper environmental conditions prolongs film life.

The best storage for motion picture film includes cold storage and moderate humidity conditions and good-quality storage enclosures. Metal or plastic cans are safe for film, provided that the containers are not rusty or broken. Archival-quality cardboard boxes are also safe

PRESERVATION

Preservation and conservation of the material in the collection can be done as a part of processing, if it is on the very elementary level.

Documents which are damaged due to the application of tape or have sustained water or other damage should be the responsibility of a trained conservator.

FINDING AIDS

The ultimate goal of processing is to provide a guide to the collection, usually referred to as a Finding Aid, which allows a researcher easy access to information about the contents of a collection.

Finding Aids convey the organization of the collection and basic information about the contents. They identify the Box Number and Folder Number followed by a description of the material within the folder, including dates or a span of dates as appropriate.

Data may be entered into the Finding Aid database during the initial processing. If processing is only to the file folder level – and this should be sufficient for most

collections – the information entered on the folder, with the addition of dates or date spans can be entered into the Finding Aid database at the same time.

Some collections may warrant processing to the item level either for security or ease of access. If this is desired, each item must be individually identified with the collection, box, and file number and each would be an individual item within the Finding Aid database.

Series may be assigned to the material as appropriate, but there should be sufficient quantity of material and sufficiently different subject matter within the collection to justify the use of series.

The initial segment of the Finding Aid provides a researcher with a general overview of the material in the collection and its organization. This could also include background information on the individual or subject matter covered in the collection. This information is usually gathered in draft form when initially processing the collection. It will usually be updated when the processing has been completed and more information about the material is known.

REFERENCE

ACCESS TO MATERIAL

Material is collected and preserved to make it available to the public. However, there needs to be the same “one to one” accountability with researchers as there is with accessioning and processing.

Access to the material in the collection is only through a staff member. Researchers are not allowed to browse the stacks. This standard holds true for all researchers, even if they have been donors of the material. Once the Donor Agreement has been completed, the material is the property of the City of Norco and under the jurisdiction of a staff member appointed by the city.

Researchers should provide a legally recognized form of identification which is filed with the staff when requesting material from the collection. This is placed in a temporary file and returned to the researcher when the requested material is returned.

Researchers should access the requested material one file at a time. If only a few files have been requested, the box in which they are stored may be placed behind the reference desk and staff will provide each file as requested. If many files or a box has been requested, the box may be placed on a table in front of the reference desk and the researcher may remove and use files one at a time, replacing the recently viewed file in the box.

In the case of collections or portions of collections which have been processed to the item level, folders should be checked for the appropriate number of items both before and after they are provided to a researcher.

Cameras or cell phones may be used to photograph documents. Flash photography is prohibited.

It is the researcher’s responsibility to ensure that reproduced materials adhere to copyright provisions.

REFERENCE REQUEST FORMS

Three part reference request slips will be provided for completion by the researcher. These will be together as a pad with each page a different color

Request slips will have space for the following information:

- Name and contact information for the researcher
- Collection, Box, and Folder number of the material being requested
- Date of request
- Date material pulled from stacks
- Date material returned to stacks
- Notes

EXHIBITS

IN HOUSE

Manuscripts and artifacts should be placed on exhibit for no longer than one year. Six months is preferable. This insures both the continued public interest in exhibits and the preservation of the material.

Material placed in exhibit cases should have the protection of UV covering on the exhibit case glass. Artifacts placed on exhibit should be protected from direct lighting or sunlight.

LOANS

Material may be loaned only to facilities which adhere to the loan standards set forth by the American Association of Museums with respect to security and display.

Original material may not be loaned to individuals.

Original material may not be loaned to agencies or organizations which do not adhere to the above standards.

Copies of the material may be provided at the established copy rate for displays which are not in house.

Whenever possible, copies of material in the Collection will be used for exhibits. Original material may be loaned to institutions which adhere to exhibit policies set forth by the American Association of Museums for transport and storage.

SECURITY

FACILITY - INTERIOR

There will be a single point of access to the facility. Researchers entering or leaving the research area will have to pass a staff position.

An emergency exit will be provided with a door alarm.

Seating at the reference table will facilitate easy viewing by staff of material being used. This will usually mean two chairs on either side of the table and a clear view of all items on the table by a staff member seated at the reference desk.

Pencils, paper and computers will be allowed at the reference table. Computers cannot block the staff view of the material being used.

All personal articles must be stored in key access personal lockers supplied for that purpose. Researchers will be provided individual keys by reference staff. The key will be returned to staff when the researcher's personal information is returned.

FACILITY - EXTERIOR

Doors and windows should be locked and the room alarmed whenever possible.

Access to keys and alarm codes should be limited to staff with immediate or emergency needs. A sign out register should be maintained for those who are issued keys or alarm codes.

Window treatments should discourage viewing of the research area from the outside.

NORCO HISTORY COLLECTION
POLICIES AND PROCEDURES MANUAL
SECTION 2 PROCEDURES

NORCO HISTORY COLLECTION

PROCEDURES

	Page
Accessions	2
Deed of Gift	2
Accessions Register	3
Collections List	4
Processing	5
Manuscripts	5
Artifacts	5
Photographs	6
Film	6
Finding Aids	6
Preservation	8
Reference	9
Reference Room Rules	9
Identification	9
Request Slips	9
Copy Requests	10
Exhibits	12
In House	12
Loan	12
Security	13

ACCESSIONS

DEED OF GIFT

1. All new material added to the Norco History Collection must be accompanied by a completed Deed of Gift.
2. In completing the top portion of the Deed of Gift, the donor must stipulate that he or she is the legal owner of the material being donated.
3. The donor, working with NHC staff must provide a complete and detailed description of the material.
 - a. "Five boxes of Norco history" is NOT a detailed description and is not acceptable.
 - b. "Three cubic feet (c.f.) of Chamber of Commerce papers relating to support for fairs and events"; "Two c.f. of Norco Fair publicity and organization" are examples of the more detailed information needed. This provides a definitive standard for the quantity of the material expressed in a standard archival term. It also provides information on the subject matter of the material.
 - c. Quantities of less than a c.f. can be expressed as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, etc. of a c.f. or as a number of folders, 6 file folders (6ff).
 - d. A cubic foot is a standard storage box 12x15x10". This is the size of the archival boxes used for storage of most of the NHC material which is not oversized. "Boxes", of course, can be of any size. The Deed of Gift Attachment page is used when there is not sufficient space for the above information on the initial page.
4. The NHC staff must advise the donor it is possible that not all the material accessioned will be added to the collection. During the processing material which is not within the Collection Development guidelines or duplicates material elsewhere in the Collection, may not be retained.
 - a. This may be returned to the donor or with the donor's permission, be offered to another institution.
 - b. This may be deaccessioned and disposed of by NHC staff.
 - c. Artifacts which are deaccessioned will be returned to the donor.
 - d. This choice must be made by the donor and indicated on the Deed of Gift.
5. Donors have the option of retaining any copyright they may have to the material they are giving to the HNC or signing that right over to the NHC. They must check one of the three options on the Deed of Gift.
6. If an Attachment page is needed, it should be completed at this point.
 - a. Indicate the number of the attachment at the upper left portion of the page

- b. Complete this page with the same detail of information as required on the initial Deed of Gift page.
7. Once the descriptive information has been completed, check to determine that all the required sections have been completed and have the donor read the document for any corrections or additions.
 - a. Add any additional information as needed
 - b. Have the donor sign and date the Deed of Gift
8. Sign and date the Staff signature line
9. Indicate to the donor that this is a gift to the City of Norco and the Deed of Gift will be forwarded to the city for final approval.
10. Provide a donor with a copy of the Deed of Gift and make a copy for our files.
11. Check the Accessions Register and enter the next available number in the designated space on the upper right hand portion of the Deed of Gift and all Attachment pages.
12. Send the original Deed of Gift to the appropriate city office for signature, indicating it should be returned to NHC.
13. Make a copy of the original Deed of Gift and mail the copy to the donor with the appropriate Thank You cover letter.
14. File the original Deed of Gift with the copy which does not have the city signature and is already in file.

ACCESSION REGISTER

1. Accession Numbers are assigned sequentially, and expressed as a three digit base number followed by a numerical year date e.g. 001-2014 would represent the first material accessioned in 2014.
2. Assign a Collection Number from the Collection List
3. If the material can be identified as part of an existing collection, that collection number should be used.
4. If there is no identification with an existing collection, the next available number on the Collection List should be assigned.

5. List the donor in the appropriate column. If the donor of material already in the Norco History Collection is unknown, enter "Legacy".
6. Enter the date the material was received into the NHC.
7. Enter any additional information in the Comments column.
8. Check the Unprocessed column, if appropriate.
9. Add a date to the Processed column when processing has been completed.
10. Place the material in appropriate archival containers and label the containers with the collection number and box number within that collection.
11. A single label for cubic foot record storage boxes shall be affixed to the lower right hand corner of the 10" side of each box.
12. A label for oversize boxes shall be affixed to the lower right hand side of the shortest side and a duplicate label to the lower left section of the adjacent long side of the container. This allows the box to be placed on the shelf with either the long or short side facing outward and still be clearly identified.
13. Place the boxes in the shelves
14. Whenever possible, shelve boxes from the same collection adjacent to one another.
15. Enter the location of the boxes in the Collection List.

COLLECTIONS LIST

1. The Collections List shall be maintained on an Excel spreadsheet.
2. Entries will be numbered sequentially, beginning with a base number and entered into an Excel spreadsheet which includes the number and name of the collection as well as the location within the facility and the Accession Number.
 - a. If the material can be identified as part of an existing collection, that collection number should be used.
 - b. If there is no identification with an existing collection, the next available number on the Collection List should be assigned.

PROCESSING

MANUSCRIPTS

1. When there is no initial provenance or organization of the material, it may be physically organized by the processor, with collections and series in mind
2. Archival material should be stored in appropriately sized archival containers – letter sized documents in letter sized file folders, legal sized in legal sized file folders, and oversized material in containers which allow for flat storage.
3. File folders should have a full tab for identification. The Collection Number, Box Number and File Number are written on the upper left section of the tab. This information is expressed as follows:
Col 245
Box 5
F 18
4. The remainder of the tab can be used to provide a brief description of the contents and the date or date span should appear in the upper right section of the tab.
5. Folders are numbered consecutively within each box.

ARTIFACTS

1. Artifacts which are obtained as part of an accessioned collection, retain the Collection identification and receive an individual number just as file folders are numbered individually.
2. If the artifact is associated with a particular file, it should receive the next file folder number and the Comments column in the finding aid should identify the artifact as an item related to the file from which it was extracted. It does not need to be added to the Accession Register as a separate entity.
3. Artifacts which are not part of a written papers collection should be given an Accession number and entered into the Accessions Register.
4. An artifact collection with several individual items should be given an Accession number and items within the artifact collection should have individual identification, just as file folders do in manuscript collections. They should have a collection number and item number.
Col 1584
F 1

5. Artifact identification will be added to archival tags which have strings to attach them to the artifact.

PHOTOGRAPHS

Photographs should be placed in archival enclosures of the appropriate size. A slip of archival paper may be inserted into the enclosure behind the image with collection, box, file and item identification, if desired. This should not cover any information which may be on the back side of the photo. The identification is expressed as follows:

Col 245 Box 5 F 18– 1

The number following the dash is the item number.

FILM

1. Motion picture film should be handled with care and only in the edges of the film roll.
2. The recommended environment for long term storage maintains a relative humidity (RH) of 20 to 50%, with a temperature that is as cold as possible.
3. If film is kept at or near room temperature, do not seal film inside tightly closed bags.
4. At all costs, avoid storing film in prolonged dampness. Under damp conditions, the film will stick together and mold may grow, ruining the emulsion.
5. Film may be stored in a frost free refrigerator.
6. Film containers should be labeled with a collection number and file number.
7. If the film is part of a larger collection, it should be identified with the collection number of the larger collection.

FINDING AIDS

1. Finding aids will be developed using Microsoft Word or equivalent.
2. Individual Finding Aids will relate to a single collection.
3. The Finding Aid begins with a Collection Overview which includes:
 - a. A general description which may be augmented with additional information as processing proceeds.

- b. Background information on the individual or organization or subject matter in the collection.
- c. The extent or size of the collection expressed in the number or archival containers.
- d. Any restrictions on the use of the collection.
- e. A statement on the availability of the collection.

4. The Descriptive Summary follows the Collection Overview and includes:

- a. The title of the collection
- b. Dates covered in the collection
- c. An Abstract of the information in the collection including types (newspapers, correspondence, flyers, etc.) and subject matter (Norco Rodeo, Chamber of Commerce Minutes, etc.)
- d. Publication Rights which is a statement on copyright
- e. Preferred Citation notation which specifies the way the material will be noted when used by the public (Identification of item, Name and number of Collection, Norco History Collection, City of Norco, California.)
- f. Acquisition Information describing how the collection came to NHC.
- g. Processing History indicating who processed the collection. This could include several people, but the general dates they worked on the collection should be noted.
- h. A Biography, if appropriate.
- i. Collection Arrangement which lists the title and number of any series or sub-series in the processed collection.
- j. Title of each series and the dates covered by material in that series
- k. A summary description to the material within that series.

- l. A summary description and title of any sub series within the series.
- m. A file level description of the material within the series or subseries which includes the box number, file number, and description, including dates

PRESERVATION

1. Preservation and conservation of the material in the collection can be done as a part of processing, if it is on the very elementary level. This could include:
 - a. Placing acid free papers between the pages of a document.
 - b. Removing photos from acidic backings
 - c. Placing photos and manuscript pages archival sleeves to ensure they are not damaged.
2. Removing tape and removing photos or other documents from a backing to which they have been adhered should be left for a trained preservation specialist.

REFERENCE

REFERENCE ROOM RULES

1. Provide the researcher with a copy of the reference room rules which include the copyright statement.
2. File the sheet in the administrative file.
3. Once the signed sheet is in the administrative file, frequent researchers do not need to sign additional sheets.
4. Copies of the reference room rules are placed at the reference desk and at the table at which researchers are working.
5. Direct the researcher to the lockers provided for personal effects, and provide a numbered key which corresponds to an available locker.

IDENTIFICATION

1. Researchers should provide a legally recognized form of identification.
2. The identification is placed in a temporary file at the reference desk.
3. Once the requested material has been returned and the researcher has completed use of the materials and returned the locker key, the identification will be returned.

REQUEST SLIPS

1. Three part reference request slips will be provided for completion by the researcher. These will be together as an NCR pad with each page a different color.
 - a. The top portion is completed by the researcher providing contact information.
 - b. Researchers must complete the City section.
 - c. Researchers must check the box indicating they have read the Reference Room Rules.
 - d. Staff completes the bottom portion of the slip, including initials and date for Paging and Refiling, and Location notation –R2 B4 F23, indicating Range, Box, and File number.
 - e. The Notes portion can be used to indicate material is on exhibit or being processed and unavailable.

2. When complete, the sheets of the pad are separated. The bottom sheet is placed in the stacks where the material has been removed. The middle sheet accompanies the material to the material to the researcher.
3. When the researcher has returned all the files and is ready to leave, the portion of the top and middle sheets are joined to accompany the material back to the stacks.
4. Once the material has been refiled, the bottom portion is added to the other two and placed in the administrative file in alphabetical order by city and chronological order within the city file.

COPY REQUESTS

1. Requests for reproductions of documents must be made using the Copy Request form.
2. The form must be completed in a legible format by the researcher and must contain the current date of the request and the box and file information for the document.
3. The requested quantity and description of the material to be copied must be completed.
4. The Location column must have the appropriate box and file number.
5. If more than one sheet is required, staple all the sheets together.
6. Enter the estimated total cost at the bottom of the first page.
7. Make two copies of the entire request form.
 - a. One copy goes into the Copies Pending file in the administrative files
 - b. The second copy is attached to the material to be copied which is placed on the Copy self in the stacks.
8. When the copy work has been completed, the request form front sheet is signed by the staff member who did the copying and dated on Date Completed space at the bottom of the form.
9. The completed copies and original material is returned to the Copy shelf in the stacks.

10. Provide the researcher with the opportunity to check the copy request sheet with the actual copies. Request payment for the copy work.
11. Using a receipt book with carbons, complete a receipt for the payment.
12. Provide the researcher with the copies and the receipt.
13. Place the payment in the locked cash box.
14. Remove the copy request sheet from the Copies Pending file and attach to the completed copy request sheet.
15. Place the completed copy request sheet in the Copies Completed administrative file.
16. When the receipt book is full, place it in the Copies Completed file.

EXHIBITS

IN HOUSE

1. Exhibits should relate to a single theme. There may be multiple aspects of the theme included, but all are related to the overall topic.
2. Exhibit labels shall be clearly written and presented in an easily read 12 point type or larger.
3. If original documents are used, they must be protected by an ultraviolet shield. An exhibit case which has UV glass or a UV coating is acceptable.
4. Documents must be presented in an easily read format and have a direct relationship to the labels.

LOANS

1. Original material may be loaned for a limited amount of time to institutions who have and adhere to the loan and display standards of the American Association of Museums.
2. A copy of the requesting institution's policy on exhibits and transportation of exhibits must be received and approved before any loan can be considered.
3. If the existing procedures meet the standards of the AAM, a contract may be developed stating the material to be loaned and the time frame of the loan and transport.
4. Original documents should not be loaned for a period of time which exceeds a year.
5. Once the contract has been completed for the loan and transportation, a copy, signed by NHC staff and the city representative, shall be filed in the administrative file.
6. A note shall be placed in the Pending file, indicating a contact date two weeks in advance of the final contract exhibit date. At this time staff should check with the institution which has the loaned documents to establish means and time of return.
7. When the documents have been returned, that information and date should be added to the contract in the administrative file.

SECURITY

1. Researchers should access the requested material one file at a time.
2. If only a few files have been requested, the box in which they are stored may be placed behind the reference desk and staff will provide each file as requested.
3. If many files or a box has been requested, the box may be placed on a table in front of the reference desk and the researcher may remove and use files one at a time, replacing the recently viewed file in the box.
4. In the case of collections or portions of collections which have been processed to the item level, folders should be checked for the appropriate number of items both before and after they are provided to a researcher.
5. It is the responsibility of the staff to maintain clear lines of observation between the reference desk and the research table.
6. Nothing can be placed on the research table which will obstruct the direct line of vision between staff at the reference desk and the material being used by researchers.
7. No material will be left on the research table after a researcher has completed their work.
8. At the close of the work day, all material must be either:
 - a. Returned to its original place in the stacks
 - b. Placed on the copy shelf pending completion of a copy order
 - c. Placed on the refile shelf pending refile in its original place in the stacks
9. At the close of the day, it is the staff responsibility to:
 - a. Check to ensure that all material is properly located.
 - b. Lock the cash box and place it in a locked file cabinet
 - c. Turn off the computers and lights
 - d. Check all doors and windows, including the door on the stage, to ensure they are locked.
 - e. Set the alarm
 - f. Lock the main entrance door from the outside, check the other outside doors, including the door to the storage room, and lock them as necessary.

NORCO HISTORY COLLECTION

APPENDIX

Deed of Gift

Initial List of Record Groups

Accessions Register

Collection List

File Label Identification

Reference Request Slips

Reference Room Rules

Request For Copies

Reading List

Norco History Collection

DEED OF GIFT

TO THE CITY OF NORCO

I (we) _____

of (address) _____

_____ am (are) the owner(s) of the property described as follows:

Property Title	Description	Quantity
----------------	-------------	----------

____ See Attachment

The City of Norco, working through the Norco History Collection is authorized to:

____ Return material not accessioned into the Norco History Collection to the donors

____ Deaccession material not added to the Norco History Collection

I (we) desire to transfer said property as a gift to the City of Norco for the benefit of the Norco History Collection.

I (we) do hereby irrevocably assign, transfer, and give all my (our) right, title, and interest in and to the above described property) to the City of Norco, for the benefit of the Norco History Collection.

____ We wish to retain our copyright rights

____ We assign our copyright rights to the City of Norco

____ We hold no copyright to this material

I (we) have hereunto set my (our) hand(s), (donor) _____

(donor) _____

This _____ day of _____ 20 _____

Signature of Staff _____ Date _____

Signature for the City of Norco _____ Date _____

Norco History Collection

DEED OF GIFT

Attachment _____

Accession Number _____

Property Title

Description

Quantity

Norco History Collection

Initial Record Groups – Numbers and Names

1. Navy – Materials relating to the Navy presence at the Lake Norconian Club and the Norco community
2. Lake Norconian Club – Materials relating to the Lake Norconian Club and property which is not in the control of the Navy or the Department of Corrections
3. Clubs/Organizations/Churches – Materials relating to and originating from local clubs/ churches and organizations, including newsletters and flyers.
4. Prison – Materials relating to the portions of the Lake Norconian Club under the control of the California State Department of Corrections or related state agencies
5. Government/Safety/Norco Library – Material related to Norco City government, Public Safety and the Norco Library
6. Schools – Materials related to and originated by Norco public schools
7. Photos/Photo Albums
8. Businesses – Materials related to or originated by businesses in Norco other than the North Corona Land Company and the Orange Heights Water Co.
9. Chamber of Commerce – Material which originated with the Norco Chamber of Commerce and the various versions thereof
10. North Corona Land Company/Orange Heights Water Co. – Material related the development and operation of these two companies.
11. Biographies – Biographical material relating to Norco community leaders and elected officials.
12. Historical Society – Material relating to the Norco Historical Society or other historical societies.
13. Newspaper Clippings – Clippings from newspapers or magazines with material relating to Norco
14. Fairs and Events – Materials relating to fairs and events in the Norco community
15. General History – Material relating to the history of Norco which is not specific to one of the above Record Groups
16. Maps – Maps of all types relating to Norco

17. Newspapers – Full sheets of newspapers which have been printed for general public viewing

FILE FOLDER LABEL IDENTIFICATION

Col 1524 Box 3 F 14	Chamber of Commerce Fairs and Events	1954-1978

Norco History Collection

Reference Room Rules

Personal effects such as back packs and purses must be placed in a locker. Locker keys are provided at the reference desk.

Food and drinks are not allowed at the reference table.

Use only the No 2 pencil available at the reference desk for notes.

When working with photographs, gloves provided at the reference desk must be used.

Flash photography is prohibited.

Hard copies of records can be obtained for a fee. Check with the reference desk.

Turn pages carefully. Using two hands for large pages such as newspapers is suggested.

Do not lean on or place anything on the records.

THE NHC DOES NOT HAVE COPYRIGHT FOR MATERIAL IN THE COLLECTION. IT IS THE RESEARCHERS RESPONSIBILITY TO DETERMINE COPYRIGHT STATUS.

Signature _____

Date _____

Norco History Collection

Request for Copies

DATE _____

NAME _____

ADDRESS-----

CONTACT INFORMATION EMAIL _____

TELEPHONE _____

Quantity

Description

Location

Staff _____

Date Completed _____

Total _____

Paid _____

NORCO HISTORY COLLECTION

Reading List

Developing and Maintaining Practical Archives, A How-To-Do-It Manual, Second Edition, Gregory S. Hunter, Neal-Schuman Publishers, Inc. New York, London

Modern Archives Principles and Techniques, T. R. Schellenberg, Society of American Archivists, Chicago, IL

The Film Preservation Guide, The Basics for Archives, Libraries, and Museums, National Film Preservation Foundation, San Francisco, CA

Describing Archives, A Content Standard, Second Edition, Society of American Archivists, Chicago, IL

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Myrna Paakkonen, Human Resource Analyst

DATE: September 17, 2014

SUBJECT: California Public Employees' Retirement System
Replacement Benefit Fund

RECOMMENDATION: Approve payment of CalPERS Replacement Benefit Fund

SUMMARY: As a result of the Public Employees' Pension Reform Act (PEPRA) of 2013 California Public Employees' Retirement System (CalPERS) began billing participating employers for the Internal Revenue Code (IRC) section 415(b) Replacement Benefit Plan (RBP) effective January 2014. RBP invoices are required to be paid separately from the employer required annual contributions. The City of Norco has been invoiced for \$3,248.16 representing 2014 excess pension allowance for two (2) retirees who previously worked for the City. Staff is recommending that the City Council authorize these invoices for payment. If these invoices are not paid, the affected retirees will not get replacement benefit payment.

BACKGROUND/ANALYSIS: Internal Revenue Code Section 415(b) (IRC 415) is a federal provision that limits the amount of annual retirement benefit an individual can receive from a tax-qualified defined benefit pension plan such as CalPERS. The annual retirement benefits payable from the CalPERS retirement plan are subject to the dollar limits imposed by IRC 415. When a retiree's annual retirement allowance exceeds the IRC 415 dollar limit, CalPERS invoices the retiree's former employers for the excess amounts. The payments received from the retirees' former employers are used to pay the retirees IRC 415 excess allowance. Payment by the employers into the RBF is required before any replacement benefit is paid to the retiree.

To ensure the federal tax exempt status of CalPERS and preserve the deferred tax treatment on public employer contributions while paying the amount of benefits that retirees have earned except for the limitation imposed by IRC 415, CalPERS established a Replacement Benefit Plan (RBP) pursuant to Government Code Sections 21750-21765 and California Code of Regulations 589-589.10. The RBP is a plan that allows for replacement of the annual allowance that exceeds the IRC 415 dollar limit. The 2014 annual dollar limit is \$210,000 for retirees aged 62-65. Retirees under the age of 62 are subject to lower limits. The RBP is funded by the retiree's former employers. CalPERS invoices and receives the replacement benefit amounts from the affected employers and then disburses payment to the retirees.

Every CalPERS employer must participate in the RBP in accordance with Government Code IRC 21761.

A retiree's IRC 415 annual dollar limit is calculated using the following factors:

- Date of membership in the CalPERS defined benefit pension plan
- Age of retirement
- Tax-deferred member contributions
- Rollover and post-tax contributions used to purchase service credit

CalPERS cannot determine before an actual retirement whether a member's retirement allowance will be limited by IRC 415. All retirement allowances are automatically screened to identify those needing testing for the IRC 415 limit. All contracting agencies in CalPERS are deemed to have elected by statute to participate in the RBP.

FINANCIAL IMPACT: The additional costs related to meet the RBF obligations are unknown. At the time a member retires, the IRC 415 limit is applied to the calculated retirement allowance in accordance with all applicable factors affecting the limit (such as the age at which the member retires) to determine if the retirement allowance is subject to the IRC 415 limit. CalPERS calculates the RBP amount and submits an invoice to each of the retiree's former employers using a proportionate calculation method based on the service credit earned with each employer. The City's total liability for 2014 is \$3,248.16. If payment is authorized by City Council, this amount will be paid from existing appropriation in the non-departmental General Fund budget. Estimated future costs will be included in the budget.

Attachment: CalPERS IRC Section 415(b) & Replacement Benefit Plan Fact Sheet
CalPERS Circular Letter Dated August 27, 2014



California Public Employees' Retirement System
Benefit Services Division
P.O. Box 1652
Sacramento, CA 95812-1652
TTY: (916) 795-3240
(888) CalPERS (225-7377) phone • (916) 795-0701 fax
www.calpers.ca.gov

IRC SECTION 415(b) & REPLACEMENT BENEFIT PLAN FACT SHEET

What is Internal Revenue Code Section 415(b)?

Internal Revenue Code Section 415(b) (IRC 415) is a federal provision that limits the amount of annual retirement benefit an individual can receive from a tax-qualified defined benefit pension plan such as the California Public Employees' Retirement System (CalPERS). The annual retirement benefits payable from the CalPERS retirement plan are subject to the dollar limits imposed by IRC 415.

This law was enacted to prevent employers from using tax-qualified defined benefit plans as tax shelters. The CalPERS retirement plan may lose its tax-exempt status if it fails to comply with IRC 415.

Internal Revenue Code Section IRC 415(b) Retirement Benefit Limit

IRC 415 places a dollar limit on the annual retirement benefit (allowance) that can be received from a tax-qualified pension plan such as CalPERS.

Overview

- The 2014 annual dollar limit is \$210,000 for retirees aged 62-65. (These ages are designated as "normal retirement age" by the Social Security Administration.)
- Determination of whether a CalPERS member's retirement benefit will be subject to the IRC 415 limit can only be made at retirement.
- For members who retire between the ages of 50-61, the annual dollar limit is lower, adjusted to be the actuarial equivalent as if the member were aged 62-65 at retirement.
- Retirees whose defined benefit allowances are limited under IRC 415 will receive replacement benefits from a separate fund through the CalPERS Replacement

Section 415 & Replacement Benefit Plan Fact Sheet

Benefit Plan (RBP), as permitted by California retirement law effective January 1, 2013¹. Please see page 3, "Who is Eligible to Participate in the RBP?"

How is a retiree's IRC 415 annual dollar limit determined?

The annual dollar limit is calculated using the following factors:

- date of membership in the CalPERS defined benefit pension plan
- age at retirement
- tax-deferred member contributions
- rollover and post-tax contributions used to purchase service credit

The annual dollar limit is lower:

- For a benefit in any form other than a life-only annuity (unmodified allowance) or a qualified joint and survivor annuity (an allowance where 50% or more of the retiree's allowance is payable to a spouse upon the retiree's death).
- If retirement occurs before age 62.

The age 62-65 annual dollar limit is used instead of the actual age dollar limit:

- For the allowances of police officer and firefighter members with 15 or more years of service as full-time employees of a police department or a fire department providing police protection, firefighting services, or emergency medical services. Service with employers other than a police or fire department, such as correctional facilities, does not qualify.
- For a survivor's allowance payable due to the pre-retirement death of a member.
- For disability retirement before age 62.

What is the process for applying the IRC 415 limit to a retirement allowance?

It cannot be determined before actual retirement whether a member's retirement allowance will be limited by IRC 415. The allowance is tested as follows:

Screening: All retirement allowances are automatically screened to identify those needing testing for the IRC 415 limit. This screening is performed at retirement for all new allowances. Beginning in 2014, this screening will be performed annually on all retirement allowances.

Testing process: Once a screened allowance is identified for testing, an actuarial program determines if the allowance must be limited and, if so, calculates the annual dollar limit.

¹ Effective January 1, 2013 only retirees with a CalPERS membership date prior to January 1, 2013 are eligible for the Replacement Benefit Plan in retirement.

Section 415 & Replacement Benefit Plan Fact Sheet

If the allowance must be limited, the test determines:

- **Dollar Limit:** The maximum annual amount of retirement allowance payable to the retiree from the California Public Employees' Retirement Fund (PERF).
- **Replacement Benefit:** This is the annual allowance amount in excess of the dollar limit. This amount must be paid to CalPERS by the retiree's former employers and is then paid to the retiree through the Replacement Benefit Plan (RBP).

Grandfather Provision

There is an IRC 415 "grandfather" provision that exempts a retirement allowance from the dollar limit only if the retiree's former employers did not provide any retirement benefit improvement effective on or after October 14, 1987. Examples of benefit improvements are a change in retirement formula or a change from a three-year to a one-year final compensation, etc.

CalPERS REPLACEMENT BENEFIT PLAN (RBP)

What is the Replacement Benefit Plan?

The Replacement Benefit Plan (RBP) is a plan that allows for replacement of the annual allowance that exceeds the IRC 415 dollar limit. The RBP is funded by the retiree's former employers. CalPERS invoices and receives the replacement benefit amounts from the affected employers and then disburses payment to the retiree.

Every CalPERS employer must participate in the RBP in accordance with Government Code IRC 21761. The RBP statutes are Government Code IRC s 21750 – 21765 and the RBP regulations are California Code of Regulations 589 – 589.10.

Who is eligible to participate in the RBP?

CalPERS retirees who became CalPERS members prior to January 1, 2013 and whose combination of reportable compensation, benefit factor, retirement contributions and service credit cause their annual retirement allowances to exceed the IRC 415 dollar limits are eligible to participate in the RBP.

How does the RBP work?

When a retiree's annual retirement allowance exceeds the IRC 415 dollar limit CalPERS invoices the retiree's former employers for the amounts payable from the RBP. The invoice payments are deposited into the Replacement Benefit Fund (RBF). CalPERS issues payment from the RBF to the retiree. Payment by the employers into the RBF is required before any replacement benefit can be issued to a retiree.

Section 415 & Replacement Benefit Plan Fact Sheet

How is the replacement benefit taxed?

The income received through the Replacement Benefit Plan (RBP) is a wage under federal tax law. The replacement benefit is subject to the Federal Insurance Contributions Act (FICA) tax, which consists of the Old Age, Survivors and Disability Insurance (OASDI) Social Security tax and the Hospital Insurance/Medicare (Medicare) tax. The FICA tax payment is due only in the first year an allowance is limited. The replacement benefit is subject to these federal taxes if, while employed, the individual's earnings were subject to these taxes. The taxes are computed as follows:

1. CalPERS actuaries calculate the present value² of the replacement benefit.
2. Taxes are computed on the present value as follows:
 - Social Security tax rate for employees is 6.2%, up to maximum earnings of \$117,000 for 2014.
 - Social Security tax rate for employers is 6.2% up to maximum earnings of \$117,000 for 2014.
 - Medicare tax rate is 1.45% for employers and employees with no maximum earnings amount.
3. CalPERS invoices the employers for their taxes.
4. CalPERS deducts the employee taxes from the retiree's replacement benefit. FICA taxes are paid before any benefits are issued to the retiree.
5. CalPERS remits both employee and employer taxes to the Internal Revenue Service.
6. At the end of the tax year, CalPERS issues the retiree a W-2 tax form for the replacement benefits paid.

Rev. 1/2014

Important: *The information included in this document is general. The California Public Employees' Retirement Law and the Internal Revenue Code are complex and subject to change. If there is a conflict between the law and the information in this document, the law supersedes the information in this document.*

²Present value is the discounted amount the retiree will receive in lifetime replacement benefits. This discounted amount is based on CalPERS' valuation interest rate, the post-retirement mortality table, and the Cost-of-Living Adjustment assumption. For tax purposes, the present value is treated as if it were fully paid in the year the replacement benefit becomes payable.



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

Reference No.:
Circular Letter No.: 200-049-14
Distribution: IV, V, VI, X, XII, XVI
Special:

Circular Letter

August 27, 2014

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **REPLACEMENT BENEFIT PLAN INTERNAL REVENUE CODE 415b UPDATE**

The purpose of this Circular Letter is to inform you of a recent myCalPERS system change related to accessing the invoice detail for Replacement Benefit Plan (RBP) invoices and to provide you with additional detail regarding the RBP.

Replacement Benefit Fund (RBF) Invoice Detail Report

Effective July 21, 2014, employers can access the RBF Invoice Detail Report in myCalPERS via the COGNOS Reporting Tool. The RBF Invoice Detail Report provides the name, CalPERS ID, and dollar amount per person included in the Replacement Benefit Contribution invoice. To learn more about accessing and utilizing COGNOS reports, please view the Student Guide for *Course 205: So You Want to Run a Cognos Report?* which is accessible on the CalPERS website at www.calpers.ca.gov.

Replacement Benefit Plan Frequently Asked Questions

During 2014, our employers have asked many great questions about the RBP and we thought we would share those questions and answers with all of you to help explain the program and how it works.

- **How is the member's limited allowance calculated?**
The limit is personalized for each retiree. Factors that go into the calculation include, but are not limited to, age at retirement, option selected, age of beneficiary, if the member purchased service credit and, if so, how they paid.
- **If multiple employers are billed, how are the employer bills calculated?**
The invoices are based on the retirement benefit amount and length of service with each employer.
- **Why are we responsible for a replacement benefit contribution if the member did not directly retire from our agency?**
All agencies participate in the RBP based on their contract with CalPERS. IRC415b regulations require that all service be used when determining if the member should be placed in the RBP.

- **What will happen if we do not pay?**
The retiree does not receive his or her benefit.
- **How does this affect our employer rate? Will there be a credit for our agency?**
Information regarding the impact to employer rates and credit is available in our Circular Letter 200-053-12.
- **How often will employers receive these bills? Do we have a schedule for future billings? How do we receive the bills?**
Typically, invoices are issued in January each year. For members who are eligible for the Cost of Living Adjustment (COLA), a supplemental COLA invoice will issue in late March once the COLA factor is known. However, retirements and adjustments happen all year long, so it is possible to receive invoices throughout the year for new retirees, or for a retiree who is due an adjustment. Invoices are accessible via the myCalPERS system.
- **Why did my bill increase this year compared to prior years?**
In 2014, CalPERS updated allowances for all retirees who participate in the RBP to reset the allowances to ensure compliance with current IRC415b law and regulations. The limit is now applied to the retiree's total retirement benefit, instead of only the portion of the retirement benefit received from a single employer, as in past years. This is impacting some invoices as it causes the distribution between the Public Employees Retirement Fund (PERF) and the Replacement Benefit Fund (RBF) to change.

This change is also necessary to allow automated updates in future calendar years when new IRC415b program limits are set. Each year the new IRC415b limit set by the IRS will be compared against the retiree's benefit to determine the PERF and RBF amounts. In some cases, this comparison using current year limits will allow retirees to drop out of the RBP and receive their full retirement benefit from the PERF.
- **How can I budget for this at my agency?**
As the limit for someone subject to IRC415b cannot be determined until retirement, we understand that budgeting for these potential invoices is difficult. We would suggest you use this year's invoice as a budget guide and update your budget based on each year's new invoice.

- **Why does my agency have to pay a replacement benefit contribution at all if we did not pay the former employee the salary that caused his or her retirement allowance to exceed the IRC415b limit?**

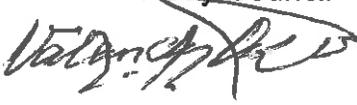
One of the essential tenets of the CalPERS retirement allowance calculation is that the member's highest career salary (highest 12 or 36 month salary average) must be used as the final compensation. The only exception to this is for service in certain elected office positions. Therefore, a law change would be required to limit replacement benefit contributions to certain employers and any such change to California retirement law would also have to be in compliance with the Internal Revenue Code.

If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

ANTHONY SUINE, Chief
Benefit Services Division

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: John R. Harper, City Attorney

DATE: September 17, 2014

SUBJECT: A Resolution Expressing Opposition to the City of Riverside's Measure L

RECOMMENDATION: Adopt **Resolution No. 2014-58**, expressing opposition to the City of Riverside's Measure L .

SUMMARY: Pursuant to the request of the City Council at its meeting of August 20, 2014, accompanying, please find a Resolution expressing its opposition to the City of Riverside's Measure L.

BACKGROUND/ANALYSIS: As the City Council is aware, currently development in La Sierra Hills and La Sierra Land is regulated by the City of Riverside's General Plan and Zoning Code, adopted by Proposition R in 1979, and the Rancho La Sierra Specific Plan, adopted by Measure C in 1986. The current regulations allow for single-family residential uses on lots ranging from five acres to ten acres in size. The development of the hillside areas is limited, maintaining the rural character of the La Sierra Hills.

Measure L has been proposed by a property developer and eliminates the application of Proposition R and Measure C to La Sierra Hills. While the Measure misleadingly purports to maintain certain portions of the La Sierra Hills as open space in perpetuity, the affect is to allow clustering of single-family housing in small lots which result in approximately 2,000 additional homes. The building of this number of homes will overwhelm existing streets both in Norco and La Sierra Hills and will have a dramatic negative affect on anyone attempting to access the **freeways**. Further, the Riverside City Attorney has opined that Measure L may constitute an unconstitutional taking of private property for which the City of Riverside taxpayers may be liable. This Resolution expresses the City Council's opposition based upon the substantial and un-mitigatable traffic and lifestyle impacts within the City of Norco and La Sierra Hills.

FISCAL IMPACT: None.

Attachment: Resolution No. 2014-58

RESOLUTION NO. 2014-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, EXPRESSING ITS OPPOSITION TO THE CITY OF RIVERSIDE'S MEASURE L

WHEREAS, currently the development in La Sierra Hills and La Sierra Lands is governed by the City of Riverside's General Plan and Zoning Code, adopted by Proposition R in 1979 and the Rancho La Sierra Specific Plan, adopted by Measure C in 1986; and

WHEREAS, the current regulations allow for single-family residential uses on lots ranging from five acres to ten acres in size. Development of the hillside areas is limited, maintaining the rural character of the La Sierra Hills.

WHEREAS, Measure L has been proposed by a property developer and eliminates the application of Proposition R and Measure C to La Sierra Hills; and

WHEREAS, while this measure misleadingly purports to maintain certain portions of the La Sierra Hills as open space in perpetuity, the effect is to allow clustering of single-family housing in small lots with the result that approximately 2,000 additional homes can be built; and

WHEREAS, the Riverside City Attorney has opined that Measure L may constitute an unconstitutional taking of private property, for which City of Riverside taxpayers may be liable; and

WHEREAS, the building of this number of homes will overwhelm existing streets in both the City of Norco and La Sierra Hills and have a dramatic negative effect on anyone attempting to access neighboring freeways.

NOW, THEREFORE, the City Council of the City of Norco, California, hereby resolves as follows:

SECTION 1: As a consequence of the substantial and un-mitigatable impact on traffic and lifestyle of not only the City of Norco and La Sierra Hills residents, but residents of the City of Riverside in general, and potential cost to City of Riverside taxpayers, the Norco City Council hereby expresses in the strongest terms possible its opposition to City of Riverside's Measure L.

SECTION 2: EFFECTIVE DATE. This Resolution shall become effective upon approval by the City Council of the City of Norco.

APPROVED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on September 17, 2014.

Berwin Hanna, Mayor
City of Norco

ATTEST:

Cheryl L. Link
City Clerk of the City of Norco

Approved as to Form:

John R. Harper, City Attorney

I, CHERYL LINK, City Clerk of the City of Norco, California, 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 the 17th day of September, 2014, by the following vote of the City Council:

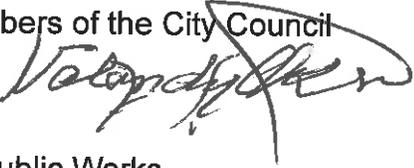
AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, this 17th day of September, 2014.

Cheryl L. Link
City Clerk of the City of Norco

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Lori J. Askew, Director of Public Works

DATE: September 17, 2014

SUBJECT: Request to Amend the Traffic Signal and Street Lighting Maintenance Agreement between the City of Norco and the City of Corona

RECOMMENDATION: Approve the amendment to Exhibit "A" of the Traffic Signal and Street Lighting Maintenance Agreement between the City of Norco and the City of Corona.

SUMMARY: The City of Norco first entered into a Signal and Street Lighting Maintenance Agreement with the City of Corona on October 7, 1992. The maintenance agreement addresses those traffic signals and safety lights that are located at intersections shared by both jurisdictions. Exhibit "A" of the agreement describes intersections that are partially owned and maintained by both public agencies. The agreement has been amended on three previous occasions as new traffic facilities were installed. Staff is recommending amending Exhibit "A" to include the new signalized intersection located at First Street, Parkridge Avenue, and Lincoln Avenue.

BACKGROUND/ANALYSIS: The City of Corona currently performs traffic signal maintenance in-house and has performed signal maintenance on intersections under joint agency responsibility. The original Traffic Signal and Street Lighting Maintenance Agreement was executed in 1992 and amended in 1999 and 2011 to include improved intersections with dual party responsibilities. The First Street, Parkridge Avenue, and Lincoln Avenue intersection has been improved and the new traffic signal will require monthly maintenance and occasional repairs. Timing and maintenance of this intersection without an agreement would cause each agency to schedule redundant and costly maintenance services. Staff supports an agreement that allows for each agency to pay its proportionate share based on number of legs each city is responsible to maintain.

Staff has worked with the City of Corona on common street and intersection improvements and maintenance and has been pleased with their professionalism and response during emergency situations.

FINANCIAL IMPACT: Approximately \$750.00 annually from the Gas Tax Fund and Street Operations (133-801).

Attachments: Traffic Signal and Street Lighting Agreement with Exhibit "A"

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AGREEMENT BY AND BETWEEN
CITY OF CORONA AND CITY OF NORCO
FOR TRAFFIC SIGNAL IMPROVEMENT AT THE INTERSECTION OF
PARKRIDGE AVENUE AND LINCOLN AVENUE/FIRST STREET
(SAFE ROUTES TO SCHOOL CYCLE 7 GRANT)

This Agreement entered into this 7th day of August, 2013, by and between the City of Corona, (hereinafter "CORONA") and the City of Norco, (hereinafter "NORCO"), for the provision of various improvements at the intersection of Parkridge Avenue and Lincoln Avenue/First Street located within the jurisdictional boundaries of both NORCO and CORONA.

RECITALS

- A. CORONA and NORCO have determined that there is great need for a traffic signal system and road improvements at the intersection of Parkridge Avenue and Lincoln Avenue/First Street (hereinafter "PROJECT") as shown on Exhibit A (Vicinity Map).
- B. CORONA and NORCO have applied for and received a State of California Safe Routes to School (SR2S) Grant in the amount of \$288,565 which will fund 90% of the estimated PROJECT construction costs and have agreed to evenly share the remaining 10% PROJECT construction costs estimated to be \$32,063.
- C. CORONA and NORCO desire to designate CORONA as the lead agency for the PROJECT and CORONA will therefore provide the administrative, technical, management and support services necessary to develop and implement PROJECT.
- D. CORONA and NORCO desire to define herein the terms and conditions under which said PROJECT is to be administered, environmentally cleared, engineered, coordinated, constructed, managed, maintained and financed.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

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SECTION 1 - CORONA AGREES:

- 1. To fund one hundred (100) percent of the cost of the preparation of plans, specifications and estimates (PS&E), preparation of an environmental document (ED) and obtaining environmental clearance, providing utility coordination and relocation of impacted utilities, and advertising, awarding and administering a public works construction contract.
- 2. To prepare, or cause to be prepared, detailed PS&E documents for the PROJECT and submit the plans to NORCO for review and approval.
- 3. To identify and locate all utility facilities within the PROJECT area as part of its PROJECT design responsibility. If any existing public and/or private utility facilities conflict with PROJECT construction, CORONA shall make all necessary arrangements with the owners of such facilities for their protection, relocation, or removal. All utility facilities shall be identified on the PROJECT plans and specifications, and conflicting utilities shall be denoted. CORONA shall require the utility owner and/or its contractors performing the relocation work within PROJECT right of way to obtain an encroachment permit from each jurisdiction prior to the performance of said relocation work. CORONA and NORCO shall coordinate and cooperate in the effort to establish prior rights related to utility encroachments into each jurisdictions right-of-way. In the case that any utility companies are determined to have prior rights, the cost of relocating utilities shall be borne by the jurisdiction in which the conflicting utility resides.
- 4. To prepare an environmental document and to obtain necessary environmental clearances in accordance with the California Environmental Quality ACT (CEQA).
- 5. To make written application to NORCO for a no-fee encroachment permit authorizing entry into NORCO right of way for the purposes of constructing PROJECT.
- 6. To advertise, award and administer a public works contract for the construction of PROJECT in accordance with all applicable laws, including but not limited to the local Agency Public Construction Code, and the California Labor Code.
- 7. To furnish a representative to perform the function of Resident Engineer during construction of PROJECT. The Resident Engineer shall be a Licensed Civil Engineer. The Resident Engineer shall also be independent of the construction contractor.

- 1 8. To furnish qualified support staff to assist the Resident Engineer In, but not limited to, construction surveys,
2 soils and foundation tests, measurement and computation of quantities, testing of construction materials,
3 checking shop drawings, preparation of estimates and reports, preparation of as-built drawings, and other
4 inspection and staff services necessary to assure that the construction is performed in accordance with the
5 PS&E documents.
- 6 9. To construct PROJECT in accordance with approved PS&E documents.
- 7 10. To make all payments to the contractor for 100% of the construction costs, including any approved change
8 orders.
- 9 11. To provide material testing and quality control conforming to the Caltrans Standard Testing Methods as
10 provided in Chapter 16 of the Local Assistance Procedures Manual, and to have this testing performed by a
11 certified material tester.
- 12 12. To submit any contract change order that causes the construction contract to exceed 10% of the contract bid
13 amount to NORCO for review and approval prior to final authorization by CORONA.
- 14 13. To furnish NORCO a complete set of full-sized film positive reproducible as-built plans and all contract
15 records, including survey documents, within sixty (60) days following the completion and acceptance of the
16 PROJECT construction contract.
- 17 14. To furnish NORCO a final reconciliation of project expenses within ninety (90) days following the completion
18 and acceptance of the PROJECT construction contract and to invoice NORCO for NORCO's share of the final
19 10% matching fund requirement.

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21 **SECTION 2 - NORCO AGREES:**

- 22 1. To pay half of the 10% matching fund amount estimated to be \$16,032.
- 23 2. To provide, at no cost to CORONA, oversight of PROJECT and to provide prompt reviews and approvals, as
24 appropriate, of submittals by CORONA, and to cooperate in timely processing of PROJECT.
- 25 3. To issue, at no cost to CORONA or its contractors, upon proper application, an encroachment permit
26 authorizing entry onto NORCO's right of way to perform survey and other investigative activities required for
27 Construction of PROJECT.
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- 1 4. To provide a representative to coordinate through CORONA's Resident Engineer during the construction of
2 PROJECT and to verify facilities are constructed in accordance with the approved PS&E documents as
3 required by this agreement. It is mutually understood that NORCO personnel may observe and inspect all
4 work being done on PROJECT, but shall provide any comments to CORONA personnel who shall be solely
5 responsible for all communications with CORONA contractor.
- 6 5. To pay within 45 days of receipt all invoices submitted by CORONA for matching fund requirement in
7 accordance with this agreement.

8
9 **SECTION 3 • IT IS MUTUALLY AGREED AS FOLLOWS:**

- 10 1. The total construction cost of PROJECT is estimated to be \$ 320,628.
- 11 2. Construction by CORONA of improvements referred to herein which lie within NORCO rights of way shall not
12 commence until an Encroachment Permit to CORONA, or CORONA's contractor, authorizing such work has
13 been issued by NORCO.
- 14 3. CORONA shall cause CORONA's contractor to maintain in force, until completion and acceptance of the
15 PROJECT construction contract, a policy of Contractual Liability Insurance, including coverage of Bodily
16 Injury Liability and Property Damage Liability, in the amount of \$2,000,000 minimum single limit coverage,
17 and a policy of Automobile Liability Insurance in the amount of \$1,000,000 minimum. Endorsements to each
18 policy shall be required which name NORCO, its officers, officials, agents and employees as additionally
19 insured. CORONA shall also require CORONA's contractor to maintain Worker's Compensation Insurance.
20 CORONA shall provide Certificates of Insurance and Additional Insured Endorsements which meet the
21 requirements of this section to NORCO prior to the start of construction.
- 22 4. Ownership and title to all materials, equipment, and appurtenances installed as part of this agreement will
23 automatically be vested with the jurisdiction for which the improvements reside and no further agreement will
24 be necessary to transfer ownership.
- 25 5. Neither CORONA or NORCO shall be responsible for any maintenance of the improvements provided by
26 PROJECT that are located outside of their respective right of way boundaries, except that CORONA and
27 NORCO shall enter into a separate agreement on the maintenance of the new traffic signal constructed as
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1 part of PROJECT.

- 2 6. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by
3 both parties and no oral understanding or agreement not incorporated herein shall be binding on either party
4 hereto.
- 5 7. CORONA and NORCO shall retain or cause to be retained for audit for a period of three (3) years from the
6 date of final payment, all records and accounts relating to PROJECT.
- 7 8. Neither CORONA nor any officer or employee thereof shall be responsible for any damage or liability
8 occurring by reason of anything done or omitted to be done by NORCO under or in connection with any work,
9 authority or jurisdiction delegated to NORCO under this Agreement. It is further agreed that pursuant to
10 Government Code Section 895.4, NORCO shall fully indemnify and hold CORONA harmless from any liability
11 imposed for injury (as defined by Government Code Section 810.8) occurring by reason of anything done or
12 omitted to be done by NORCO under or in connection with any work, authority or jurisdiction delegated to
13 NORCO under this Agreement.
- 14 9. Neither NORCO nor any officer or employee thereof shall be responsible for any damage or liability occurring
15 by reason of anything done or omitted to be done by CORONA under or in connection with any work,
16 authority or jurisdiction delegated to CORONA under this Agreement. It is further agreed that pursuant to
17 Government Code Section 895.4, CORONA shall fully indemnify and hold NORCO harmless from any liability
18 imposed for injury (as defined by Government Code Section 810.8) occurring by reason of anything done or
19 omitted to be done by CORONA under or in connection with any work, authority or jurisdiction delegated to
20 CORONA under this Agreement.
- 21 10. This agreement and the exhibit herein contain the entire agreement between the parties, and are intended by
22 the parties to completely state the agreement in full. Any agreement or representation respecting the matters
23 dealt with herein or the duties of any party in relation thereto, not expressly set forth in this agreement, is null
24 and void.
- 25 11. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third
26 parties not parties to this Agreement or affect the legal liability of either party to the Agreement by imposing
27 any standard of care with respect to the maintenance of roads different from the standard of care imposed by
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law.

12. This agreement may be executed in one or more counterparts and when a counterpart shall have been signed by each party hereto, each shall be deemed an original, but all of which constitute one and the same instrument.

13. This Agreement shall terminate upon completion of the PROJECT or upon mutual agreements of the parties.

APPROVALS

CITY OF NORCO Approvals

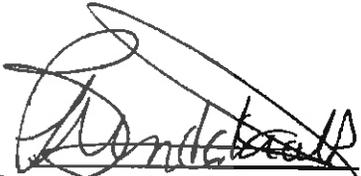
APPROVED BY:

 Dated: 08/07/2013

Andy Okoro, City Manager

_____ Dated: _____

ATTEST:

 Dated: 08/07/2013

Brenda K. Jacobs, CMC
City Clerk

CITY OF CORONA Approvals

APPROVED BY:

_____ Dated: _____

PRINTED NAME

TITLE

APPROVED BY:

_____ Dated: _____

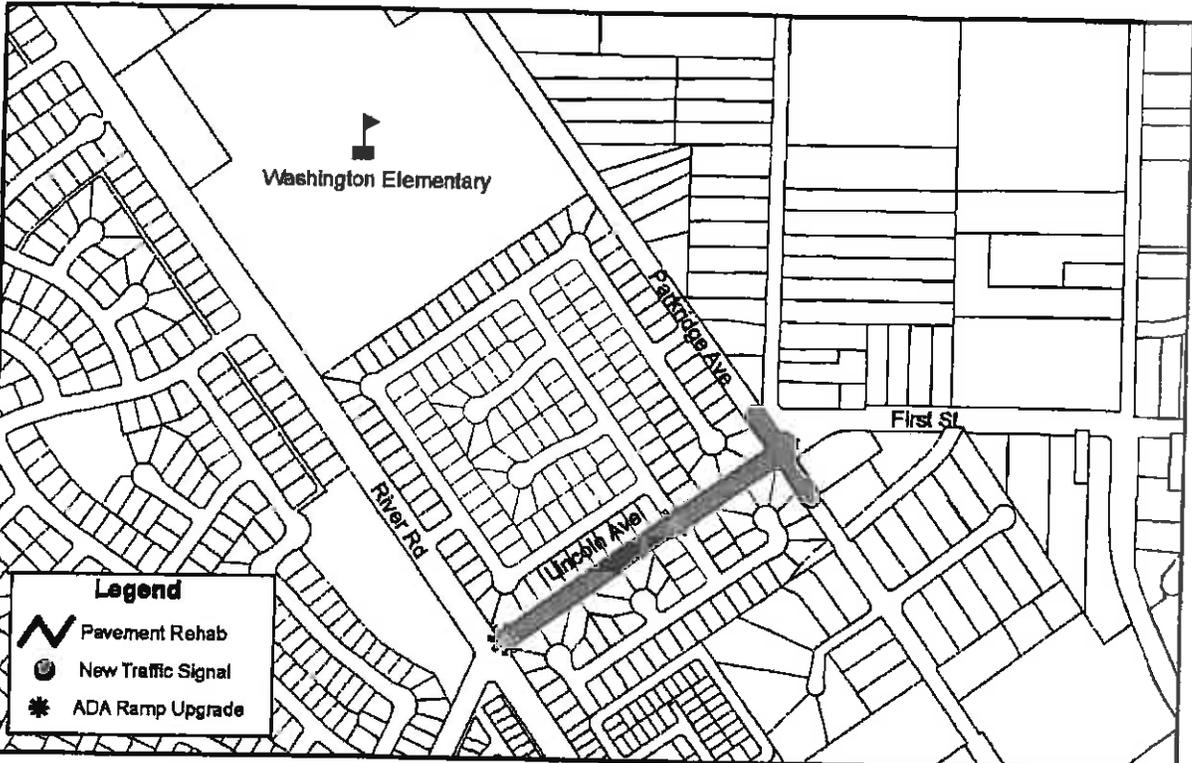
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EXHIBIT A - VICINITY MAP

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Legend

-  Pavement Rehab
-  New Traffic Signal
-  ADA Ramp Upgrade



CITY OF CORONA

Safe Routes to School Parkridge Avenue and Lincoln Avenue

Project No. 08-0512

Exhibit A



TRAFFIC SIGNAL AND STREET LIGHTING MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this 7th day of October, 1992, by and between CITY OF CORONA a municipal corporation, hereinafter designated as "CORONA" and CITY OF NORCO, a municipal corporation, hereinafter designated as "NORCO."

W I T N E S S E T H

WHEREAS, CORONA and NORCO have various traffic signal and intersection lighting installations that are partially in an area under the jurisdiction of NORCO and partially in an area under the jurisdiction of CORONA, AND

WHEREAS, the provisions of Title 1, Division 7, Chapter 5, Article 1, of the California Government Code entitled "Joint Powers Agreements" authorize two or more public agencies to jointly exercise any power common to the contracting parties.

NOW, THEREFORE, IT IS AGREED by the parties hereto as follows:

I. This Agreement shall supersede all previous Agreements with respect to maintenance of traffic signals and intersection lighting.

II. Routine maintenance work to be performed will include contracting for and/or furnishing of, electrical energies and the necessary repairs or replacements as required to insure a satisfactory service. Installation of additional facilities is not a maintenance function under the provisions of this Agreement.

III. The maintenance and operational costs for traffic signal and intersection lighting installations shall be borne by the parties hereto and shall be based on the actual maintenance and operational

costs incurred at each installation; CORONA's share of said cost at each installation shall be a sum, bearing the same proportion to the total cost of maintenance, as the number of legs of the intersection under jurisdiction of CORONA at the location involved, bears to the total number of legs of the intersection at such location; NORCO's share of said cost at each installation shall be a sum, bearing the same proportion to the total cost of maintenance, as the number of legs of the intersection under jurisdiction of NORCO at the location involved, bears to the total number of legs of the intersection at such location.

IV. Either city shall be responsible for its pro-rata share of maintenance cost as a common intersection where it has jurisdiction over at least one-half (1/2) of one (1) leg of the intersection.

V. For purposes of determining the number of intersection legs applicable to each jurisdiction, the CITY limits shall be as they exist at the time the maintenance costs are incurred.

VI. The traffic signal and street lighting installations at which the cost of maintenance is shared by CORONA and NORCO, along with the proportion of costs for each agency, are shown on Exhibit "A", attached hereto and made a part thereof.

VII. CORONA will furnish, service and/or perform such maintenance work as is specifically delegated to it, and NORCO will furnish, service and/or perform the work not otherwise assigned to CORONA, all as shown on Exhibit "A", attached.

VIII. The agency assuming the maintenance responsibilities in accordance with Sections VI and VII above will strictly account for all funds received and disbursed and will bill the other involved

agency, as provided for in this agreement, and will promptly be reimbursed by the billed agency for the appropriate maintenance cost.

IX. Exhibit "A" of this Agreement may be amended as required for future traffic signal and street lighting installations upon the mutual consent of the respective City Councils.

X. It is mutually understood and agreed:

- (a) That neither NORCO nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by CORONA under or in connection with any work, authority or jurisdiction delegated to CORONA under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, CORONA shall fully indemnify, defend and hold NORCO harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done by CORONA under or in connection with any work, authority or jurisdiction delegated to CORONA under this Agreement.
- (b) That neither CORONA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by NORCO under or in connection with any work, authority or jurisdiction not delegated to CORONA under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, NORCO shall fully

indemnify, defend and hold CORONA harmless from any liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by NORCO under or in connection with any work, authority or jurisdiction not delegated to CORONA under this agreement.

IN WITNESS WHEREOF, CORONA has caused this Agreement to be executed by its Mayor, and attested by its Clerk, and NORCO has caused this Agreement to be executed by its Mayor and attested by its Clerk, all thereunto duly authorized by Minute Order of CORONA and NORCO.

CITY OF CORONA,
a municipal corporation

Dated: November 7, 1992

By F. Kay Miller
MAYOR pro tem

ATTEST:

APPROVED AS TO FORM

Stedie D. Lingenfelth
City Clerk

By Dallas Holmes
CITY ATTORNEY

CITY OF NORCO,
a municipal corporation

Dated: 10/7/92

By Barbara Cameron
MAYOR

ATTEST:

APPROVED AS TO FORM

Christine M. Hoyle
City Clerk

By _____
CITY ATTORNEY

EXHIBIT "A"

A Part of an Agreement Between
City of Corona and City of Norco

Traffic Signal Location	Responsible Agency	Total Legs	Division of Costs			
			CORONA		NORCO	
			Legs	% of cost	Legs	% of cost
RIVER ROAD @ COUNTRY CLUB	CORONA	4	2	50	2	50
RIVER ROAD @ CORYDON	CORONA	4	1	25	3	75

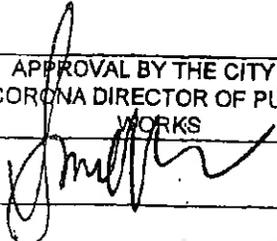
EXHIBIT "A"

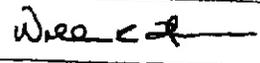
A Part of an Agreement Between
City of Corona and City of Norco

Traffic Signal Location	Responsible Agency	Total Legs	Division of Costs			
			CORONA		NORCO	
			Legs	% of Cost	Legs	% of Cost
River Road @ Country Club	CORONA	4	2	50	2	50
River Road @ Corydon	CORONA	4	1	25	3	75
Hidden Valley @ Parkridge	CORONA	4	2	50	2	50
APPROVAL BY THE CITY OF CORONA			APPROVAL BY THE CITY OF NORCO			
DIRECTOR OF PUBLIC WORKS		DATE	DIRECTOR OF PUBLIC WORKS		DATE	
<i>John L. Liscata</i>		<i>10-26-99</i>	<i>Joseph S. Schenk</i>		<i>10/29/99</i>	

Exhibit "A"
**A Part of an Agreement Between City of Corona and
City of Norco**

TRAFFIC SIGNAL LOCATION	RESPONSIBLE AGENCY	TOTAL LEGS	DIVISION OF COSTS			
			CORONA		NORCO	
			LEGS	% OF COST	LEGS	% OF COSTS
RIVER ROAD @ COUNTRY CLUB DR	CORONA	4	2	50%	2	50%
RIVER ROAD @ CORYDON AV	CORONA	4	1	25%	3	75%
HIDDEN VALLEY PKWY @ PARKRIDGE AV	CORONA	4	2	50%	2	50%
HIDDEN VALLEY PKWY @ NORCO HILLS RD	CORONA	3	2	67%	1	33%

APPROVAL BY THE CITY OF CORONA DIRECTOR OF PUBLIC WORKS	DATE
	9/28/06

APPROVAL BY THE CITY OF NORCO DIRECTOR OF PUBLIC WORKS	DATE
	9.28.06

COPY

**Exhibit "A" to the
Traffic Signal and Street Lighting Maintenance Agreement
Between the City of Corona and City of Norco**

Amendment dated January 19, 2011

Added to Agreement	Traffic Signal Location	Maintenance Responsibility	Corona % Cost	Norco % Cost
10/07/1992	River Road @ Country Club	Corona	50 %	50%
10/07/1992	River Road @ Corydon	Corona	25%	75%
10/26/1999	Hidden Valley Parkway @ Parkridge	Corona	50%	50%
08/16/2006	Hidden Valley Parkway @ Norco Hills	Corona	67%	33%
01/19/2011	Springbrook Street @ River Road	Corona	50%	50%

CITY OF CORONA

CITY OF NORCO

Approved by:

Approved by:


Kip D. Field, P. E. 1-19-11
Public Works Director Date


William Thompson Jan 25, 2011
Public Works Director Date

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: William R. Thompson, Water and Sewer Manager 

DATE: September 17, 2014

SUBJECT: Implementation of Water Conservation Restrictions

RECOMMENDATION: Adopt **Resolution No. 2014-59**, supporting the State of California Emergency Regulation for Statewide Urban Water Conservation due to severe drought conditions and establish local water conservation restrictions.

SUMMARY: At their regularly-scheduled July 15, 2014 public meeting, the State Water Resources Control Board (SWRCB), in accordance with applicable State laws and regulations adopted an Emergency Regulation for Statewide Urban Water Conservation. The regulation requires all water suppliers to implement various conservation measures. The City of Norco Municipal Code requires the city council to adopt a resolution declaring restrictions in the event of critical water availability.

BACKGROUND/ANALYSIS: On April 25, 2014, Governor Edmund G. Brown Jr. issued an executive order to strengthen the state's ability to manage water and habitat effectively in drought conditions. The Governor's Proclamation No. 1-17- 2014, declared a State of Emergency existed in California due to severe drought conditions. The January Proclamation also calls on all Californians to reduce their water usage by 20 percent.

The SWRCB action adopts California Code of Regulations, title 23, sections 863, 864, and 865. The State Water Board staff will submit the regulation to the Office of Administrative Law (OAL) for final approval.

The regulation will remain in effect for 270 days after filing with the secretary of State, unless the SWRCB determines if it is necessary due to changing conditions.

At their August 6, 2014 meeting, the City Council supported the Statewide Urban Water Conservation Emergency Regulation, and directed staff to draft a resolution to execute specific water use restrictions in the City of Norco.

By approving the resolution, all water users within the City of Norco water distribution system will be required to adhere to the following:

- A. Yards and Landscaping. Yards, lawns, landscaping, turf areas, and decorative plants and shrubs shall only be watered after the hour of 4:00 p.m. and before the hour of 10:00 a.m. each day.
- B. Cleaning. The hosing of sidewalks, driveways, or parking areas shall be prohibited except that flammable or other dangerous substances may be dissolved, dissipated, or otherwise removed by direct hosing.
- C. Eating Establishments. No establishment offering food to the public shall serve drinking water to a customer unless it is expressly requested.

FINANCIAL IMPACT: N/A

Attachments: Resolution No. 2014-59.
City Council Staff Report dated August 6, 2014

RESOLUTION NO. 2014-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA TO ADOPT WATER CONSERVATION MEASURES TO COMPLY WITH THE STATE WATER RESOURCES CONTROL BOARD EMERGENCY WATER CONSERVATION REGULATION, RESTRICTING CERTAIN WATER USES, LOCATED IN NORCO CALIFORNIA

WHEREAS, On April 25, 2014, Governor Edmund G. Brown Jr. issued an executive order to strengthen the state's ability to manage water and habitat effectively in drought conditions. The Governor's Proclamation No. 1-17- 2014, declared a State of Emergency existed in California due to severe drought conditions; and

WHEREAS, On July 15, 2014 public meeting, the State Water Resources Control Board (SWRCB), in accordance with applicable State laws and regulations, adopted an Emergency Regulation for Statewide Urban Water Conservation; and

WHEREAS, the City of Norco owns and operates a public water department that provides potable water; and

WHEREAS, the City of Norco has adopted Section 14.04.580 of the Municipal Code; and

WHEREAS, pursuant to Section 14.04.580, water use restrictions will be approved by resolution of the City Council in the event of a critical water availability situation; and

NOW THEREFORE, BE IT RESOLVED the City of Norco City Council adopt this resolution to implement water conservation measures as described in the City of Norco Municipal Code Section 14.04.580.

PASSED AND ADOPTED by the City Council at a regular meeting held on September 17, 2014.

Berwin Hanna
Mayor of the City of Norco, California

ATTEST:

Cheryl L. Link, City Clerk
City of Norco, California

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager

PREPARED BY: William R. Thompson, Water/Sewer Manager

DATE: August 6, 2014

SUBJECT: State Water Resources Control Board Emergency Regulation for Statewide Urban Water Conservation

RECOMMENDATION: Approve the State Water Resources Control Board Emergency Regulation, California Code of Regulations, title 23, sections 863, 864, and 865.

SUMMARY: At their regularly-scheduled July 15, 2014 public meeting, the State Water Resources Control Board (SWRCB), in accordance with applicable State laws and regulations adopted an Emergency Regulation for Statewide Urban Water Conservation. The regulation requires water suppliers implement various conservation measures.

BACKGROUND/ANALYSIS: On April 25, 2014, Governor Edmund G. Brown Jr. issued an executive order to strengthen the state's ability to manage water and habitat effectively in drought conditions. The Governor's Proclamation No. 1-17- 2014, declared a State of Emergency existed in California due to severe drought conditions. The January Proclamation also calls on all Californians to reduce their water usage by 20 percent.

Water conservation is the most efficient and most cost effective way to quickly reduce water demands and extend existing supplies into next year. In most regions of California, 50% or more of residential water use is outdoor landscaping. The emergency regulations are designed to require modest lifestyle changes.

The SWRCB action adopts California Code of Regulations, title 23, sections 863, 864, and 865. The State Water Board staff will submit the regulation to the Office of Administrative Law (OAL) for final approval.

The regulation will remain in effect for 270 days after filing with the secretary of State, unless the SWRCB determines if it is necessary due to changing conditions.

The SWRCB has set directives requiring the board staff to provide monthly progress reports on the implementation of the regulations and their effect. Staff is directed to condition funding upon compliance and to work with the Department of Water Resources and the Save Our Water campaign to disseminate information. Board staff

will develop an electronic reporting portal so water agencies may provide reporting data on conservation measures and enforcement during the drought.

The emergency regulation requires water suppliers to take the following actions;

Educate customers and employees

- Retail water suppliers should provide notice of the regulations in English and Spanish in one or more of the following ways; newspaper, bill inserts, website homepage, social media, and public notice posting;

Proposed Action: Develop water conservation information to be placed on City website and insert conservation information in water bills.

- All water suppliers should train personnel on the regulations;

Proposed Action: Provide training to City personnel.

- All water suppliers should provide signage where recycled or reclaimed water is used;

Proposed Action: Install recycled water signage.

- All water suppliers should redouble their efforts to disseminate information regarding opportunities and incentives to upgrade fixtures and appliances;

Proposed Action: Provide contact information regarding available water conservation incentive programs through regional partners on City website.

- All water suppliers should use education and tools available through the Save Our Water website (<http://saveourwater.com>); and

Proposed Action: Add link to City website.

- All water suppliers should educate and prepare their boards and councils on drought response actions contained in the emergency regulations, and make sure drought response items are placed on agendas;

Proposed Action: Provide water conservation action to City Council.

Increasing local supplies

- All water suppliers should accelerate the completion of projects that will conserve potable water, by making use of non-potable supplies, such as recycled water, "greywater", and stormwater collection projects;

Proposed Action: Complete recycled water projects and implement recycled water.

- All water suppliers should improve their leak reporting and response programs and request police and fire departments report leaks and waste during their routine duties;

Proposed Action: Continue to improve leak detection and request assistance from Sheriff and Fire Departments.

- All water suppliers should conduct water loss audits and make leak detection and repairs a top priority for the duration of the drought;

Proposed Action: Continue to conduct water loss audits.

- All urban water suppliers should evaluate their rate structures and begin to implement needed changes as part of planning for additional dry years, drought rate assistance is available at (<http://www.allianceforwaterefficiency.org/>);

Proposed Action: Evaluate existing water rate structure and present findings to City Council.

- Review residential and business water bills to check for possible leaks.

Proposed Action: Evaluate residential and commercial water billing.

The City of Norco Municipal Code, chapter 14, section 04.580, water conservation has provisions to address critical water situations. The code is as follows;

Water Usage. The following water usages shall be restricted in the event of a critical water availability situation, as indicated by resolution of the City Council:

- (A) Yards and Landscaping. Yards, lawns, landscaping, turf areas, and decorative plants and shrubs shall only be watered after the hour of four pm and before the hour of ten am each day.
- (B) Cleaning. The hosing of sidewalks, driveways, or parking areas shall be prohibited except that flammable or other dangerous substances may be dissolved, dissipated, or otherwise removed by direct hosing.

(C) Eating Establishments. No eating establishment offering food to the public shall serve drinking water to a customer unless it is expressly requested.

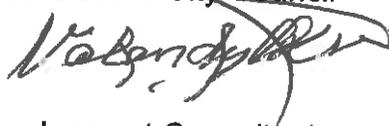
Staff recommends the city Council implement all aspects of the Emergency Regulation for Statewide Urban Water Conservation.

FINANCIAL IMPACT: NA

Attachments:

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: September 17, 2014

SUBJECT: Norco Area Chamber of Commerce & Visitors Center 2013 Annual Report

RECOMMENDATION: Receive and File.

SUMMARY: Pursuant to its Lease Agreement with the City of Norco, the Norco Area Chamber of Commerce & Visitors Center (NACC) is required to present an Annual Report on its activities to the Norco City Council. NACC has prepared its first Annual Report, which documents the organization's achievements during the 2013 calendar year.

BACKGROUND/ANALYSIS: Section 17 (E) of the Lease Agreement requires the lessee to submit an annual report that addresses the following components: 1) annual financial statement audited or reviewed by a Certified Public Accountant (CPA); 2) statistical information on telephonic and walk-in activity from members, prospective members, representatives of local businesses, and the public; 3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings; 4) listings of new Chamber members and the percentage increase or decrease in total membership for the year; 5) summary of grand openings and other Chamber-sponsored events; 6) description of all advocacy efforts and Chamber initiatives undertaken; 7) a progress report on all goals and objectives pursued during the course of the reporting year; and 8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

NACC took possession of their offices adjoining the Norco Public Library in October 2012, but did not have an opportunity to present its first annual report, covering the 2013 calendar year. That report is now being submitted to meet the Chamber's contractual obligations, and its 2014 Annual Report will be presented early in 2015.

For 2013, the first full year in its City-owned space at the Library, NACC is able to report nearly complete compliance with the requirements enumerated in the Lease Agreement. Highlights include the following:

- Membership increased from 113 to 138 by the close of 2013, an increase of 22 percent;
- A CPA review of the organization's financial practices was conducted;
- NACC held its first Annual Installation Dinner, welcoming a Board of Directors with a diversity of experience and expertise;
- NACC met its commitment of retaining an Executive Director to ensure professional operating procedures and fuel membership growth;
- Throughout 2013, NACC maintained regularly posted hours (a minimum of 20 per week) at its headquarters and visitors center;
- NACC sent a representative to all City Council meetings and was represented on the Economic Development Advisory Council (EDAC);
- The organization published a restaurant guide, pursuant to the Lease Agreement; and
- The Chamber established protocols for grand openings and enlisted the services of Miss Norco as an ambassador at such events.

Overall, the Norco Area Chamber of Commerce & Visitors Center demonstrated significant progress during the 2013 calendar year, substantially enhancing the organization's stature since its founding in 2010. Further compliance is expected to be demonstrated in the Chamber's Annual Report for 2014, which will be presented to Council in the first quarter of 2015.

FISCAL IMPACT: None.

Attachment: Norco Area Chamber of Commerce & Visitors Center 2013 Annual Report



NORCO AREA CHAMBER OF COMMERCE & VISITORS CENTER

3954 Old Hamner Rd., P.O. Box 844, Norco, CA 92860 • 951-737-NACC [6222] • Fax: 951-356-0555
info@norcoareachamber.org • www.NorcoAreaChamber.org • www.VisitNorco.com

Norco Area Chamber of Commerce & Visitors Center

Annual Report - NACC Fiscal Year 2013

Per the Lease agreement between the City of Norco and the Norco Area Chamber of Commerce:

17. DELIVERABLES AND WORK PRODUCTS OF LESSEE. The Lessee is required to provide various deliverables and work products to the Lessor in exchange for the in-kind sponsorship represented by the nominal rental rate of this lease agreement. Said deliverables and work products are directly related to the role of Lessee's efficient and professional administration of the activities of the Norco Area Chamber of Commerce & Visitor's Center, specifically implementing programs that promote and enhance the local business community, attracting and retaining Norco businesses, increasing Chamber membership, coordinating grand openings and other promotional events, providing information to visitors regarding attractions in the City of Norco, and for all activities incidental or necessary to accomplish said purposes

A. Lessee shall retain a reasonably experienced, suitably qualified part-time or full-time Executive Director to manage the activities of the Norco Area Chamber of Commerce & Visitor's Center within thirty (30) days after commencement of original lease.

A part-time Executive Director has been retained continuously since August 2012.

B. Lessee shall adhere to reasonably professional accounting standards, and provide Lessor with an Annual Financial Statement, duly audited or reviewed by a Certified Public Accountant (CPA), as part of its Annual Report to City Council (Paragraph E), and provide any Chamber member in good standing access to accounting summaries within seventy-two (72) hours of a request.

See E, below.

C. The leased premises must be open to the public at regularly scheduled hours, no fewer than twenty (20) hours per week, and said hours shall be posted in a conspicuous location at the premises.

Posted office hours are Monday - Thursday, 9:00 a.m. - 2:00 p.m., and the office is often open additional hours.

D. Lessee shall monitor all telephonic and walk-in activity of members, prospective members, representatives of local businesses, and the public, logging in all calls and visits with an indication of the nature of said call or visit, to the best of Lessee's abilities. Such information shall be incorporated into regular reports to the Lessor, at the minimum consisting of an Annual Report pursuant to Paragraph E. of this section.

See E, below.

BOARD OF DIRECTORS

Chair
Pamela Smith
Coffee News

Vice Chair
Michael Ryan
Safe Money Management

Treasurer
Ted Rozzi
CNUSD

Louis Davis
Southern California Edison

Paul DiGerolamo
DiGerolamo Family Insurance

Christopher Muller
Browning Dodge

Julie Webb
Guild Mortgage



E. The lessee is required to submit an Annual Report that addresses the following components:

1) Annual Financial Statement audited or reviewed by a Certified Public Accountant (CPA);

The Norco Area Chamber of Commerce operates on a calendar year accounting period. All bookkeeping is done using QuickBooks. Attachment 1 is the review of the organization's finances conducted after the close of the 2013 fiscal year conducted by Mr. Paul Preciado, CPA, CFE, of The Alpha Spectrum Group. Mr. Preciado's review focused on the operational aspects of NACC's bookkeeping, not the actual finances. In his review, he found four items to be addressed:

1. "As a result of conversations with Mrs. Collins, monthly bank reconciliations are not and should be reviewed and approved by the Office Manager after being prepared."

NACC's Executive Director Diane Collins reconciled the monthly bank statements, but they were not reviewed by the Treasurer. Moving forward, each reconciliation, as well as budget-vs.-actual and profit-and-loss statements are being reviewed by the Treasurer.

2. "It was also determined through discussion with Mrs. Collins that the BBVA Compass Checking Account and Union Bank Savings Account have not been reconciled since 2012 and have balance of \$1,200 that do not exist and should be eliminated from the accounting record."

When Collins began keeping the Chamber's accounting records in late 2012, a BBVA Compass Checking Account with a balance was in the QuickBooks file. Following Mr. Preciado's review, it was determined that the account had been closed, and was eliminated from the accounting record. The Union Bank Savings Account does exist, and had been and continues to be reconciled on a quarterly basis when the statement is received.

3. "Expense payments for purchases of office supplies by Mrs. Collins should be reported on a monthly expense report, reviewed and approval by the Office Manager. Additionally, the practice of modifying the accounting record to enter multiple check number for each transaction should be eliminated. No further analysis was performed due to time constraints."

On a monthly basis, Executive Director Collins submits an invoice for reimbursements of expenditures she makes on behalf of NACC. In 2013, each invoice was entered into the accounting record, and paid with a check. Each invoice was reviewed by the Treasurer to ensure accuracy and approve the expenditures. The invoice line items were then "paid" through a phantom bank account to record the purchases in each vendor's record, and the phantom bank account always had a zero balance. Due to the concerns expressed by Mr. Preciado, the phantom bank account is no longer used.

4. "It was also noted that the Accounts Receivable Aging Report balance has not been reconcile since 2012 and is overstated by \$2,031, which is a balance that does not exist or is uncollectable."

A number of membership dues invoices had been created in 2012 that the member/potential member did not pay. Following Mr. Preciado's review, all such invoices were voided, the Accounts Receivable Aging Report accurately reflects dues that have been billed but not yet paid, and is reviewed monthly by the Treasurer.



2) statistical information on telephonic and walk-in activity from members, prospective members, representatives of local businesses, and the public;

Of the approximately 1,000 phone calls made and received in 2013, approximately 21% were relating to general inquiries received from the public, approximately 11% were to/from chamber members on topics not relating to chamber operations, 6% were to/from prospective members, less than 1% were from members of the media, and the remaining 62% were related to day-to-day operations of the chamber, including its administration and events.

Walk-in visitors to the office average 2-3 per week, and are mostly looking for information about Norco.

3) summaries of Board of Director meetings, elections, workshops and retreats, monthly luncheons, committee and subcommittee meetings;

As reported to EDAC in January 2013, the annual planning meeting on January 19, 2013, resulted in the following plan of work for the year:

- Continued monthly General Membership Meetings
- Continue NACC Networkers (meetings moved to Wednesday to eliminate conflicts)

Events:

- Mixers -- quarterly, hosted by member businesses
- Grand Openings -- assist members
- Installation & Awards Dinner, January 31
- State of the City
- Candidates' Forum
- eWaste -- January 26-27, late summer

Communication/Promotion

- Restaurant Guide
- Residential & Business Welcome Packets
- M2M Discounts
- Member Visits -- Ambassadors, Board, Staff
- Phone Calls -- Staff, Board, Interns
- NACC website update
- eBlast -- continue weekly; reformat (easier on phones, more information, including community info)
- Parades: Floats -- Horseweek, Fair/Labor Day, Parade of Lights
- Booths: Fair and other events as manpower permits
- Shop Local theme through everything
- Branding: logo, "Membership owned, Membership driven"

Administration

- Bylaws Review
- Nominating Committee
- Meeting Corral
- Membership Growth & Retention
 - welcome packets, meeting corral: new member benefits, chamber bucks



Board of Directors elections are conducted at the November General Membership Meeting. In November 2012, Ann Bedwell, Arbonne International; Theresa Vaughn, ONE Total Insurance Solution; Dr. Robert Taylor, CNUUSD; Laurent Urich, Bank of America; and Julie Webb, Guild Mortgage were elected/re-elected to join continuing Board members Pamela Smith, Coffee News; Jason Martin, Wisefly Auto Glass; Melissa Martin, Wisefly Auto Glass; and Tom Wilson, The Crossroads Group. Subsequently, Mr. Urich notified the Chamber he would not be able to fulfill the obligations of his seat, and Kyle McNitt, TSYS Merchant Solutions was appointed. Dr. Taylor changed jobs mid-year, and resigned; Ted Rozzi from CNUUSD was appointed to fill his seat.

The General Membership Meetings were held monthly at Chamber-member restaurants, and featured a variety of speakers, including:

- Dr. Paul Parnell, President, Norco College
- Rob Alwin, motivational speaker and author of "Master Keys to Success"
- Ken Doyle, LISI, on the Affordable Care Act
- Monte Cicino, "The Morality of Money"
- Capt. Eric Ver Hage, Commanding Office, NSWC
- Rohn Osborne
- Mayor Kathy Azevedo
- Ted Rozzi, CNUUSD
- Paul Smith, SBA
- Senator Richard Roth (at our inaugural Military Appreciation Luncheon)
- Assemblyman Eric Linder

NACC Networkers, the Chamber's peer-to-peer networking group met weekly. Operationally, the tracking of membership and referral amounts was in need of refinement, and will be addressed in 2014.

4) listings of new Chamber members and the percentage increase or decrease in total membership for the year;

The Chamber began 2013 with 113 members, 61 companies joined during the year, and 36 memberships were cancelled, resulting in 138 member companies at the end of the year, a 22% growth rate.

New members in 2013 included:

100 Mile Club	Century 21 Olde Tyme
A Nutter Daisy Kart Florist	Circle City Roofing
AFS Printing	Compare Carpets
Allstar Collision	Corona Regional Medical Center
American Legion	David T. Ruegg
American Legion Auxiliary	Dona Luisa's
Arrow Development	Drain Rite Plumbing
Atlas Pet Hospital	Everything Boutique
Baldy View Healthcare	Excelsior Charter School
Betty Faye's Cafe	Fajita Grill
Big Paws Canine Foundation	Focal Instincts
Century 21 Gold	Gateway Funding



GG's Resale Boutique & Classic Antiques
hibu
Hidden Valley Dental Group
Holiday Inn Express - Corona
Hot Dog Shoppe
Huskey Specialty Lubricants
J. Brenlin Design
Jim's Lock & Key
Kate Ordonez, LegalShield
Larry Kleasner
LT Enterprises
Management One Property Management
Mary Kay - Leticia Hammond
Maverick's
Meridian Gardens
Minuteman Press
Mountain West Financial
NDR Therapeutic Riding
Next Step Resources

Nix's Professional Restoration
Norco Trading Post
Paychex
Polly's Pies
Primerica - Victoria Leonard
Pure Daily Bliss
RCCD - Nathan Miller
RCTC
Riverside County EDA/Workforce Dev
Robert's Construction Inc.
Rotary
Safe Money Management
SCE
Senator Richard D. Roth
Supervisor John Tavaglione
The Original Pancake House
Trulite Signs
Waste Management
Worksite Specialists

All new members receive welcome packets that include an invitation to the next General Membership Meeting to receive their membership plaques.

5) summary of grand openings and other Chamber-sponsored events;

Three mixers were held, at Crossroads Riverview Park, Sons of Liberty Aleworks, and Everything Boutique.

Grand Openings/Ribbon Cuttings included Doña Luisa's Mexican Grill, The Original Pancake House, Norco Trading Post, Koroneburg Renaissance Festival, GG's Resale Boutique & Classic Antiques, NDR Therapeutic Riding Center, Pure Daily Bliss Day Spa, Excelsior Charter School, 100 Mile Club, McDonald's Sixth St. store grand re-opening, and Atlas Pet Hospital.

The State of the City Address was hosted for Mayor Kathy Azevedo at Norco High School Performing Arts Center.

The October General Membership Meeting was the Chamber's inaugural Military Appreciation Luncheon, with guest speaker Senator Richard Roth.

Two eWaste collection events were held, one in January and another in October.



6) description of all advocacy efforts and Chamber initiatives undertaken;

A City Council Candidates Forum was held in October. All candidates on the ballot attended. NACC video-taped the forum and posted it on You Tube, which was well-received by the citizens of Norco.

The Chamber participated in the Horseweek and Labor Day parades. Participation in the Parade of Lights was not possible due to the lack of availability of volunteers/staff.

The Chamber had a booth at the Fair, promoting its members and its Shop Norco, Buy Chamber program.

No other local advocacy needs were identified during the year.

7) a progress report on all goals and objectives pursued during the course of the reporting year; and

The Chamber's website was redone under a new format allowing for a community calendar and categorized business listings. Its e-newsletter, distributed to all members and others (approximately 600 addresses) was redone to include member/community news and events, and continued to be distributed on a weekly basis.

8) evidence of compliance with all provisions, deliverables and work products enumerated in the Lease Agreement.

See each.

F. Lessee shall recognize the City of Norco as a member in good standing of the Norco Area Chamber of Commerce & Visitor's Center, waiving any normal membership fees, during the entire term of lease.

The City of Norco is recognized as a member in good standing, and its normal membership investment has been waived since the inception of the lease.

G. Lessee shall prepare a restaurant guide, which at a minimum shall include the name, address, telephone number, type of cuisine, and website, where applicable, of every restaurant located in the City of Norco to the best of Lessee's abilities. Said directory, which may also be used as an .advertising platform for local restaurants, shall be completed no more than two hundred seventy (270) days after commencement of original lease. Hard copies of said restaurant guide shall be widely distributed, as well as posted on Lessee's website.

A Restaurant Guide was published in August 2013, containing all of the restaurants in Norco and any Chamber-member restaurants not located in Norco. A copy is attached.

H. Lessee shall monitor membership growth and aggressively solicit new members for the Norco Area Chamber of Commerce & Visitor's Center, reporting progress in its Annual Report and within seventy-two (72) hours after reasonable request from Lessor.

See E, above.



I. Lessee shall develop and implement a welcome package for new homeowners and local businesses as a means of promoting the Norco Area Chamber of Commerce & Visitor's Center and the Norco business community in general. These procedures shall be operational within one hundred eighty (180) days after commencement of original lease.

The Chamber and City Staff have discussed the development and implementation of welcome packets, but have not yet been able to execute the projects. Challenges include the means of distribution, and access to the accurate data needed to identify those to be welcomed.

J. Lessee shall develop and implement protocols and procedures for grand openings for new local businesses, which shall also include the creation of a joint City/Chamber certificate that can be presented to the business owner. These procedures shall be operational within ninety (90) days after commencement of original lease.

Grand openings have been held at members' request (see E.5, above). A joint certificate has not been used, per the City's wishes.

K. Lessee shall assign a minimum of one (1) Board Member to attend and represent the interests of the Norco Area Chamber of Commerce & Visitor's Center at all Norco City Council meetings.

Board member(s) and/or the Executive Director attend City Council meetings.

L. Lessee shall enlist the ambassadorial services of Miss Norco, or holder of a comparable title, and her court, from an independently operated beauty/scholarship pageant held for young women residing in the City of Norco, at Norco Area Chamber of Commerce & Visitor's Center events. Lessee, however, shall not be expected to bear any responsibility or expenses in the organization of said pageant.

Miss Norco Horsetown USA has been invited to all grand openings and other Chamber events at which her services are warranted since the 2013 pageant.

M. Lessee shall hold an annual awards banquet honoring local businesspersons in the City of Norco, which may be combined with a Board of Directors installation dinner. The first of such events shall occur within three hundred sixty (360) days after commencement of original lease.

The Norco Area Chamber of Commerce held its inaugural Installation and Awards Dinner on January 13, 2013, and presented awards to the Community Volunteer of the Year (the Norco Fair Committee), Chamber Volunteer of the Year (Susan Yasui, Kangen Water), and Business of the Year (Browning Dodge Chrysler Jeep Ram), as well as installing its 2013 Board of Directors.



March 10, 2014

Ms. Pamela Smith (Chair)
Norco Area Chamber of Commerce & Visitors Center
3954 Old Hamner Rd., Ste B
Norco, CA 92860

INTRODUCTION

I have concluded my engagement to assist you with your examination and analysis of Norco Area Chamber of Commerce & Visitors Center. This report presents my comments and findings based on the results of my procedures.

Nature of the Information

The information presented is based on discussions with and information provided by Norco Area Chamber of Commerce & Visitors Center. I did not independently verify the information gathered or contained in this report and, accordingly, my procedures do not constitute an audit or review of the information provided. Thus, I do not express a conclusion or provide any other form of assurance on the completeness or accuracy of the information.

My assistance was directed to those business activities, operational areas, and financial information that you identified as being of concern to you. In performing my services, I performed inquiries and analyses based on the information made available to me, and I relied on the sufficiency, accuracy, and reliability of information provided by Norco Area Chamber of Commerce & Visitor Center.

Procedures Performed

I performed the procedures enumerated in the engagement letter dated February 9, 2014. A copy of the engagement letter is presented in Appendix A. The procedures were limited to those areas which you determined best met your informational needs and cannot be relied upon to disclose all significant matters about Norco Area Chamber of Commerce & Visitor Center or to disclose errors, fraud, or other illegal acts that may exist. Had I performed additional procedures or had I conducted an audit or review of the financial statements, other matters might have come to my attention that would have been reported to you.

You have reviewed a draft of my report in order to confirm that the procedures performed were consistent with those requested by you. In addition, my workpapers are available to you so that you can obtain copies as you determine appropriate.

The financial statements presented in Appendix B have not been audited or reviewed by me and, accordingly, I assume no responsibility for them.

Use of the Report

Due to its special nature, my report may not be suitable for any purpose other than to assist you in the internal controls and allocation of expenses to Norco Area Chamber of Commerce & Visitors Center. Consequently, my report is for your information and use only and should not be used by anyone else, except to report the financial statement changes within the year ended December 31, 2013. In addition, my report is based on current circumstances. Given the fact that many aspects of the transaction have either not been finalized or are not yet documented, certain changes may materially affect the financial information I received and are not reflected in this report. I have no responsibility to update my report for events and circumstances that occur after December 31, 2013.

Sincerely,

A handwritten signature in red ink that reads "Paul Preciado". The signature is written in a cursive style.

Paul Preciado, CPA, CFE
for The Alpha Spectrum Group, Inc.

COMMENTS AND FINDINGS

1. As a result of conversations with Mrs. Collins, monthly bank reconciliations are not and should be reviewed and approved by the Office Manager after being prepared.
2. It was also determined through discussion with the Mrs. Collins that the BBVA Compass Checking Account and Union Bank Savings Account have not been reconciled since 2012 and have balance of \$1,200 that do not exist and should be eliminated from the accounting record.
3. Expense payments for purchases of office supplies by Mrs. Collins should be reported on a monthly expense report, reviewed and approval by the Office Manger. Additionally, the practice of modifying the accounting record to enter multiple check number for each transaction should be eliminated. No further analysis was performed due to time constraints.
4. It was also noted that the Accounts Receivable Aging Report balance has not been reconcile since 2012 and is overstated by \$2,031, which is a balance that does not exist or is uncollectable.

SOURCE OF INFORMATION

The information presented is based on discussions with and information provided by Norco Area Chamber of Commerce & Visitor Center, management interviewed included:

Diane Collins — Executive Director
Pamela Smith — Chair

Appendix A



February 9, 2014

Ms. Pamela Smith (Chair)
Norco Area Chamber of Commerce & Visitor Center
3954 Old Hamner Rd., Ste B
Norco, CA 92860

Dear: Ms. Smith:

This letter is to confirm my understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide you.

The objective of my engagement is to identify internal control weakness related your internal accounting, financial reporting, and month-end reconciliation process. I will perform inquiries and analyses based on the information made available to me. My assistance will be directed to those business activities and financial information that you have identified as being of concern to you. In performing my services, I will rely on the sufficiency of information provided by you.

At the conclusion of the engagement, I will meet with you to discuss the best accounting practices and how to establishing your internal controls related to your accounting functions and reporting structure. My procedures will not constitute an external Financial Audit, Forensic Fraud Audit or Review of the information provided and, accordingly, I will not express a conclusion or provide any other form of assurance on the completeness or accuracy of the information.

I estimate my professional fees for the above services will be \$450 - 750. The fee estimate is based on anticipated cooperation from you and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. Payment of my fees is not in any way contingent on the final outcome of my fieldwork.

If I must terminate the engagement for any reason, my fees will be prorated through the date of termination based on an average hourly rate of \$150/hr. These fees will be payable even if I have not completed my fieldwork.

Continued...

Ms. Pamela Smith (Chair)
Norco Area Chamber of Commerce & Visitor Center
February 9, 2014

Page 2

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

Paul Preciado, CPA, CFE

RESPONSE:

This letter correctly sets forth the understanding of Ms. Pamela Smith (Norco Area Chamber of Commerce & Visitor Center).

Your signature:

Signature: _____

Handwritten signature of Pamela Smith in cursive script, written over a horizontal line.

Date: _____

2/9/14

Dine Chamber!



Membership owned, Membership driven!

NORCO AREA CHAMBER OF COMMERCE & VISITORS CENTER

3954 Old Hamner Rd., P.O. Box 844
Norco, CA 92860
(951) 737-6222
info@norcoareachamber.org
www.NorcoAreaChamber.org
www.VisitNorco.com

Breakfast

Betty Faye's Café
718 N. Main St.
Corona
(951) 734-3994

Bob's Big Boy
3521 Hamner Ave.
Norco
(951) 280-3388
bigboy.com

Burger Basket
2775 Hamner Ave.
Norco
(951) 272-9050

Burger King
1666 Second St.
Norco
(951) 371-2082

Carl's Jr.
1120 Hamner Ave.
Norco
(951) 280-9926

Carl's Jr.
2896 Hamner Ave.
Norco
(951) 735-9610

Chick-fil-A
450 Hidden Valley Pkwy.
Corona
(951) 279-4555

Cowgirl Cafe Norco
2859 Hamner Ave.
Norco
(951) 371-5465

Del Taco
2552 Hamner Ave.
Norco
(951) 735-7033

Denny's
1360 Hamner Ave., #B
Norco
(951) 898-7678
locations.dennys.com

Fantastic Café
994 Hamner Ave.
Norco
(951) 817-1111

Jack in the Box
2065 River Rd.
Norco
(951) 734-0762

McDonald's
1511 Sixth St.
Norco
(951) 734-0384
mccorona.com

McDonald's
150 Hidden Valley Pkwy.
Norco
(951) 735-3555
mccorona.com

Norco's Best Burgers
3158 Hamner Ave.
Norco
(951) 340-0188

Pat's Kitchen
1217 Sixth St.
Norco
(951) 371-9022

Polly's Pies
1799 Hamner Ave.
Norco
(951) 520-0223
pollyspies.com

Rodeo Burger
940 Sixth St.
Norco
(951) 737-4195

Rodeo Cafe
847 Sixth St.
Norco
(951) 549-0287

Silverado Burgers/Mexican Food
1091 Sixth St., #B&C
Norco
(951) 808-1922

Taco Bell
1140 Hamner Ave.
Norco
(951) 278-8109

The Original Pancake House
1750 Hamner Ave.
Norco
(714) 202-8402
originalpancakehouse.com

Bar & Grill

Black Horse Tavern
1825 Hamner Ave., #A-E
Norco
(951) 278-2771
blackhorsetavernorco.com

Maverick Steakhouse
3841 Old Hamner Rd.
Norco
(951) 734-6640
mavericksaloonorco.com

The Saddle Sore Eatery and Saloon
343 Sixth St., #A-F
Norco
(951) 272-8283

Slam Dunk
2854 Hamner Ave.
Norco
(951) 735-2371

Slicks
1825 Hamner Ave.
Norco
(951) 737-2215

Sons of Liberty Aleworks
1780 Town & Country Dr., #101
Norco
(951) 278-1760
solaleworks.com

Water Wheel
980 Sixth St.
Norco
(951) 898-4630

Snacks, etc.

Blue Ribbon Donuts
1166 Sixth St.
Norco
(951) 371-9397

Flavourful Coffee & Smoothies
2200 Hamner Ave., #102
Norco
(951) 256-7396

Heavenly Donuts
1161 Hidden Valley Pkwy., #101
Norco
(951) 278-0500

Jamba Juice
1160 Hamner Ave., #H
Norco
(951) 898-9732

Juice Paradise
1377 Hamner Ave.
Norco
(951) 739-0284

Le Bon Bakeshop
3699 Hamner Ave., #H
Norco
(951) 734-8901

Little House Big World Yogurt & Juice
120 Hidden Valley Pkwy., #C
Norco
(626) 652-8190

Norco Donuts & Subs
3699 Hamner Ave., #E
Norco
(951) 582-9136

Second St. Donut Shop
1845 Hamner Ave., #A
Norco
(951) 278-4310

Starbucks Coffee
3699 Hamner Ave., #A
Norco

Starbucks Coffee
455 Hidden Valley Pkwy.
Norco

Starbucks Coffee
1290 Hamner Ave. (inside Target)
Norco

Yum Yum Donuts
2792 Hamner Ave.
Norco
(951) 371-9364



Restaurant Guide

- Casual Dining Restaurants
- Fast Food Restaurants/Drive-Thrus
- Asian Food Restaurants
- Mexican Food Restaurants
- Italian Food Restaurants & Pizza
- Sandwich Shops
- Breakfast Restaurants
- Bar & Grills
- Snacks, Donuts, Smoothies, Desserts

Courtesy of:



NORCO AREA
CHAMBER OF COMMERCE
& VISITORS CENTER

Casual Dining

Baja Fish Tacos
2335 Hamner Ave.
Norco
(951) 808-9007

Betty Faye's Café
718 N. Main St.
Corona
(951) 734-3994

Black Horse Tavern
1825 Hamner Ave., #A-E
Norco
(951) 278-2771
blackhorsetavernnorco.com

Bob's Big Boy
3521 Hamner Ave.
Norco
(951) 280-3388
bigboy.com

Cowgirl Cafe Norco
2859 Hamner Ave.
Norco
(951) 371-5465

Denny's
1360 Hamner Ave., #B
Norco
(951) 898-7678
locations.dennys.com

Dona Luisa's Mexican Grill
3250 Hamner Ave., #202
Norco
(951) 280-9549

Filippi's Pizza Grotto
1184-1192 Sixth St.
Norco
(951) 371-3800

Grinder Hut
2462 Hamner Ave.
Norco
(951) 737-7141

Mama Stella's
2822 Hamner Ave.
Norco
(951) 520-8294
mamastellasitalianeatery.com

Maverick Steakhouse
3841 Old Hamner Rd.
Norco
(951) 734-6640
mavericksaloonnorco.com

Pat's Kitchen
1217 Sixth St.
Norco
(951) 371-9022

Polly's Pies
1799 Hamner Ave.
Norco
(951) 520-0223
pollyspies.com

Rodeo Cafe
847 Sixth St.
Norco
(951) 549-0287

Tacos Tamazula Family Restaurant
3484 Second St.
Norco
(951) 371-3103

The Hot Dog Shoppe
510 Hidden Valley Pkwy., Suite 104
Corona
(951) 898-8702
thehotdogshoppe-corona.com

The Original Pancake House
1750 Hamner Ave.
Norco
(714) 202-8402
originalpancakehouse.com

The Saddle Sore Eatery and Saloon
343 Sixth St., #A-F
Norco
(951) 272-8283

Wahoo's Fish Taco
1295 Hamner Ave., #A
Norco
(951) 270-0526

Water Wheel
980 Sixth St.
Norco
(951) 898-4630

Wingstop
140 Hidden Valley Pkwy., #J
Norco
(951) 280-0707

Zaky's Kabob House
3699 Hamner Ave., #F
Norco
(951) 270-0506

Fast Food

Burger Basket
2775 Hamner Ave.
Norco
(951) 272-9050

Burger King
1666 Second St.
Norco
(951) 371-2082

Carl's Jr.
1120 Hamner Ave.
Norco
(951) 280-9926

Carl's Jr.
2896 Hamner Ave.
Norco
(951) 735-9610

Chick-fil-A
450 Hidden Valley Pkwy.
Corona
(951) 279-4555

Dairy Queen
1260 Hamner Ave., #A
Norco
(951) 735-7826

Del Taco
2552 Hamner Ave.
Norco
(951) 735-7033

Fantastic Café
994 Hamner Ave.
Norco
(951) 817-1111

Five Guys Burgers
1255 Hamner Ave.
Norco
(951) 734-5550

In-N-Out Burger
1810 Hamner Ave.
Norco
(951) 272-0286

Jack in the Box
2065 River Rd.
Norco
(951) 734-0762

Kentucky Fried Chicken (KFC)
1330 Hamner Ave., #C
Norco
(951) 735-6120

McDonald's
1511 Sixth St.
Norco
(951) 734-0384
mccorona.com

McDonald's
150 Hidden Valley Pkwy.
Norco
(951) 735-3555
mccorona.com

Miguel's Jr.
1432 Hamner Ave.
Norco
(951) 273-2611

Norco's Best Burgers
3158 Hamner Ave.
Norco
(951) 340-0188

Popeyes
1325 Hamner Ave.
Norco
(951) 273-0600

Rodeo Burger
940 Sixth St.
Norco
(951) 737-4195

Taco Bell
1140 Hamner Ave.
Norco
(951) 278-8109

Wienerschnitzel
3645 Hamner Ave.
Norco
(951) 734-8558

Asian

Hibachi Express
2748 Hamner Ave., #103
Norco
(951) 737-6688

Hong Kong Express
110 Hidden Valley Pkwy., #C
Norco
(951) 808-8789

Little Saigon Vietnamese Cuisine
2650 Hamner Ave.
Norco
(951) 736-0101

Magic Wok
1411 Hamner Ave., #101
Norco
(951) 737-8368

Oya Sushi
140 Hidden Valley Pkwy., #D
Norco
(951) 734-1412

River Thai Cuisine
2051 River Rd.
Norco
(951) 279-8760

Shino-Japanese Grill
1161 Hidden Valley Pkwy., #107
Norco
(951) 898-5651

Star Wok Chinese - BBQ Fast Food
2085 River Rd.
Norco
(951) 737-9368

Sweet Basil Thai Bistro
1670 Hamner Ave., #9
Norco
(951) 280-0805

Volcano Hawaiian BBQ
140 Hidden Valley Pkwy., #E
Norco
(951) 582-9888

Mexican

A Mi Hacienda
1680 Hamner Ave., #23-32
Norco
(951) 279-9322

Chipotle Mexican Grill
1409 Hamner Ave.
Norco
(951) 817-0447

Dona Luisa's Mexican Grill
3250 Hamner Ave., #202
Norco
(951) 280-9549

Fajita Grill
3370 Hamner Ave.
Norco
(951) 739-0714

Miguel's Jr.
1432 Hamner Ave.
Norco
(951) 273-2611

Rancho Taco Shop
2057 River Rd.
Norco
(951) 371-1792
ranchotacosshop.com

Reyna's Tacos
313 Sixth St., #C
Norco
(951) 279-7658

Rubio's Fresh Mexican Grill
110 Hidden Valley Pkwy., #G
Norco
(951) 898-3591

Salsas Grill
3250 Hamner Ave., #202
Norco
(951) 280-9549

Tacos El Rancho
1845 Hamner Ave., #P-C
Norco
(714) 943-6921

Tacos Tamazula Family Restaurant
3484 Second St.
Norco
(951) 371-3103

Wahoo's Fish Taco
1295 Hamner Ave., #A
Norco
(951) 270-0526

Pizza & Italian

Crusty's Pizza
2395 Hamner Ave., #A-B
Norco
(951) 279-2191

Domino's Pizza
1180 Hamner Ave., #C
Norco
(951) 734-2222

Filippi's Pizza Grotto
1184-1192 Sixth St.
Norco
(951) 371-3800

Mama Stella's
2822 Hamner Ave.
Norco
(951) 520-8294
mamastellasitalianeatery.com

Marcellos Pizza
2085 River Rd., #D
Norco
(951) 734-8003

Papa John's Pizza
110 Hidden Valley Pkwy., #A
Norco
(951) 898-9400

Pizza Hut
1825 Hamner Ave., #X
Norco
(951) 284-7401

Villa Amalfi Restaurant
10 Clubhouse Dr
Norco
(951) 737-1010

Water Wheel Pizza
980 W. Sixth St.
Norco
951-372-2700

Sandwiches

Jersey Mike's Subs
1411 Hamner Ave., #104
Norco
(951) 279-6453
jerseymikes.com

Norco Donuts & Subs
3699 Hamner Ave., #E
Norco
(951) 582-9136

Norco's Famous 6th Street Deli
1261 Sixth St., #7 & 8
Norco
(951) 279-2002

Subway
2748 Hamner Ave., #101
Norco
(951) 734-6868

Subway
2085 River Rd., #G
Norco
(951) 737-3536

Subway
960 Sixth St., #101B
Norco
(951) 444-6096

The Hot Dog Shoppe
510 Hidden Valley Pkwy., Suite 104
Corona
(951) 898-8702
thehotdogshoppe-corona.com

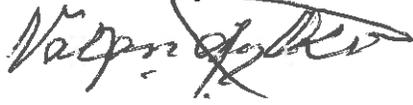


Membership owned, Membership driven!

Dine Chamber!

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

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

DATE: September 17, 2014

SUBJECT: Acceptance of Quote and Award of Contract for Electrical and Lighting Materials for the George Ingalls Veterans Memorial Plaza Project

RECOMMENDATION: Accept quote submitted for purchase of electrical and lighting materials for the George Ingalls Veterans Memorial Plaza and authorize the City Manager to execute a Purchase Order to Walters Wholesale Electrical Supply, Corona, CA in the amount of \$57,000.00.

SUMMARY: Quotes for electrical supplies and lighting for the George Ingalls Veterans Memorial Plaza were received September 5, 2014, with Walters Wholesale Electrical Supply, Corona providing the lowest responsible quote. Therefore, it is recommended that the City Manager be given authorization to execute a purchase order to Walters Wholesale Electrical Supply for electrical and lighting materials for the George Ingalls Veterans Memorial Plaza.

BACKGROUND/ANALYSIS: The City of Norco made requests to vendor wholesale houses for quotes for electrical and lighting materials as specified in the design element by the City Electrical Engineer for the George Ingalls Veterans Memorial Plaza (GIVMP) project. As time is of the essence to meet the November 11, 2014 grand opening of the GIVMP, it is critical to place the City order for materials, as some items require a 4-6 week process and delivery time.

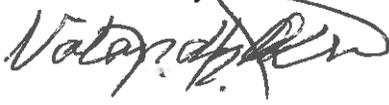
With the recent adjustments to the design as part of the donation by Quick Crete Products and Crestlawn, modifications had to be made by the electrical engineer to meet the new design elements. All electrical contract work has been donated by Sparky's Electric for the project and all materials have been evaluated and approved by Sparky's Electric to maintain the scope of work as provided by the electrical engineer. The scope of the quotes includes light poles, LED lighting, distribution pedestal, distribution panel, and a transformer. The quotes received September 5, 2014 from electrical supply wholesale houses were from Walters Wholesale Electric Supply for \$56,647.83 and CED Wholesale for \$57,463.23, both from Corona.

Staff is asking the City Council to authorize the City Manager to execute a purchase order not to exceed \$57,000 to Walters Wholesale Electrical Supply.

FINANCIAL IMPACT: Funds for this project are included in the FY 2014-2015 Capital Improvement Budget and from the project Trust Account.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

FROM: Roger Grody, Economic Development Consultant

DATE: September 17, 2014

SUBJECT: Equestrian Resource Directory

RECOMMENDATION: Receive and File

SUMMARY: Norco has been successful in marketing itself as one of the nation's premier equestrian communities, and its branding as Horsetown USA reinforces the value of the City's equestrian lifestyle. Consistent with that marketing effort, staff has developed an Equestrian Resource Directory to assist visitors to Norco in locating merchants and service providers that support that lifestyle.

BACKGROUND/ANALYSIS: The Equestrian Resource Directory was designed to be the first component in a comprehensive hospitality packet for local visitors. It was developed first because of the importance of the equestrian visitor and the increasing vitality of George Ingalls Equestrian Event Center. The Equestrian Resource Directory specifically serves the needs of equestrian enthusiasts visiting Norco, whether simply passing through town or attending events at Ingalls Equestrian Event Center. Virtually every need—veterinary services, tack and Western clothing merchants, farriers, feed stores, trainers, and overnight stabling—is addressed in the Directory.

All businesses listed in the Equestrian Resource Directory have been thoroughly fact-checked and their possession of current business licenses verified. The featured boarders and trainers were selected based on responses to a questionnaire and set of objective criteria. The Directory will eventually have an online presence, with a more comprehensive list of businesses featured.

With the Economic Development Intern responsible for virtually all research, content and artwork, this product represents a very efficient use of public funds. Staff received direction on the project from the Equestrian Subcommittee of the Economic Development Advisory Council (EDAC).

FISCAL IMPACT: Less than \$500 in design and printing expenses.

Attachment: Final Draft Equestrian Resource Directory

Welcome to
HORSETOWN
USA
N O R C O C A



**EQUESTRIAN
RESOURCE
DIRECTORY**



Welcome to Norco!

Here's a warm Western welcome to all our visitors from the City of Norco, Horsetown USA. It's a place where you'll find 130 miles of soft-surfaced trails shared by riders and walkers. Norco is a place where you can ride your horse to weekend brunch on charming Sixth Street and then take off through the hills or the river bottom for an afternoon away from it all — just you and your equine companion.

George Ingalls Equestrian Event Center is at the heart of Norco's rural atmosphere. It is home to the National Day of the American Cowboy and Horseweek, a fun-filled week of parades, rodeos and competitions. In addition, the Norco Fair offers live entertainment, livestock exhibits and Western skills demonstrations every Labor Day Weekend.

Whether you're in town for business or fun, Norco is sure to offer the charm and hospitality that will make your experience a memorable one. Use this Equestrian Resource Directory to find local tack shops, feed stores, training/boardng facilities, veterinary offices, and much more during your visit with us!





THINGS TO DO ★ PLACES TO GO ★ PEOPLE TO SEE

TACK/CLOTHING

Boot Barn
960 Sixth St. #104
Norco, CA 92860
(951) 520-9255

Everything Boutique
960 Sixth St. #101A
Norco, CA 92860
(951) 738-9980

Dally-Up With Western Trends
605 Sixth St.
Norco, CA 92860
(951) 808-1250

Norco Ranch Outfitters
969 Sixth St.
Norco, CA 92860
(951) 735-4130

Dixie Lee's Boutique
1007 Sixth St. #102
Norco, CA 92860
(951) 272-1050

Thrifty Horse
960 Sixth St. #103-B
Norco, CA 92860
(951) 280-0294

FEED STORES

May Connection
1152 Sixth St.
Norco, CA 92860
(951) 280-9016

Linda's Feed and Supplies
1234 Sixth St.
Norco, CA 92860
(951) 371-3330

Inland Vet Supply
1237 Sixth St. #104
Norco, CA 92860
(951) 272-3900

Norco Feed & Recycling
4409 California Ave.
Norco, CA 92860
(951) 734-9228

Kahoot's
1004 Sixth St.
Norco, CA 92860
(951) 371-4000

Tony's Hay & Grain
1375 Sixth St.
Norco, CA 92860
(951) 737-4440

Tractor Supply Co.
2195 Hamner Ave.
Norco, CA 92860
(951) 735-2216

VETERINARY

HOSPITALS

Equine Veterinary Specialists Medical Center
1237 Sixth St. #101
Norco, CA 92860
(951) 737-1615

Norco Equine Veterinary Hospital
985 Sixth St.
Norco, CA 92860
(951) 734-0084

ON-CALL

All Around Equine
(951) 898-1068

Jennifer Voltz, D.V.M.
(951) 906-7383

Silver Canyon Equine
(909) 632-3322

GUIDED TRAIL RIDES

Everything Equine
3079 Temescal Ave.
Norco, CA 92860
(951) 207-3101

Sunshine & Daydreams
4886 California Ave.
Norco, CA 92860
(909) 645-1270

Western Trails Horseback Riding
4203 Corona Ave.
Norco, CA 92860
(951) 403-1290

FARRIERS

Jerry Lunde's Horseshoeing
(951) 212-2238

Kenny Ennis
(909) 702-6084

Lear Farrier Service
(714) 287-1163

THERAPEUTIC RIDING

Hearts with Hooves
2334 Del Mar Rd.
Norco, CA 92860
(951) 317-7781

NDR Therapeutic Riding Center
3659 Pedley Ave.
Norco, CA 92860
(951) 283-3967

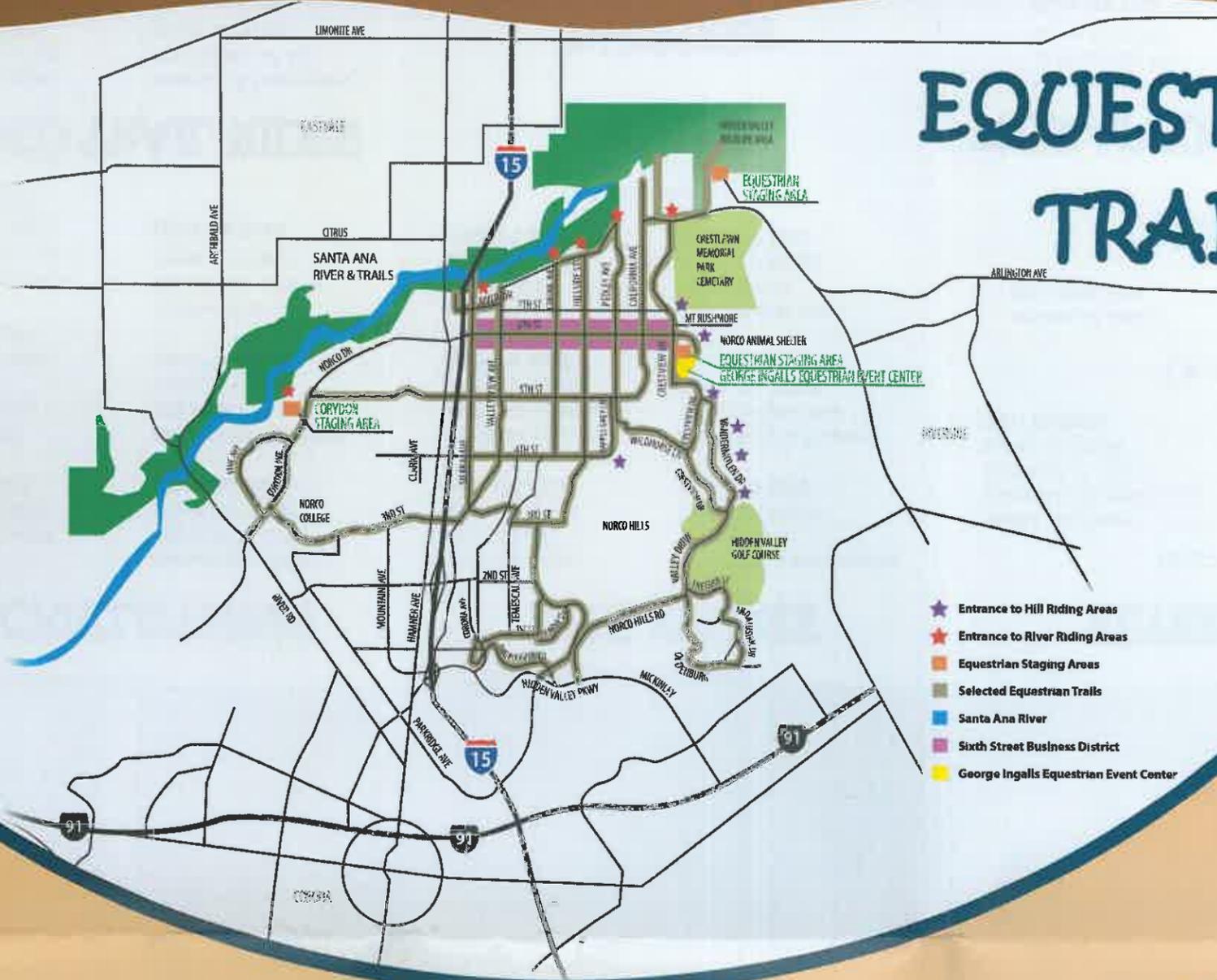
Leaps & Bounds Pediatric Therapy
343 Sixth St., Ste. L
Norco, CA 92860
(951) 340-0431





WESTERN HOSPITALITY ★ RIDE ★ SHOP ★ STAY

EQUESTRIAN TRAILS



A SELECTION OF NORCO'S TRAINING & BOARDING FACILITIES



TRAINING FACILITIES



LUNDE SHOW HORSES

3718 Corona Ave.
Norco, CA 92860
(951) 212-2238

HALL OF FAME TRAINER: JERRY & SHELLEY LUNDE



MCGINNIS TRAINING CENTER

4767 Pedley Ave.
Norco, CA 92860
(951) 520-0357

HALL OF FAME TRAINER: NICKI MCGINNIS



STACEY TURNER STABLE & RIDING SCHOOL

1490 Corona Ave.
Norco, CA 92860
(951) 736-9869

HALL OF FAME TRAINER: STACEY TURNER



STARBRITE RIDING ACADEMY

1833 Corona Ave.
Norco, CA 92860
(951) 279-1036

HALL OF FAME TRAINER: RAY ARISS

BOARDING FACILITIES



BASH'S BOARDING STABLES

3678 Pedley Ave.
Norco, CA 92860
(951) 768-0144



HUFFMAN RANCH

4211 Valley View Ave.
Norco, CA 92860
(714) 343-3418

HALL OF FAME TRAINER: NANCY HUFFMAN



MOONSHADOW FARMS

2990 Hillside Ave.
Norco, CA 92860
(951) 734-7089



NORTH POINT RANCH

1145 Second St.
Norco, CA 92860
(909) 208-6981

FOR A COMPLETE LISTING OF ALL TRAINING & BOARDING FACILITIES, PLEASE VISIT WWW.CI.NORCO.CA.US



CITY OF NORCO

2870 CLARK AVE.

NORCO, CA 92860

(951) 735-3900

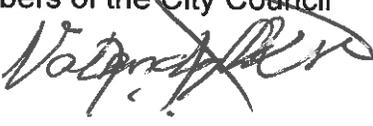
WWW.CI-NORCO.CA.US



Scan QR code to see the full directory

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Lori J. Askew, Director of Public Works

DATE: September 17, 2014

SUBJECT: Pedestrian–Equestrian Trail Encroachments on Corona Avenue between Second Street and Third Street

RECOMMENDATION: Provide staff with direction on how to proceed with encroachments.

SUMMARY: In the past few months, it has been reported that there have been riding accidents attributed to the paving of asphalt across the trail at driveways. Staff was requested to investigate the encroachments.

BACKGROUND/ANALYSIS: At the August 20, 2014 City Council meeting, Councilmember Newton indicated that another rider had come off their horse while crossing a paved driveway in the horsetrail on Corona Avenue. He requested staff to look into the matter of trail encroachments along the portion of Corona Avenue south of Third Street.

Staff drove Corona Avenue from Second Street to Third Street and noted trail encroachments at 14 driveways. The encroachments include minimal asphalt in a roughened condition, railroad ties, and asphalt concrete recently slurried. Staff has determined the trail encroachments fall into the following categories:

- Driveways that are relatively flat crossing the horsetrail can logically just have the asphalt/railroad ties removed entirely within the trail and replaced with compacted decomposed granite;
- Driveways that are in a steepened condition can have the asphalt/railroad ties removed and replaced with a mixture of decomposed granite mixed with a binder and compacted;
- Driveways that are significantly steep can have a portion of the asphalt removed and replaced with a mixture of decomposed granite mixed with a binder and compacted or have the driveway replaced with stamped asphalt and a rough surface applied. In this instance, if the entire driveway was removed, it is logical to expect erosion of the trail portion of the driveway causing the residents difficulty in accessing their property.

Removal and replacement costs will range between \$4.50/sf for asphalt removal to \$20.50/sf for 4" asphalt, stamped and coated. A budget of around \$28,000 should be expected to address all the encroachments.

Agenda Item: 4.B.

September 17, 2014

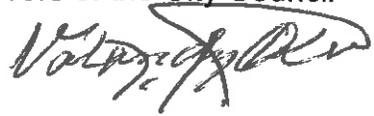
Another option would be to close the trail along this portion of Corona Avenue for safety reasons. Signs would be posted at both ends of Corona Avenue at Second Street and Third Street alerting riders of the forthcoming closure. The actual closure would be along the portion where the trail traverses the steep slopes. This could be accomplished for approximately \$500.00.

If staff is requested to move forward with the removal of the encroachments, a public workshop with all affected residents would be recommended. A plan of action for all driveways would be discussed with the intent that the residents “buy in” on the improvements.

FINANCIAL IMPACT: \$28,000

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

DATE: September 17, 2014

SUBJECT: **Public Hearing:** A Resolution Amending the City's Comprehensive Fee Resolution to Update and Adjust the Development Impact Fees

RECOMMENDATION: Adopt **Resolution No. 2014-60**, amending the City's Comprehensive Fee Resolution to update and adjust the Development Impact Fees.

SUMMARY: On May 7, 2014, City Council conducted a public hearing to consider proposed changes to the City's development impact fees. After the public hearing, City Council voted to defer action and directed staff to conduct additional review to ensure that the proposed fees are reasonable in comparison to fees charged by other neighboring jurisdictions. Staff has completed the City Council's requested review and made modifications as appropriate. It is to be noted that in determining the reasonableness of development impact fees, one has to take into consideration the schedule of master facilities to be constructed to meet the demands created by new development and the impact fees paid by existing residents to construct and acquire existing infrastructure. The schedule of master facilities to be acquired and the proposed impact fees were first reviewed by the City Council at a Special Meeting Workshop on January 27, 2014.

BACKGROUND/ANALYSIS: On October 17, 2012, the City Council approved a Professional Services Agreement with Revenue Cost Specialists, LLC (RCS) to complete a Development Impact Fee Calculation and Nexus Report. RCS specializes in cost of services studies including impact fee calculation for local governments. They have assisted the City in developing general user fee schedules over the last ten years, and, in 2004 they completed the first Comprehensive Impact Fee calculation for the City. RCS has performed similar services for many cities in the state.

The first step in the calculation of Development Impact Fees (DIF) is the identification of capital assets additions (Master Facilities Plan) that are necessary to serve new residential and business development at the same levels of service currently offered and enjoyed by the existing community. Based on the estimated cost of the Master Facilities Plan (MFP) through "build out," DIF is calculated for different land uses. The purpose of this calculation is to determine the cost impact of new development on City infrastructure. This cost impact is then spread among anticipated development through "build out" to determine the amount of impact fee to be charged for each land use. Development impact fees do not apply to existing development but is a fee paid on new development to fund the impact of such developments on City capital infrastructure. As a measure of how reasonable the

September 17, 2014

proposed fees are, the attached schedule includes a column showing the amount attributable to existing residents for the various land uses. A separate schedule is also attached comparing the City's proposed fees to the fees charged by neighboring jurisdictions. It is to be noted that except for parks impact fees, the City's proposed fees are within the range charged by other agencies in the area. The high park impact fee is due to high community standards.

The fees collected will be used to fund projects related to the following broad infrastructures:

- Animal Control Facilities, Vehicles and Equipment
- Fire Suppression/Medic Facilities, Vehicles and Equipment
- Circulation (Streets, Signals, and Bridges) System
- Local Storm Drainage Collection Facilities
- General Facilities (City Hall, City Fleet, and Fleet)
- Water Distribution Systems
- Wastewater Collection and Treatment Systems
- Equestrian Trail Acquisition and Development Systems
- Community Use Facilities
- Parks and Open Space

History:

On May 5, 2004, the City Council approved the City's Development Impact Fee and Nexus Report prepared by RCS as supported by the Master Facilities Plan. The 2004 study by RCS did not include utility systems infrastructure. Impact fee calculation for water and sewer infrastructure facilities was last performed in 2003 by Reiter Lowry Consultants. Following the approval of general City infrastructure Development Impact Fees in 2004, the City Council in 2005, approved a reduction to the surface transportation improvements component (streets, bridges and traffic signals) after it was determined that the Hamner Avenue Bridge improvement project will be funded from sources other than development impact fee. Since then, no additional changes have been made to the fees adopted in 2004. With respect to water and sewer systems infrastructure, no changes have been made to the fees that were approved in 2003.

Therefore, the City Council is recommended to complete the public hearing process and approve the recommended Development Impact Fees.

Attachment: Development Impact Fee Comparison Chart
Resolution No. 2014-60 with Exhibit A (Development Impact Fee Schedule)

The completed 2013-14 Development Impact Fee Calculation and Nexus Report and the Master Facilities Plan for the City of Norco are available at the City Clerk's Office.

RESOLUTION NO. 2014-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING THE CITY'S COMPREHENSIVE FEE RESOLUTION TO UPDATE AND ADJUST THE DEVELOPMENT IMPACT FEE SCHEDULE

WHEREAS, in 2014, Revenue & Cost Specialists, LLC conducted an extensive analysis through its technical expertise to identify the capital needs of the City and completed a Development Impact Fee (DIF) calculation and Nexus Report; and

WHEREAS, the Development Impact Fees were adopted in 2004 and were amended to reflect changes in the Consumer Price Index in 2007; and

WHEREAS, the schedule of amended Development Impact Fees needs to be adopted so that the City can identify the capital projects and acquisitions necessary to finance the proportional share of development-generated capital needs; 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, 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. The Development Impact Fees contained in Resolution Nos. 2007-24 and 2012-43 are hereby updated.

SECTION 2. The Development Impact Fees are hereby approved as listed in Exhibit "A".

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

PASSED AND ADOPTED by the City Council of the City of Norco as a regular meeting held on September 17, 2014,

Berwin Hanna
Mayor of the City of Norco, California

ATTEST:

Cheryl L. Link, City Clerk
City of Norco, California

I, Cheryl L. Link, 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 September 17, 2014 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 September 17, 2014.

Cheryl L. Link, City Clerk
City of Norco, California

Attachment: Exhibit "A"

**City of Norco
Development Impact Fee**

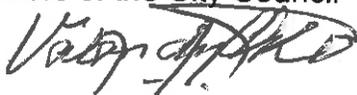
Land Use Category	Current Fee	Proposed Fee	Existing Resident Financial Commitment
COMMERCIAL / OFFICE			
Parks	\$0.598 / sq. ft.	\$0.463 / sq. ft.	
Fire	\$0.544 / sq. ft.	\$0.561 / sq. ft.	\$0.859 / sq. ft.
General Government Facilities	\$0.118 / sq. ft.	\$0.195 / sq. ft.	\$0.320 / sq. ft.
Streets	\$3.683 / sq. ft.	\$7.342 / sq. ft.	\$13.2572 / sq. ft.
Storm Drains	\$0.293 / sq. ft.	\$0.404 / sq. ft.	\$0.264 / sq. ft.
Animal Control	\$0.009 / sq. ft.	\$0.031 / sq. ft.	\$0.067 / sq. ft.
Sewer	\$2,120 / EDU	\$1.653 / sq. ft.	\$2.653 / sq. ft.
Water	\$2,400.00 / 1"meter	\$2.586 / sq. ft.	\$5.315 / sq. ft.
COMMERCIAL LODGING			
Parks	\$116.00 / Guest Unit	\$118.00 / Guest Unit	
Fire	\$374.00 / Guest Unit	\$358.00 / Guest Unit	\$544.00 / Guest Unit
General Government Facilities	\$28.00 / Guest Unit	\$50.00 / Guest Unit	\$71.00 / Guest Unit
Streets	\$1,070.00 / Guest Unit	\$2,142.00 / Guest Unit	\$3,866.00 / Guest Unit
Storm Drains	\$59.00 / Guest Unit	\$98.00 / Guest Unit	\$59.00 / Guest Unit
Animal Control	\$2.08 / Guest Unit	\$8.00 / Guest Unit	\$9.00 / Guest Unit
Sewer	\$2,120 / EDU	\$5,864.00 / Guest Unit	\$4,415.00 / Guest Unit
Water	\$2,400.00 / 1"meter	\$1,959.00 / Guest Unit	\$3,238 / Guest Unit
INDUSTRIAL			
Parks	\$0.358 / sq. ft.	\$0.329 / sq. ft.	
Fire	\$0.011 / sq. ft.	\$0.116 / sq. ft.	\$0.177 / sq. ft.
General Government Facilities	\$0.118 / sq. ft.	\$0.139 / sq. ft.	\$0.182 / sq. ft.
Streets	\$1.177 / sq. ft.	\$2.516 / sq. ft.	\$4.543 / sq. ft.
Storm Drains	\$0.190 / sq. ft.	\$0.277 / sq. ft.	\$0.158 / sq. ft.
Animal Control	\$0.0052 / sq. ft.	\$0.022 / sq. ft.	\$0.038 / sq. ft.
Sewer	\$2,120 / EDU	\$1.955 / sq. ft.	\$2.535 / sq. ft.
Water	\$2,400.00 / 1"meter	\$1.810 / sq. ft.	\$2.971 / sq. ft.

**City of Norco
Development Impact Fee**

Land Use Category	Current Fee	Proposed Fee	Existing Resident Financial Commitment
SINGLE FAMILY DWELLING/SUBDIVISION			
Parks	\$11,742.00 / Res. Unit	\$11,821.00 / Res. Unit	
Fire	\$1,036.00 / Res. Unit	\$1,010.00 / Res. Unit	\$1,542.00 / Res. Unit
General Government Facilities	\$515.00 / Res. Unit	\$1,199 / Res. Unit	\$2,156 / Res. Unit
Trails	\$729.00 / Res. Unit	Combined with street	
Sewer	\$2,120 / EDU	\$6,134.00 / Res. Unit	\$5,596.00 / Res. Unit
Water	\$2,400.00 / 1"meter only	\$4,662.00 / Res. Unit	\$7,694.00 / Res. Unit
Streets	\$2,084.00 / Res. Unit	\$4,062.00 / Res. Unit	\$7,334.00 / Res. Unit
Storm Drains	\$1,560.00 / Res. Unit	\$2,545.00 / Res Unit	\$1,529.00 / Res Unit
Animal Control	\$146.00 / Res. Unit	\$251.00 / Res. Unit	\$435.00 / Res. Unit
Public Library	\$471.00 / Res. Unit	Included with Public Meeting Facilities	Not Applicable
Public Meeting Facilities	\$1,312.00 / Res. Unit	\$3,318.00 / Res. Unit	
Aquatics Center	\$251.00 / Res. Unit	No Fee - Elimnated	Not Applicable
MULTI FAMILY			
Parks	\$6,192.00 / Res. Unit	\$9,639.00 / Res. Unit	
Fire	\$1,683.00 / Res. Unit	\$1,009.00 / Res. Unit	\$1,543.00 / Res. Unit
General Government Facilities	\$515.00 / Res. Unit	\$106.00 / Res. Unit	\$239.00 / Res. Unit
Sewer	\$2,120 / EDU	\$5,727.00 / Res. Unit	\$7,479.00 / Res. Unit
Water	\$2,400.00 / 1"meter only	\$2,559.00 / Res. Unit	\$4,232.00 / Res. Unit
Streets	\$1,373.00 / Res. Unit	\$2,712.00 / Res. Unit	\$4,896.00 / Res. Unit
Storm Drains	\$162.00 / Res. Unit	\$210.00 / Res. Unit	\$177.00 / Res. Unit
Animal Control	\$146.00 / Res. Unit	\$251.00 / Res. Unit	\$434.00 / Res. Unit
Public Library	\$248.00 / Res. Unit	No Fee	Not Applicable
Public Meeting Facilities	\$691.00 / Res. Unit	\$2,706.00 / Res. Unit	
Aquatics Center	\$132.00 / Res. Unit	No Fee	Not Applicable

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Steve King, Planning Director

DATE: September 17, 2014

SUBJECT: **Ordinance No. 980, First Reading.** Code change 2014-05 (City of Norco): A City-Initiated Code Amendment to Add Chapter 5.56 "Hookah and Smoking Lounges" to prohibit hookah and smoking lounges in all Zoning Districts within the City.

RECOMMENDATION: Adopt **Ordinance No. 980**, for first reading.

SUMMARY: The proposed Ordinance would expressly prohibit indoor smoking and hookah lounges, whether as a stand-alone business, or as an ancillary use to another business. The Ordinance does not prohibit outdoor smoking areas that are ancillary to bars and restaurants and that are currently allowed, however hookah smoking in an otherwise permitted outdoor smoking area would be prohibited.

BACKGROUND: At its meeting on August 20, 2014, the City Council directed staff to process a Code Change to the Norco Municipal Code to prohibit hookah lounges. The attached ordinance is written to accomplish that and at the same time prohibit smoking lounges since the uses are very similar and one could argue that the allowance of one is an allowance of the other. Currently smoking and hookah lounges are not permitted uses by exclusion.

The preamble text regarding permitted and conditionally-permitted uses the C-G zone (primarily Hamner Avenue) currently reads:

It is the intent that if a specific use is consistent with a use category listed as determined by staff the specific use shall be treated as part of the corresponding use category, even if not specifically listed.

So if a use is not specifically listed and does not correspond to a use category it is not a permitted use in the C-G zone. The preamble to the C-4 zone (Sixth Street) states:

*The following uses are permitted and the land shall be used and buildings and structures shall hereafter be erected, altered, enlarged or otherwise modified for the following uses **only**.*

Like the C-G zone if a use is not specifically listed in the C-4 zone then it is not a permitted use. There is one category in the C-4 zone that allows for retail uses not specifically listed titled "Convenience Sales, which typically include, but is not limited to: convenience markets, drug stores, beauty and barber shops, and dry cleaning establishments." While this category is a broad category it has not been interpreted to be broad enough to allow smoking and hookah lounges.

In the Gateway Specific Plan, Commercial District, again, the use is not listed specifically, but there is a land use title "Specialty Retail" that could be interpreted to allow a smoking or hookah lounge but it requires approval of conditional use permit. The draft Ordinance removes any potential misinterpretation by specifically prohibiting smoking and hookah lounges in all commercial zones.

ANALYSIS: State law prohibits smoking in most enclosed workplaces (including retail and restaurants), with two exemptions that relate to smoking inside hookah lounges and cigar bars. The exemptions are for businesses whose primary purpose is the sale of tobacco and there are no employees other than the owner and for private smokers lounges which is an enclosed area within a business where the business is dedicated to the use of tobacco. Cities can impose more restrictions.

As written, the draft Ordinance prohibits smoking and hookah lounges whether as a primary use or as an ancillary use to another otherwise permitted use. The Ordinance does not preclude the use of outdoor enclosed patios that are ancillary to a restaurant or bar for smoking cigarettes. The use of hookah in outdoor spaces is prohibited. The Ordinance as drafted also does not preclude "vaper" stores that sell electronic cigarettes where some have lounges for testing flavors since there is no heating or burning of tobacco involved. The Ordinance also does not prohibit such uses in private homes for personal use.

The proposed Ordinance to add Chapter 5.56 is presented directly to the City Council since it is a Code Change to NMC Title 5, which does not require a recommendation from Commissions.

FINANCIAL IMPACT: None with the exception of code or law enforcement hours as may come up in the future.

Attachment: Ordinance No. 980.

ORDINANCE NO. 980

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA APPROVING A CITY-INITIATED PROPOSAL TO AMEND THE NORCO MUNICIPAL CODE BY ADDING CHAPTER 5.56 "SMOKING AND HOOKAH LOUNGES" PROHIBITING INDOOR SMOKING AND HOOKAH LOUNGES IN ALL COMMERCIAL ZONING DISTRICTS WITHIN THE CITY. CODE CHANGE 2014-05

WHEREAS, the City of Norco initiated Code Change 2014-05, a proposal to add a new chapter, 5.56, to Title 5 of the Norco Municipal Code adding regulations for the prohibition of indoor smoking and hookah lounges, and outdoor hookah lounges in all commercial zones of the City; and

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

WHEREAS, hearing of said Code Change was duly noticed and scheduled for public hearing by the City Council at their meeting of September 17, 2014, on or about 7 p.m. in the Council Chambers of the Norco City Hall, 2820 Clark Avenue, Norco, California, 92860; and

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

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines.

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

- A. The proposed Code Change is consistent with minimum state public noticing requirements for projects that require a public hearing.
- B. The project has been determined to be categorically exempt from the California Environmental Quality Act and the City of Norco Environmental guidelines as a minor alteration to land use. (California Code of Regulations, Title 14, Chapter 3, Article 19, §15305)
- C. Hookah smoking of tobacco presents additional safety issues to the user that warrants prohibition in an otherwise allowed outdoor smoking area for cigarettes and cigars that is ancillary to a restaurant or bar. These additional safety issues include, but are not limited to: the additional harmful agents in the smoke caused from heating the tobacco by burning charcoal; the longer duration of the act of smoking tobacco from a hookah pipe as opposed to the smoking of a cigarette or cigar which is relatively short; and the harmful effects

from secondhand smoke from the hookah tobacco, being enhanced by the burning charcoal that is used to heat it.

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

SECTION 1: Norco Municipal Code Title 5 "Business Licenses and Regulations" is hereby amended to add Chapter 5.56 "Hookah and Smoking Lounges Prohibited" as follows:

Sections:

5.56.02 Definitions

- (1) *"Hookah Lounge" shall mean any structure, or location or facility within an enclosed structure that is used for the purpose of smoking tobacco from a hookah water pipe or shisha.*
- (2) *"Smoking Lounge" shall mean any structure, or location of facility within an enclosed structure that is used for the purpose of smoking tobacco.*
- (3) *"Smoking Area" shall mean any outdoor enclosed patio that is ancillary to a bar or restaurant for the purpose of smoking tobacco and that does not include smoking tobacco from a hookah water pipe or shisha.*

5.56.04 Uses

- (1) *A "Hookah lounge" or "smoking lounge" shall not include the following uses, as long as the locations of such uses are otherwise regulated by this Code or applicable law:*
 - (a) *A lounge devoted to the testing of vaper flavors for electronic cigarettes or other similar devices that do not include the burning or warming of tobacco;*
 - (b) *The indoor use of hookah or tobacco at a private residence for personal use including parties but does not include scheduled periodic parties for the purpose of selling tobacco, hookah tobacco, or related paraphernalia.*

5.56.06 Prohibition: The City Council of the City of Norco finds and determines that smoking lounges and hookah lounges are prohibited within all commercial zoning districts within the City of Norco. This prohibition does not apply to outdoor smoking area ancillary to a bar or restaurant.

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 October 1, 2014.

Mayor of the City of Norco, California

ATTEST:

Cheryl Link, City Clerk
City of Norco, California

I, CHERYL LINK, 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 September 17, 2014 and thereafter at a regular meeting of said City Council duly held on October 1, 2014, 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 October 1, 2014.

Cheryl Link, City Clerk
City of Norco, California