



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

July 21, 2014
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860



CALL TO ORDER: 6:30 p.m.

ROLL CALL: **Present:** Kevin Bash, Cathey Burt, Linda Dixon, Patricia Hedges, Herb Higgins, John Padilla, Bill Schwab, Jodie Filkins Webber
Absent: Corinne Holder
Staff Present: City Manager Andy Okoro, Director of Parks, Recreation, and Community Services Brian Petree, Director of Public Works Lori Askew, City Clerk Cheryl Link

PLEDGE OF ALLEGIANCE: Committee Member Schwab

BUSINESS ITEMS:

1. Approval of July 7, 2014 Meeting Minutes

M/S Bash/Higgins to approve the minutes as presented. The motion was carried by the following roll call vote:

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

2. Committee Contact Information

Chair Webber requested Committee Member contact information for use by the Committee.

3. Committee and Public Suggestions Log Sheet

Committee Member Schwab requested to add periodic fencing to the log sheet as suggested at a previous meeting.

Committee Member Padilla requested to define major roadways versus minor trail areas. Mr. Padilla suggested that major roadways have higher priority for trail fencing.

4. Final Report to City Council

Chair Webber read an email from Vice Chair Holder (Attachment B).

City Manager Okoro stated that he is not opposed to the final report to City Council be broken down by categories and commented that Vice Chair Holder makes good points. Mr. Okoro indicated that the Committee needs to look at a 20-year infrastructure plan and concerns can be transmitted to each Commission. The Committee's job is to identify needs and report to City Council.

Chair Webber commented on a point Committee Member Higgins brought up regarding needs versus wants. The City has standards but cannot afford them. The Committee must identify the needs versus wants and request that the Commissions look into them further.

Committee Member Burt stated that the needs should be identified first at the Commission level and then be brought to the Committee.

Committee Member Schwab stated that there are Commission Members on this Committee and those Members can speak up on the needs. The Committee acts as another set of eyes on the issues and then can provide valid recommendations to the City Council.

Committee Member Hedges indicated that the Committee should be careful what it sends to the Commissions. Ms. Hedges questioned whether the Commissions would look at costs, standards, affordability, etc. The Committee was charged with very different tasks than the Commissions.

Committee Member Higgins commented that the concept of the Committee is to review existing standards and to determine, based on the Capital Improvement Project budget, if there is enough money to fund needs over the next 20 years. The Committee doesn't have the authority to change standards. The Committee is charged with determining the costs of maintaining standards. The Committee's report to City Council will provide that information for Council's review. The Council will then address alternatives, if needed.

Committee Member Bash commented that the 120 miles of trails came from an Ad-Hoc Committee in 1997. Mr. Bash expressed his concerns with presenting a final report to Council as a whole rather than in parts because he is hesitant that the Council will read a large report. However, presenting the report in parts could pose the problem of not seeing the big picture. Mr. Bash stated that he appreciates the public participation of this Committee. Mr. Bash said that the Committee brings expertise from the various Commissions and is charged with determining a consistent revenue stream over the next twenty years.

Committee Member Dixon commented that in order for the Committee to work off of accurate information, the Committee needs to give staff time to gather and generate information and in the meantime, the Committee can move on to other topics.

Chair Webber commented that as a citizen on the Committee, she offers a different perspective. As a citizen, she is asking questions because of not having the information that a Council Member or staff member may have. Chair Webber stated that if the Committee is not charged with looking at alternatives then so be it; however, the responsible approach, looking at it from a resident's viewpoint, is to look at all options. If a high standard cannot be maintained, then costs for a lower standard should be reviewed by the Committee. Chair Webber commented that this is necessary in order to educate the public and justify recommendations.

Committee Member Dixon concurred and thought that the Committee was headed in the right direction by presenting the problems with various solutions.

Committee Member Higgins commented that the Committee look at current standards, costs, and alternatives and present the information to Council. The City Council will make the recommendations.

Ed Dixon stated that for three weeks, the Committee has been on the right track and making progress. Mr. Dixon concurred with Chair Webber's comments.

Committee Member Bash commented on presenting all ideas and thinking outside the box.

DISCUSSION ITEMS:

1. City's Trail System

A. Decomposed Granite and Alternatives

Chair Webber inquired if there are alternatives to decomposed granite (DG) that the City considered before and ruled out. Director Petree stated that the Streets and Trails Commission already has done most of the work. Chair Webber commented that if there are alternatives in the Code, then the Committee should look at those alternatives and costs and present to Council. Director Petree stated that DG alternatives have changed and there have been evolutions in the options available. What is in the Code is most likely outdated. Updated information should be reviewed by the Streets and Trails Commission first.

Director Askew stated that there was a zone code amendment last year determining that only DG is allowed in residential areas unless alternative materials are brought to staff for review. If staff agrees, then the alternative materials request goes to the Streets and Trails Commission and ultimately to the City Council for approval.

Ted Hoffman commented on a wax-coated DG is already in place by Pikes Peak Park. It works on a 3% grade or better and there is no erosion. It costs more but provides longevity, safe for horses, and is ADA compliant.

Director Petree and Mr. Hoffman commented that the wax-coated DG is a great alternative for steeper grades.

In response to Chair Webber, Director Askew stated that the \$9 per lineal foot for fencing does not include DG. Committee Member Higgins requested that at the next meeting Director Askew provide cost for DG.

City Manager Okoro stated that when the trail matrix is complete, Director Askew will be able to develop a standard of costs, which includes the annual cost of DG.

B. Fencing and Alternatives

In response to Chair Webber, Director Askew stated that there is only one standard for fencing. Ms. Askew stated that many alternatives have been researched.

One alternative that the Committee briefly discussed was rails and posts with a larger diameter, which would last longer.

In response to Committee Member Dixon, Director Askew stated that trail standards do not specify that trail fencing is required on all trails. The trail standard states what is required if trail fencing is installed.

Ted Hoffman suggested that the City discuss with Valley Cities Fence about making the top rail of trail fencing uncomfortable to sit on so that it will last longer.

There was some discussion about the need for trail fencing for safety reasons.

C. Past Trail Capital Improvement Project Identification

There was some discussion about previous CIP projects, similar to the CIP plan for 2014-2019 provided at the previous meetings. Committee Member Dixon requested to look at the previous five year plan and compare to the current plan in order to see what has been completed. Chair Webber stated it would be helpful to have that information as well to help identify priorities

In response to Chair Webber, Director Askew stated that in the trails matrix, she will include the age of the fencing.

D. Recommendations for Trail Fence Replacement Plan

In response to Chair Webber, City Manager Okoro stated that the vision for trail fence replacement is a 20-year plan.

Chair Webber asked Committee Members for recommendations on what to take to the City Council regarding the 20-year plan.

Committee Member Higgins asked Director Askew for figures as to what the maintenance crew replaces each year and what is sent out to bid. Committee Member Higgins stated that between the two figures, staff should have a good estimate of costs for the replacement plan. Committee Member Higgins stated that past cost will give an average for the future and requested that information be included in the matrix.

Committee Member Bash likes the idea of property owners being responsible for the trail portion in front of their property.

Committee Member Hedges expressed concerns about accuracy in numbers from the past four to five years. If the City has not been maintaining up to standard for the past several years due to financial constraints, would the figures provided be accurate to use for future projections. Committee Member Higgins stated that the trail matrix will help address those concerns.

Chair Webber indicated that once the Committee is given costs, then goals for the plan can be established.

E. Public Outreach and Education

Director Petree presented a flyer, "Straight Trail Talk," outlining resident trail responsibilities. Mr. Petree stated that the flyer could be placed on the City's website and Facebook page.

Ted Hoffman commented that the flyer is good and that the City should follow up in six months for compliance.

Committee Member Bash asked staff to find out the cost to send the flyer out with water bills. Mr. Bash also suggested giving residents alternatives for trail maintenance. For example, residents can pay the City to maintain the trail in front of their property. Also, giving seniors a bridge.

Chair Webber stated that for rental properties, the tenants do not receive water bills and would be unaware of this flyer. Chair Webber also stated that Section 12.18.040 "Exceptions" is ambiguous and could be confusing to those living in Landscape Maintenance Districts. Committee Member Higgins suggested sending this flyer to Council for approval.

F. Infrastructure Final Report to City Council

1. Appointment of Committee Member to draft report

Chair Webber requested thoughts from Committee Members regarding breaking up the task for drafting the final report to City Council and appointing Committee Members for this task. City Manager Okoro offered staff assistance to the Committee when writing the report.

M/S DIXON/HEDGES to charge Chair Webber with the task of drafting the final report from the Ad-Hoc Committee to the City Council. The motion was carried by the following roll call vote:

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

Committee Member Schwab suggested each Committee Member take a portion of the report for final drafting by Chair Webber. Chair Webber stated that she would write an introductory portion for each topic capturing what the current status is and summarize the basis for recommendations.

COMMITTEE AND STAFF COMMENTS

After some discussion between Committee Members, it was decided that in order to allow Director Askew more time to complete the trails matrix, that the Committee discuss streets and parks at the next meeting. Director Askew indicated that City Engineer Milano would be available on August 11th to present a streets matrix for discussion. Committee Member Higgins also requested information, benefits, and costs of rolled curbs. Committee Member Dixon requested information on cost per year to repair streets and the anticipated costs for a five-year plan. Ms. Dixon suggested bringing before the Committee the previous five-year CIP plan and the current five-year CIP for comparison. Director Askew will also provide costs for rolled curbs versus vertical curbs.

It was discussed that for the next meeting, Director Petree will provide maps of the parks, cost of maintenance, and usage.

PUBLIC COMMENTS

None

ADJOURNMENT

Chair Webber adjourned the meeting at 8:54 p.m.

Attachments: “A” – Committee and Public Suggestions Log Sheet
 “B” – Email from Vice Chair Corinne Holder

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Attachment "A" – Ad-Hoc Committee and Public Suggestions Log Sheet

Ad-Hoc Committee and Public Suggestions Log Sheet

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

Ad-Hoc Committee and Public Suggestions Log Sheet

			City-wide assessments similar to LMDs						
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Attachment "B" – Email from Vice Chair Holder

-----Original Message-----

From: Corinne Holder [<mailto:corinnehcm@sbcglobal.net>]

Sent: Sunday, July 20, 2014 4:51 PM

To: jfilkins@filkinslaw.com

Subject: Ad-hoc meeting

Hi Jodie,

I would appreciate it if you would read this into the meeting minutes in my absence. It would probably be in the beginning before you discuss the trails. I leave it to you to find the best place to insert. I will be available for few hours Monday Morning if you would like to comment, or suggest any changes. You may want to ask Cheryl to make copies for everyone as well.

Good evening everyone,

Before you get started tonight I just wanted to comment on some ideas and suggestions that have come up this last week as Jodie and I have worked with Brian and Andy on the agenda for tonight. I want to make sure that as we address each item that we do not get bogged down in the fine details that may be better addressed at commission level.

With trails as our first topic, we have found that we need more quantifying information to determine cost of trails and trail fencing. We have asked staff to bring us more or better details, and we know that will take some time. With the input of the public and commissioners we also found that we may be able to reduce costs and increase longevity of fencing. Some of those details will be discussed tonight.

As this is discussed further this evening I would like to suggest that the option of changing trail fencing be sent back to the streets and trails commission for study and suggestions. It can then come back to us later with the new proposal to give us better monetary and longevity numbers.

I suggest this for two reasons: 1. We do not want to overstep our task boundaries to do the job that is already being done at a commission level.

2. It will save us time, allowing us to move onto the next item while also allowing staff time to prepare information that we know to be time-consuming, such as trail standards matrix. Any of the city commissions can have special meetings to handle any special interest items that the ad hoc committee comes across.

I do believe that we need to discuss the details of each of these items to adequately quantify and justify any costs that this committee determines is needed for future maintenance. I came into this ad hoc committee believing that we would make a final report to commissions and council when we had completed our research (such as the Waste Management Committee) However, I now feel that it may be better suited to our goals if we were to give information piece meal, to each commission, allow them to do their job and then present reports to City Council. As trails have shown, we may be able to address needs and fixes now in a more timely manner than waiting for a complete report in 6 months. We will have a better understanding of the true cost of future needs and save money in the whole process.

I hope this makes sense to everyone and again I apologize for not being present this evening.

Thank you.

Corinne