

For further information on an agenda item, please contact the City at 12363 Limonite Ave. Suite 910, Eastvale, CA 91752

**AGENDA
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EASTVALE**

Wednesday February 8, 2012

6:30 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:30 p.m.

2. ROLL CALL/INVOCATION /PLEDGE OF ALLEGIANCE:

Council Members - Ike Bootsma, Ric Welch, Adam Rush
Mayor Pro Tem – Kelly Howell
Mayor - Jeff DeGrandpre

Invocation led by Pastor Rob Norris from The Crossings Church.

3. ADDITIONS/DELETIONS TO THE AGENDA:

4. PRESENTATIONS/ANNOUNCEMENTS:

At this time, the City Council may recognize citizens and organizations that have made significant contributions to the community and it may accept awards on behalf of the City.

4.1 Presentation to Amanda Gelb.

4.2 Presentation of New City Website.

5. PUBLIC COMMENT/CITIZEN PARTICIPATION:

This is the time when any member of the public may bring a matter to the attention of the Mayor and the City Council that is within the jurisdiction of the City Council. The Ralph M. Brown act limits the Mayor's, City Council's and staff's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting or referred to staff. The City Council may discuss or ask questions for clarification, if desired, at this time. Although voluntary, we ask that you fill out a "Speaker Request Form", available at the side table. The completed form is to be submitted to the City Clerk prior to being heard. Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.

6. CONSENT CALENDAR:

Consent Calendar items are normally enacted in one motion. The Mayor or City Council may remove a Consent Calendar item for separate action. Public comment is limited to two (2) minutes each with a maximum of (6) minutes.

6.1 Minutes – January 25, 2012 Regular City Council Meeting.

Recommendation: Approve the minutes from the Meeting held January 25, 2012.

6.2 Update on Sign Ad-Hoc Committee Meeting.

Recommendation: Receive staff's update.

6.3 Update on Special Events Meeting.

Recommendation: Receive staff's update.

7. PUBLIC HEARINGS:

*The public is encouraged to express your views on any matter set for public hearing. It is our procedure to first receive the staff report, then to ask for public testimony, first from those in favor of the project followed by testimony from those in opposition to it, and if there is opposition, to allow those in favor, rebuttal testimony only as to the points brought up in opposition. To testify on the matter, you need to simply come forward to the speaker's podium at the appropriate time, give your name and address and make your statement. After a hearing is closed, you may not further speak on the matter unless requested to do so or are asked questions by the Mayor or a Member of the City Council. **Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.***

7.1 Development Impact Fees.

Recommendation: Open the Public Hearing and continue the item to the March 14, 2012 City Council Meeting.

8. OLD BUSINESS ITEMS:

*Public comment will be called for each item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed you may not further speak on the matter unless the City Council requests further clarification of your statement. **Public comment is limited to two (2) minutes with a maximum of six (6) minutes.***

There are no Old Business items.

9. NEW BUSINESS ITEMS:

*Public comment will be called for each non-hearing item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed, you may not further speak on the matter unless the Mayor or City Council requests further clarification of your statement. **Public Comment is limited to two (2) minutes with a maximum of six (6) minutes.***

9.1 Social Host Ordinance.

Recommendation: Adopt Ordinance No. 2012-03, "Social Host Underage Drinking and Consumption Accountability" to the Eastvale Municipal Code.

9.2 Request for Proposals – Citywide Fee Study.

Recommendation: Adopt Resolution 12-08 authorizing the issuance of Request for Proposals for a comprehensive Citywide Fees and Charges Rate Study.

9.3 **Contract with City of Norco – Hamner Road Improvements.**

Recommendation: Direct the City Attorney to prepare a cooperative agreement with the City of Norco and authorize the City Manager to sign the agreement for expenditures of Gas Tax Funds in the amount of \$473,171 for the Hamner Avenue Widening project.

9.4 **Code Enforcement Volunteer Program.**

Recommendation: Review and approve a volunteer program for Code Enforcement.

10. COUNCIL COMMUNICATIONS:

(Committee Reports, Agenda Items, Meeting Requests and Review etc.)

This is an opportunity for the Mayor and City Council Members to report on their activities and the actions of the Committees upon which they sit, to bring a matter to the attention of the full Council and staff, and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.

11. CITY MANAGER'S REPORT:

12. CLOSED SESSION:

13. ADJOURNMENT:

The next regular meeting of the Eastvale City Council will be held on February 22, 2012 at 6:30 p.m. at Rosa Parks Elementary School.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

UPCOMING AGENDA ITEMS

The following topics/items are planned for upcoming agendas. Please watch our website, www.eastvaleca.gov, for final City Council Agendas. Final agendas are posted 72 hours in advance of the meetings and are also posted on our website with the accompanying reports. Please note that the wording for topics listed below may change once the final agenda is submitted. Please keep in mind that all topics listed below are tentative.

February 2012

- Source Reduction and Recycling Element
- Presentation – Prado Dam Project
- Contract with Ontario for Grade Separation Roadway Improvements
- General Plan Amendments

March 2012

- Parking Citations/Street Signs
- Foreclosure Registry

POSTING STATEMENT:

I, Ariel Berry, Deputy City Clerk or my designee hereby certify that a true and correct, accurate copy of the foregoing agenda was posted February 2, 2012, seventy-two (72) hours prior to the meeting per Government Code 54954.2.

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Cleveland Ave.

City of Eastvale Website, www.eastvaleca.gov

MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EASTVALE
Wednesday January 25, 2012
6:30 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: The City Council meeting was called to order by Mayor DeGrandpre at 6:30 p.m.

2. ROLL CALL/INVOCATION /PLEDGE OF ALLEGIANCE:

Council Members - Ike Bootsma, Ric Welch, Adam Rush
Mayor Pro Tem – Kelly Howell
Mayor - Jeff DeGrandpre
All Present

The Invocation was led by Pastor Ed Moreno from New Day Christian Church.

The Pledge of Allegiance was led by Mayor DeGrandpre

3. ADDITIONS/DELETIONS TO THE AGENDA:

There were no additions or deletions to the agenda.

4. PRESENTATIONS/ANNOUNCEMENTS:

4.1 Presentation to Eastvale Police Officers.

5. PUBLIC COMMENT/CITIZEN PARTICIPATION:

The following people spoke at Public Comment:
Carolyn Powers-Resident
Joel Seigler-Eastvale Chamber of Commerce
Julie Reyes-Waste Management
Dick Simmons-Resident

6. CONSENT CALENDAR:

Councilmember Welch requested that items 6.5, 6.6 and 6.7 be pulled for separate discussion.

6.1 Minutes – January 11, 2012 Regular City Council Meeting.

Recommendation: Approve the minutes from the Meeting held January 11, 2012.

6.2 Election Filing Fee.

Recommendation: Second Reading and Adoption of Ordinance 2012-01, adopting a \$25.00 Election Filing Fee.

6.3 Quitclaim of Storm Drain Easement to Riverside County Flood Control – Eastvale MDP Chandler Street Channel.

Recommendation: Approve Resolution 12-06, quitclaiming a storm drain easement to Riverside County Flood Control and Water Conservation District (District) and authorizing the City Manager to sign and the City Clerk to record the Quitclaim Deed.

6.4 Quitclaim of Storm Drain Easement to Riverside County Flood Control – Eastvale MDP Line F-1.

Recommendation: Approve Resolution 12-07, quitclaiming a storm drain easement to Riverside County Flood Control and Water Conservation District (District) and authorizing the City Manager to sign and the City Clerk to record the Quitclaim Deed.

6.5 Tax Deferred Member Paid CalPERS Contributions.

Recommendation: Approve Resolution 12-03, to tax defer member paid contribution – IRC 414(H)(2) Employer Pick-Up.

**Motion: Moved by Rush and Seconded by Howell to approve Resolution 12-03 as presented.
Approved 5-0**

6.6 Resolution of Support – Ontario Airport.

Recommendation: Approve Resolution 12-04, in support of the transfer of Ontario International Airport (ONT) to Local Control.

**Motion: Moved by Rush and Seconded by Bootsma to approve Resolution 12-04 as presented.
Approved by the following vote:
Ayes: Bootsma, Rush, Howell, DeGrandpre
Noes: None
Absent: None
Abstain: Welch**

6.7 Permanent – two (2) ½ time positions.

Recommendation: The City Council authorizes the establishment of two new permanent (1/2 time) positions. These include the Account Clerk (Salary – 50% of \$42,000-\$54,000) and Public Information Officer (Salary – 50% of \$48,000-

\$60,000). The City Council establishes a salary for the Office Assistant at \$36,000 - \$42,000. The Positions shall be listed on the City Web-Site for recruitment purposes.

Motion: Moved by Rush and Seconded by Howell to approve the item as presented.

Approved 5-0

6.8 Approval of Warrants.

Recommendation: Approve the payment of the warrants (check numbers 10593 to 10647 and wire numbers W000029 to W000031) in the amount of \$1,260,222.33 and payroll in the amount of \$75,206.48).

Motion: Moved by Rush and Seconded by Bootsma to approve the balance of the Consent Calendar as presented.

Approved 5-0

7. PUBLIC HEARINGS:

There were no Public Hearings.

8. OLD BUSINESS ITEMS:

There were no Old Business items.

9. NEW BUSINESS ITEMS:

9.1 Social Media Practices Policy.

Recommendation: Adopt Resolution 12-05, establishing a social media practices policy.

Motion: Moved by Howell and Seconded by Rush to approve the item as presented. An amendment to the motion by Councilmember Welch was declined.

Motion Failed by the following Vote

Ayes: Rush, Howell

Noes: Bootsma, Welch, DeGrandpre

Absent: None

Abstain: None

Motion: Moved by Welch and Seconded by Bootsma to approve the item with the following amendments:

**-On page two, 3rd bullet of the Policy, remove the words “Wherever possible...”
-Replace all references in the Policy of “PIO or designee” with “City Manager or designee”.**

Approved 5-0

10. COUNCIL COMMUNICATIONS:

Councilmember Bootsma reported that he and Mayor Pro Tem Howell attended the Community Events meeting with JCSD the previous evening and that it was a successful meeting.

Councilmember Welch requested that staff take a look at a grant opportunity for Safe Routes to School. Mayor DeGrandpre noted that he had met with the school district and that it was being looked into. Councilmember Welch continued that he has noticed several resident of Eastvale who have made significant contributions including a gold medalist soft ball player, a bronze medalist ice skater and a teacher at Eleanor Roosevelt High School who has received a fellowship from Dow Chemicals. He wanted to extend his congratulations and appreciation for these achievements. He added that the Sign Ad-Hoc committee had its first meeting that afternoon. He noted that he appreciates the time the members are devoting and looks forward to continuing to work with them.

Mayor Pro Tem Howell had no items to report.

Councilmember Rush noted that 6,000 people attended the church service where “Soul Surfer” Bethany Hamilton spoke on Sunday. PIO Nissen also added that 3,000 people were unfortunately turned away as the auditorium had reached its capacity. Councilmember Rush then gave an update on the RCTC analysis of the Interstate 15 corridor improvements from Highway 60 to Cajalco Road. He then thanked Councilmember Bootsma for his involvement with RTA to obtain bus shelters for the City of Eastvale.

Mayor DeGrandpre had no items to report.

11. CITY MANAGER’S REPORT:

The City Manager reported that the City had been notified that we would be receiving a grant from Cal Recycle in the near future.

He then noted that the City has begun receiving funds from AQMD and we would soon have synchronized traffic signals throughout the City. He then reported that a volunteer program was being worked on for Code Enforcement and the program should be in place shortly. He concluded by noting that it was discovered during the events meeting with JCSD the previous evening that the County Policy is not very user friendly and that staff would be working to re-write a new Policy for the City of Eastvale.

12. CLOSED SESSION:

12.1 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9:

Number of Cases: One (1)

12.2 PUBLIC EMPLOYMENT – Government Code Section 54957(e)

Title: City Manager

The City Council adjourned to Closed Session at 7:42 p.m.

The City Council reconvened in open session at 8:28 p.m. There was no reportable action.

13. ADJOURNMENT: The City Council meeting was adjourned at 8:29 p.m.

CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL
Meeting Date: February 8, 2012

SUBJECT: SIGNS AD HOC COMMITTEE MEETING

REQUESTED ACTION: Receive Staff's Update

CONTACT: ERIC NORRIS, PLANNING

DISCUSSION:

The Signs Ad Hoc Committee met on Wednesday, January 25, for a very productive session to discuss the issues related to signs in the public right of way. All of the appointed Ad Hoc members were in attendance at the meeting, which was facilitated by Eric Norris and Nora Decuir (Planning) and Todd Morris (Code Enforcement).

The focus of this first meeting of the Ad Hoc Committee was to discuss the need for these signs by the various groups represented on the Committee: business owners, Realtors, homebuilders, and churches. The Committee talked in general terms about the types of regulations that would work for their groups, but this first meeting did not get into specific rules.

A summary of the discussion, as captured in the notes taken at the meeting, is attached. There was general consensus on the need to regulate these signs, and a shared desire to maintain the attractive appearance of Eastvale's roadways. All of the members agreed that the current proliferation of signs needs to be controlled and regulated. The Committee members also generally agreed with a regulatory approach that focused on clear and consistently applied rules but without the need to obtain a City permit.

Planning staff is currently working on a set of draft regulations based on the Ad Hoc Committee's input. A follow-up meeting is tentatively scheduled for late February to receive the Committee's comments on staff's first draft of new rules for signs in the right of way. The overall goal is to have the rule-making process completed in time to include the regulations in the updated Eastvale Zoning Code, which is itself tentatively scheduled to be reviewed by the City Council in April or May.

Any questions about the Signs Ad Hoc process can be forwarded to Eric Norris in Planning or to Todd Morris, Code Enforcement.

CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL
Meeting Date: February 8, 2012

SUBJECT: SPECIAL EVENTS MEETING RECAP

REQUESTED ACTION: Receive Staff's Update

CONTACT: ERIC NORRIS, PLANNING

DISCUSSION:

The joint City/JCSD meeting to discuss temporary events and the process for obtaining the necessary permits was held on Tuesday, January 24. Two members each of the City Council and the JCSD Board of Directors were in attendance at the meeting, which included presentations by City staff, Eastvale Police, and the Riverside County Fire Department. The groups which promote many of Eastvale's largest events were represented at the meeting, as well as a number of community members.

A key feature of the meeting was the opportunity for the groups and individuals in attendance to begin creating a master calendar of events to be held in 2012. The calendar will be used to ensure that event sponsors submit applications in time for the City and other agencies to complete a review and issue a permit, and to avoid overlaps between events so that they will all be more successful. Michele Nissen, the City's Public Information Officer (PIO), will be creating and maintaining the calendar.

Subsequent to the meeting, City staff (City Attorney, Planning, and PIO) met to discuss the results of the meeting and how the input can be used to create an improved and streamlined process for reviewing and approving events. A draft of these proposed new rules will be presented to the Planning Commission on February 15 as part of their review of the updated Zoning Code; the Code will ultimately be reviewed by the City Council (tentatively scheduled for April or May of this year).

Questions about the meeting can be forwarded to Eric Norris, Planning, or Michele Nissen, PIO.

**CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL**

MEETING DATE: February 8, 2012

SUBMITTED BY: George Alvarez, City Engineer

SUBJECT: A Public Hearing to Consider Adoption Of A Development Impact Fee

REQUESTED ACTION:

Staff Recommends the City Council:

1. Open the Public Hearing and take Public Testimony on the Development Impact Fee Program; and
2. Continue the Public Hearing until March 14, 2012 at which time the City Council will be asked to consider the introduction of an Ordinance establishing a new DIF Program, approval of the environmental clearance for the DIF and adoption of a Resolution establishing fees for new development.

BACKGROUND:

The County of Riverside established development impact fees in 1988 to fund various public facilities, including transportation facilities, parks, trails, flood control facilities, fire protection facilities, and community centers needed to meet the demands of new development in the unincorporated county by adopting Ordinance No. 659, which established Chapter 4.6 of the Riverside County Code. The County has amended this ordinance and code chapter on a number of occasions since that time, with the latest amendment (amendment 659.7) becoming effective on November 11, 2006. The City of Eastvale, at the time of incorporation, adopted this program and collected fees until June 30, 2011 when the fee program expired.

California Government Code (beginning with Section 66000) allows a public agency to impose fees as a condition of approval for new development projects provided a reasonable relationship can be established between the purpose of the fee and the impact of the development. The City of Eastvale (City) has been actively evaluating the need and demands of a new Development Impact Fee (DIF) Program solely within the City. On January 26, 2011, the City issued an RFP to prepare a Nexus Study for a new DIF Program and a contract was approved with NBS Government Finance Group. The City Council held a Workshop in March 2011 to provide guidance for the proposed program and met on other occasions to discuss the progress of the Nexus Study. Additionally, staff has met with the BIA to review the draft Nexus study and seek their early comments for incorporation into the documents. Copies of the draft study have also been disseminated to additional stakeholders seeking their comments. The document being considered tonight has incorporated most of these comments.

DISCUSSION:

As part of the General Plan, the City has a goal to provide high quality public facilities. As new development occurs within the City, new capital facilities will be required to meet the demands of future development. The purpose of the DIF Program is to ensure new development funds its fair share of facilities not funded on a Regional basis, yet are still needed locally to maintain the quality of life in Eastvale.

The Nexus Study proposes a new DIF Program that is based upon three components; Local Traffic, Fire and General Government. It is proposed that new developments' proportional share of these facilities is as follows:

Land Use	County DIF Program Fee (Prior to July 1, 2011)	Basis	<u>PROPOSED</u> Maximum DIF Program Fee	Basis
Single Family Residential	\$4,057	Per dwelling unit	\$2,117	Per Dwelling Unit
Multi Family Residential	\$3,413	Per dwelling Unit	\$1,469	Per Dwelling Unit
Commercial/Retail	\$1,982	Per 1,000 sf of building space – 0.25 FAR	\$1,966	Per 1,000 sf of building space
Light Industrial/Warehousing	\$1,012	Per 1,000 sf of building space – 0.25 FAR	\$645	Per 1,000 sf of building space
Office / Business Park	N/A	Per 1,000 sf of building space – 0.25 FAR	\$654	Per 1,000 sf of building space

Some of the specifics of the proposed ordinance are discussed below for clarification:

- Amount to be paid and timing of payment.
 - The fee to be paid for each lot within a development project shall be the amount of the fee in effect at the time that full payment is made to the City. The fee for each lot within a development project shall be paid in-full prior to the final inspection of any building permit, unless otherwise authorized by the Mitigation Fee Act.

- The Subdivider shall have the burden of proving the amount of any fee previously paid, the date on which payment was made, and the lot for which payment was made.
- Fee adjustments.
 - The City shall update and adjust each fee on an annual basis.
 - Adjustments in the amount of the estimated costs of providing the specified transportation facilities fee program facilities will be based upon adjustments in the Caltrans Cost Index. The cost of all other public facilities will be adjusted based upon the ENR Construction Cost Index (Los Angeles Index). Adjustments shall be based on a three (3) year moving average of the annual index beginning with year 2010. Adjustments shall be effective as of January 1 of each calendar year.
 - As projects are constructed and portions of the fees used, the overall estimated cost of the facilities may be corrected if costs are less than estimated.
- Credit/Reimbursement for Construction of Public Facilities
 - Fee credits and reimbursements will be available as part of the Fee Program. Facilities must meet City standards for acquisition projects in order to be eligible for fee credits or reimbursements. All construction contracts, construction work, and requests for reimbursement must be performed in conformance with the most current "Reimbursement Policies and Procedures for Privately Constructed Public Facilities". Developers will be responsible for complying with all applicable laws, codes, and regulations relating to contracting and construction procedures for publicly-funded public works projects.
 - Timing and Amount of Fee Credits/Reimbursements
 - Fee credits and reimbursements will only be given to projects that are identified as a Fee Program facility. Developers may only seek fee credits or reimbursements for such projects from the Fee Program. In order to obtain fee credits for a single family project, a developer must enter into a credit agreement with the City. Fee credits will be proportionately allocated to lots within a final subdivision map, not a large lot map. In order to obtain fee credits for multi-family or non-residential projects, the developer must enter into a credit agreement with the City. Fee credits will be proportionately allocated to units in a multi-family project or proportionately spread over the leasable square footage in a non-residential project. Large lot maps may be used for credit allocation in multi-family or non-residential projects with mutual agreement between the developer and the City. If all criteria for receiving a fee

credit are met as outlined in the credit agreement, the developer may take the credit against the Fee at the issuance of a building permit.

- Developers must enter into a reimbursement agreement with the City (prior to construction) if they wish to be reimbursed for a facility. The priority of the reimbursement will be determined by the City Manager, and the reimbursement will only be paid after the City Council has accepted the developer-funded facility. All reimbursements will be an obligation of the Road Fee Program and not an obligation of the General Fund.
- Developers will be eligible for fee credits up to, but not exceeding, one hundred (100%) percent of the Fee, excluding any administration costs.

Staff has reviewed the Nexus Study and agree with its methodology in differentiating the developer's share of the projects and supports the Study's conclusions. While action to approve the study is not specifically required, by adoption of the proposed ordinance the City Council is accepting the study as the basis for establishing the proposed DIF Program. The ordinance itself does not establish the fees, only establishes the program. Fees are established by resolution of the City Council. If approved by the City Council, the ordinance will take effect 60 days after the second reading. At the second reading of the ordinance, staff will bring a Resolution that establishes the specific fees for each category of use for Council adoption.

ENVIRONMENTAL REVIEW:

The City prepared an initial study for the Development Impact Fee (DIF) project. Public notice of availability of the initial study and proposed negative declaration was published on November 16, 2011. The public comment period ended on December 6, 2011. The City received no public comments on the proposed DIF project. On the basis of the whole record before the City there is no substantial evidence that the proposed DIF will have a significant effect on the environment.

FISCAL IMPACT:

While the adoption of a new DIF Program ensures new development funds its share of new facilities and roadways funded by this program, existing development must bear its fair share burden as well. Existing development's fair share will be funded through a combination of the General Fund, Measure A Transportation Funds, Gas Tax Revenues, existing fee revenues, and Federal, State or other agency sources. As each project in the DIF Program moves toward design and construction, the specific funding sources for each project will be identified.

CITY OF EASTVALE STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bob Van Nort, City Manager

PREPARED BY: Danny Feltenberger, Captain

DATE: February 8, 2012

SUBJECT: An Ordinance of the City Council of the City of Eastvale, California, Adding Chapter 11.06 Entitled "Social Host Underage Drinking and Consumption Accountability" to the Eastvale Municipal Code.

RECOMMENDATION: Adopt **Ordinance No. 2012-03**; "Social Host Underage Drinking and Consumption Accountability" to the Eastvale Municipal Code.

SUMMARY: According to local, state and federal surveys, alcohol consumption by teenagers is overwhelmingly the most widely used drug amongst under-aged persons. Use of alcohol by teenagers is a common occurrence at parties, gatherings, or events on private property and presents a danger to the teen(s), general public, and is a public nuisance. Police response to gatherings where alcohol is being served, consumed or possessed by under-aged persons is a drain of public resources and a frequent occurrence.

BACKGROUND/ANALYSIS: Statistics have shown that certain pivotal events (prom, graduation, 18th birthday) in a high school student's life present an increased risk of injury, assault, sexual assault or death due to the consumption of alcohol by under-aged persons at parties, gatherings or events. Many of these events take place on private property with the approval of a property owner, agent or parent. The "Social Host Underage Drinking and Consumption Accountability" ordinance holds those persons allowing, organizing or supervising these events to be held accountable for their actions of putting Eastvale's youth and general public at risk and promotes a "safe party" atmosphere within the city.

FINANCIAL IMPACT: The City of Eastvale incurs no additional financial impact as the police department is enforcing this ordinance after being dispatched to a call for service. A financial savings may be realized because repeated calls for service at the same location would be reduced or eliminated.

ORDINANCE NO. 2012-03

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE,
CALIFORNIA, ADDING CHAPTER 11.06 ENTITLED "SOCIAL HOST
UNDERAGE DRINKING AND CONSUMPTION ACCOUNTABILITY" TO
EASTVALE MUNICIPAL CODE**

THE CITY COUNCIL OF THE CITY OF EASTVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds as follows:

1. The City of Eastvale is authorized by California Constitution Article XI Section VII to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations and as a policy, the City Council always seeks to ensure public safety is given the highest priority; and

2. According to local, state and federal surveys, alcohol is overwhelmingly and consistently the most widely used drug at all adolescent age levels, and a child who begins alcohol use prior to age fifteen (15) is four times as likely to experience alcohol dependence than one who refrains from alcohol use until age twenty (20) or older; and

3. The occurrence of parties, gatherings, or events on private property where alcoholic beverages are served to, consumed by or in the possession of underage persons is harmful to the underage persons themselves and is a public nuisance; and

4. The Council of Eastvale has been informed and believes that the use of alcohol by youth is a problem in the City, contributing significantly to the possibility of adolescent crime, addiction, sexual assault, truancy, driving under the influence of alcohol, and motor vehicle crashes involving alcohol and causing injury and/or death; and

5. Underage persons may obtain alcoholic beverages at gatherings held at private residences or at rented residential or commercial premises that are under the control of a person who knows or should know of the service to, possession by, and/or consumption of alcoholic beverages by underage persons; and

6. Law enforcement, fire and other emergency response services personnel are required to respond, sometimes on multiple occasions, to parties, gatherings, or events on private property at which alcoholic beverages are served to, consumed by or possessed by underage persons, and responses to such gatherings result in the expenditure of public safety resources of the City; and

7. Persons held responsible for allowing parties, gatherings, or events where alcoholic beverages are served to, consumed by or possessed by underage persons will be more likely to properly supervise or to stop such conduct at parties, gatherings or events held on property in their possession or under their control if they are held responsible for such conduct; and

8. Section 25658 of the State of California Business and Professions Code makes it unlawful for a person under the age of twenty-one (21) years to purchase or attempt to purchase, or consume alcoholic beverages and makes it unlawful for any person to sell any alcoholic beverage to any person under the age of twenty-one (21) years.

SECTION 2. CHAPTER 11.06 IS ADDED TO THE EASTVALE MUNICIPAL CODE TO READ AS FOLLOWS:

“SOCIAL HOSTING – UNDERAGE DRINKING AND CONSUMPTION ACCOUNTABILITY

Sections:

- 11.06.010** **Definitions**
- 11.06.020** **Prohibition of Parties, Gatherings, or Events Where Alcohol is Served to, Consumed by or in the Possession of Underage Persons**
- 11.06.030** **Enforcement**

For the purpose of this Chapter, the following definitions shall apply:

(a) “Alcoholic beverage” includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

(b) “Minor” or “underage person” means any person less than twenty-one (21) years of age.

(c) “Parties, gatherings or event” means and includes a group of two (2) or more persons who have assembled or are assembling for a social occasion or social activity at a residence or on other private property or public property rented for a private purposes, but does not include parties, gatherings or events to parties, gatherings or events where religious services and/or activities protected by Article 1, Section 45, of the California Constitution, are exercised nor shall the prohibition apply to the consumption of an alcoholic beverage by a minor at any place not open to the public when the minor is being supervised by his or her own parent or legal guardian

(d) Person responsible for an event means and includes but is not limited to:

1. The person who owns, rents, leases or otherwise has control of the private premises where the party, gathering, or event occurs; or who has leased or rented public premises for private purposes; and/or
2. The person in charge of the private premises, during the event; and/or
3. The person who organized the event; and/or
4. The person who supervised the event.

11.06.020 **Prohibition of Parties, Gatherings, or Events Where Alcohol Is Served to, Consumed by or in the Possession or Underage Persons.**

No person responsible for an event shall allow, arrange, assist, permit, or host a party, gathering or event where alcoholic beverages are in the possession of/or being consumed by, or served to any underage person.

11.06.030 Enforcement.

(a) Any person violating Section 11.06.020 of this Chapter is guilty of a misdemeanor, and upon conviction shall be punished by a fine of not more than one thousand dollars (\$1,000) and/or imprisonment of not more than six (6) months, except as noted in subsection (2).

(b) The procedures provided for in this Section are in addition to any other statute, ordinance or laws, civil criminal. This Section in no way limits the authority of law enforcement officers to make arrests for any criminal offense arising out of conduct regulated by this Chapter.”

SECTION 2. EFFECTIVE DATE: This Ordinance shall become effective 30 days from the date of its adoption. .

PASSED, APPROVED AND ADOPTED this 8th day of February 2012.

Jeff DeGrandpre, Mayor

Attest:

Judy Haughney, City Clerk

Approved as to form:

John E. Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, INTERIM CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Ordinance Number 2012-03 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 8th day of February, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL
February 8, 2012

SUBJECT:

Request for Proposals – Comprehensive Citywide Fees and Charges Rate Study

REQUESTED ACTION:

Adopt a Resolution Authorizing issuance of Request for Proposals for a Comprehensive Citywide Fees and Charges Rate Study

CONTACT:

Terry Shea, Finance Director

BACKGROUND:

On October, 1, 2010, the City of Eastvale adopted Resolution 10-19 authorizing the City to collect all previously authorized charges and fees at the same level and amounts as previously conducted by the County. Since the incorporation date, the City has continued to collect revenues based on County fee schedules, including, but not limited to developer deposits and permit fees. It is proposed that current fee schedules undergo a comprehensive review in order to recover costs specific to providing services within Eastvale boundaries.

DISCUSSION:

In order for the City to accurately account for the total cost of providing fee related services specific to Eastvale and to comply with current regulations, staff has prepared a Request for Proposals for a Citywide User Fees Study. The consultant selected to perform the study will be responsible for completing the following tasks:

- A. Work and meet with City staff to ensure that the study will be both accurate and appropriate to the City's needs and to gain an understanding of the City's processes and operations.
- B. Identify the total cost of providing each City service at the appropriate activity level and in a manner that is consistent with all applicable laws governing the collection of fees, rates, and charges by public entities including, but not limited to, Proposition 218.
- C. Compare service costs with existing recovery levels; identify and report on all current fee and rate levels that are lower (or/and higher) than total cost recovery, and determine the necessary and appropriate rate of recovery for all fees by type of fee. This should include any service areas where the City is currently charging for services as well as areas where perhaps the City should charge, in light of the City's practices, or the practices of comparable and neighboring cities.
- D. Recommend potential new fees and charges for services that the City currently provides but does not have any fees and/or charges established. Recommendations should be based on

practices by surrounding cities that may charge for similar services, industry best practices, or the consultant's professional opinion.

- E. Recommend appropriate fees and charges based on the consultant's analysis. Provide a mechanism for the City to determine the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.
- F. Prepare a report that identifies each service, its full cost, recommended and current cost recovery levels.
- G. Prepare a report that identifies the present fees, recommended fees, percentage change, cost recovery percentage, revenue impact and fee comparison with other Riverside County cities or other neighboring cities that are comparable to Eastvale. A survey comparison of rates and fees with similar cities is for information only.
- H. Prepare a draft Comprehensive User Fee and Rate Study and assist City staff in presenting it to the City Council. Prepare and deliver presentations to the City Council to facilitate their understanding of the plan and its implications for the City and make necessary adjustments as requested.

The proposed work plan calls for staff time to assist the selected consultant in gaining an understanding of the City's processes and operations. In addition, a draft Comprehensive User Fee and Rate Study will be presented to the City Council. Comments and concerns will be collected during the draft phase for inclusion in the final version of the study.

The schedule outlined in the RFP anticipates that the final study and implementing ordinance for the fee schedule will be presented to the City Council for consideration at the August 22, 2012 meeting.

BUDGET OR FISCAL IMPACT:

Costs for consultant services requested in the RFP are expected to be in the range of \$25,000 - \$40,000. Staff costs are estimated to be approximately \$5,000. Therefore, total estimated cost is \$30,000 - \$45,000. However, results of the fee study is expected to more accurately reflect a true cost recovery of services provided and establish fees for services not currently being collected, resulting in potential additional revenues to the City. Funding for this project will be General Fund.

RECOMMENDATION:

Adopt a Resolution Authorizing issuance of Request for Proposals for a Comprehensive Citywide Fees and Charges Rate Study.

ATTACHMENTS:

Resolution
Request for Proposals

RESOLUTION NO. 12-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE
AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A REQUEST FOR
PROPOSALS TO CONDUCT A CITYWIDE USER FEES STUDY**

WHEREAS, the City of Eastvale wishes to evaluate the sufficiency and structure of the City's overall rates and fees charged for City services; and

WHEREAS, the City desires to engage the services of a qualified professional consulting firm experienced in cost recovery and economic analysis to provide the relevant consulting services to complete the study; and

WHEREAS, the City desires solicit proposals for professional services to develop and prepare such a study;

NOW, THEREFORE, the City Council of the City of Eastvale does resolve to authorize the Finance Director to issue a Request for Proposals to prepare a comprehensive study of citywide fees and charges rate study.

PASSED, APPROVED, AND ADOPTED this 8 day of February, 2012.

Jeff DeGrandpre
Mayor

APPROVED AS TO FORM:

ATTEST:

John Cavanaugh
City Attorney

Judy Haughney
City Clerk

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Resolution Number 12-08 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 8th day of February, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney



CITY OF EASTVALE

REQUEST FOR PROPOSALS

PROFESSIONAL CONSULTING SERVICES FOR A COMPREHENSIVE CITYWIDE FEES AND CHARGES RATE STUDY

for

City of Eastvale

RETURN PROPOSAL TO:

City of Eastvale
ATTN: City Clerk's Office
12363 Limonite Ave., Suite 910
Eastvale, CA 91752
(951) 361-0900

DEADLINE FOR PROPOSAL SUBMITTAL:

5:00 p.m., Friday, March 30, 2012

REQUEST FOR PROPOSAL
COMPREHENSIVE CITYWIDE FEES AND CHARGES
RATE STUDY

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I. INTRODUCTION

Organization Overview

The City of Eastvale, California, incorporated October 1, 2010, hereinafter referred to as “City”, is a community of approximately 54,000 nestled at northwest corner of Riverside County. It is a General Law city operating under the City Council/City Manager form of government. The five-member Council is elected at-large. The community encompasses 13.2 square miles, and is bordered on the west by the City of Ontario and Chino, on the south by the City of Norco and Corona, and on the east by Jurupa Valley.

Eastvale has a small but lively downtown commercial district, 35 miles of streets, and an active population which is interested and involved in the decision making processes of the City. The City of Eastvale provides Public Works, Finance, Planning, Building & Safety, Administration, and Code Enforcement services. The City contracts with Riverside County to provide Police, Fire and Animal Control services. Water, Sewer and Recreation are provided by a separate agency. The City has 4 full-time employees.

The City has General Fund Revenues of approximately \$8.9 million. User Fees and Charges make up less than 10% of General Fund revenues.

Project Overview and Objectives

The City of Eastvale requests proposals from qualified bidders for professional services to undertake a comprehensive citywide review and evaluation of user fees and charges. To that end, the City is seeking proposals to engage the services of a qualified professional consultant(s) experienced in cost recovery and economic analysis to conduct a comprehensive study of the costs associated with providing City services.

Upon incorporation, the City adopted a resolution to continue the collection of previously authorized charges and fees previously conducted by the County of Riverside. The City’s primary objective for the study is to have a comprehensive citywide cost-based user fee study prepared. The study will calculate the full (100%) cost of providing certain City services, and provide a recommended fee to be charged for each applicable service. In addition, the study shall evaluate the benefit to the City of having a developer fixed-fee permitting program versus a deposit-based system, which is currently in place.

This consultant shall recommend cost recovery strategies and identify best practices in establishing user fees. These strategies should take into consideration the complexities and demands of each department and/or program area. It may include the coordination of a public input component that is to be incorporated into the study’s recommendations to assist in the development of policy in regards to the level of financial subsidy for user fees and charges. The selected consultant shall provide thorough analysis, development of fee models and recommendations, identification of potential new revenues, and possibly the coordination of public input.

The City has several special revenue funds, and an agency fund to account for developer deposits received for various planning and permitting projects. Fees are levied for development related activities as well as other charges for services. At the City's discretion, other funds may be included.

The purpose of this contract is to ensure that the City is accurately accounting for the true cost of providing various services in order to assess appropriate fees and rates allowing the City to recover the actual costs incurred for fee related services.

The services are anticipated to commence on or about May 2012 and extend for a period of approximately four months. The final report should be completed by August 2012.

II. SCOPE OF SERVICE

Project Tasks

Project tasks shall include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

The consultant shall conduct a comprehensive review of the City's fee and rate structure with the goal of establishing a consistent and objectively based fee and rate structure meeting the needs of the City. The fee and rate system shall comply with all applicable laws and regulations, and will be compatible with the City's financial system.

- A. Work and meet with City staff to refine the project scope, purpose, uses and goals of the City's Fee Study to ensure that the study will be both accurate and appropriate to the City's needs. Review project schedule and answer any questions pertaining to the successful development of the study.
- B. Meet with staff and conduct interviews as needed to gain an understanding of the City's processes and operations.
- C. Identify the total cost of providing each City service at the appropriate activity level and in a manner that is consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates, and charges by public entities including, but not limited to, Proposition 218.
- D. Compare service costs with existing recovery levels; identify and report on all current fee and rate levels that are lower (or/and higher) than total cost recovery, and determine the necessary and appropriate rate of recovery for all fees by type of fee. This should include any service areas where the City is currently charging for services as well as areas where perhaps the City should charge, in light of the City's practices, or the practices of comparable and neighboring cities.
- E. Recommend potential new fees and charges for services that the City currently provides but does not have any fees and/or charges established. Recommendations

should be based on practices by surrounding cities that may charge for similar services, industry best practices, or the consultant's professional opinion.

- F. Recommend appropriate fees and charges based on the consultant's analysis. Provide a mechanism for the City to determine the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.
- G. Prepare a report that identifies each service, its full cost, recommended and current cost recovery levels. The report should also identify the direct cost, the indirect cost, and the overhead cost for each service;
- H. Prepare a report that identifies the present fees, recommended fees, percentage change, cost recovery percentage, revenue impact and fee comparison with other Riverside County cities or other neighboring cities that are comparable to Eastvale. A survey comparison of rates and fees with similar cities is for information only.
- I. Report on other matters that come to the Consultant's attention in the course of the evaluation that, in the Consultant's professional opinion, the City should consider.
- J. Prepare a draft Comprehensive User Fee and Rate Study and assist City staff in presenting it to the City Council. Prepare and deliver presentations to the City Council to facilitate their understanding of the plan and its implications for the City and make necessary adjustments as requested. Comments and concerns should be collected during the draft phase for inclusion in the final version of the study.
- K. Prepare a final fee study report and provide ten bound copies, one unbound copy and a single PDF file of the plan that can be made available to City staff.
- L. Provide the City with an electronic copy of the final version of the comprehensive study report, including related schedules and cost documentation in a format that can be edited and updated by City staff to accommodate changes in the organization or changes in costs. (The electronic format should be in Microsoft Word, for the narrative portions, and in Excel for the schedules and cost documentation.) All documents, images, electronic files and any and all other work product prepared pursuant to an agreement entered into with the City, if any, and all intellectual property rights arising therefrom, shall become the sole property of the City.
- M. Provide on-site training to enable staff to update fees on an annual basis. Provide written instruction manual for the future indexing and updating of the fee schedules.
- N. Consult with City staff and/or City Attorney, should it become necessary to defend the City's User Fees as a result of any legal or other challenge.

III. RFP PROCESS AND INSTRUCTIONS

Format and Content

Consultants are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written proposal should be organized as described below. Each section of the written proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content:

A. Cover Letter

The Cover Letter shall be addressed to Terry Shea, Finance Director, and at minimum, must contain the following:

1. Identification of Consultant, including name, address and telephone number.
2. Name, title, address, and telephone number of contact person during period of proposal evaluation.
3. A statement to the effect that the proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
4. Signature of a person authorized to bind the Consultant to the terms of the proposal.

B. Executive Summary

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the RFP. The intent of this narrative is to convey to the City that the Consultant understands the objective that the study is intended to meet, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how the Consultant's approach and plans to provide the services are appropriate to the tasks involved.

C. Scope of Work / Methodology

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The methodology should include:

1. Describe the Consultant's approach to managing the project, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the project in order to insure satisfactory provision of services.
2. Provide a project schedule designed to meet the requirements of City, as well as scheduling and control methodology that will be used to ensure the schedule will be met. The City's target date for completion is sixteen (16) weeks from the date the contract is signed; however, a time-line from the Consultant is required.
3. Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.

4. Detailed description of the specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

D. Description of Company and Project Team

Provide company name, address, telephone, fax, URL of company website, e-mail, and information regarding the Consultant's stability, length of time in business, business history, future plans, company size, etc. Provide resumes of project team members who will be working on this project and indicate the functions that each will perform. Indicate the Consultant's reporting structure. The City has the right to accept or reject any changes made to the proposed project team members.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

E. Consultants and/or Subcontractors

The City desires to enter a contract with one Consultant that will be responsible for all work, products, and services. There is to be no assignment of any aspect of this project without the prior written authorization of the City. If the Consultant plans on using consultants and/or subcontractors as part of its implementation plan, then the consultant shall:

1. Provide the company profile, name, address, and telephone for all consultants and/or subcontractors providing support during the term of this project.
2. Define the responsibilities and give a description of services to be provided by consultants and/or subcontractors.
3. Describe the Consultant's business and reporting relationship with any consultants and/or subcontractors.
4. Include references and resumes for all third party Consultants in your proposal. The City has the right to accept or reject any changes made to the proposed project team members, including the use of consultants and/or subcontractors.

F. Qualifications

The information requested in this section should describe the qualifications of the consultant and key staff, in performing projects within the last five years that are similar in scope, to demonstrate the consultant's ability to perform the requested services. In addition, include the following information:

1. Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
2. A summary of your consultant's demonstrated capability, including length of time that your consultant has provided the services being requested in this RFP.

3. Provide a list of your six most recent clients that received similar services from your consultant. Information provided shall include: client name, project description, client address, contact person, and phone number. Also include project start and end dates. The City is most interested in California municipal agencies. The City may randomly select agencies to contact from your list as part of the Consultant evaluation process.

G. Fee Proposal

Consultant shall present a specific “not-to-exceed” fixed fee, including associated fees (i.e. printing costs, attendance at meetings, etc.) and be based on achievement of deliverables, which should be outlined on the consultant’s proposed timeline. A requested payment schedule should accompany the work schedule. Each phase of the work should have an itemized budget including labor costs and expenses. The proposal should include staff hourly rates.

RFP Schedule of Events

The RFP Schedule of Events is a proposed schedule and is subject to change. Some items listed on this proposed schedule may or may not be necessary for a variety of reasons. As well, the proposed dates and sequence may need to be modified, which the City reserves the right to do at any time. Should there be any such changes, all consultants will be notified.

- Release of the RFP
- Review and Approval by City Council February 8, 2012
- RFP Submission Deadline, Bids Received by City Manager’s Office
- Bid Close Deadline, 5:00 p.m. PST March 30, 2012
- Selection of Finalist(s) by Project Team April 2 – April 18, 2012
- Consultant Interviews and/or Demonstrations (if necessary)
- Consultant Qualification Review
- Final Selection and Approval by City Council April 25, 2012
- Project Initiation May 1, 2012
- First Draft Submitted for Review July 18, 2012
- Final Report Submitted to City Council August 22, 2012

RFP Submission Requirements

The written proposal should include all attachments and exhibits, submitted as follows: one original (unbound), three paper copies, and one copy on CD-ROM in Microsoft Word or pdf format.

The complete bid package, including all attachments and requisite copies, should be sealed and marked "Proposal for Comprehensive Citywide Fees and Charges Rate Study" and delivered to the City Clerk’s Office at City Hall, 12363 Limonite Ave., Suite 910, Eastvale, CA 91752, no later than 5:00 p.m. on March 31, 2012.

Written proposals received after the RFP Submission Deadline (or Closing Date) will not be accepted. Late proposals will be returned unopened to the Consultant. Unless resulting from a material change made by the City in writing, modifications or corrections received after the RFP Submission Deadline (or Closing Date) will be rejected.

RFP Submission Deadline

Responses to the RFP are due no later than 5:00 p.m. on Friday, March 30, 2012.

The City reserves the right to amend, withdraw, and/or cancel this RFP at any time. The City reserves the right to reject any and all proposals, to waive any informality, defect, or irregularity in a proposal, to alter the selection process in any way, to postpone the selection process at any time, to accept or reject any individual sub-consultant that a consultant proposes to use, and/or to decide whether or not to contract with any consultant. Nothing in this RFP shall be construed to obligate the City to negotiate or enter into a contract with any particular consultant(s). This RFP shall not be deemed to be an offer to contract or to enter into a binding contract or agreement of any kind.

Administrative and Contractual Obligations

The successful Consultant will be required to enter into a written agreement with City in which the Consultant will undertake certain obligations. These obligations include but are not limited to the following:

A. Inclusion of Proposal

The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected Consultant. Any oral responses to staff's queries will also be included.

B. Sample Agreement

Please carefully review the City's sample agreement and insurance requirements before responding to this Request for Proposal. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposals.

C. Insurance Requirement

The consultant shall demonstrate the willingness and ability to provide the required insurance coverage as set forth in Exhibit A within ten (10) calendar days of notification of selection for award of an agreement.

D. Withdrawal

A proposal may be withdrawn, without obligation, by an authorized representative of the Consultant in writing at any time prior to the scheduled bid closing date.

E. Rights to Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the proposal and not withdrawn prior to the scheduled Closing Date shall, upon receipt by City, become property of City. In addition, this proposal may only be reproduced by the Consultant for purposes of bid preparation. It may not be copied, sold, or otherwise distributed to any individual, city, or business, unless prior written permission is obtained from City.

F. Costs

City is not liable for costs incurred by Consultant, or subcontractors, in the RFP process, including but not limited to costs for printing, mail, travel and lodging, oral presentations, software demonstrations, and contract negotiations.

G. Acceptance of Bid

The contract entered into by the successful Consultant and City shall be interpreted, construed, and given effect in all respects according to the laws of the State of California.

H. Award

Although cost is an important factor in deciding which proposal will be selected, it is only one segment of the criteria used to evaluate consultants and systems. City reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.

City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the specifications and/or conditions.

The final award will be subject to the approval of the Eastvale City Council.

I. Disclosure of Bid Information

After award, all written proposals are open to public inspection. City assumes no responsibility for the confidentiality of information offered in a proposal. The RFP is worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by City to the submitter. Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

RFP Inquiries

All inquiries related to this RFP should be directed to Anna Montoya, Deputy Finance Director:

City of Eastvale
Attn: Anna Montoya, Deputy Finance Director
12363 Limonite Ave., Suite 910
Eastvale, CA 91752
Email: amontoya@ci.eastvale.ca.us
Phone: (951) 361-0900

IV. BID EVALUATION PROCESS

Evaluation Procedures

The project's core implementation team, comprised of City staff, will be responsible for the bid evaluations. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. The City team members, in applying the major criteria to the proposals, may consider additional sub-criteria beyond those listed. During the evaluation period, the team may elect to interview some or all the proposing consultants. The individual, who will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

The final selection will be the consultant which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the proposals received.

Selection Criteria

Consultants will be objectively evaluated based on their responses to the project scope outlined in the RFP. The written proposal should clearly demonstrate how the consultant could best satisfy the requirements of City.

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasks to be completed
- Background and experience in organizational analysis evaluation
- Staff expertise and overall experience of personnel assigned to the work
- Time required accomplishing the requested services
- Compliance with the RFP requirements
- Recent public sector experience, preferably in a municipal setting, conducting similar studies
- References
- Costs

Although price for the services will be an important part of the consideration for award of the project, the City will consider the consultant's qualifications, expertise and level of professional service and advice in the award of the project.

The City may also contact and evaluate the consultant's and subcontractor's references; contact any consultant to clarify any response; contact current users of the consultant's services; and seek and review any other information deemed pertinent to the evaluation process.

**CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL**

Meeting Date: October 26, 2011

SUBJECT: Hamner Avenue Widening Project.

REQUESTED ACTION: Direct the City Attorney to prepare a cooperative agreement with the City of Norco and authorize the City Manager to sign the agreement for expenditures of Gas Tax Funds in the amount of \$473,171 for the Hamner Avenue Widening project.

CONTACT: George Alvarez, City Engineer

BACKGROUND: The City of Norco has advertised and opened bids on the Project with the low bid coming in at \$4,133,320.25. This project will widen Hamner Avenue to its ultimate width from the north abutment of the Santa Ana River to Mississippi Avenue. Street improvements include curb, gutter, sidewalk, asphalt pavement and traffic signal upgrades. In addition, extensive storm drain improvements will be made. While the vast majority of the Hamner Avenue project falls within the boundaries of the City of Norco, approximately 900 linear feet of the Hamner Avenue project is located within the City of Eastvale.

The widening of Hamner Avenue has been included in WRCOG's TUMF nexus study since its inception, but is outside the 5-year Transportation Improvement Program. With the growth in Eastvale and development of a large park in the City of Norco, the widening of Hamner Avenue became an increasingly important project to the region. Norco commenced with design for widening Hamner Avenue more than three years ago. Construction of the project has been included on the City of Norco's Capital Improvement Project list for several years with intended funding coming from the Norco Redevelopment Agency with reimbursement through TUMF. With the recent dissolution of the City of Norco's RDA, the City of Norco has had to look at other funding sources to construct the Project, or downsize the extent of the project to fall only within Norco boundaries. Norco realizes the importance of Hamner Avenue as a secondary route paralleling the I-15 freeway.

Norco is therefore requesting Eastvale consider contributing to the construction of the Project for the portion falling within its boundaries. Street improvements within Eastvale account of approximately 20.2% of the \$2,337,801.25 in street improvement costs associated with the project. This amount equates to \$473,170.97, which is eligible for future TUMF reimbursements. Norco is not requesting assistance for environmental or design cost no construction inspection or project management.

During Staff's conversations with the Director of Public Works for the City of Norco and WRCOG representatives, the City of Eastvale was assured that they would be eligible for reimbursement from the TUMF program. The City will request that this section of Hamner Avenue be included in the WRCOG Transportation Improvement Program in October 2013.

A cooperative agreement with the City of Norco will be prepared relative to the City of Eastvale's financial contribution.

BUDGET (or FISCAL) IMPACT: Gas Tax Funds are available if the City Council approves the expenditure for the financial contribution in the amount of \$473,171. The City of Eastvale will request reimbursement from WRCOG TUMF when funding is available.



CITY of NORCO

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

February 1, 2012

Robert L. Van Nort
City Manager
City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752

Subject: Hamner Avenue Widening Project

Dear Mr. Van Nort:

The City of Norco is respectfully requesting your financial assistance in the construction of the Hamner Avenue Widening Project (Project). As you may be aware, the City of Norco has advertised and opened bids on the Project with low bid coming in at \$4,133,320.25. This project is intended to widen Hamner Avenue to its ultimate width from the north abutment of the Santa Ana River to Mississippi Avenue. Street improvements include curb, gutter, sidewalk, asphalt pavement and traffic signal upgrades. In addition, extensive storm drain improvements will be made. While the vast majority of the Hamner Avenue project falls within the boundaries of the City of Norco, approximately 900 linear feet of the Hamner Avenue project is located within the City of Eastvale.

The widening of Hamner Avenue has been included on WRCOG's TUMF nexus study since its inception but is outside the 5-year Transportation Improvement Program. With the growth in Eastvale and development of a large park in the City of Norco, the widening of Hamner Avenue became an increasingly important project to the region. Norco commenced with design for widening Hamner Avenue more than three years ago. Construction of the project has been included on the City's Capital Improvement Project list for several years with intended funding coming from the Redevelopment Agency with reimbursement through TUMF. With the recent dissolution of the City's RDA, the City has had to look at other funding sources to construct the Project, or downsize the extent of the project to fall only within Norco boundaries. Norco realizes the importance of Hamner Avenue as a secondary route paralleling the I-15 freeway.

Norco is therefore requesting Eastvale consider contributing to the construction of the Project for the portion falling within its boundaries. Street improvements within Eastvale account for approximately 20.2% of the \$2,337,801.25 in street improvements costs associated with the Project. This amount equates to \$473,170.97, which is eligible for future TUMF reimbursements. Norco is not requesting assistance for environmental or design costs nor construction inspection or project management.

CITY COUNCIL

KEVIN BASH
Mayor

KATHY AZEVEDO
Mayor Pro Tem

BERWIN HANNA
Council Member

HERB HIGGINS
Council Member

HARVEY SULLIVAN
Council Member

Hamner Avenue Widening Project
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February 1, 2012

City	Street Improvement Square Footage	% of Total	Cost
Norco	193,146 sf	79.8%	\$1,864,630.28
Eastvale	49,005 sf	20.2%	\$473,170.97
Total	242,151 sf	100%	\$2,337,801.25

Should you have any questions, please do not hesitate to contact me at 951-270-5611.

Respectfully,



Beth Groves
City Manager

/lja-80302
c: Norco City Council

Volunteers in City of Eastvale Code Enforcement Division

Maintain a high quality of life by serving as a volunteer.

The City of Eastvale is proud to announce the adoption of Volunteers in the Code Enforcement Program. Through this program, residents work together with the City to preserve and improve residential neighborhoods and make Eastvale a better place to live and work.

Since volunteers are the foundation of this program, concerned citizens will help protect the quality of life in Eastvale by assisting our code enforcement efforts. In this way we can better address the needs of all residents.

Please help us keep our community beautiful by serving as a volunteer.

Thank you for your help.

Todd F. Morris, Code Enforcement

City of Eastvale

Program Description

Code Enforcement volunteers assume tasks similar to those performed by Code Enforcement personnel. As a volunteer, you will help us protect the value of homes and quality of life in neighborhoods by inspecting neighborhoods throughout the week and occasionally on the weekends. You will not be asked to inspect your own neighborhood. You will help us uphold community standards in the following areas:

- *recreational vehicles parked within public view*
- *parked vehicles on lawn areas*
- *recreational equipment stored in the public right of way*
- *inoperable vehicles stored within public view*
- *trash cans stored with in public view and/or right of way*
- *excessive garage sales*

In addition, you may assist in removing illegal signs (garage sales, concerts/shows, real estate, and commercial advertising) from public right-of-ways and monitoring specific cases in order to speed the rate of compliance.

Program Benefits

As a Code Enforcement volunteer you will benefit from a sense of pride and accomplishment that comes from participating in a program that keeps Eastvale beautiful!

Most importantly, our community will benefit from your efforts. Neighborhood preservation is a key factor in protecting home values and enhancing the quality of life in Eastvale.

Volunteer Qualifications & Job Requirements

Volunteers donate four to eight hours per month, on Mondays, Wednesdays and occasional weekends. Work schedules are flexible and based upon your availability. Volunteers must possess the following:

No specific job experience is required, since you will be thoroughly trained prior to assuming duties. Generally, you will be assigned field work with a partner.

There is no financial expense on your part. A marked City vehicle and necessary supplies will be provided by the City.

How to Become A Volunteer

- *Obtain an application online at www.cityofeastvale.org or by calling (951)361-2888.*
- *Return the completed application and a photocopy of your California driver's license to our Code Enforcement Division.*
- *Applicants whose interests match needed skills and who qualify will be invited to a personal interview. This allows both the Division and the applicant an opportunity to become better acquainted and match needs, skills, and job requirements.*
- *All volunteers will undergo a training course. Once this is completed you will then play an important role in keeping the high standard Eastvale beautiful!*

If you have any additional questions or would like additional information regarding the Code Enforcement Volunteer Program, please call the Code Enforcement Division at (951)361-2888.

Thank you for your consideration in becoming a Code Enforcement volunteer for the City of Eastvale. We need your assistance, both you and the community will benefit from your services as a volunteer.