

**CITY OF MONTCLAIR
AGENDA FOR CITY COUNCIL, SUCCESSOR AGENCY,
MONTCLAIR HOUSING CORPORATION, MONTCLAIR
HOUSING AUTHORITY, AND MONTCLAIR PUBLIC
FINANCING AUTHORITY MEETINGS**

To be held in the Council Chambers
5111 Benito Street, Montclair, California

October 20, 2014

7:00 p.m.

As a courtesy please silence your cell phones and other electronic devices while the meeting is in session. Thank you.

The CC/SA/MHC/MHA/MPFA meetings are now available in audio format on the City's website at www.ci.montclair.ca.us and can be accessed the day following the meeting after 10:00 a.m.

Page No.

- I. CALL TO ORDER** – City Council, Successor Agency and Montclair Housing Corporation Boards of Directors, Montclair Housing Authority Commissioners, and Montclair Public Financing Authority Board of Directors

II. INVOCATION

In keeping with our long-standing tradition of opening our Council meetings with an invocation, this City Council Meeting may include a nonsectarian invocation. Such invocations are not intended to proselytize or advance any faith or belief or to disparage any faith or belief. Neither the City nor the City Council endorse any particular religious belief or form of invocation.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. PRESENTATIONS

- A. Introduction of New Employee

VI. PUBLIC COMMENT

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Each speaker will be afforded five minutes to address the City Council Members, Successor Agency Board of Directors, Montclair Housing Corporation Board of Directors, Montclair Housing Authority Commissioners, and Montclair Public Financing Authority Board of Directors. (Government Code Section 54954.3)

Under the provisions of the Brown Act, the Council/Successor Agency Board/MHC Board/MHA Commission/MPFA Board is prohibited from taking action on items not listed on the agenda.

VII. PUBLIC HEARINGS

- A. Second Reading – Consider Adoption of Ordinance No. 14-947 Amending Chapter 8.16.020 of the Montclair Municipal Code Related to Restricted Streets [CC] 4

VIII. CONSENT CALENDAR

- A. Approval of Minutes
 - 1. Minutes of the Regular Joint Council/Successor Agency Board/ MHC Board/MHA Commission/MPFA Board Meeting of October 6, 2014 [CC/SA/MHC/MHA/MPFA]

- B. Administrative Reports
 - 1. Consider Receiving and Filing of Treasurer’s Report [CC] 9
 - 2. Consider Approval of Warrant Register and Payroll Documentation [CC] 10
 - 3. Consider Receiving and Filing of Treasurer's Report [SA] 11
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 - 6. Consider Approval of Warrant Register [MHC] 14
 - 7. Consider Receiving and Filing of Treasurer's Report [MHA] 15
 - 8. Consider Approval of Warrant Register [MHA] 16

- C. Agreements
 - 1. Consider Approval of Agreement No. 14-95 With the San Bernardino County Fire Department Office of Emergency Services to Host a Mass Care and Shelter Trailer/Cache in the City of Montclair [CC] 17
 - 2. Consider Approval of Agreement No. 14-96 With the Chaffey Joint Union High School District to Provide Online to College Scholarship Program Services at Montclair High School [CC] 63

- D. Resolutions
 - 1. Consider Adoption of Resolution No. 14-3052 Approving and Authorizing City Manager Edward C. Starr or Public Works Director Michael C. Hudson Authority to Execute All Right-of-Way Certifications for All State and/or Federally Funded Projects and to Sign All State and/or Federally Funded Documents Associated With Grant Funding Allocations Between the City of Montclair and the State of California [CC] 70
 - 2. Consider Adoption of Resolution No. 14-3054 Adopting Compliance Procedures Applicable to Continuing Disclosure Obligations Undertaken by the City in Connection With Bond Issues [CC] 73

IX. PULLED CONSENT CALENDAR ITEMS

X. RESPONSE - None

XI. COMMUNICATIONS

A. City Attorney

1. Closed Session Pursuant to Government Code Section 54956.9(d)(4) Regarding Potential Litigation

One Potential case

2. Closed Session Pursuant to Government Code Section 54956.9(d)(1) Regarding Pending Litigation

Sipple v. Montclair

B. City Manager/Executive Director

C. Mayor/Chairman

D. Council/SA/MHC/MHA/MPFA Board

E. Committee Meeting Minutes *(for informational purposes only)*

1. Minutes of the Personnel Committee Meeting of October 6, 2014

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XII. COUNCIL WORKSHOP

A. Montclair Fire Department Update

(Council may consider continuing this item to an adjourned meeting on Monday, November 3, 2014, at 5:45 p.m. in the City Council Chambers.)

XIII. ADJOURNMENT OF SUCCESSOR AGENCY AND MONTCLAIR HOUSING CORPORATION BOARDS OF DIRECTORS, MONTCLAIR HOUSING AUTHORITY COMMISSIONERS, AND MONTCLAIR PUBLIC FINANCING AUTHORITY BOARD OF DIRECTORS

(At this time, the City Council will meet in Closed Session regarding potential and pending litigation.)

XIV. CLOSED SESSION ANNOUNCEMENTS

XV. ADJOURNMENT OF CITY COUNCIL

The next regularly scheduled City Council, Successor Agency Board, Montclair Housing Corporation Board, Montclair Housing Authority Commission, and Montclair Public Financing Authority Board meetings will be held on Monday, November 3, 2014, at 7:00 p.m. in the Council Chambers.

Reports, backup materials, and additional materials related to any item on this Agenda distributed to the City Council, Successor Agency Board, Montclair Housing Corporation Board, Montclair Housing Authority Commission, and Montclair Public Financing Authority Board after distribution of the Agenda packet are available for public inspection in the Office of the City Clerk located at 5111 Benito Street, Montclair, California, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Deputy City Clerk at (909) 625-9416. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

I, Yvonne L. Smith, Deputy City Clerk, hereby certify that I posted, or caused to be posted, a copy of this Agenda not less than 72 hours prior to this meeting on the bulletin board adjacent to the north door of Montclair City Hall on October 16, 2014.

AGENDA REPORT

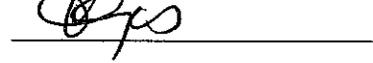
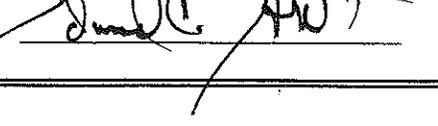
SUBJECT: CONSIDER ADOPTION OF ORDINANCE NO. 14-947 AMENDING CHAPTER 8.16.020 OF THE MONTCLAIR MUNICIPAL CODE RELATED TO RESTRICTED STREETS <u>SECOND READING</u>	DATE: October 20, 2014 SECTION: PUBLIC HEARINGS ITEM NO.: A FILE I.D.: FLP040 DEPT.: PUBLIC WORKS
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REASON FOR CONSIDERATION: The California Vehicle Code allows cities to regulate truck traffic on city streets by designating certain streets as either restricted or unrestricted streets. This restriction applies to vehicles exceeding a certain weight, generally 10,000 pounds. Chapter 8.16.020 of the Montclair Municipal Code identifies Montclair streets that are unrestricted, meaning that vehicles passing over them may weigh up to 80,000 pounds without any special permits being required to be on the street. Modifications to the Municipal Code, when needed, require City Council adoption of an Ordinance.

BACKGROUND: Chapter 8.16.020 of the Montclair Municipal Code was last amended in 2006 by Ordinance No. 06-874, at which time driving restrictions were removed from a portion of Monte Vista Avenue north of Mission Boulevard and Brooks Street east of Ramona Avenue. The change was made in conjunction with truck parking restrictions throughout the City. At that time, truck parking was prohibited anywhere in the City except for portions of Brooks Street east of Ramona Avenue.

Fines for violations of Chapter 8.16.020 of the Municipal Code are established under Paragraph I of this Chapter: "Any person or persons convicted for violations of this section shall be subject to the penalty set forth in the California Vehicle Code Section 42030 (a) through (d)." Fines are further clarified by Resolution No. 10-2853 adopted by the City Council in 2010. Under this Resolution, fines could be as high as \$42,000. Fines are based on both the amount of weight over the maximum permissible weight (10,000 pounds) and whether the violation is the first, second, or third such violation in a 12-month period.

The maximum potential fine to which a violator of Chapter 8.16.020 might be subjected is grossly out of proportion with the magnitude of the violation committed. Upon further research by staff, it was also determined that city fines in excess of \$1,000 were prohibited by state law under Government Code Section 36901. Therefore, fines set forth under Chapter 8.16.020-I of the Municipal Code and by Resolution No. 10-2853 are in violation of state law and need to be revised. In addition, further amendments of this Chapter of the Municipal Code are also proposed as explained below.

Prepared by: <u></u>	Reviewed and Approved by: <u></u>
Proofed by: <u></u>	Presented by: <u></u>

In Paragraph A of Chapter 8.16.020, streets are classified as either unrestricted, intermediate (less than 16,000 pounds), or restricted (less than 10,000 pounds). There are only two streets classified as intermediate streets within the City: Monte Vista Avenue between the I-10 Freeway and San Bernardino Street and San Bernardino Street throughout the City—Mills Avenue (Pomona) to Benson Avenue (Ontario). San Bernardino Street in Pomona is a restricted street, so it makes little sense allowing 16,000-pound trucks westbound on San Bernardino Street. When they reach Mills Avenue in Pomona, they cannot legally proceed straight or turn either direction on Mills Avenue. Unless making a pickup or delivery, they can only make a U-turn—not necessarily a safe move in this residential neighborhood. The same is true for San Bernardino Street at Benson Avenue in Ontario. It is a dead-end street as far as trucks are concerned.

Therefore, it is proposed that the intermediate street designation be removed from San Bernardino Street; and with this removal, there is no longer a need for an intermediate street designation for Monte Vista Avenue from the I-10 Freeway to San Bernardino Street. With the elimination of both these sections, there is also no longer a need for the intermediate street classification in the Municipal Code.

A minor modification of Chapter 8.16.020 Paragraph B.7 is also proposed. This change would designate that portion of Monte Vista Avenue between Holt Boulevard and Mission Boulevard as unrestricted, allowing trucks to legally travel between Holt and Mission Boulevards.

The elimination of the intermediate street classification discussed above means that Chapter 8.16.020 Paragraph C can be removed in its entirety. With the elimination of Paragraph C, the remaining paragraphs are relettered. Minor changes for clarity are shown in proposed Ordinance No 14-947, a copy of which is attached for the City Council's review and consideration.

The last significant change affects the last paragraph of this Chapter, formerly Paragraph I but now proposed Paragraph H. Instead of referencing the Vehicle Code for the fine, it references Chapter 1.12 of the Municipal Code.

FISCAL IMPACT: Under Chapter 8.16.020 as currently written, fines are established under a schedule set forth in the Vehicle Code that allows fines up to \$14,000 and under Resolution No. 10-2853 that allows penalties for multiple violations up to \$42,000. Citations over the past several years have ranged from several hundred dollars to as much as \$13,000. Most of the violations have fines in the \$4,000 to \$8,000 range. Virtually all of the citations are contested and wind up being appealed. On appeal, the citations are either overturned or upheld and, if upheld, the fines reduced to \$1,000 or less in accordance with Government Code Section 36901.

In 2013, 31 appeals were heard with 24 citations being upheld and 7 being overturned. This process resulted in fines being assessed up to \$24,000. With the fine schedule proposed under new Paragraph H, the citation would be considered a misdemeanor and the fine set at \$1,000. Using the 2013 numbers, the revenue generated would still be as much as \$24,000. Therefore, the financial impact is revenue neutral.

RECOMMENDATION: Staff recommends the City Council adopt Ordinance No. 14-947 amending Chapter 8.16.020 of the Montclair Municipal Code related to restricted streets.

ORDINANCE NO. 14-947

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF MONTCLAIR AMENDING
CHAPTER 8.16.020 OF THE MONTCLAIR
MUNICIPAL CODE

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

Section I.

8.16.020 Truck routes.

A. Classification. The streets or portions thereof of the City are declared to be and are divided and classified into **two** groups and shall henceforth be known as and regulated as to heavy traffic by the names of such **two** groups, together with regulations pertaining thereto as set forth in this section. Such **two** groups are designated as: unrestricted streets and restricted streets.

B. Unrestricted Streets. The streets designated in this subsection shall henceforth be known and designated as unrestricted streets, and the City imposes no weight restrictions or regulations thereon except as are contained in the Vehicle Code of the State:

1. Arrow Highway from the westerly City limits to Benson Avenue;
2. Palo Verde Street from Monte Vista Avenue to Central Avenue;
3. Holt Boulevard from Mills Avenue to Benson Avenue;
4. Mission Boulevard from the westerly City limits to **Central** Avenue;
5. Monte Vista Avenue from Palo Verde Street to the northerly City limits;
6. Central Avenue from the northerly City limits to the southerly City limits;
7. Monte Vista Avenue from Mission Boulevard to **Holt Boulevard**; and
8. Brooks Street from Ramona Avenue to a point 1,650 feet east of the centerline of Monte Vista Avenue.

C. Restricted Streets. It is unlawful for any person owning or operating any motor vehicle or truck-trailer combination exceeding a maximum gross weight of 10,000 pounds to drive or propel the same, or to cause or permit the same to be driven or propelled, at any time upon, over, or across any and all streets or portions of streets not otherwise classified as unrestricted streets.

D. Exceptions. The provisions of this section shall not prohibit any vehicle or truck-trailer combination exceeding the prescribed maximum gross weight limit, coming from an unrestricted or less restricted street, having ingress and egress by direct route to and from such restricted

streets when necessary for the purpose of making pickups or deliveries of goods, wares, and merchandise from or to any building or structure located on such restricted streets and for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building, structure, or street upon such restricted street but then only by such deviation from the nearest unrestricted or less restricted street as is reasonably necessary.

- E. Exemptions. The provisions of this section shall not apply to:
1. Passenger buses under the jurisdiction of the Public Utilities Commission of the State;
 2. Any vehicle owned by a public utility while necessarily in use in the construction, installation, servicing, or repair of any public utility;
 3. Emergency vehicles of the City;
 4. School buses under the jurisdiction of any school district;
 5. Any vehicle owned by the City while necessarily in use in the construction, installation, servicing, or repair of any City-owned facility;
 6. Any vehicle owned or operated by contractor or subcontractor under contract with the City while in use in the construction, installation, servicing, or repair of any City-owned facility; or
 7. Refuse collection vehicles.

F. Signs. The City Council, in accordance with the provisions of Section 35701 of the Vehicle Code of the State, determines that notice of the provisions of this section will best be given by posting **unrestricted** streets affected by the provisions of this section; and the City Engineer is authorized to post appropriate signs on any such street, which signs shall state and declare the load limits established by the provisions of this section. **The City Engineer may post appropriate signs on restricted streets as he/she deems necessary.**

G. Proof of Compliance. Any Police Officer shall have the authority to require any person driving or in control of any vehicle proceeding over a street to proceed to any public or private scale within a radius of ten miles for the purpose of weighing such vehicles and determining whether there has been compliance with the provisions of this section.

H. Weight Violations—Penalty. **Any person in violation of the provisions of this section shall be subject to the penalties set forth in Chapter 1.12 of the Montclair Municipal Code.**

Section II. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more

sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional.

Section III. Effective Date.

This Ordinance shall be in full force and effect thirty (30) days after passage.

Section IV. Posting.

The City Clerk shall certify to the passage of this Ordinance and cause the same to be posted pursuant to Government Code Section 36933.

APPROVED AND ADOPTED this XX day of XX, 2014.

Mayor

ATTEST:

Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 14-947 of said City, which was introduced at a regular meeting of the City Council held on the XX day of XX, 2014, and finally passed not less than five (5) days thereafter on the XX day of XX, 2014, by the following vote, to-wit:

AYES: XX
NOES: XX
ABSTAIN: XX
ABSENT: XX

Yvonne L. Smith
Deputy City Clerk

AGENDA REPORT

SUBJECT: CONSIDER RECEIVING AND FILING OF
TREASURER'S REPORT

DATE: October 20, 2014

SECTION: ADMIN. REPORTS

ITEM NO. 1

FILE I.D.: FIN520

DEPT.: ADMIN. SVCS.

REASON FOR CONSIDERATION: The City Council is requested to consider receiving and filing the City of Montclair Treasurer's Report for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Included in your agenda packet is a copy of the Treasurer's Report for the period ending September 30, 2014.

FISCAL IMPACT: Routine—report of City's cash and investments.

RECOMMENDATION: Staff recommends the City Council receive and file the Treasurer's Report for the month ending September 30, 2014.

Prepared by:

Janel Kuebeck
Janel Kuebeck

Reviewed and
Approved by:

Ronald L. Parker
Ronald L. Parker

Proofed by:

Presented by:

AGENDA REPORT

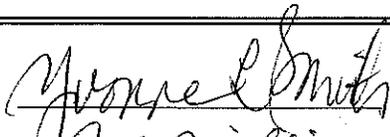
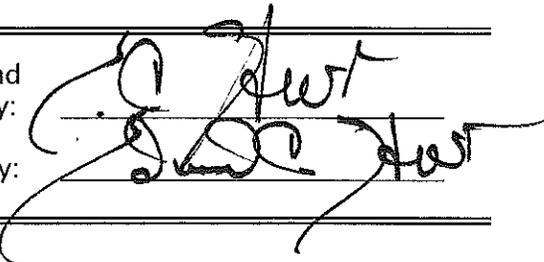
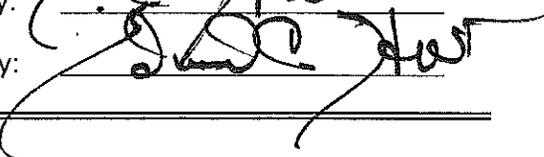
SUBJECT: CONSIDER APPROVAL OF WARRANT REGISTER AND PAYROLL DOCUMENTATION	DATE: October 20, 2014
	SECTION: ADMIN. REPORTS
	ITEM NO.: 2
	FILE I.D.: FIN540
	DEPT.: ADMIN. SVCS.

REASON FOR CONSIDERATION: The City Council is requested to consider approval of the Warrant Register and Payroll Documentation.

BACKGROUND: Mayor Pro Tem Ruh has examined the Warrant Register dated October 20, 2014, and Payroll Documentation dated September 21, 2014, and recommends their approval.

FISCAL IMPACT: The Warrant Register dated October 20, 2014, totals \$966,374.65. The Payroll Documentation dated September 21, 2014, totals \$549,334.13 gross, with \$383,915.36 net being the total cash disbursement.

RECOMMENDATION: Staff recommends the City Council approve the above referenced Warrant Register and Payroll Documentation.

Prepared by: 	Reviewed and Approved by: 
Proofed by: 	Presented by: 

AGENDA REPORT

SUBJECT: CONSIDER RECEIVING AND FILING OF
TREASURER'S REPORT

DATE: October 20, 2014

SECTION: ADMIN. REPORTS

ITEM NO.: 3

FILE I.D.: FIN510

DEPT.: SUCCESSOR RDA

REASON FOR CONSIDERATION: The City Council acting as successor to the Redevelopment Agency Board of Directors is requested to consider receiving and filing the Successor to the Redevelopment Agency Treasurer's Report for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Included in your agenda packet is a copy of the Successor to the Redevelopment Agency Treasurer's Report for the period ending September 30, 2014.

FISCAL IMPACT: Routine—report of the Agency's cash and investments.

RECOMMENDATION: Staff recommends the City Council acting as successor to the Redevelopment Agency Board of Directors receive and file the Successor to the Redevelopment Agency Treasurer's Report for the month ending September 30, 2014.

Prepared by:

Michael Pistrone

Reviewed and
Approved by:

Donald F. Parker

Proofed by:

Yvonne L. Smith

Presented by:

John A. New

AGENDA REPORT

SUBJECT: CONSIDER APPROVAL OF WARRANT REGISTER **DATE:** October 20, 2014
SECTION: ADMIN. REPORTS
ITEM NO.: 4
FILE I.D.: FIN530
DEPT.: SUCCESSOR RDA

REASON FOR CONSIDERATION: The City Council acting as successor to the Redevelopment Agency Board of Directors is requested to consider receiving and filing the Successor to the Redevelopment Agency Warrant Register for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Vice Chairman Ruh has examined the Successor to the Redevelopment Agency Warrant Register dated 09.01.14-09.30.14 in the amounts of \$50,066.95 for the Combined Operating Fund; \$0.00 for the Redevelopment Obligation Retirement Funds; \$0.00 from the Tax Exempt Bond Proceeds and \$0.00 from the Taxable Bond Proceeds and finds it to be in order.

FISCAL IMPACT: Routine—report of Agency's obligations.

RECOMMENDATION: Vice Chairman Ruh recommends the City Council as successor to the Redevelopment Agency Board of Directors approve the Successor to the Redevelopment Agency Warrant Register for the period ending September 30, 2014.

Prepared by: Michael Piotrowski Reviewed and Approved by: Ronald L. Parker
Proofed by: Yvonne L. Smith Presented by: James T. West

AGENDA REPORT

SUBJECT: CONSIDER RECEIVING AND FILING OF
TREASURER'S REPORT

DATE: October 20, 2014

SECTION: ADMIN. REPORTS

ITEM NO.: 5

FILE I.D.: FIN525

DEPT.: MHC

REASON FOR CONSIDERATION: The Montclair Housing Corporation Board of Directors is requested to receive and file the Montclair Housing Corporation Treasurer's Report for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Included in your agenda packet is a copy of the Treasurer's Report for the period ending September 30, 2014.

FISCAL IMPACT: Routine—report of the Montclair Housing Corporation's cash and investments.

RECOMMENDATION: Staff recommends the Montclair Housing Corporation Board of Directors receive and file the Treasurer's Report for the month ending September 30, 2014.

Prepared by:

Michael Piotrowski
Yvonne L. Smith

Reviewed and
Approved by:

Ronald L. Parker
David J. West

Proofed by:

Presented by:

AGENDA REPORT

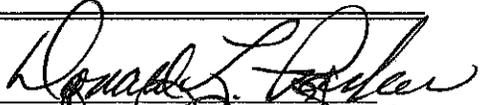
SUBJECT: CONSIDER APPROVAL OF WARRANT REGISTER **DATE:** October 20, 2014
SECTION: ADMIN. REPORTS
ITEM NO.: 6
FILE I.D.: FIN545
DEPT.: MHC

REASON FOR CONSIDERATION: The Montclair Housing Corporation Board of Directors is requested to consider receiving and filing the Warrant Register for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Vice Chairman Ruh has examined the Warrant Register dated 09.01.14-09.30.14 in the amount of \$98,050.69 for the Montclair Housing Corporation and finds it to be in order.

FISCAL IMPACT: Routine—report of Montclair Housing Corporation's obligations.

RECOMMENDATION: Vice Chairman Ruh recommends the Montclair Housing Corporation Board of Directors approve the Warrant Register for the period ending September 30, 2014.

Prepared by:		Reviewed and Approved by:	
Proofed by:		Presented by:	

AGENDA REPORT

SUBJECT: CONSIDER RECEIVING AND FILING OF
TREASURER'S REPORT

DATE: October 20, 2014

SECTION: ADMIN. REPORTS

ITEM NO.: 7

FILE I.D.: FIN525

DEPT.: MHA

REASON FOR CONSIDERATION: The Montclair Housing Authority Board of Directors is requested to receive and file the Montclair Housing Authority Treasurer's Report for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Included in your agenda packet is a copy of the Treasurer's Report for the period ending September 30, 2014.

FISCAL IMPACT: Routine—report of the Montclair Housing Authority's cash and investments.

RECOMMENDATION: Staff recommends the Montclair Housing Authority Board of Directors receive and file the Treasurer's Report for the month ending September 30, 2014.

Prepared by:

Michael Piotrowski

Reviewed and
Approved by:

Ronald L. Parker

Proofed by:

Gonnie L. Smith

Presented by:

Daniel Hart

AGENDA REPORT

SUBJECT: CONSIDER APPROVAL OF WARRANT REGISTER **DATE:** October 20, 2014
SECTION: ADMIN. REPORTS
ITEM NO.: 8
FILE I.D.: FIN545
DEPT.: MHA

REASON FOR CONSIDERATION: The Montclair Housing Authority Board of Directors is requested to consider receiving and filing the Warrant Register for the month ending September 30, 2014, pursuant to state law.

BACKGROUND: Vice Chairman Ruh has examined the Warrant Register dated 09.01.14-09.30.14 in the amount of \$10,681.59 for the Montclair Housing Authority and finds it to be in order.

FISCAL IMPACT: Routine—report of Montclair Housing Authority's obligations.

RECOMMENDATION: Vice Chairman Ruh recommends the Montclair Housing Authority Board of Directors approve the Warrant Register for the period ending September 30, 2014.

Prepared by:

Michael Piotrowski
Thomas L. Smith

Reviewed and
Approved by:

Ronald L. Parker
David A. Hart

Proofed by:

Presented by:

AGENDA REPORT

SUBJECT:	CONSIDER APPROVAL OF AGREEMENT NO. 14-95 WITH THE SAN BERNARDINO COUNTY FIRE DEPARTMENT OFFICE OF EMERGENCY SERVICES TO HOST A MASS CARE AND SHELTER TRAILER/CACHE IN THE CITY OF MONTCLAIR	DATE:	October 20, 2014
		SECTION:	AGREEMENTS
		ITEM NO.:	1
		FILE I.D.:	EMR100
		DEPT.:	FIRE

REASON FOR CONSIDERATION: The City Council is requested to consider approval of Agreement No. 14-95 with the San Bernardino County Fire Department Office of Emergency Services to host a Mass Care and Shelter Trailer/Cache in the City of Montclair.

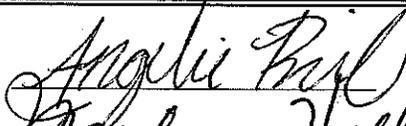
A copy of proposed Agreement No. 14-95 is attached for the City Council's review and consideration.

BACKGROUND: The State of California's Emergency Plan and Standardized Emergency Management System (SEMS) puts local government at the first level of response for meeting the disaster needs of people in its jurisdiction by providing emergency care and shelter. Pursuant to California Health and Safety Code Sections 34070 to 34072, local government is to provide or contract with recognized community organizations to make emergency or temporary shelter available for those who may find themselves homeless as a result of a natural disaster or other emergency. Providing temporary emergency relief involves a range of emergency human services including, but not limited to, food, shelter, basic health care, and crisis counseling support.

To assist in meeting the aforementioned disaster needs, the San Bernardino County Operational Area (OA) purchased Mass Care and Shelter Trailers/Caches (hereinafter referred to as "MCS Trailers"), utilizing funds provided by the Homeland Security Grant Program (HSGP), Grant Years 2008 to 2010. The OA's intent is to preposition these MCS Trailers in the 24 cities and towns and other unincorporated communities within the San Bernardino County OA. The MCS Trailer Program was developed to supplement San Bernardino County OA Mass Care and Shelter Operations. It is anticipated that all MCS Trailers will be prepositioned by 2015-2016.

In an effort to enhance the available shelter supplies in Montclair, staff recommends placement of an MCS Trailer at the Police Department. After reviewing the grant's requirements and considering the geographical layout of Montclair, staff has determined that the Police Department is the most advantageous location to store the MCS Trailer for the following reasons:

- It is a secure government facility with limited public access
- A tow vehicle is available at this location

Prepared by:		Reviewed and Approved by:	
Proofed by:		Presented by:	

- The Dispatch Center provides 24-hour access to the secure lot
- It facilitates the storage of shelter supplies in the northern portion of the City. (This could be especially important in the event that the I-10 Freeway overpasses are compromised during a large earthquake. Currently, there are shelter cots stored at the City's Community Center to assist with shelter operations in the southern portion of the City.)

The MCS Trailer is a 14-foot long dual-axle cargo trailer outfitted with mass care and shelter equipment. The MCS Trailer is equipped to support 200 people including people with disabilities or other access and functional needs and medical needs. The MCS Trailer includes the following inventory:

- 180 cots, standard
- 10 cots, enhanced (designed for people with access and functional needs)
- 10 cots, medical (designed for people with medical needs)
- 225 disposable emergency blankets
- 225 disposable fitted sheets
- 2 first aid kits (serving 100 people per kit)
- 10 boxes of exam gloves (100 gloves per box)
- 48 boxes of particulate respirator masks (20 per box)
- 1 roll of 33-gallon red bio-hazard bags (100 per roll)
- 4 medical shelters, 10 feet by 10 feet (Ez-Up)

The Deputy City Clerk assigned Agreement No. 14-95 to the proposed Agreement for control purposes. The City Attorney has reviewed the proposed Agreement. City staff proposed a language change to the Standard Operating Guide (SOG) for the MCS Trailer in reference to the towing vehicle requirements. The Office of Emergency Services agreed to the proposed language change and has made the requested modifications. The SOG is attached for the City Council's review.

FISCAL IMPACT: Should the City Council approve proposed Agreement No. 14-95 with the San Bernardino County Fire Department Office of Emergency Services, the costs to host an MCS Trailer are estimated to be minimal and infrequent. Upon delivery of the MCS Trailer to its storage location at the Police Department, staff will need to purchase a hitch that will be assigned to the MCS Trailer. The cost to purchase a hitch is estimated to be minimal and will be paid for using funds from the approved Fiscal Year 2014-15 budget. In the event the City deploys the MCS Trailer in response to an emergency that occurs in its jurisdiction, any consumable stock used during the deployment will need to be replaced at the City's expense. Consumable stock includes blankets, sheets, exam gloves, and first aid supplies. Costs associated with the replacement of consumable stock may be recoverable depending on the scale of the emergency and the availability of State and/or Federal assistance programs.

RECOMMENDATION: Staff recommends the City Council approve Agreement No. 14-95 with the San Bernardino County Fire Department Office of Emergency Services to host a Mass Care and Shelter Trailer/Cache in the City of Montclair.



MEMORANDUM OF UNDERSTANDING (MOU)

**For Use of
Mass Care and Shelter Trailer/Cache (MCS Trailer)**

**Between
San Bernardino County Fire Department
Office of Emergency Services
and
Host Agencies**

Date: October 20, 2014



MEMORANDUM OF UNDERSTANDING (MOU)

San Bernardino County Operational Area Mass Care and Shelter Trailer/Caches

A fleet of Mass Care and Shelter Trailers/Caches, hereinafter referred to as MCS Trailer(s), have been purchased by the San Bernardino County Operational Area (OA) through grant funding provided by:

- FY2008 Homeland Security Grant Funds, CFDA 97.067, funded by the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and subgranted through the State of California, Cal-EMA.
- FY2009 Homeland Security Grant Funds, CFDA 97.067, funded by the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and subgranted through the State of California, Cal-EMA.
- FY2010 Homeland Security Grant Funds, CFDA 97.067, funded by the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and subgranted through the State of California, Cal-EMA.
- FY2011 Homeland Security Grant Funds, CFDA 97.067, funded by the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and subgranted through the State of California, Cal-EMA.

Each MCS Trailer is outfitted with MCS supplies and safety equipment for use in Mass Care and Shelter emergency incident response.

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the San Bernardino County Fire Department Office of Emergency Services (County OES), and Cities and Towns in the San Bernardino County OA, hereinafter referred to as Host Agencies.

RECITALS

WHEREAS, the County OES and the Host Agency enters into this MOU based on the following:

- A. County OES equips MCS Trailers with the necessary supplies and equipment to support MCS emergency response.
- B. The Host Agency will store the MCS Trailer in a secure location with limited public access and ensure that the MCS Trailer is stored with its primary tow vehicle hereinafter, known as the primary mover.
- C. County OES and the Host Agency agree to the terms set forth in this MOU with regard to services such as storage, access, deployment, inventory replenishment, and maintenance.

NOW, THEREFORE, based on the foregoing recitals that the parties agree to be true and correct, it is mutually agreed as follows:

A. SERVICES

1. COUNTY OF SAN BERNARDINO FIRE DEPARTMENT/OES RESPONSIBILITIES:

PROVISION OF MCS TRAILER/CACHE

County OES will provide an enclosed cargo-type MCS Trailer for deployment to various cities/towns in the San Bernardino County OA. The MCS Trailer will be equipped with emergency response Mass Care and Shelter materials and with equipment necessary for the safe deployment of an MCS Trailer. The Host Agency shall not place additional related Mass Care and Shelter supplies/equipment in the MCS Trailer. The County assumes no responsibility for supply/equipment loss.

Refer to the MCS Trailer/Cache Standard Operating Procedure (SOP) Document for a complete trailer supply inventory and a list of safety equipment.

The Standard Operating Procedure (SOP) has been created for the Mass Care and Shelter Trailer/Caches. The SOP covers:

- trailer description
- towing instructions
- itemized inventory
- use of Trailer Caches
- deployment locations
- Host Agencies' responsibilities

All Host Agencies shall follow the Mass Care and Shelter Trailer/Cache SOP.

INVENTORY

County OES will conduct an annual inventory on each MCS Trailer to confirm the accuracy of Safety/Inventory Checklist submitted by the Host Agency.

DAMAGED, LOST, STOLEN ITEMS

Upon notification by the Host Agency that any grant-funded MCS Trailer or grant-funded equipment contained therein is damaged, lost, stolen, expired, or retired, County OES will complete the appropriate "Damage, Lost, Stolen, Expired or Retired Equipment Report" form(s) for reporting to the California Emergency Management Agency (Cal-EMA).

2. HOST AGENCY RESPONSIBILITIES:

TRAILER STORAGE

MCS Trailers shall be stored in a secure location with limited public access. Whenever possible, Trailers are to be parked in an enclosed facility and/or under a carport type structure. MCS Trailers shall be locked at all times when not deployed or in use. The storage site shall be a Government property such as a fire station, a law enforcement facility or a public works yard. The Host Agency shall inform County OES of the MCS Trailers location. MCS Trailers may be relocated by the Host Agency within the Host Agency's geographical boundaries, so long as County OES is given prior notification of the move by the Host Agency in writing, facsimile, and/or email transmission.

ACCESS AND DEPLOYMENT

The Host Agency is responsible to provide and maintain a current primary and secondary point of contact (POC) that must be kept on file at the County Office of Emergency Services. The POC information must also include:

- POC name and title
- POC office telephone number and cell telephone number
- POC agency e-mail address
- Location of Trailer
- access procedures for the trailer
- identify the prime mover

Host Agencies must ensure 24 hours, 7 days a week access to MCS Trailers. For policy and procedures for accessing or deploying an MCS Trailer refer to the San Bernardino County Operational Area Mass Care and Shelter Trailer/Cache SOP.

INVENTORY AND INVENTORY REPLENISHMENT

The Requesting Jurisdiction/Host Agency must complete a Safety/Inventory Checklist when deploying an MCS Trailer. The checklist is available in each trailer. A master Safety/Inventory Checklist can be found in the Trailer SOP document. The Safety/Inventory Checklist will allow the Host Agency to verify that the MCS Trailer is fully stocked, including disposable items, and that any items used during previous MCS trailer deployments have been replaced. This completed inventory checklist will be signed by the Host Agency POC and faxed to County OES. Any stock used during a deployment, which has been acquired from the trailer, will be replaced at the Requesting Jurisdictions' expense. When the MCS Trailer has been restocked and returned to its assigned storage location, the Host Agency POC will fax a copy of the completed inspection checklist to County OES confirming its readiness for redeployment. A detailed description of the MCS Trailer inventory is provided in the San Bernardino County Operational Area MCS Trailer SOP.

Completed Safety/Inventory Checklists are to be sent annually to the County Mass Care and Shelter Program Coordinator. The Checklist is to be completed by the Host Agency POC. Checklist Reports are due each year by February 15th starting in

February of 2012. Instructions for returning the completed checklist are available in the San Bernardino County Operational Area Mass Care and Shelter Trailer Cache Standard Operating Procedures (SOP).

The Requesting Jurisdiction responsible for the deployment of an MCS Trailer shall refill the disposable items in compliance with the minimum equipment specifications listed in the MCS Trailer/Cache SOP Document.

DAMAGE, LOST, STOLEN ITEMS

The Host Agency must immediately report the damage, loss or theft of any MCS Trailer or the contents therein to the Mass Care and Shelter Coordinator at (909) 356-3998. After hours, Host Agency should contact the San Bernardino County Confire Communications Center at (909) 356-3805 to advise the EOC Duty Officer. In the event of theft or vandalism of the MCS Trailer or the contents therein, the Host Agency must immediately contact the local law enforcement agency and obtain a report. The report should include:

- Name of law enforcement agency taking report
- Date and time report taken
- Report Number
- Name and badge number of Officer/Deputy taking report

A copy of the report will be faxed or e-mailed to the County OES Mass Care and Shelter coordinator.

TRAILER MAINTENANCE

Host Agencies must ensure that MCS Trailers are ready for deployment. Any MCS Trailer deficiencies, defects, or damage shall be immediately reported to the County Mass Care and Shelter Program Coordinator at (909) 356-3998. After hours, Host Agencies should contact the San Bernardino County Confire Communications Center at (909) 356-3805 and request the County OES Duty Officer to contact the Host Agency.

B. INDEMNIFICATION

Host Agency hereto (hereafter, "INDEMNIFYING PARTY") shall indemnify, defend with counsel acceptable to the County of San Bernardino, and hold harmless the County of San Bernardino; San Bernardino County Fire Protection District; San Bernardino County Fire Protection District Office of Emergency Services; and their officers, agents, employees, and volunteers from and against any loss, cost, damage, expense, claim, suit, demand, or liability of any kind or character including, but not limited to, reasonable attorney fees arising from or relating to any negligent or wrongful act of omission of the INDEMNIFYING PARTY, its officers, agents, or employees, which occurs in the performance of, or otherwise in connection with, this MOU but only in proportion to and to the extent such loss, cost, damage, expense, claim, suit, demand, or liability of any kind or character, including reasonable attorney fees, is caused by or results from the negligent or wrongful act or omission of the INDEMNIFYING PARTY, its officers, agents or employees.

C. TERM AND TERMINATION

This agreement shall become effective on **Monday, October 20, 2014**. Either party may terminate this MOU upon thirty days' written notice. Should either party terminate this MOU, the terminating party shall be responsible for all costs associated with termination of the MOU. The terminating party will be responsible for returning the MCS Trailer to County Fire Vehicle Services. Additionally, the terminating party will be responsible for completing a MCS Trailer inventory checklist prior to its return.

D. NOTICES

Notices concerning this agreement shall be in writing and shall be addressed as follows:

From: MCS Trailer Host Agency, City of Montclair

Name: Disaster Preparedness Coordinator

Address: P.O. Box 2308

City: Montclair Zip Code: 91763

**To: San Bernardino County Fire Department/OES
Mass Care and Shelter Trailer/Cache Program
1743 Miro Way
Rialto, CA 92376
Attention: Emergency Services Manager**

E. MODIFICATIONS

No waiver, alteration, modification, or termination of this MOU shall be valid unless made in writing and duly signed by parties hereof.

F. AUTHORITY

The person signing this MOU for the Host Agency hereby represents that he/she is authorized to sign this agreement on behalf of the Host Agency and to bind the Host Agency to its performance of its obligation hereunder.

Executed as of the date and year signed below.

Host Agency name here:

City of Montclair

Paul M. Eaton
Mayor

Date

County of San Bernardino Fire Protection District
Office of Emergency Services (OES)
Mass Care and Shelter Trailer/Cache Program

Mark Hartwig, Fire Chief
San Bernardino County Fire Department

Date



SAN BERNARDINO COUNTY

Operational Area

Mass Care and Shelter Concept of Operations Annex D:

Mass Care and Shelter Trailer/Cache (MCS Trailer)

Standard Operating Guidelines (SOG)

PREPARED BY:
SAN BERNARDINO COUNTY FIRE DEPARTMENT
OFFICE OF EMERGENCY SERVICES

REVISED

OCTOBER 1, 2014



San Bernardino County Operational Area
MCS ConOps Annex D: Mass Care and Shelter Trailer/Cache (MCSTC)
Standard Operating Guidelines (SOG)

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SECTION 1: INTRODUCTION

Utilizing funds provided by the Department of Homeland Security under the Home Land Security Grant Program (HSGP), Grant Years 2008-2010, San Bernardino County Operational Area (OA) has purchased Mass Care and Shelter Trailer/Caches, hereinafter referred to as MCS Trailers. These Trailers will be located in the 24 cities and towns and other unincorporated communities as available within the Operational Area.

The Mass Care and Shelter Trailer/Cache Program is a sub-component of the San Bernardino County Operational Area Mass Care and Shelter Plan and Concept of Operations (ConOps). The MCS Trailer SOP is included as an annex to the MCS ConOps.

1.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to define and establish protocols for the use of MCS Trailers and to ensure MCS Trailer readiness and availability for emergency incident response.

All host agencies are required to comply with and abide by all procedures and policies set forth in the MCS Trailer/Cache Memorandum of Understanding (MOU) and the MCS Trailer/Cache Standard Operating Procedures (SOP).

1.2 Scope

This SOP outlines protocols for MCS Trailer utilization. The protocols address the following: trailer security and storage, trailer access, towing specifications, proper use of MCS Trailers and safe towing methods. This document also includes a Safety Operation Checklist and MCS Trailer Inventory List, and delineates San Bernardino County Fire Department and Host Agency responsibilities.

1.3 Objectives

This MCS Trailer SOP provides standardized information regarding trailer utilization, inventory and towing. This SOP contains:

- Procedures to deploy an MCS Trailer
- Information on securing trailer cargo



- Instructions for connecting the trailer to a tow vehicle
- Measures to ensure safe towing
- Procedures to report vehicle maintenance issues
- MCS Trailer Inventory Checklist
- Responsibility and replenishment policies

1.4 MCS Trailer Description

The MCS cargo trailers are 7' x 14,' with an interior height of 72". The trailers have one curb side entrance door and two conventional style doors at the rear of the trailer. The trailer has a single wheel dolly located in the front of the trailer to support it when it is not connected to a tow vehicle. The spare tire is mounted to the curb-side interior rear wall. The two trailer wheel chock blocks are stored in the rear of the trailer and two interior lights for night time illumination are installed.

The MCS Trailers are a two-axel unit with each axle rated at 3,500 lbs. totaling at 7,000 lbs. Gross Vehicle Weight Ratio (GVWR). All MCS Trailers are painted white and are equipped with standard, keyed padlocks for securing the trailers. (See Section 6 for MCS Trailer photographs.)

1.5 Trailer ID Tag

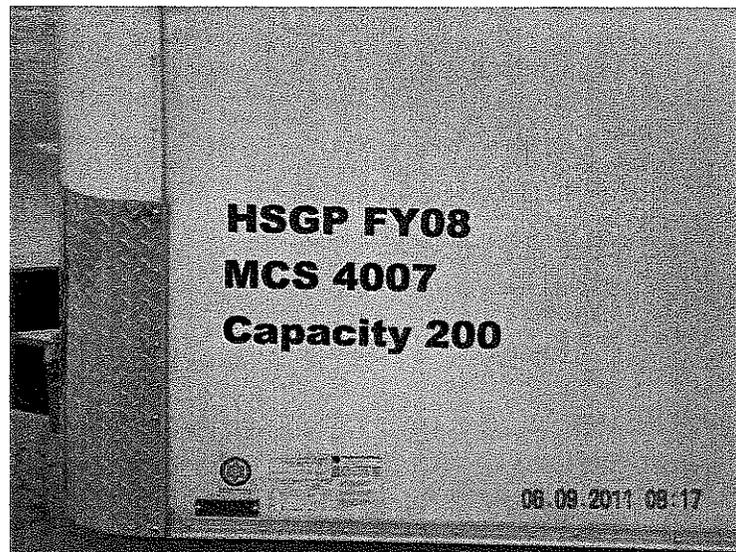
Each MCS Trailer is marked with an HSGP required inventory identification tag, which is located on the driver's side wall, directly above the yellow vehicle weight and VIN tag. The inventory identification tag identifies the funding source grant name and year, and the MCS Trailer number. MCS Trailer numbers are derived from the last four digits of each trailer's California Exempt License number. An example of an MCS Inventory Identification tag is HSGP FY09 MCS4008 (see diagram below). Inventory Identification tags will be affixed to trailers prior to deployment. A Master Inventory Trailer List will be kept on-file at the County Office of Emergency Services (OES).



San Bernardino County Operational Area
MCS ConOps Annex D: MCS Trailer/Cache
Standard Operating Guidelines (SOG)

SAMPLE TAG:

HSGP FY08
MCS 4008
Capacity 200





San Bernardino County Operational Area
MCS ConOps Annex D: MCS Trailer/Cache
Standard Operating Guidelines (SOG)

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SECTION 2: TRAILER LOCATIONS

2.1 Emergency Management Zones

The San Bernardino County OA Emergency Management Zones (EMZs) are:

- Zone 1 – West Valley
- Zone 2 – East Valley
- Zone 3 – Mountains
- Zone 4 – High Desert
- Zone 5 – Morongo Basin and South Desert

2.2 County OES MCS Coordinator Responsibilities

County OES may have a designated MCS Coordinator to coordinate the MCS Trailer/Cache program. If such a position is not designated, coordination will be done by the OES Duty Officer or designated Emergency Service Officer, at the discretion of the EOS Division Manager/Assistant Division Manager. The MCS Coordinator is responsible for assisting Host Agencies regarding:

- MCS Trailer access
- MCS Trailer maintenance and repair issues
- MCS Trailer deployment for emergency responses
- Coordination of resupply

2.3 Trailer Security And Storage

It is the responsibility of the host agency to ensure that MCS Trailers shall be stored in a secure location with limited public access. Whenever possible, park trailers in an enclosed facility and/or under a carport type structure. MCS Trailers are to remain locked when not in use. Trailers must be stored with their prime mover, per HSGP requirements.

2.4 Trailer Access

MCS Trailers will be assigned to 24 cities and towns and key strategic unincorporated communities within the OA. Each Host Agency must agree to ensure 24-hour, 7 days-a-week access to the MCS Trailer. Hosting agencies must provide a 24-hour point of contact (POC), including office telephone, cell telephone



and e-mail address that will be kept on-file with the County Office of Emergency Services (County OES).

The authorized individuals requiring access to an MCS Trailer during business hours may contact the County MCS Coordinator at (909) 356-3998. For after-hours MCS Trailer access, contact the San Bernardino County Confire Communications Center at (909) 356-3805 and have the County OES Duty Officer paged and insure that the requesting agency's contact number is provided. A list of all MCS Trailer locations is included with this SOP.

2.5 Damaged, Lost Or Stolen Items

The Host Agency must immediately report the damage, loss or theft of any MCS Trailer or the contents therein to the Mass Care and Shelter Coordinator at (909) 356-3998. After hours, Host Agency should contact the San Bernardino County Confire Communications Center at (909) 356-3805 to advise the EOC Duty Officer. In the event of theft or vandalism of the MCS Trailer or the contents therein, the Host Agency must also immediately contact the local law enforcement agency and obtain a report. The report should include:

- Name of law enforcement agency taking report
- Date and time report taken
- Report Number
- Name and badge number of Officer/Deputy taking report
- Photos taken

A copy of the report shall be faxed or e-mailed to the County OES Mass Care and Shelter Coordinator at (909) 356-3965 or sbcoa@oes.sbcounty.gov .



SECTION 3: PRIOR TO TOWING

3.1 Approved Tow Vehicle Operators

Only public safety/government agency employees who are authorized by their agency/department to operate agency vehicles as well as authorized and credentialed volunteers with the San Bernardino County Fire Department are authorized to tow MCS Trailers with the use of a registered agency/department tow vehicle.

3.2 Tow Vehicle

MCS Trailers are assigned to government facilities that have a tow capable vehicle. The Prime Mover (primary tow vehicle) must be identified for each MCS Trailer and meet all towing requirements. Identification of the Prime Mover is required by the HSGP Grant rules. Should the Prime Mover change County OES shall be notified within thirty days of the change occurring. Should a Prime Mover no longer be available at the MCS Trailer/Cache's assigned location the MCS Trailer will be re-assigned to a new location within that Host Agency's jurisdiction.

Towing vehicle(s) requirements for towing an MCS Trailer must meet the minimum standards outlined. These standards include:

- Full-size pickup (utility, squad, service truck, etc.)
- Half ton or heavier vehicle rating
- Ability to tow a trailer with a 7,000 pound gross vehicle weight rating (GVWR)
- Commercial trailer hitch with 2 5/16" ball
- Standards trailer electrical plug connection for trailer lights

3.3 Before Towing

A visual inspection shall be performed prior to towing an MCS Trailer. A Pre-Tow Safety and Inventory Checklist is located on page 29 and is posted on the interior side door of the MCS Trailer. Individuals deploying an MCS Trailer are responsible to submit this form to their Host Agency POC after the delivery of the MCS Trailer to its usage site.



3.4 Towing Safety

Use the Safety/Inventory Checklist on page 29 to verify that the following steps have been taken at the beginning of each trip or after each new connection to the trailer.

- Check for proper ball and coupler sizing
- Inspect all hitch components for cracks or broken welds
- Clamp and secure coupling heads with safety clip
- Inspect electrical wiring harness and clean if necessary
- Inspect and/or clean electrical harness receptacle
- Check that safety chains are crossed and connected
- Check tires for wear and adequate air pressure
- Inspect lug nuts and wheel studs
- Test running lights, brake lights and turn signals
- Completely raise jockey wheel and remove if deploying and place jockey wheel in trailer.
- Inspect to see that the trailer is level
- Verify that all cargo is properly secured and/or tied down
- Close and lock side and rear doors prior to transit

3.5 Trailer Load

The MCS Trailer load must be correctly secured to prevent movement while in motion. The standard inventory in each MCS Trailer is pre-loaded and weight balanced by the Vendor. Heavier items are balanced over the axles. If additional cargo is added, balance the trailer load both side-to-side and back-to-front in order to promote smooth towing and to avoid excess sway during turns.

Prior to loading any additional equipment into the MCS Trailers, the Host Agency should advise the County OES MCS Coordinator at the County Office of Emergency Services (County OES).



3.6 Wheel/Tires

Inspect all tires – including the spare mounted inside the trailer, before moving the trailer. Check to see that each lug nut is tight and that each tire's tread and sidewalls have no damage or excessive wear. The tire pressure information is located on the sidewall of the tire.

The proper MCS Trailer tire pressure is 50 psi when cold. Never tow an MCS Trailer if tires are either over inflated or underinflated, if lug nuts are missing or wheel studs are loose.

3.7 Trailer Hitch

Each MCS Trailer is outfitted with a standard commercial 2 5/16" trailer hitch. Prior to towing the following items must be inspected for cracks, breaks or other hazardous conditions:

- Inspect hitch components for cracks and/or broken welds
- Check safety chains for cracks and/or breaks
- Inspect tow-bar hook

The trailer hitch ball height should be adjusted so that the trailer sits level when connected to the tow vehicle. Cross safety chains, when securing chains to the tow-bar hook. Safety chains may not drag on the pavement while the trailer is in transit.

3.8 Connecting The Trailer

When preparing to tow an MCS Trailer ensure that the Prime Mover (tow vehicle) is equipped with a standard 2 5/6" ball hitch. When connecting the trailer, ensure the following steps are followed for safe connection:

- Adjust the jockey wheel jack so the coupling head is approximately 2" to 3" above the ball hitch on the rear of the tow vehicle
- Align the ball hitch underneath the coupling head of the trailer
- Lower the jockey wheel jack to allow the coupling head to lock onto the ball
- Ensure that ball and coupler are properly connected with clamp lever
- Release the clamp lever and raise the entire unit before firmly replacing it



- Wind jockey wheel jack until it is fully retracted and remove jockey wheel and place inside trailer.
- Attach safety chains to hook on the tow bar but NOT to the bar itself
- Connect the electrical harness to the tow vehicle receptacle

3.9 Electrical Connections

Check to see that the electrical wiring harness connection is secure. Clean dirty or corroded wiring connections and tow vehicle receptacles if necessary. Have an assistant observe that the running lights, brake lights and turn signals are in proper working order.

If the electrical wiring harness, running lights, brake lights and/or turning signals fail to work the trailer shall not be deployed until the San Bernardino County Fire Department duty mechanic can be called to correct the issue.

3.10 Blind Spots

All tow vehicles must have outside mirrors on both driver and passenger sides that are adequate to minimize blind spots while towing. The driver will need to see around and beside a much larger area when a trailer is in tow.



SECTION 4: TRAILER IN TRANSIT

4.1 Towing Rules

The maximum speed limit while towing a trailer in the State of California is fifty-five (55) miles per hour provided no lower limit is posted. **Always allow enough travel time to transport the trailer safely.** Passengers are not permitted in trailers while towing. Trailer doors shall be locked while it is being towed.

4.2 Backing Trailer

Utilize an observer in order to keep the area behind the trailer clear while backing. Prior to backing into an area, the observer should conduct a survey of that area for people, obstacles and hazards.

4.3 Driving In Windy Conditions

Excessive wind may cause the MCS Trailers to oscillate or suddenly pull to one side. When cross winds reach thirty (30) miles per hour, the potential for the trailer to be affected increases. When winds reach the thirty (30) miles per hour threshold, the trailer should be safely pulled over and parked until it is safe to continue towing. If trailer is damaged, do not move the trailer and then contact the County Fire Shop. Remember to remove tire covers and place in trailer before towing.

4.4 Maneuvering

While towing a trailer the turning radius and total length of both the tow vehicle and trailer must be taken into consideration especially when changing lanes, turning corners or maneuvering in confined spaces. Utilize both side view mirrors and make wide turns to avoid cutting corners.

When driving in windy conditions reduce speed or safely pull over and wait until conditions improve. The MCS Trailer's wheels are to be chock blocked when it is detached from the tow vehicle. Do not detach a MCS Trailer from the tow vehicle when parked on an incline and wheels **MUST** be chock blocked.



4.5 Trailer Return

Once a deployment has been completed the requesting jurisdiction must ensure that the Shelter staff, where the trailer(s) were deployed, properly clean/decontaminate the cots that were used from the trailer(s). Cot cleaning procedures are listed in Section 7 of this SOP. Once the cots are properly cleaned and allowed to air dry they should be re-packed into the MCS Trailer according to the Load Plan posted on the inside of the trailer's passenger side door. The Load Plan must be followed to ensure proper balance of the trailer when towing.

Cots that have been heavily contaminated with bodily fluids (i.e. that cannot be properly cleaned in the field) shall be placed in the red Bio-hazard waste bags included in the trailer. American Red Cross, County Department of Public Health or Medical Reserve Corps staff can assist staff in making this determination. When cots have to be red bagged the requesting jurisdiction is to contact the County OES MCS Coordinator, who will contact the appropriate department for proper disposal.

MCS Trailer disposable supplies such as blankets and sheets may be given to the shelter clients for them to keep or are to be thrown away. Unused supplies will be reloaded in the trailer. The requesting jurisdiction is responsible to complete an MCS Trailer/Cache Incident/Deployment report and list any supplies that were used and disposed of on the back page of the form. This includes blankets, sheets, exam gloves and first aid supplies. Once the inventory is complete, it is to be immediately forwarded to the County OES MCS Coordinator (MCS Trailer/Cache Incident Deployment report) included in this SOP.

At the conclusion of the deployment the requesting jurisdiction may request incident cost recovery to restock supplies used from the trailer if cost recovery is available. Re-supply items must meet the minimum MCS Trailer/Cache Equipment standards. If the requesting jurisdiction is unable to resupply the trailer they must notify County OES and arrange for the MCS Trailer to be towed to County Fire Vehicle Services and listed out of service until it can be restocked. Once an MCS Trailer is fully restocked the requesting jurisdiction will notify the Host Agency's Point of Contact (POC) and arrange for the return of the trailer to its storage location. The Host Agency POC will then notify County OES once the trailer has been returned to storage and is ready for service.



SECTION 5: TRAILER INVENTORY

5.1 Supplies

Individuals towing an MCS Trailer shall use the Safety/Inventory Checklist supplied on page 29 to verify that the trailer is properly supplied and that it is safe to tow before deploying.

The MCS trailer should contain:

Quantity	Item Description
4 each	Medical Shelters 10'x10' (Ez-up)
180 each	Standard Cots
10 each	Access and Functional Needs Cots
10 each	Medical Cots
225 each	Disposable Disaster Blankets
225 each	Disposable fitted sheets
2 each	First Aid Cabinets (100 persons)
10 boxes	Microflex ES gloves (100 box)
48 boxes	N95 Particulate respirator masks (20 box)
1 roll	Bio-Hazard Bags Red 33gal (100 roll)

5.2 MCS Trailer Safety Equipment

MCS Trailer Safety Equipment:

- One (1) spare tire mounted on inside right rear wall
- Two (2) trailer wheel chock blocks stored inside rear door
- Combination lock box containing trailer access keys
- Interior light for night time illumination

5.3 Maintenance Point Of Contact

For MCS Trailer maintenance, contact the County OES MCS Coordinator at (909) 356-3998. For after-hours MCS Trailer/Cache maintenance issues contact the San Bernardino County Confire Communications Center at (909) 356-3805 and have both the County Duty Mechanic and County OES Duty Officer paged and ensure that the requesting User / Agency's contact number is provided.



5.4 Hosting Agency

A Trailer Safety/Inventory Checklist is required for each MCS Trailer. The Host Agency must complete a safety inventory annually by February 15th of each calendar year. The inventory form shall be returned to the County Office of Emergency Services (OES) via U.S. Mail or e-mail. Should any discrepancies be found, reporting instructions are on the form. The Host Agency is also required to insure 24-hour security for the trailer.

Should a Requesting Jurisdiction deploy a MCS Trailer for an incident the Requesting Jurisdiction must ensure that all cots are properly cleaned, decontaminated and properly repacked into the trailer. Instructions for cleaning/decontamination of cots are listed on page 17 of this SOP.

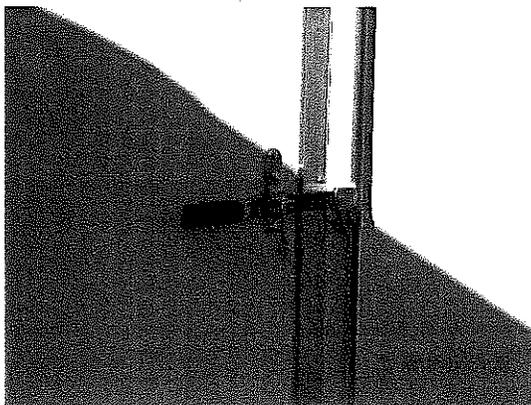
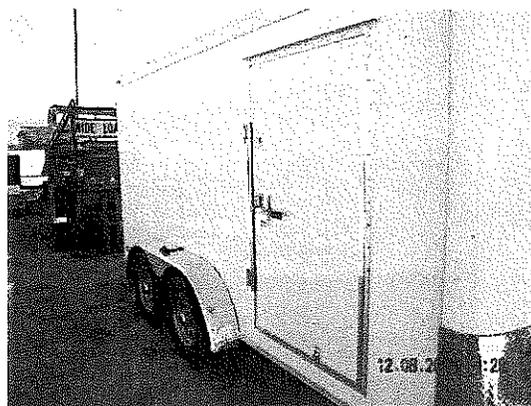
The Requesting Jurisdiction deploying the trailer is also responsible for re-stocking all consumables used during an incident. Consumables include blankets, sheets, exam gloves and first aid supplies. Upon conclusion of a deployment the Host Agency is required to complete a Safety/Inventory Form and forward this form to the County Office of Emergency Services (OES).

Should there be an issue with re-stocking please contact the County Office of Emergency Services, MCS Coordination at (909) 356-3998.



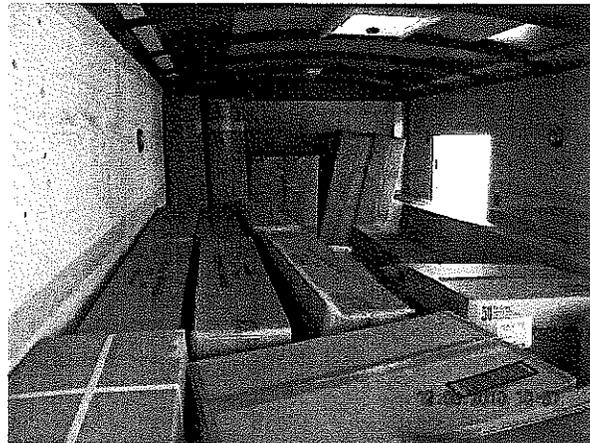
SECTION 6: TRAILER PHOTOS

6.1 MCS Trailer External View





6.2 MCS Trailer Internal View





SECTION 7: COT CLEANING

For the cleaning/disinfection of Mass Care and Shelter cots the San Bernardino County Operational Area has adopted the American Red Cross (ARC) cot cleaning recommendations. The following are guidelines for the proper cleaning and decontamination of MCS cots deployed for an incident. Option A is used by shelter staff when a cot has been occupied by a shelter resident over-night. Option B is used by shelter staff when a cot has not been used by a shelter resident.

Considerations for cot cleaning method:

- Length of time before reuse.
- Will cots be immediately reused or packed for storage?
- Availability of resources, including staff, time, equipment, and a ventilated drying area.
- Less saturation of material is preferred for environmental health reasons.

Reminders:

- Do not transfer mattresses, sheets, pillows, or blankets among residents.
- Any equipment that cannot be decontaminated on site should be cleaned and transported in heavy gauge plastic bags labeled "Contaminated-to Be Cleaned" to a proper handling facility.
- If the cot is too soiled or contaminated it should be disposed of by contacting County Environmental Health.
- Immediate reuse, non-sleeping – Option B
- Immediate storage, non-use – Option B
- Immediate reuse, overnight use – Option A
- Packed for storage, overnight use – Option A

Option A: Cot Cleaning w/ Spray Bottle PREFERRED – After overnight use by a shelter resident

1. Sweep off or vacuum.
2. Clean frame with scrub brush or broom using a liquid household cleaner, such as Joy, and water solution.
3. Disinfect canvas with **bleach solution** disinfectant such as Clorox or household bleach from a spray bottle to avoid over saturation. Check dilutions on label.
4. Allow cot to air dry.
5. Thoroughly dry before reuse.



San Bernardino County Operational Area
Mass Care and Shelter Trailer/Cache (MCS)
Standard Operating Guidelines (SOG)

Option B: Clean & Cover **PREFERRED – No shelter resident use**

1. Sweep off or vacuum.
 2. Wipe down entire cot including frame with bleach solution.
 3. Apply a sterile, disposable cover such as those used on ambulance gurneys or stretchers.
 4. Discard cover between uses.
-

**San Bernardino County Fire Department
Office of Emergency Services**

Operational Area Mass Care and Shelter Trailer/Cache (MCS) Trailer Storage Locations

County EMZ 1 – West Valley

Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Chino			Name: Office: Cell: Email	
City of Chino Hills			Name: Office: Cell: Email	
City of Montclair			Name: Office: Cell: Email	
City of Ontario			Name: Office: Cell: Email	
City of Rancho Cucamonga			Name: Office: Cell: Email	

Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Upland			Name: Office: Cell: Email	

San Bernardino County Fire Department Office of Emergency Services				
Operational Area Mass Care and Shelter Trailer/Cache (MCS) Trailer Storage Locations				
County EMZ 2 – East Valley				
Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Colton			Name: Office: Cell: Email	
City of Fontana			Name: Office: Cell: Email	
City of Grand Terrace			Name: Office: Cell: Email	
City of Highland			Name: Office: Cell: Email	
City of Loma Linda			Name: Office: Cell: Email	

Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Redlands			Name: Office: Cell: Email	
City of Rialto			Name: Office: Cell: Email	
City of San Bernardino			Name: Office: Cell: Email	
Cal State San Bernardino			Name: Office: Cell: Email	
City of Yucaipa			Name: Office: Cell: Email	

**San Bernardino County Fire Department
Office of Emergency Services**

Operational Area Mass Care and Shelter Trailer/Cache (MCS) Trailer Storage Locations

County EMZ 3 – Mountains

Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Big Bear Lake			Name: Office: Cell: Email	
Lake Arrowhead			Name: Office: Cell: Email	
Running Springs			Name: Office: Cell: Email	
Wrightwood			Name: Office: Cell: Email	

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**San Bernardino County Fire Department
Office of Emergency Services**

Operational Area Mass Care and Shelter Trailer/Cache (MCS) Trailer Storage Locations

County EMZ 4 – High Desert

Storage Location	Address	Prime Mover	Contact	Trailer ID#
City of Adelanto			Name: Office: Cell: Email	
Town of Apple Valley			Name: Office: Cell: Email	
City of Barstow			Name: Office: Cell: Email	
City of Hesperia			Name: Office: Cell: Email	
Lucerne Valley			Name: Office: Cell: Email	

Storage Location	Address	Prime Mover	Contact	Trailer ID#
Spring Valley Lake			Name: Office: Cell: Email	
City of Victorville			Name: Office: Cell: Email	
Baker			Name: Office: Cell: Email	

**San Bernardino County Fire Department
Office of Emergency Services**

Operational Area Mass Care and Shelter Trailer/Cache (MCS) Trailer Storage Locations

County EMZ 5 – Morongo Basin and South Desert

Storage Location	Address	Prime Mover	Contact	Trailer ID#
Joshua Tree			Name: Office: Cell: Email	
City of Needles			Name: Office: Cell: Email	
City of Twenty-Nine Palms			Name: Office: Cell: Email	
Town of Yucca Valley			Name: Office: Cell: Email	
Havasus Landing			Name: Office: Cell: Email	

**San Bernardino County Fire Department
Office of Emergency Services**

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**San Bernardino County Fire Department
Office of Emergency Services**

Mass Care and Shelter Trailer/Cache (MCS)

Annual Safety / Inventory Checklist

Due February 15th of each year

Host Agency must complete annually

Host Agency: _____ Date: _____

Name: _____ Phone: _____

MCS Trailer ID# _____ MCS Trailer License Plate: _____

Trailer Equipment and Inspection							
Item	Qty	Yes	No	Item	Qty	Yes	No
Spare Tire (Internal)	1			All Tires @ 50 psi (cold)	4		
Tire Covers	4			Turn Signals Operable	2		
Tire Chocks	2			Brake Lights Operable	2		
Trailer Hitch	1			Running Lights Operable	2		
Padlocks	3			Interior Lights Operable	2		
Trailer Access Key	1			Electrical Wiring Harness	1		
Key Lock Box	1			Safety Chains	2		
Side Door Locked	1			Jockey Wheel	1		
Rear Door Locked	1			Roof Vent Fan Operable	1		
Note any trailer deficiencies / comments on the back of this form.							

MCS Supply Inventory				
Item	Qty	Yes	No	Comments
Standard Cots	180 ea			
Access and Functional Needs Cots	10 ea			
Medical Cots	10 ea			
Disposable Blankets	225 ea			
Disposable Sheets	225 ea			
First Aid Cabinet (100 person)	2 ea.			
Exam Gloves (50 per box)	10 box			
Medical Shelters 10'x10' (Ez-up)	4 ea.			
N95 Particulate Respirator masks	48 bx			
Note any MCS Supply deficiencies / comments on the back of this form.				

**San Bernardino County Fire Department
Office of Emergency Services**

Trailer and Equipment Deficiencies / Comments

Reporting Instructions:

During normal business hours, immediately report MCS Trailer deficiencies, defects or damage to the San Bernardino County Fire Department Office of Emergency Services (OES) at (909) 356-3998. If problems with the MCS Trailer are encountered during after hours, contact the Duty Mechanic on call through the San Bernardino County Confire Communications Center at (909) 356-3805.

Please return the MCS Trailer Annual Safety / Inventory Checklist to the San Bernardino County Fire Department Office of Emergency Services (OES) no later than February 15th of the calendar year. The form may be sent via US mail or email to OES.

Email	Mail
<p align="center">sbcoa@oes.sbcounty.gov</p> <p align="center">Subject Line: MCS Trailer</p>	<p align="center">San Bernardino County Fire Department Office of Emergency Services Mass Care and Shelter Program 1743 Miro Way Rialto, CA 92376</p>



**San Bernardino County Fire Department Office of Emergency Services
Mass Care and Shelter Trailer/Cache (MCS)**



Trailer Incident/Deployment Report

Incident Information – Complete all fields

Incident Name		Incident Number	
Requesting Jurisdiction		Requesting Jurisdiction Point of Contact	
Office Phone	Cell Phone	Email	
Shelter Name		Shelter Phone	
Shelter Address			TB Map Page
ARC Shelter Y / N	Shelter Manager	Phone	Agency

Trailer Request/Deployment

County OES Point of Contact		County EOC Activated	
# Shelter Residents	# MCS Trailers Requested	# MCS Trailers Assigned	MCS Trailers ID#(s) Assigned
Event Description		Date	Time
County OES notified for MCS Trailer/Cache request			
MCS Trailer/Cache(s) assigned to incident			
Driver requested for towing MCS Trailer/Cache(s)			
MCS Trailer/Cache(s) deployed to shelter site			
MCS Trailer/Cache(s) on scene at shelter site			
MCS Trailer/Cache(s) repacked and released from shelter site			
MCS Trailer/Cache(s) returned to storage site			
MCS Trailer/Cache(s) available for deployment			



**San Bernardino County Fire Department Office of Emergency Services
Mass Care and Shelter Trailer/Cache (MCS)**



Trailer/Cache Supply Summary

Trailer/Cache Inventory		Supplies Used		
Qty	Item Description	Yes	No	Quantity Used
180	Standard Cots			
10	Access and Functional Needs cots			
10	Medical Cots			
225	Disposable Blankets			
225	Disposable Sheets			
2	First Aid Cabinet (100 person)			
10	Exam Gloves (100 per box)			
4	Medical Shelters (10 ft x10 ft)			
48	N95 Particulate Respirator masks			

Notes/Comments

Reporting Instructions:

During normal business hours, immediately report MCS trailer deficiencies, defects or damage to the San Bernardino County Fire Department Office of Emergency Services (OES) at (909) 356-3998. After hours, contact the OES Duty Officer through the San Bernardino County Confire Communications Center at (909) 356-3805.

Please return the MCS Trailer Incident/Deployment Report to the San Bernardino County Fire Department Office of Emergency Services (OES) no later than 48 hours after the Trailer(s) are released. The form may be sent by email to OES at sbcoa@oes.sbcounty.gov.



SAN BERNARDINO COUNTY
Homeland Security Grant Program
GED, LOST, STOLEN, EXPIRED, or RETIRED EQUIPMENT REPORT

Operational Area: San Bernardino County Date: _____
 Grant #: _____ Sub recipient: _____
 Grant Year: _____ Sub recipient Contact: _____
 Equipment Description: _____ Sub recipient Phone #: _____
 Equip. Purchased from Vendor: _____ Invoice #: _____ Item Cost: \$ _____
 HSGP Inventory Tag #: _____ Date of Last Physical Inspection: _____

Equipment Disposition: Circle ALL that applies and provide explanation of disposition below.

1. Damaged 2. Lost 3. Stolen 4. Expired 5. Retired

Date of Incident and/or Retirement: _____ Police Report: yes no

If applicable, date of police report: _____ Report #: _____

Name of Police/Sheriff Department: _____

Contact at Police/Sheriff Department: _____

Insurance Claim/Report: yes no

If applicable, date of claim/report: _____ Claim #: _____

Name of Insurance Company: _____

Contact at Insurance Company: _____

Explanation of Equipment Disposition: _____

 Authorized Representative Name or Designee (Printed) Authorize Representative or Designee Signature

For OES Use Only:

Date Received: _____ Updated INSTOCK: _____

Reported to CalEMA: _____ By: _____
 OES Grants Unit Staff

AGENDA REPORT

SUBJECT: CONSIDER APPROVAL OF AGREEMENT NO. 14-96 WITH THE CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT TO PROVIDE ONLINE TO COLLEGE SCHOLARSHIP PROGRAM SERVICES AT MONTCLAIR HIGH SCHOOL

DATE: October 20, 2014
SECTION: AGREEMENTS
ITEM NO.: 2
FILE I.D.: SCH100/125
DEPT.: HUMAN SERVICES

REASON FOR CONSIDERATION: The City Council is requested to consider approval of Agreement No. 14-96 with the Chaffey Joint Union High School District to provide Online to College scholarship program services at Montclair High School.

A copy of proposed Agreement No. 14-96 is attached for the City Council's review and consideration.

BACKGROUND: In 1998, through the Montclair Community Collaborative, the Online to College (OTC) Program was established. The OTC Program is a City-sponsored and funded scholarship program that provides participating Montclair High School (MHS) students the opportunity to obtain a two-year scholarship for books and tuition to attend the Chaffey Community College main campus or the College's offsite campuses. The original program included cohorts from three elementary schools in Montclair and promised fifth grade students enrolled at those schools the opportunity to attend Chaffey College upon their completion of elementary school; middle school; and, finally, graduation from MHS. Over 5,400 students have participated in the OTC program. Outcomes and analysis of data from these OTC students show that they earn a higher mean grade point average (GPA) and exhibit higher California High School Exit Exam (CAHSEE) mathematics and English-language arts mean-scaled test scores than non-OTC students. OTC has received several accolades including the League of California Cities Helen Putnam Award; the California Department of Education Golden Bell Award; and, most recently, the Dr. John W. Rice Diversity & Equity Award from the Board of Governors of the California Community Colleges and the Foundation for California Community Colleges.

The City and Chaffey Joint Union High School District (CJUHSD) have collectively determined that an educated population is vital for a number of reasons including sustained health, welfare, wellbeing, societal and cultural advancement, job development and growth, economic development, achievement of personal ambitions and aspirations, personal self-realization and reward, inculcation to standards of acceptable behavior and shared beliefs, educational achievement, career development, and promotion of skills and intellectual achievement.

Prepared by: M. Richter
Proofed by: Christine Smiderly

Reviewed and Approved by:
Presented by:

[Signature]
[Signature]

The OTC Program would now start the freshman year a student enrolls at MHS. Each year through their senior year, students would be required to participate in appropriate OTC and MHS components/curricula to prepare for enrollment at Chaffey College.

The term of proposed Agreement No. 14-96 is October 20, 2014, through June 30, 2015, and may be renewed annually upon mutual written consent of both the City of Montclair and CJUHSD.

FISCAL IMPACT: There would be no fiscal impact to the City's General Fund should the City Council approve proposed Agreement No. 14-96. Student participation in the OTC Program shall be limited to the first two years immediately following graduation from Montclair High School, based on available funding. It may be necessary, from time to time, to use a lottery system to select OTC scholarship participants.

RECOMMENDATION: Staff recommends the City Council approve Agreement No. 14-96 with the Chaffey Joint Union High School District to provide Online to College scholarship program services at Montclair High School.

**Memorandum of Understanding
Between
City of Montclair
and
Chaffey Joint Union High School District
for
Joint Collaboration to Provide
Online To College Scholarship Program Services
at Montclair High School**

This Memorandum of Understanding (MOU) outlines the partnership between the City of Montclair (hereinafter called CITY) and Chaffey Joint Union High School District (hereinafter called CJUHSD) for the purpose of introducing and implementing CITY's Online to College program (hereinafter called OTC program or OTC) at Montclair High School (hereinafter called MHS).

This MOU is made and entered into as of _____, 2014.

The OTC program is a CITY sponsored and funded scholarship program that provides participating MHS students the opportunity to obtain a two-year scholarship for books and tuition to attend Chaffey Community College in the City of Rancho Cucamonga (hereinafter called COLLEGE) or at the COLLEGE's offsite campuses.

The CITY and CJUHSD (also known separately as "party" or together as "parties") have collectively determined that an educated population is vital for a number of reasons including but not limited to sustained health, welfare, wellbeing, societal and cultural advancement, job development and growth, economic development, achievement of personal ambitions and aspirations, personal self-realization and reward, inculcation to standards of acceptable behavior and shared beliefs, educational achievement, career development, and promotion of skills and intellectual achievement. Therefore, in the interest of achieving the aforesated objectives, CITY and CJUHSD jointly agree to the concepts, ideas, terms, and provisions contained in this MOU.

For purposes of implementation, execution, and funding, no revenue shall be exchanged between the CITY and CJUHSD. Funding for program resources, services, activities and/or scholarships, as defined herein, shall be generated independently through each party's internal budgetary and/or fundraising practices.

I. Purpose:

The purpose of this partnership is to establish and maintain an effective working relationship between the parties and provide a process that enables the parties to participate in the OTC program for students that graduate from MHS. OTC prepares students for a college education and instills a belief in families, students and the community that all eligible students should have the opportunity to attend COLLEGE. However, nothing herein shall prohibit CITY and MHS from jointly agreeing to exceptions, modifications, or alternative conditions necessary to fully implement the spirit and intent of provisions related to implementation and enjoyment of the OTC program.

II. Partnership Goal:

To establish a program, starting in each student's freshman year at MHS, that introduces students to COLLEGE through campus tours, classroom visitations, and meetings with parents. The goal is to provide MHS students who have successfully completed the OTC program requirements the opportunity to attend COLLEGE through the OTC scholarship program, based on available funding.

III. Program Objectives:

- Beginning in the ninth grade level at MHS, all students will be invited to enroll in OTC and begin to identify career goals. Each year through the twelfth grade, students will be required to participate in appropriate OTC and MHS components/curricula to prepare for enrollment at COLLEGE.
- Parents/Guardians will be provided with information designed to assist their eligible child with completion of a high school education and successful transfer to COLLEGE, based on available funding.

IV. OTC Eligible Student Requirements:

- Be enrolled at MHS.
- Enroll in the OTC program before the end of the student's ninth grade academic year at MHS.
- Update the student's participation each consecutive year thereafter through the twelfth grade.
- Upon graduation from MHS, earn a cumulative 2.0 GPA and maintain continuous and uninterrupted enrollment at MHS from the ninth grade through completion of the twelfth grade; provided, however, CITY and MHS may mutually agree to waive the GPA requirement where a graduating student can satisfactorily demonstrate exceptional justification for exemption.
- Successfully graduate from MHS without significant disciplinary actions.
- Complete a minimum of five (5) hours of community service annually through the CITY.
- Apply for OTC scholarship in the twelfth grade.

V. Responsibilities of Each Party:

A. CITY agrees to:

- Provide for qualified educational expenses that are not covered by financial aid programs such as Pell or Cal Grant. OTC-covered expenses may include tuition, health fees, books, parking, and other fees that may be determined acceptable by the CITY as OTC program administrator. Student participation in, and receipt of the OTC scholarship, shall be limited to the first two years immediately

following graduation from MHS, based on available funding. The OTC program is a joint collaboration between the CITY and Chaffey College Foundation. Based on the level of OTC participation during a student's graduating year and available funding, it may be necessary, from time to time, to use a lottery system to select OTC scholarship recipients.

- Partner with COLLEGE to host workshops and promotional activities for students and parents.
- Coordinate volunteer/community service assignments.
- Partner with COLLEGE to host an OTC scholarship recipient graduation ceremony for each graduating class.

B. CJUHSD agrees to:

- Provide CITY access to students and parents to promote and administer the OTC program.
- Provide necessary personnel and classroom/computer laboratory facilities to assist with matriculation to COLLEGE, for purposes/activities that include, but are not limited to, admissions, counseling, assessment and orientation, and financial aid assistance.
- Provide access to student data as needed for outcome measurements.
- Provide a MHS Program Liaison.
- Provide and pay for bus transportation, at least once annually, to COLLEGE for a group tour (or group tours) by MHS freshmen students.

VI. Term:

This MOU shall begin upon date of execution by both parties and shall continue through June 30, 2015, and may be renewed annually thereafter upon mutual written consent of both parties; provided, however, any material change to the MOU must be approved by the respective governing boards.

VII. Indemnification:

The CITY and CJUHSD each agree to defend, indemnify and hold harmless the other party, its officers, employees, agents and staff from and against any and all liability, loss, expense (including reasonable attorney's fees), claims for injury or damages arising out of the performance of, or in connection with, this MOU but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by, or result from, the improper conduct and/or negligence or intentional acts or omissions of CITY or CJUHSD and their officers, employees, agents or members of staff.

VIII. Insurance:

CITY: During the term of this MOU, CITY shall procure, pay for, and keep in full force and effect the following types of insurance:

- A. Comprehensive general liability insurance including owned and nonowned automobile (vehicle) liability insurance with respect to the services provided by, or on behalf of, the CITY under this MOU. The insurance policy shall state the name of the insurance carrier and name CJUHSD as an additional insured. Liability insurance for death, bodily injury and property damage shall be for no less than One Million Dollars (\$1,000,000) per occurrence. For purposes of this MOU, and in lieu of general liability insurance coverage, CITY may be self-insured with retention, up to the policy limits defined herein. All other insurance requirements as stated herein shall continue to apply.
- B. Except as otherwise provided herein, the insurance requirement described in "Section VIII(A)" of this MOU shall be carried with responsible and solvent insurance companies authorized to do business in the State of California. The CITY agrees that it shall not cancel or change the coverage provided by the policies of insurance described above without first giving CJUHSD thirty (30) days' prior written notice. Should any such policy of insurance be canceled or changed, the CITY agrees to immediately provide CJUHSD true and correct copies of all new or revised certificates of insurance.

CJUHSD. During the term of this MOU, CJUHSD shall procure, pay for, and keep in full force and effect the following types of insurance:

- C. Comprehensive general liability insurance including owned and non-owned automobile (vehicle) liability insurance with respect to the services provided by, or on behalf of, the CJUHSD under this MOU. The insurance policy shall state the name of the insurance carrier and name the CITY as an additional insured. Liability insurance for death, bodily injury and property damage shall be for no less than One Million Dollars (\$1,000,000) per occurrence. For purposes of this MOU, and in lieu of general liability insurance coverage, CJUHSD may be self-insured with retention, up to the policy limits defined herein. All other insurance requirements as stated herein shall continue to apply.
- D. Except as otherwise provided herein, the insurance requirement described in "Section VIII(C)" of this MOU shall be carried with responsible and solvent insurance companies authorized to do business in the State of California. CJUHSD agrees that it shall not cancel or change the coverage provided by the policies of insurance described above without first giving the CITY thirty (30) days' prior written notice. Should any such policy of insurance be canceled or changed, CJUHSD agrees to immediately provide the CITY true and correct copies of all new or revised certificates of insurance.

IX. Termination Clause:

This MOU may be terminated by either party, with or without cause, upon sixty (60) days prior written notice. Notification of program termination will be submitted in writing by an authorized agent of the CITY or CJUHSD.

X. Notices:

Any notice required to be provided by this MOU shall be in writing and shall be deemed given and served upon delivery if delivered personally, or three (3) days after depositing in the United States mail, postage prepaid, addressed to:

Marcia Richter
City of Montclair
5111 Benito Street
Montclair, CA 91763

Tim Ward
Chaffey Joint Union High School District
211 West Fifth Street
Ontario, CA 91762

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date first written above.

**CHAFFEY JOINT UNION HIGH SCHOOL
DISTRICT**

CITY OF MONTCLAIR

Josie Estrada
Board President

Paul M. Eaton
Mayor

ATTEST:

Mat Holton
Superintendent

Yvonne L. Smith
Deputy City Clerk

APPROVED AS TO FORM:

Diane E. Robbins
City Attorney

AGENDA REPORT

SUBJECT: CONSIDER ADOPTION OF RESOLUTION NO. 14-3052 APPROVING AND AUTHORIZING CITY MANAGER EDWARD C. STARR OR PUBLIC WORKS DIRECTOR MICHAEL C. HUDSON AUTHORITY TO EXECUTE ALL RIGHT-OF-WAY CERTIFICATIONS FOR ALL STATE AND/OR FEDERALLY FUNDED PROJECTS AND TO SIGN ALL STATE AND/OR FEDERALLY FUNDED DOCUMENTS ASSOCIATED WITH GRANT FUNDING ALLOCATIONS BETWEEN THE CITY OF MONTCLAIR AND THE STATE OF CALIFORNIA	DATE: October 20, 2014 SECTION: RESOLUTIONS ITEM NO.: 1 FILE I.D.: STG085 DEPT.: PUBLIC WORKS
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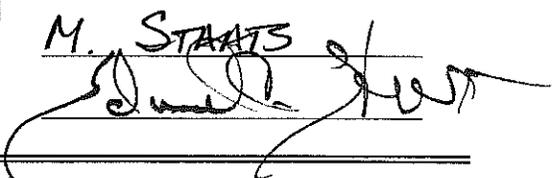
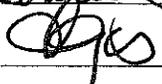
REASON FOR CONSIDERATION: The California Transportation Commission requires that a right-of-way certification be prepared for all state and/or federally funded projects. The certification must be signed by a City official designated by a City Council Resolution.

BACKGROUND: As with all past and future state and federally funded projects, right-of-way certification is required prior to receiving an authorization to advertise each project. The certification verifies that right-of-way was either not required or was acquired in accordance with the California Department of Transportation right-of-way acquisition manual as part of each project and that construction will be in accordance with state and federal laws. The certification must be signed by the City with an accompanying Resolution identifying the person authorized to sign on behalf of the City.

Proposed Resolution No. 14-3052 authorizes City Manager Edward C. Starr or Public Works Director Michael C. Hudson as the person responsible for signing all certification documents.

FISCAL IMPACT: Failure to submit a right-of-way certification prior to advertising would eliminate all chances for federal reimbursement.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 14-3052 authorizing City Manager Edward C. Starr or Public Works Director Michael C. Hudson authority to execute all right-of-way certifications for all state and/or federally funded projects and to sign all state and/or federally funded documents associated with grant funding allocations between the City of Montclair and the State of California.

Prepared by: <u></u>	Reviewed and Approved by:	M. STARRS <u></u>
Proofed by: <u></u>	Presented by:	

RESOLUTION NO. 14-3052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR APPROVING AND AUTHORIZING CITY MANAGER EDWARD C. STARR OR PUBLIC WORKS DIRECTOR MICHAEL C. HUDSON TO EXECUTE ALL RIGHT-OF-WAY CERTIFICATIONS FOR ALL STATE AND/OR FEDERALLY FUNDED PROJECTS AND TO SIGN ALL STATE AND/OR FEDERAL FUNDING DOCUMENTS ASSOCIATED WITH GRANT FUNDING ALLOCATIONS BETWEEN THE CITY OF MONTCLAIR AND THE STATE OF CALIFORNIA

WHEREAS, all federally funded right-of-way projects are implemented through the California Department of Transportation (Caltrans); and

WHEREAS, pursuant to Section 17.08.14.11 of Chapter 17 of the Caltrans Right-of-Way Manual, "Right-of-Way" certification must be executed by an authorized official of the City of Montclair; and

WHEREAS, in accordance with said section of the Caltrans Right-of-Way Manual, a resolution giving a responsible agency official blanket authority to execute Right-of-way certifications must be adopted by the City Council; and

WHEREAS, prior to requesting authorization to advertise and award a construction contract, the local agency responsible for the project must prepare, sign, and submit a right-of-way certification to Caltrans.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair does hereby find and determine as follows:

Section 1. The City Council hereby authorizes City Manager Edward C. Starr or Public Works Director Michael C. Hudson to execute all Right-of-Way Certifications for all state and/or federally funded projects.

Section 2. The City Council hereby authorizes City Manager Edward C. Starr or Public Works Director Michael C. Hudson to sign Funding Allocation Request letters for all state and/or federally funded projects.

Section 3. The Deputy City Clerk shall attest and certify to the passage and adoption of this Resolution and it shall become effective immediately upon its approval.

APPROVED AND ADOPTED this XX day of XX, 2014.

Mayor

ATTEST:

Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 14-3052 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a regular meeting of said City Council held on the XX day of XX, 2014, and that it was adopted by the following vote, to-wit:

AYES: XX
NOES: XX
ABSTAIN: XX
ABSENT: XX

Yvonne L. Smith
Deputy City Clerk

AGENDA REPORT

SUBJECT: CONSIDER ADOPTION OF RESOLUTION
NO. 14-3054 ADOPTING COMPLIANCE
PROCEDURES APPLICABLE TO CONTINUING
DISCLOSURE OBLIGATIONS UNDERTAKEN
BY THE CITY IN CONNECTION WITH BOND
ISSUES

DATE: October 20, 2014

SECTION: ADMIN. REPORTS

ITEM NO.: 2

FILE I.D.: CVC175/400/450

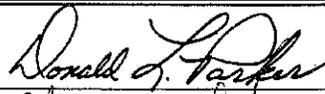
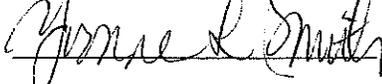
DEPT.: ADMIN. SVCS.

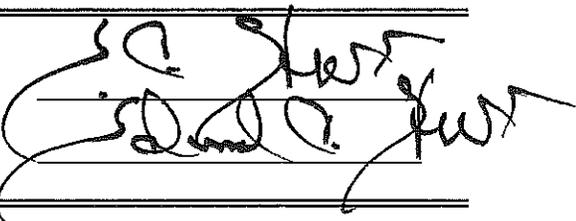
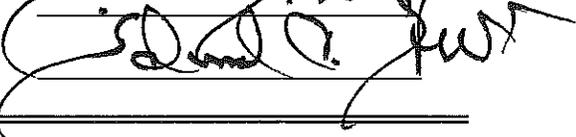
REASON FOR CONSIDERATION: For municipal bond issues, the municipal entity that issued or otherwise is responsible for payment on the bonds is generally required to undertake certain continuing disclosure obligations regarding annual financial updates and other material event notices, so that the information is available to the investing public. Recently, the U.S. Securities and Exchange Commission has placed increased emphasis on municipal entities' compliance with their continuing disclosure undertakings. The City Council's adoption of the procedures attached to proposed Resolution No. 14-3054 would formalize the City's internal process in ensuring compliance with its bond continuing disclosure obligations.

A copy of proposed Resolution No. 14-3054 and Exhibit A, "City of Montclair Continuing Disclosure Compliance Procedures," is attached for the City Council's review and consideration.

BACKGROUND: In connection with the Montclair Financing Authority 2005 Lease Revenue Bonds (the "2005 Bonds"), the City executed Continuing Disclosure Agreement No. 05-52. Pursuant to that Agreement, the City agreed to provide certain annual financial information and material event notices so that such information is available to investors in connection with their investment decisions regarding the bonds. Under applicable federal securities law, the City's undertaking of the continuing disclosure obligation was a condition precedent to the bond underwriter's sale of the bonds into the investment market. In connection with the currently proposed issuance of the Montclair Public Financing Authority 2014 Lease Revenue Refunding Bonds (the "2014 Bonds") to refund the 2005 Bonds, the City will be required to undertake similar continuing disclosure obligations before the sale of the 2014 bonds. Recently, the U.S. Securities and Exchange Commission has indicated that it will place increased scrutiny on municipal entities' compliance with their continuing disclosure undertakings. The City Council's adoption of the attached procedures would formalize the City's internal process in ensuring compliance with these continuing disclosure obligations. Staff has reviewed these procedures and feels they could be accomplished with minimal effort.

FISCAL IMPACT: No significant fiscal impact would result from the City Council's adoption of the proposed continuing disclosure compliance procedures.

Prepared by: 
Proofed by: 

Reviewed and Approved by: 
Presented by: 

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 14-3054 specifying the procedures to be performed in complying with the continuing disclosure requirements of the 2014 bonds and other City bond issues.

RESOLUTION NO. 14-3054

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MONTCLAIR ADOPTING CONTINUING
DISCLOSURE COMPLIANCE PROCEDURES**

WHEREAS, the City of Montclair or one or more of its related entities, such as joint powers authorities formed by the City (collectively, the "City") has issued bonds which are currently outstanding and, in connection with such bonds, has agreed to undertake certain continuing disclosure obligations pursuant to Rule 15c2-12 (the "Rule") promulgated by the U.S. Securities and Exchange Commission (the "SEC") pursuant to the Securities Exchange Act of 1934; and

WHEREAS, the City may issue additional bonds from time to time and, in connection with such bonds, agree to undertake certain continuing disclosure obligations pursuant to the Rule; and

WHEREAS, the City desires to adopt the Continuing Disclosure Compliance Procedures (the "Procedures"), as set forth in Exhibit A hereto.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair does hereby find and determine as follows:

Section 1. The above recitals, and each of them, are true and correct.

Section 2. The Procedures, as set forth in Exhibit A, are hereby approved and adopted and shall be made applicable to all bonds (or other municipal securities) issued by or on behalf of the City and its related entities for which the City undertakes continuing disclosure obligations in connection with the Rule.

Section 3. The City Manager, in consultation with counsel, is hereby authorized to amend the Procedures from time to time as necessary or appropriate.

Section 4. The City Manager, the Finance Director, and all other officers of the City are hereby authorized and directed, jointly and severally, to do any and all things to effectuate the purposes of this Resolution and to implement the Procedures and any such actions previously taken by such officers are hereby ratified and confirmed.

Section 5. This Resolution shall take effect immediately upon adoption.

APPROVED AND ADOPTED this XX day of XX, 2014.

Mayor

ATTEST:

Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 14-3054 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a regular meeting of said City Council held on the XX day of XX, 2014, and that it was adopted by the following vote, to-wit:

AYES: XX
NOES: XX
ABSTAIN: XX
ABSENT: XX

Yvonne L. Smith
Deputy City Clerk

EXHIBIT A

City of Montclair Continuing Disclosure Compliance Procedures

1. BACKGROUND

Rule 15c2-12 ("Rule 15c2-12") promulgated by the U.S. Securities and Exchange Commission (the "SEC") pursuant to the Securities Exchange Act of 1934 requires certain information regarding an entity responsible for the repayment of bonds or other municipal securities (an "Issuer") be disclosed to the municipal bond marketplace. The SEC, in its most recent amendment to Rule 15c2-12, enhanced the disclosure requirements of Issuers in an effort to improve the quality and availability of information regarding outstanding municipal securities. In the adopting release accompanying the amendment, S.E.C. Rel. No. 34-62184, the SEC states that the amendment is consistent with its "mandate to adopt rules reasonably designed to prevent fraudulent, deceptive or manipulative acts or practices in the market for municipal securities." The release reiterates the SEC's position that material non-compliance by an Issuer with past continuing disclosure obligations may warrant, without corrective actions, an underwriter being prohibited from underwriting such an Issuer's municipal securities, and thus would prevent the Issuer from accessing the municipal securities market.

The following procedures are being adopted by the City of Montclair (the "City") to help ensure the City's compliance with Rule 15c2-12 and its continuing disclosure obligations under the continuing disclosure agreements, or similar instruments (collectively, the "Continuing Disclosure Agreements") executed by the City into in connection with its municipal securities obligations. Certain capitalized terms will have the respective meanings ascribed to them in the respective Continuing Disclosure Agreements.

2. DESIGNATION OF RESPONSIBLE OFFICER

As used herein, the term "Responsible Officer" shall mean the officer or other employee of the City responsible for compiling and filing Annual Reports and notices regarding enumerated events ("Event Notices"), if required, to be filed pursuant to the Continuing Disclosure Agreements. The initial Responsible Officer shall be the City's Finance Director. From time to time, the City Manager may (or at the direction of the City Council, shall) designate a different person to serve as the Responsible Officer.

3. RESPONSIBLE OFFICER TO BECOME FAMILIAR WITH "EMMA" AND FILING REQUIREMENTS UNDER CONTINUING DISCLOSURE AGREEMENTS

(a) The Responsible Officer shall take such action as necessary or appropriate to become familiar with the SEC's Electronic Municipal Market Access ("EMMA") website. The Responsible Officer should understand how to locate on EMMA the filings made by the City in connection with the municipal securities issued by the City. If the City is serving as its own Dissemination Agent pursuant to a Continuing Disclosure Agreement, the Responsible Officer shall establish a user identification and password for EMMA and should become familiar with uploading documents onto EMMA.

(b) The Responsible Officer shall, for each separate issue of the City's outstanding municipal securities to which Rule 15c2-12 applies, read the related Continuing Disclosure Agreement and identify the following:

- (i) The date by which the Annual Report must be filed;
- (ii) The contents that need to be included in the Annual Report;
- (iii) The Event Notices that must be filed; and
- (iv) When Event Notices are required to be filed.

(c) The Responsible Officer should be aware of the types of events identified in the Continuing Disclosure Agreement that would require the filing of an Event Notice (the "Listed Events"). If a clarification is required regarding what is meant by a Listed Event, the City's bond counsel or disclosure counsel should be contacted to seek such clarification.

4. PREPARATION AND FILING OF ANNUAL REPORTS AND EVENT NOTICES

(a) The City will strive to begin the process of completing its audited financial statements as soon as practicable after the close of each Fiscal Year. Such audited financial statements should be completed in time for submitted to the Governing Board before the date that the Annual Report must be filed.

(b) The Responsible Officer shall identify any information that is required to be included in the Annual Report but is not part of the City's audited financial statements, and contact the sources necessary to compile such information as soon as possible after the close of each Fiscal Year. To the extent the Responsible Officer deems appropriate, the City will consider adding any information required by its Continuing Disclosure Agreements not included already in its audited financial statements into a supplementary information section of its audited financial statements.

(c) Following the compilation of the information that is to be included in the Annual Report, the Responsible Officer shall, or cause the Dissemination Agent to, submit the Annual Report to EMMA on or before the date on which the Annual Report must be filed.

(d) Each year, by no later than the date that the Annual Report is required to be filed on EMMA, the Responsible Officer shall review the EMMA website to confirm that the Annual Report has been posted. If the Annual Report has not been posted, the Dissemination Agent should be notified, or the Responsible Officer should file the Annual Report, as applicable.

(e) The Responsible Officer shall, or with the assistance of consultants engaged to monitor compliance, identify the occurrence of a Listed Event and shall prepare, or have prepared, the appropriate disclosure. The Responsible Officer shall file, or cause the Dissemination Agent to file, Event Notices, when required by the Continuing Disclosure Agreements on EMMA in a timely manner. The Responsible Officer shall contact the City's bond counsel or disclosure counsel if there are any questions regarding whether an event constitutes a Listed Event and whether such occurrence will require the filing of an Event Notice.

5. RETENTION OF RECORDS

(a) As relating to each Continuing Disclosure Agreement, the retained documents identified below should be retained for a period of at least six years following the termination of the City obligations under such Continuing Disclosure Agreement (*i.e.*, the legal defeasance, prior redemption, or payment in full of the related issue of municipal securities).

(b) The City shall retain, in its records, the transcripts containing the documents related to each issue of municipal securities of the City.

(c) The City shall retain copies, in paper or electronic form, of each Listed Event Notice submitted to EMMA.

(d) The City shall retain copies, in paper or electronic form, of each Annual Report submitted to EMMA.

(e) To the extent that the content of an Annual Report is based on source materials created or obtained by the City, the City shall retain in its records such source materials created or obtained by the City.

MINUTES OF THE MEETING OF THE MONTCLAIR
PERSONNEL COMMITTEE HELD ON MONDAY,
OCTOBER 6, 2014, AT 8:47 P.M. IN THE CITY
ADMINISTRATIVE OFFICES, 5111 BENITO STREET,
MONTCLAIR, CALIFORNIA

I. CALL TO ORDER

Mayor Pro Tem Ruh called the meeting to order at 8:47 p.m.

II. ROLL CALL

Present: Mayor Pro Tem Ruh; Council Member Raft; and City
Manager Starr

III. APPROVAL OF MINUTES

**A. Minutes of the Regular Personnel Committee Meeting of
September 15, 2014.**

Moved by City Manager Starr, seconded by Mayor Pro Tem Ruh,
and carried unanimously to approve the minutes of the Personnel
Committee meeting of September 15, 2014.

IV. PUBLIC COMMENT - None

V. CLOSED SESSION

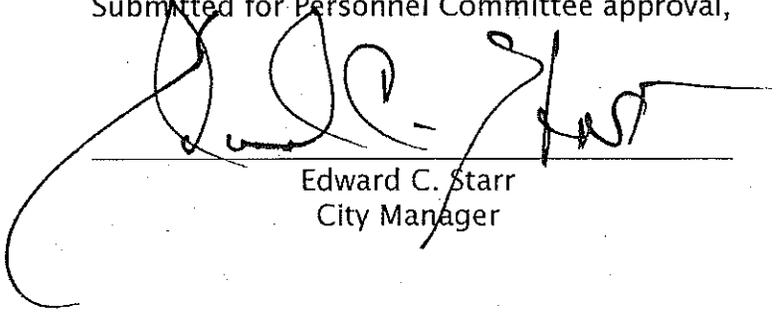
At 8:48 p.m., the Personnel Committee went into Closed Session
regarding personnel matters related to appointments, resignations/
terminations, and evaluations of employee performance.

At 9:14 p.m., the Personnel Committee returned from Closed Session.
Mayor Pro Tem Ruh stated that no announcements would be made at
this time.

VI. ADJOURNMENT

At 9:14 p.m., Mayor Pro Tem Ruh adjourned the Personnel Committee.

Submitted for Personnel Committee approval,



A large, stylized handwritten signature in black ink, appearing to read 'E. C. Starr', is written over a horizontal line.

Edward C. Starr
City Manager

CITY OF MONTCLAIR

TREASURER'S REPORT

FOR THE MONTH ENDING

SEPTEMBER 30, 2014

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SCHEDULE 1

STATEMENTS OF COMPLIANCE WITH INVESTMENT POLICY AND INVESTMENT STRATEGY FOR SEPTEMBER 30, 2014

SCHEDULE 2

STATEMENT OF CASH AND INVESTMENTS BY FUND

SCHEDULE 3

STATEMENT OF CASH AND INVESTMENT ACCOUNTS

GRAPH

CASH AND INVESTMENTS BY TYPE

CITY OF MONTCLAIR
STATEMENTS OF COMPLIANCE WITH THE INVESTMENT POLICY
AND INVESTMENT STRATEGY

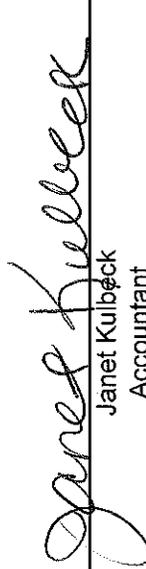
SEPTEMBER 30, 2014

COMPLIANCE STATEMENT

The City has the following amount invested in various financial instruments. This conforms with the investment policy approved by the City Council.

Total Investments \$ 9,153,247

During the current month the City was in compliance with the internal control procedures set forth in the Investment Policy.


Janet Kulbeck
Accountant

INVESTMENT STRATEGY FOR THE UPCOMING MONTH

During the upcoming month, surplus moneys will be invested in the Local Agency Investment Fund and other investments authorized in the Investment Policy. The City has sufficient monies available to meet expenditures during the next six month period.

CITY OF MONTCLAIR
STATEMENT OF CASH AND INVESTMENTS BY FUND
AS OF SEPTEMBER 30, 2014

Fund	Beginning Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
General Fund	\$ (3,405,806.28)	\$ 1,833,933.95	\$ 2,493,309.52	\$ -	\$ (4,065,181.85) (1)
Gas Tax Fund	577,321.90	91,503.02	134,759.07	-	534,065.85
Measure I Fund	646,661.59	55,964.26	8,963.84	-	693,662.01
Traffic Safety	143,897.01	13,151.14	-	-	157,048.15
Disability Access Fund - Bus. License	2,411.90	249.00	-	-	2,660.90
Park Development	391,588.42	4,450.41	1,663.34	-	394,375.49
CDBG	91,669.88	8,978.40	14,091.44	-	86,556.84
Air Quality Improvement Trust	119,589.57	12,086.53	13,573.72	-	118,102.38
Senior Nutrition Program	(13,502.95)	12,747.06	3,324.23	-	(4,080.12) (2)
Forfeiture Fund - State	37,709.29	179.17	-	-	37,888.46
Proposition 30/SB 109	70,555.38	55,252.60	7,024.22	-	118,783.76
SB 509 Public Safety	40,720.53	25,353.00	9,839.14	-	56,234.39
Forfeiture Fund-Federal/DOJ	119,225.39	21,682.65	-	-	140,908.04
Section 11489 Subfund	44,006.62	51.76	-	-	44,058.38
Fed Asset Forfeiture-Treasury	866.21	0.47	-	-	866.68
School District Grant Fund	-	-	-	-	-
State Supplemental Law Enforce	53,268.94	83.23	27,320.90	-	26,031.27
Local Law Enforcement Block Gr	122.09	0.07	-	-	122.16
PC 1202.5 Crime Prevention	5,084.85	37.97	-	-	5,122.82
Recycling Grant Fund	32,630.14	17.52	-	-	32,648.06
After School Program Fund	(95,726.61)	-	112,089.96	-	(207,816.57) (2)
California Nutrition Grant Fund	(15,790.40)	-	-	-	(15,790.40) (2)
FIRST 5 Fund	(80,935.42)	22,860.66	7,763.37	-	(45,838.13) (2)
Safety Dept. Grants	-	-	-	-	-
OSMID Immunization Grant	13,513.13	18,166.70	3,444.58	-	28,235.25
Mt Baldy United Way	11,500.25	-	2,625.00	-	8,875.25
Kaiser Permanente Grant	23,195.11	-	2,483.43	-	20,711.68
Resource Center Grant - OMSD	1,896.63	-	528.95	-	1,367.68
Title IIB Sr Support Services	5,623.00	1,072.65	-	-	6,695.65
Community Foundation Grant	(433.88)	-	-	-	(433.88) (2)
ASES Supplemental Grant	1,308.80	-	903.30	-	405.50
Hope Through Housing Grant	(2,120.69)	-	-	-	(2,120.69) (2)
E.M.S. - Paramedic Fund	(366,401.94)	5,546.65	26,755.12	-	(387,610.41) (4)
Economic Development	4,003,545.18	2,175.29	44,028.14	-	3,961,692.33
2005 Lease Revenue Bd Debt Svc	0.46	129,499.54	1,333,612.88	-	(1,204,112.88) (3)
Sewer Operating Fund	344,339.78	377,015.74	279,318.43	-	442,037.09
Sewer Replacement Fund	1,388,343.66	-	18,028.13	-	1,370,315.53
CFD 2011-1 (Maint. & Pub. Safety Services)	(4,660.33)	-	4,130.60	-	(8,790.93) (5)
Inland Empire Utility Agency	2,343,283.90	14,058.55	-	-	2,357,342.45
Sewer Expansion Fee Fund	42,930.00	1,426.93	-	-	44,356.93
Developer Impact Fees - Local	242,572.36	55,572.72	3,230.00	-	294,915.08
Burrtec Pavement Impact Fees	1,264,374.70	126,221.44	-	-	1,390,596.14
Utility Underground In-Lieu	127,085.04	-	-	-	127,085.04
General Plan Update Fee	46,883.20	220.00	-	-	47,103.20
Infrastructure Fund	12,160.51	603.02	-	-	12,763.53
Contingency Fund	208,474.93	9,571.09	188,052.20	-	29,993.82
Montclair Youth Sponsorship	3,885,783.34	-	-	-	3,885,783.34 (1)
Assigned General Fund Reserves	105,039.84	-	-	-	105,039.84
TOTALS	\$ 18,376,448.07	\$ 2,899,733.59	\$ 4,791,192.52	\$ -	\$ 16,484,989.14

Notes on negative cash balances:

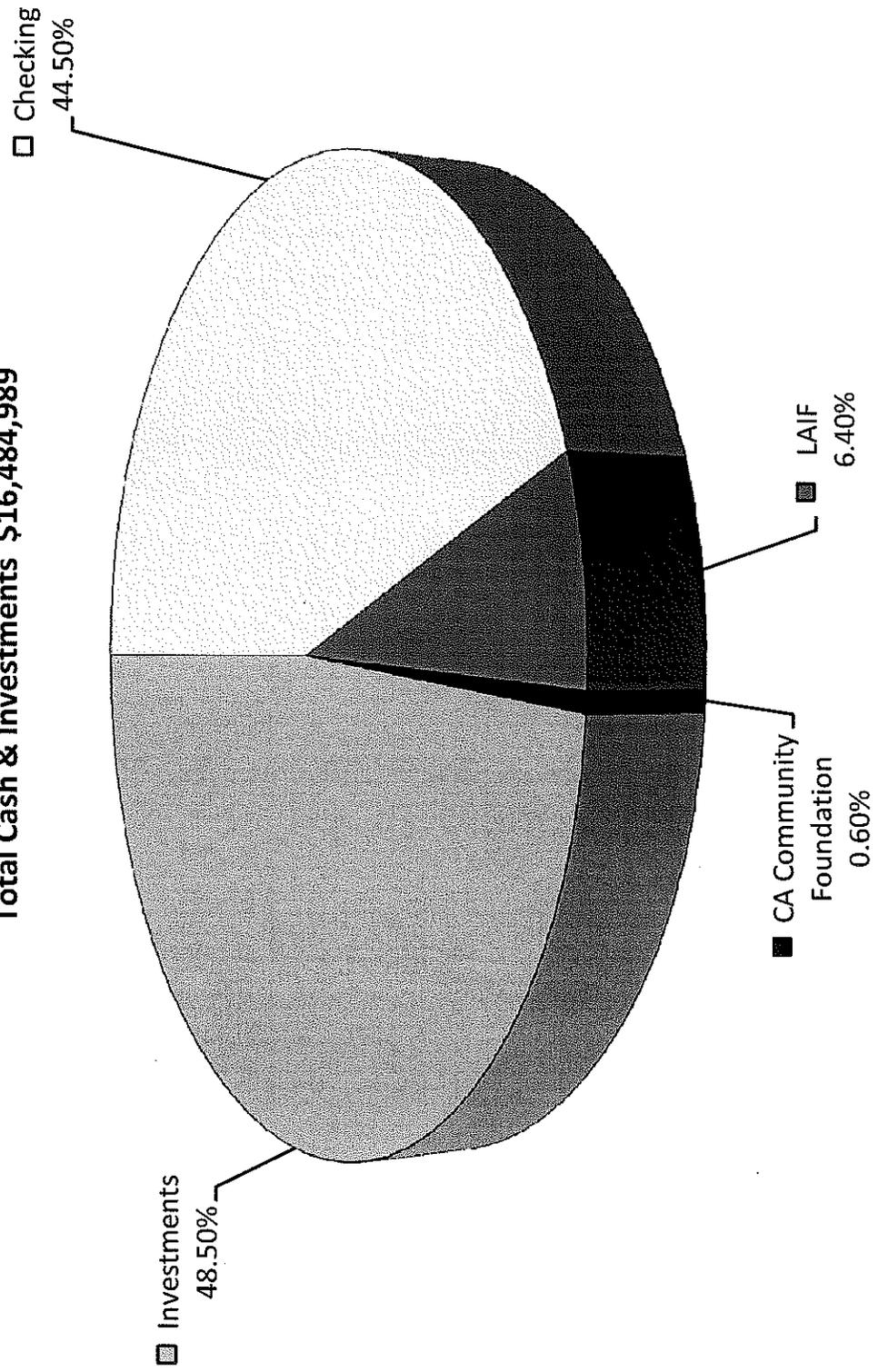
- (1) The General Operational Fund has a negative cash for the majority of the fiscal year awaiting property and sales tax collections. This is covered by the Contingency Fund and other General Fund Reserve Funds until those collections are received. The City is not utilizing restricted resources.
- (2) These are reimbursable grant funds that utilize general pool monies initially to cover expenditures pending reimbursement from the granting agencies. Therefore, it is not uncommon for these to be negative until that reimbursement is received.
- (3) This debt service operation utilizes transaction and use taxes which are part of the sales tax. These have been sufficient in prior fiscal years to covered the necessary debt service. This excess will be transferred to the General Fund to reimburse it for prior year usages. Adjustment is pending to zero this fund.
- (4) This fund has had operational deficits from prior years. That deficit has been addressed during the budgeting process and will be recaptured through future revenues or from the Contingency Fund.
- (5) This fund receives assessments from property owners through property taxes and since those collections are part of property tax collections they will be received after expenditures are incurred. Therefore, cash will be negative until those taxes are received.

**CITY OF MONTCLAIR
STATEMENT OF CASH AND INVESTMENT ACCOUNTS
AS OF SEPTEMBER 30, 2014**

	Par Value	Purchase Date	Maturity Date	Coupon Interest Rate	Current Market Value	Balance at Cost	Totals
CHECKING ACCOUNT							
Checking Account							\$ 7,331,742.18
CASH W/FISCAL AGENT, CD's, LAIF DEPOSITS, AND SHORT-TERM U.S. AGENCY SECURITIES							
Local Agency Investment Fund (LAIF)				0.230%	1,048,207.12	1,048,207.12	
Cash w/California Community Foundation				Unknown	105,039.84	105,039.84	
					<u>\$ 1,153,246.96</u>		\$ 1,153,246.96
U.S. AGENCY SECURITIES							
FFCB	2,000,000	10/18/12	10/18/17	0.870%	1,996,160.00	2,000,000.00	
FHLB	2,000,000	11/13/12	11/13/17	0.875%	1,981,220.00	2,000,000.00	
FNMA	2,000,000	11/14/12	11/14/17	0.900%	1,981,760.00	2,000,000.00	
FNMA	2,000,000	11/15/12	11/15/17	1.000%	2,000,580.00	2,000,000.00	
					<u>\$ 7,959,720.00</u>		\$ 8,000,000.00
TOTAL							<u>\$ 16,484,989.14</u>

Current market values obtained from First Tennessee Bank.

CITY OF MONTCLAIR
CASH AND INVESTMENTS BY TYPE
September 30, 2014
Total Cash & Investments \$16,484,989



**CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
TREASURER'S REPORT**

FOR THE MONTH ENDING

September 30, 2014

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SCHEDULE 1 - STATEMENT OF CASH AND INVESTMENTS BY FUND

SCHEDULE 2 - STATEMENT OF CASH AND INVESTMENTS

CASH AND INVESTMENTS GRAPH

CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
STATEMENT OF CASH AND INVESTMENTS BY FUND
September 30, 2014

COMBINED OPERATING FUND

Operating	<u>199,892.45</u>	\$ 199,892.45
RORF	0.00	
RORF Area I	0.00	
RORF Area III	0.00	
RORF Area IV	0.00	
RORF Area V	0.00	
RORF Area VI	<u>0.00</u>	\$ 0.00
BOND PROCEED FUNDS		
Tax Exempt Bond Proceeds	9,782,362.31	
Taxable Bond Proceeds	<u>4,439,231.07</u>	14,221,593.38

TOTAL CASH & INVESTMENTS BY FUND \$ 14,421,485.83

**CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
STATEMENT OF CASH AND INVESTMENTS
September 30, 2014**

	<u>Interest Rate</u>	<u>Market Value</u>	<u>Book Value</u>
Checking Account			
US Bank		249,655.76	249,655.76
Investments			
LAIF	0.25%	14,176,081.62	14,171,830.07
TOTAL CASH & INVESTMENTS		<u><u>14,425,737.38</u></u>	<u><u>14,421,485.83</u></u>

NOTE:

Pursuant to the Successor Agency's Investment Policy, all moneys exclusive of bond proceeds which are invested pursuant to the bond indenture, are invested in banks, the Local Agency Investment Fund and securities in accordance with the Investment Policy.

The Successor Agency has sufficient funds available to meet expenditures during the six-month period ending March 31, 2015.

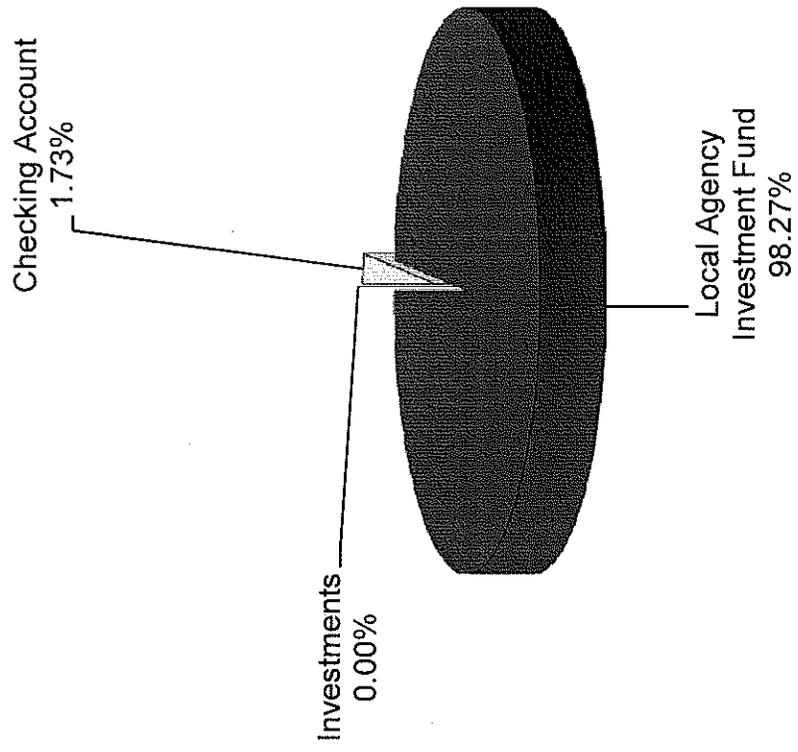
During September, the Successor Agency was in compliance with the internal control procedures set forth in its Investment Policy.



Michael Piotrowski
Finance Supervisor

**CITY OF MONTCLAIR AS SUCCESSOR TO THE REDEVELOPMENT AGENCY
CASH AND INVESTMENTS GRAPH
September 30, 2014**

Total Cash & Investments - \$14,421,486



**CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
WARRANT REGISTER**

FOR THE MONTH ENDING

September 30, 2014

City of Montclair
 Final Warrant Register
 Council Date 10/20/14
 Regular Warrants
 Checking Account: Successor to the RDA

	Warrants	Voided Checks	US Bank transfers - out	Area Totals
SRDA Combined Operating Fund	8,212.10	0.00	41,854.85	50,066.95
RORF (Redevelopment Obligation Retirement Funds)	0.00	0.00	0.00	0.00
Tax exempt bond proceeds	0.00	0.00	0.00	0.00
Taxable bond proceeds	0.00	0.00	0.00	0.00
	<hr/> 8,212.10	0.00	41,854.85	
				<hr/> 50,066.95 <hr/>
			September 2014 Total	<hr/> 50,066.95 <hr/>

Note:
 US Bank transfers
 Reimbursement to City for August and September payrolls

Vice Chairman Ruh

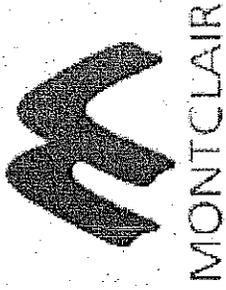
Accounts Payable

Voucher Register

User: mptotrowski

Printed: 10/07/2014 - 3:37PM

CITY OF MONTCLAIR
FINAL WARRANT REGISTER
COUNCIL DATE: 10/20/14
REGULAR WARRANTS
CHECKING ACCOUNT: SKDA



Voucher	Vendor	Account Number	Description	Invoice No.	Inv. Date	PO Number	Pmt. Date	Amount	Check
8048	Best003 Best Best & Krieger LLP	2020-4319-53210-400-00000	Services rendered through July 31, 2014	731688	9/4/2014		9/4/2014	7,544.60	8,048
8049	Kot001 The Law Offices of Edward Kotkin	2020-4319-53210-400-00000	Services rendered for the Successor Ag	448	9/4/2014		9/4/2014	667.50	8,049
Grand Total:								8,212.10	

Book Transfer Daily Activity Detail

CITY OF MONTCLAIR
 SinglePoint
 Reported Activity From 09/02/2014 To 09/30/2014
 Printed on 10/07/2014 at 5:18 PM PDT



Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/29/2014	\$856.80	153499275813	153499275805	Completed

Debit Account Name CITY OF MONTCLAIR SUCCESSOR AGENCY
 Debit Account Type DDA
 Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
 Credit Account Type DDA
 Template Name
 Memo Transfer cash for SRDA portion of Best Best & Kreiger invoice #728874
 Initiate Date 09/29/2014
 Initiate Time 11:17AM CDT
 Initiated By JKULBECK
 Completed Date 09/29/2014
 Completed Time 11:17AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/25/2014	\$5,243.01	153499275813	153499275805	Completed

Debit Account Name CITY OF MONTCLAIR SUCCESSOR AGENCY
 Debit Account Type DDA
 Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
 Credit Account Type DDA
 Template Name
 Memo Reimburse City for 9/25/14 payroll
 Initiate Date 09/25/2014
 Initiate Time 09:06AM CDT
 Initiated By PIOTROWSKI
 Completed Date 09/25/2014
 Completed Time 09:06AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/16/2014	\$11,657.11	153499275813	153499275805	Completed

Debit Account Name CITY OF MONTCLAIR SUCCESSOR AGENCY
 Debit Account Type DDA
 Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
 Credit Account Type DDA
 Template Name
 Memo Reimburse City for 9/11/14 payroll
 Initiate Date 09/16/2014
 Initiate Time 10:16AM CDT
 Initiated By PIOTROWSKI
 Completed Date 09/16/2014
 Completed Time 10:16AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/08/2014	\$8,269.54	153499275813	153499275805	Completed

Debit Account Name CITY OF MONTCLAIR SUCCESSOR AGENCY
 Debit Account Type DDA
 Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
 Credit Account Type DDA
 Template Name
 Memo Reimburse City for 8/28/14 payroll
 Initiate Date 09/08/2014
 Initiate Time 07:19PM CDT
 Initiated By PIOTROWSKI
 Completed Date 09/08/2014
 Completed Time 07:19PM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/08/2014	\$15,828.39	153499275813	153499275805	Completed
Debit Account Name	CITY OF MONTCLAIR SUCCESSOR AGENCY			
Debit Account Type	DDA			
Credit Account Name	CITY OF MONTCLAIR GENERAL ACCOUNT			
Credit Account Type	DDA			
Template Name	.			
Memo	Reimburse City for 8/14/14 payroll			
Initiate Date	09/08/2014			
Initiate Time	07:19PM CDT			
Initiated By	PIOTROWSKI			
Completed Date	09/08/2014			
Completed Time	07:19PM CDT			

Total Number of Book Transfers: 5
Total Amount of Book Transfers: \$41,854.85

--- End of Report ---

**CITY OF MONTCLAIR
HOUSING CORPORATION
TREASURER'S REPORT
FOR THE MONTH ENDING
September 30, 2014**

TABLE OF CONTENTS

SCHEDULE 1 - STATEMENT OF CASH AND INVESTMENTS

CASH AND INVESTMENTS GRAPH

Schedule 1

CITY OF MONTCLAIR
HOUSING CORPORATION
STATEMENT OF CASH AND INVESTMENTS
September 30, 2014

	<u>Interest Rate</u>	<u>Market Value</u>	<u>Book Value</u>
Checking Account			
US Bank			423,351.66
Investments			
LAIF	0.25%	1,582,747.57	1,582,274.87
TOTAL CASH & INVESTMENTS			<u><u>2,005,626.53</u></u>

NOTE:

Pursuant to the Corporation's Investment Policy, all moneys are invested in banks, the Local Agency Investment Fund, and in securities with maturities of no greater than three years.

The Corporation has sufficient funds available to meet expenditures during the six-month period ending March 31, 2015.

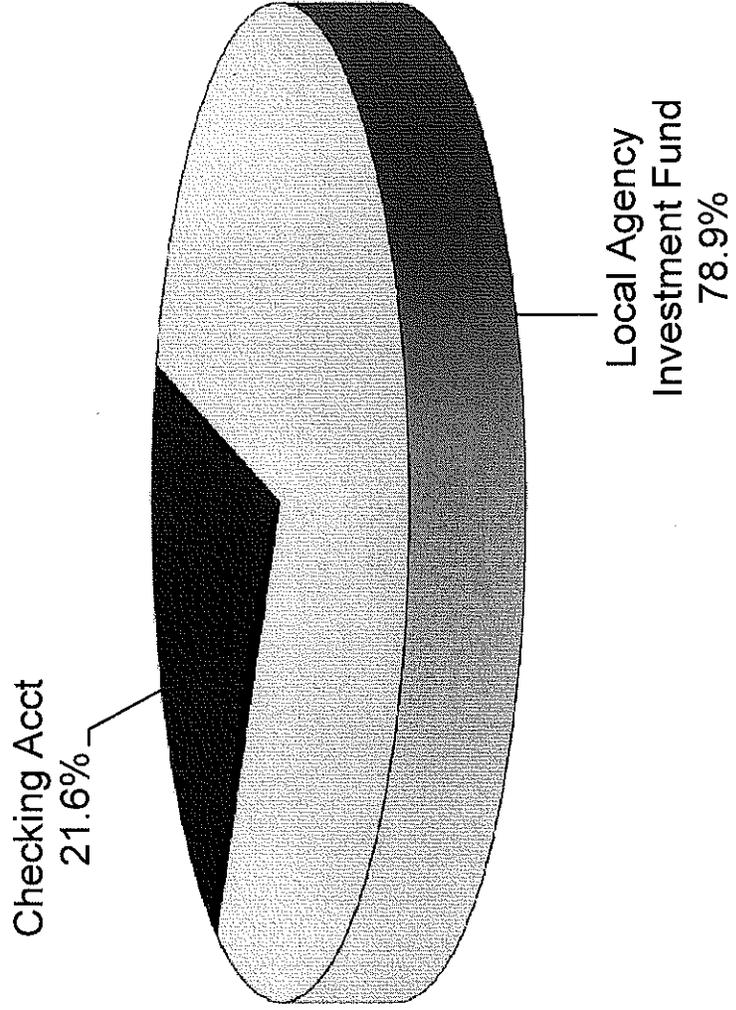
During September 2014, the Corporation was in compliance with the internal control procedures set forth in its Investment Policy.



Michael Piotrowski
Finance Supervisor

**CITY OF MONTCLAIR
HOUSING CORPORATION
CASH AND INVESTMENTS GRAPH
September 30, 2014**

Total Cash & Investments - \$2,005,627



**CITY OF MONTCLAIR
HOUSING CORPORATION
WARRANT REGISTER**

FOR THE MONTH ENDING

September 30, 2014

City of Montclair
Final Warrant Register
Council Date 10/20/14
Regular Warrants
Checking Account: MHC

<u>Warrants</u>	<u>ACH Transfers</u>	<u>Voided Checks</u>	<u>US Bank transfers</u>	<u>Totals</u>
19,733.05	78,317.64	0.00	0.00	98,050.69

September 2014 Total

98,050.69

US Bank transfers:
Reimburse City for August/September payrolls,
QBE 17 single family dwellings insurance and
MHC Directors/Officers insurance

Vice Chairman Ruh

Accounts Payable

Checks by Date - Summary by Check Date

User: mpiotrowski
Printed: 10/8/2014 7:09 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
4262	Buch002	Buchbinder Maintenance, Inc.	09/11/2014	4,920.84
4263	Land012	Landscape Maintenance Unlimited	09/11/2014	5,275.00
4264	Mont002	City of Montclair	09/11/2014	1,068.54
4265	West005	West Coast Arborists	09/11/2014	875.00
Total for 9/11/2014:				12,139.38
4266	H2En001	H2 Environmental	09/25/2014	575.00
4267	Hele001	Helena Gardens Owners Association	09/25/2014	353.30
4268	Kess001	Kessler-Alair Insurance Serv	09/25/2014	1,566.66
4269	KurWo001	Kurt L. Wochholz	09/25/2014	1,014.82
4275	Mont002	City of Montclair	09/25/2014	5.08
4276	Mont043	Montclair Meadows Owners Assoc	09/25/2014	150.00
4277	Mont074	Monte Vista Water District	09/25/2014	2,672.72
4280	sout018	Southern California Edison Co	09/25/2014	849.95
4281	Sout021	Southern California Gas Co	09/25/2014	406.14
Total for 9/25/2014:				7,593.67
Report Total (13 checks):				19,733.05

Springsbrook Printers error caused check #'s 4270-74 and 4278-79 to be non-issue voids.

Accounts Payable Voucher Register

User: mpiotrowski
Printed: 10/08/2014 - 8:07AM

CITY OF MONTCLAIR
FINAL WARRANT REGISTER
COUNCIL DATE: 10/20/14
REGULAR WARRANTS
CHECKING ACCOUNT: MHC



Voucher	Vendor	Account Number	Description	Invoice No.	Inv. Date	PO Number	Pmt. Date	Amount	Check
4262	Buch002	3001-4330-56170-400-00000	10323 Amherst-Front house remodel	091014-S1	9/10/2014		9/11/2014	4,920.84	4,262
	Buchbinder Maintenance, Inc.								
4263	Land012	3001-4330-56100-400-00000	MHC-Aug 2014	Aug2014	9/8/2014		9/11/2014	5,275.00	4,263
	Landscape Maintenance Unlimited								
4264	Mont002	3001-4330-56100-400-00000	9741 Central 070114-083114	012584 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9751 Central 070114-083114	012567 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9761 Central 070114-083114	012565 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9815 Central 070114-083114	005254 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9945 Central 070114-083114	013220 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	10079 Central 070114-083114	008157 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	10087 Central 070114-083114	008156 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	5298 Orchard 070114-083114	005941 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9448 Carrillo 070114-083114	014651 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9963 Central 070114-083114	017666 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4264	Mont002	3001-4330-56100-400-00000	9644 Central 070114-083114	017746 0914	9/2/2014		9/11/2014	97.14	4,264
	City of Montclair								
4265	West005	3001-4330-56100-400-00000	4275 Kingsley-tree & stump removal	1-1550	9/10/2014		9/11/2014	800.00	4,265
	West Coast Arborists								
4265	West005	3001-4330-56100-400-00000	10330 Amherst-tree pruning	1-1550	9/10/2014		9/11/2014	75.00	4,265
	West Coast Arborists								

Voucher	Vendor	Account Number	Description	Invoice No.	Inv. Date	PO Number	Pmt. Date	Amount	Check
4266	H2En001 H2 Environmental	3001-4330-56100-400-00000	4811 Canoga - Asbestos Survey	17302	9/17/2014		9/25/2014	575.00	4,266
4267	Hele001 Helena Gardens Owners Association	3001-4330-56100-400-00000	Canoga - Oct 2014	Oct2014	9/25/2014		9/25/2014	243.35	4,267
4267	Hele001 Helena Gardens Owners Association	3001-4330-56100-400-00000	4791 Canoga - Oct 2014	Oct2014	9/25/2014		9/25/2014	109.95	4,267
4268	Kess001 Kessler-Alair Insurance Serv	3001-4330-52660-400-00000	5444 Palo Verde - Policy SL2710134 0'	SL2710134	9/3/2014		9/25/2014	1,566.66	4,268
4269	KurWo001 Kurt L. Wochholz	3001-4330-56170-400-00000	9644 Central - labor, LED security ligh	722464	9/16/2014		9/25/2014	1,014.82	4,269
4275	Mont002 City of Montclair	3001-4330-56100-400-00000	9010 Fremont - 070114-083114	045202 0914	9/2/2014		9/25/2014	2.54	4,275
4275	Mont002 City of Montclair	3001-4330-56100-400-00000	5225 Palo Verde - 070114-083114	013553 0914	9/2/2014		9/25/2014	2.54	4,275
4276	Mont043 Montclair Meadows Owners Assoc	3001-4330-56100-400-00000	10380 Pradera - Oct 2014	Oct2014	9/24/2014		9/25/2014	50.00	4,276
4276	Mont043 Montclair Meadows Owners Assoc	3001-4330-56100-400-00000	10390 Pradera - Oct 2014	Oct2014	9/24/2014		9/25/2014	50.00	4,276
4276	Mont043 Montclair Meadows Owners Assoc	3001-4330-56100-400-00000	10333 Pradera - Oct 2014	Oct2014	9/24/2014		9/25/2014	50.00	4,276
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9448 Carrillo - 070114-090814	0113202 0914	9/8/2014		9/25/2014	142.11	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9644 Central - 070114-090814	01307103 0914	9/8/2014		9/25/2014	233.77	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9741 Central - 070114-090814	03214608 0914	9/10/2014		9/25/2014	200.05	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9751 Central - 070114-090814	03214408 0914	9/10/2014		9/25/2014	168.56	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9761 Central - 070114-090814	03214211 0914	9/10/2014		9/25/2014	141.82	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9815 Central - 071014-091014	03213204 0914	9/10/2014		9/25/2014	246.97	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9945 Central - 071514-091114	04703707 0914	9/11/2014		9/25/2014	146.28	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9963 Central - 071514-091114	04703501 0914	9/11/2014		9/25/2014	180.54	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	10079 Central - 071514-091114	04702301 0914	9/11/2014		9/25/2014	179.06	4,277

Voucher	Vendor	Account Number	Description	Invoice No.	Inv. Date	PO Number	Pmt. Date	Amount	Check
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	10087 Central - 071514-091114	04702203 0914	9/11/2014		9/25/2014	216.62	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	9010 Fremont - 071514-091114	00205008 0914	9/4/2014		9/25/2014	150.73	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	5225 Palo Verde - 071514-091114	01305203 0914	9/8/2014		9/25/2014	280.50	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	5444 Palo Verde - 071514-091114	01101801 0914	9/8/2014		9/25/2014	144.04	4,277
4277	Mont074 Monte Vista Water District	3001-4330-56100-400-00000	5290 Orchard - 071514-091114	04702105 0914	9/11/2014		9/25/2014	241.67	4,277
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	10410 Amherst - 081114-091014	2315792325 914	9/11/2014		9/25/2014	46.41	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	4811 Canoga - 081214-091114	2038188173 914	9/12/2014		9/25/2014	325.53	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	4820 Canoga - 081214-091114	2038187969 914	9/12/2014		9/25/2014	268.76	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	4811 Canoga Gate - 081214-091114	2024259988 914	9/12/2014		9/25/2014	25.66	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	10390 Pradera - 081114-091014	2185722824 914	9/11/2014		9/25/2014	50.83	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	10380 Pradera - 081114-091014	2185722790 914	9/11/2014		9/25/2014	36.93	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	10330 & 10380 Amherst - 081214-091114	2315959668 914	9/13/2014		9/25/2014	83.59	4,280
4280	sout018 Southern California Edison Co	3001-4330-56100-400-00000	5444 Palo Verde - 081314-091214	2337387070 914	9/13/2014		9/25/2014	12.24	4,280
4281	Sout021 Southern California Gas Co	3001-4330-56100-400-00000	10390 Amherst - 081214-091114	19572389484 914	9/15/2014		9/25/2014	17.54	4,281
4281	Sout021 Southern California Gas Co	3001-4330-56100-400-00000	4811 Canoga - 081214-091114	15782395006 914	9/15/2014		9/25/2014	242.83	4,281
4281	Sout021 Southern California Gas Co	3001-4330-56100-400-00000	4820 Canoga - 081214-091114	18932395009 914	9/15/2014		9/25/2014	145.77	4,281
Grand Total:								19,733.05	

Book Transfer Daily Activity Detail

CITY OF MONTCLAIR

SinglePoint

Reported Activity From 09/02/2014 To 09/30/2014

Printed on 10/07/2014 at 5:18 PM PDT



Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/25/2014	\$18,327.02	153499275821	153499275805	Completed

Debit Account Name MONTCLAIR HOUSING CORPORATION
Debit Account Type DDA
Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
Credit Account Type DDA
Template Name .
Memo Reimburse City for MHC QBE 17 single family dwellings Insurance
Initiate Date 09/25/2014
Initiate Time 06:30PM CDT
Initiated By PIOTROWSKI
Completed Date 09/25/2014
Completed Time 06:30PM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/25/2014	\$6,592.00	153499275821	153499275805	Completed

Debit Account Name MONTCLAIR HOUSING CORPORATION
Debit Account Type DDA
Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
Credit Account Type DDA
Template Name .
Memo Reimburse City for MHC Directors and Officers Liability Insurance
Initiate Date 09/25/2014
Initiate Time 06:30PM CDT
Initiated By PIOTROWSKI
Completed Date 09/25/2014
Completed Time 06:30PM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/25/2014	\$11,340.84	153499275821	153499275805	Completed

Debit Account Name MONTCLAIR HOUSING CORPORATION
Debit Account Type DDA
Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
Credit Account Type DDA
Template Name .
Memo Reimburse City for 9/25/14 payroll
Initiate Date 09/25/2014
Initiate Time 09:06AM CDT
Initiated By PIOTROWSKI
Completed Date 09/25/2014
Completed Time 09:06AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/16/2014	\$15,373.67	153499275821	153499275805	Completed

Debit Account Name MONTCLAIR HOUSING CORPORATION
Debit Account Type DDA
Credit Account Name CITY OF MONTCLAIR GENERAL ACCOUNT
Credit Account Type DDA
Template Name .
Memo Reimburse City for 9/11/14 payroll
Initiate Date 09/16/2014
Initiate Time 10:16AM CDT
Initiated By PIOTROWSKI
Completed Date 09/16/2014
Completed Time 10:16AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/08/2014	\$12,111.20	153499275821	153499275805	Completed
Debit Account Name	MONTCLAIR HOUSING CORPORATION			
Debit Account Type	DDA			
Credit Account Name	CITY OF MONTCLAIR GENERAL ACCOUNT			
Credit Account Type	DDA			
Template Name				
Memo	Reimburse City for 8/28/14 payroll			
Initiate Date	09/08/2014			
Initiate Time	07:19PM CDT			
Initiated By	PIOTROWSKI			
Completed Date	09/08/2014			
Completed Time	07:19PM CDT			

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
09/08/2014	\$14,572.91	153499275821	153499275805	Completed
Debit Account Name	MONTCLAIR HOUSING CORPORATION			
Debit Account Type	DDA			
Credit Account Name	CITY OF MONTCLAIR GENERAL ACCOUNT			
Credit Account Type	DDA			
Template Name				
Memo	Reimburse City for 8/14/14 payroll			
Initiate Date	09/08/2014			
Initiate Time	07:19PM CDT			
Initiated By	PIOTROWSKI			
Completed Date	09/08/2014			
Completed Time	07:19PM CDT			

Total Number of Book Transfers: 6
Total Amount of Book Transfers: \$78,317.64

--- End of Report ---

**CITY OF MONTCLAIR
HOUSING AUTHORITY
TREASURER'S REPORT
FOR THE MONTH ENDING
September 30, 2014**

TABLE OF CONTENTS

SCHEDULE 1 - STATEMENT OF CASH AND INVESTMENTS

CASH AND INVESTMENTS GRAPH

**CITY OF MONTCLAIR
HOUSING AUTHORITY
STATEMENT OF CASH AND INVESTMENTS
September 30, 2014**

	<u>Interest Rate</u>	<u>Amount</u>
Checking Account		
US Bank		252,756.86
Investments		
LAIF	\$	0.00
TOTAL CASH & INVESTMENTS	\$	252,756.86

NOTE:

Pursuant to the Authority's Investment Policy; all moneys are invested in banks, the Local Agency Investment Fund, and in securities with maturities of no greater than three years.

The Authority has sufficient funds available to meet expenditures during the six-month period ending March 31, 2015.

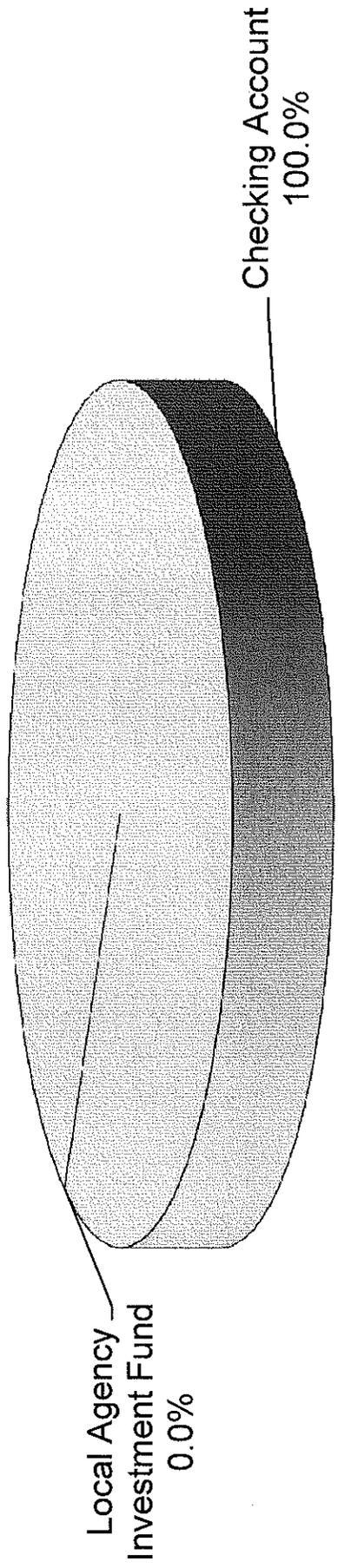
During September 2014, the Authority was in compliance with the internal control procedures set forth in its Investment Policy.



 Michael Piotrowski
 Finance Supervisor

**CITY OF MONTCLAIR
HOUSING AUTHORITY
CASH AND INVESTMENTS GRAPH
September 30, 2014**

Total Cash & Investments - \$252,757



**CITY OF MONTCLAIR
HOUSING AUTHORITY
WARRANT REGISTER**

FOR THE MONTH ENDING

September 30, 2014

City of Montclair
Final Warrant Register
Council Date 10/20/14
Regular Warrants
Checking Account: MHA

<u>Warrants</u>	<u>Voided Checks</u>	<u>US Bank transfers - out.</u>	<u>Totals</u>
10,681.59	0.00	0.00	10,681.59

September 2014 Total

10,681.59

Vice Chairman Ruh

Accounts Payable

Voucher Register

User: mpicotrowski

Printed: 10/07/2014 - 1:03PM

CITY OF MONTCLAIR
FINAL WARRANT REGISTER
COUNCIL DATE: 10/20/14
REGULAR WARRANTS
CHECKING ACCOUNT: MIA



Voucher	Vendor	Account Number	Description	Invoice No.	Inv. Date	PO Number	Pmt. Date	Amount	Check
1008	sbcrx001	4001-4350-52610-400-00000	10313 Amherst - 1009-514-32-0-00	1009 514 32	9/25/2014		9/25/2014	10,681.59	1,008
SBC Tax Collector.									
Grand Total:								10,681.59	