

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

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

December 1, 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 meetings are now available in audio format on the City's website at [www.ci.montclair.ca.us](http://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, and Montclair Housing Authority Commissioners

**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. Presentations by City Officials, Dignitaries, and Community Organizations to Council Member Paulitz in Recognition of His 48 Years of Public Service

**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, and Montclair Housing Authority Commissioners. (Government Code Section 54954.3)*

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

**VII. PUBLIC HEARINGS – None**

**VIII. CONSENT CALENDAR**

**A. Approval of Minutes**

1. Minutes of the Regular Joint Council/Successor Agency Board/  
MHC Board/MHA Commission Meeting of November 17, 2014  
[CC/SA/MHC/MHA]

**B. Administrative Reports**

1. Consider Setting a Public Hearing to Consider Adoption of  
Resolution No. 15-3060 Certifying There Are No Nonprofits  
Readily Available to Provide Senior Transportation Services [CC]
 

Consider Adoption of Resolution No. 14-3059 Authorizing  
Mayor Paul M. Eaton or City Manager Edward C. Starr to Sign  
an Application for FTA Section 5310 Project Grant Funding [CC] 4
2. Consider Authorizing a \$74,676.96 Appropriation From Local  
Transportation Development Impact Fees for Costs Related to the  
Monte Vista Avenue Widening Project [CC]
 

Consider Amending the Fiscal Years 2013-18 Capital Improvement  
Program Adding Additional Funding to the Monte Vista Avenue  
Widening Project [CC] 10
3. Consider Authorization to Purchase a Total Clean Pressure Washer  
Trailer Unit [CC] 13
4. Consider Authorization of a \$12,048.54 Appropriation From  
the General Fund Contingency Fund to Upgrade Fuel Dispensing  
Systems to Meet South Coast Air Quality Management District  
Requirements for the Phase I Enhanced Vapor Recovery Program  
[CC] 14
5. Consider Approval of Updated Listing of Designated Employees  
Required to File Statements of Economic Interests [CC] 16
6. Consider Approval of Warrant Register and Payroll  
Documentation [CC] 28

**C. Agreements – None**

**D. Resolutions**

1. Consider Adoption of Resolution No. 14-3058, a Resolution  
of the City Council of the City of Montclair Bestowing Upon  
Leonard Paulitz the Honorary Title of "Council Member  
Emeritus of the City of Montclair" [CC] 29

**IX. PULLED CONSENT CALENDAR ITEMS**

**X. RESPONSE – None**

**XI. COMMUNICATIONS**

- A. City Attorney
  - 1. Report on Written Decision in the Matter of the Appeal of Shane Buschini
- B. City Manager/Executive Director
- C. Mayor/Chairman
- D. Council/SA/MHC/MHA Board
- E. Committee Meeting Minutes *(for informational purposes only)*
  - 1. Minutes of the Personnel Committee Meeting of November 17, 2014 33

**XII. ADJOURNMENT OF CITY COUNCIL, SUCCESSOR AGENCY AND MONTCLAIR HOUSING CORPORATION BOARDS OF DIRECTORS, AND MONTCLAIR HOUSING AUTHORITY COMMISSIONERS**

*The next regularly scheduled City Council, Successor Agency Board, Montclair Housing Corporation Board, and Montclair Housing Authority Commission meetings will be held on Monday, December 15, 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, and Montclair Housing Authority Commission 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 November 26, 2014.*

## AGENDA REPORT

**SUBJECT:** CONSIDER SETTING A PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION NO. 15-3060 CERTIFYING THERE ARE NO NONPROFITS READILY AVAILABLE TO PROVIDE SENIOR TRANSPORTATION SERVICES

CONSIDER ADOPTION OF RESOLUTION NO. 14-3059 AUTHORIZING MAYOR PAUL M. EATON OR CITY MANAGER EDWARD C. STARR TO SIGN AN APPLICATION FOR FTA SECTION 5310 PROJECT GRANT FUNDING

**DATE:** December 1, 2014

**SECTION:** ADMIN. REPORTS

**ITEM NO.:** 1

**FILE I.D.:** HSV105

**DEPT.:** HUMAN SERVICES

**REASON FOR CONSIDERATION:** The Human Services Department has an opportunity to apply for Federal Transit Administration (FTA) Section 5310 grant funding through the San Bernardino Associated Governments (SANBAG) to purchase a new bus for the Senior Center Program. To comply with requirements set by SANBAG, government applicants must certify that there are no nonprofits readily available to provide transportation to the elderly and must designate by resolution the appropriate city official to sign documents related to the funding request.

Copies of proposed Resolution No. 14-3059 related to designating Mayor Paul M. Eaton and City Manager Edward C. Starr as the appropriate City officials authorized to sign grant application documents and Resolution No. 15-3060 certifying that there are no nonprofits available to provide senior transportation services are attached for the City Council's review and consideration.

**BACKGROUND:** SANBAG along with the Southern California Association of Governments released a call for applications due by December 5, 2014, to enhance the mobility of seniors and individuals with disabilities. The Montclair Golden Express has been in service since 2001. The bus was replaced with a compressed natural gas-fueled vehicle in 2006 with funds from the South Coast Air Quality Management District. The bus needs to be replaced because maintenance and repair costs are increasing and required replacement parts are more difficult to find.

The FTA Section 5310 application requires government agencies to certify there are no nonprofit agencies readily available to provide senior transportation services. Notice related to this item is required to be given 30 days in advance of the public hearing. All nonprofit transportation providers will be notified of the proposed public hearing by certified mail, return receipt requested as required for the grant application.

Proposed Resolution No. 15-3059 contains recommended certification as required by the FTA Section 5310 application.

Prepared by:

*M. Richter*

Reviewed and Approved by:

Proofed by:

*Christine Smedley*

Presented by:

*E. Starr*  
*E. Starr*

**FISCAL IMPACT:** The cost to publish a Notice of Public Hearing related to proposed Resolution No. 15-3060 is not expected to exceed \$400.

**RECOMMENDATION:** Staff recommends the City Council take the following actions:

1. Set a public hearing for Monday, January 5, 2015, at 7:00 p.m. in the City Council Chambers to consider adoption of Resolution No. 15-3060, a public Resolution certifying there are no nonprofits readily available to provide transportation to senior Montclair residents.
2. Adopt Resolution No. 14-3059 authorizing Mayor Paul M. Eaton or City Manager Edward C. Starr to sign an application for FTA Section 5130 Project grant funding.

**RESOLUTION NO. 14-3059**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR APPROVING AND AUTHORIZING MAYOR PAUL M. EATON OR CITY MANAGER EDWARD C. STARR TO SIGN SAN BERNARDINO ASSOCIATED GOVERNMENTS DOCUMENTS REGARDING FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROJECTS**

**WHEREAS**, the San Bernardino Associated Governments (SANBAG) seeks to partner with the Southern California Association of Governments to administer the Federal Transit Administration (FTA) Section 5310 grants through an administrative hybrid partnership with the California Department of Transportation (Caltrans). The purpose of the funding opportunity is to enhance mobility for seniors and individuals with disabilities; and

**WHEREAS**, SANBAG is acting on behalf of Caltrans and has sent out a call for projects; and

**WHEREAS**, applications are due to SANBAG before January 31, 2015; and

**WHEREAS**, project applications need to indicate that there are no nonprofit agencies readily available to carry out the proposed service of senior transportation; and

**WHEREAS**, SANBAG requires the agency designate by resolution the appropriate city official to sign documents related to this project.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Montclair does hereby designates Mayor Paul M. Eaton and City Manager Edward C. Starr as the agency officials authorized to sign documents related to Federal Transit Administration Section 5310.

**APPROVED AND ADOPTED** this 1st day of December, 2014.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Deputy City Clerk

I, Yvonne Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 14-3059 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:       None  
NOES:       None  
ABSTAIN:   None  
ABSENT:    None

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Yvonne Smith  
Deputy City Clerk

**RESOLUTION NO. 15-3060**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR CERTIFYING THAT THERE ARE NO NONPROFIT AGENCIES READILY AVAILABLE TO PROVIDE SENIOR TRANSPORTATION SERVICES**

**WHEREAS**, the San Bernardino Associated Governments (SANBAG) seeks to partner with the Southern California Association of Governments to administer the Federal Transit Administration Section 5310 grants through an administrative hybrid partnership with the California Department of Transportation (Caltrans). The purpose of the funding opportunity is to enhance mobility for seniors and individuals with disabilities; and

**WHEREAS**, SANBAG is acting on behalf of Caltrans and has sent out a call for projects; and

**WHEREAS**, applications are due to SANBAG before January 31, 2015; and

**WHEREAS**, project applications need to indicate whether there are no nonprofit agencies readily available to carry out the proposed service of senior transportation; and

**WHEREAS**, all nonprofit transportation providers identified by SANBAG and the local Consolidated Transportation Service Agency via the Coordinated Plan were notified, by "return receipt requested" certified mail, of the purpose, time, and date of the public hearing.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Montclair hereby certifies that there are no nonprofit agencies readily available to provide senior transportation services in the City of Montclair.

**APPROVED AND ADOPTED** this XX day of XX, 2015.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Deputy City Clerk

I, Andrea Phillips, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 15-3060 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, 2015, and that it was adopted by the following vote, to-wit:

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

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Andrea Phillips  
Deputy City Clerk

## AGENDA REPORT

**SUBJECT:** CONSIDER AUTHORIZING A \$74,676.96 APPROPRIATION FROM LOCAL TRANSPORTATION DEVELOPMENT IMPACT FEES FOR COSTS RELATED TO THE MONTE VISTA AVENUE WIDENING PROJECT

CONSIDER AMENDING THE FISCAL YEARS 2013-2018 CAPITAL IMPROVEMENT PROGRAM ADDING ADDITIONAL FUNDING TO THE MONTE VISTA AVENUE WIDENING PROJECT

**DATE:** December 1, 2014

**SECTION:** ADMIN. REPORTS

**ITEM NO.:** 2

**FILE I.D.:** STA650

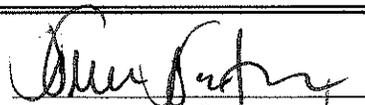
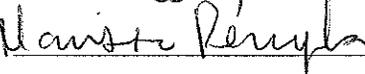
**DEPT.:** PUBLIC WORKS

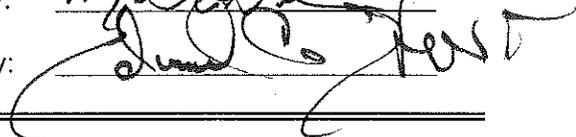
**REASON FOR CONSIDERATION:** It is proposed that the Capital Improvement Program (CIP) be amended to reflect additional funding required for the Monte Vista Avenue Widening Project. Amendments to the CIP and appropriations require the City Council's approval.

**BACKGROUND:** On June 17, 2013, the City Council adopted the Fiscal Years 2013-2018 Capital Improvement Program (CIP), which included the Monte Vista Avenue Widening Project. The recently completed project widened Monte Vista Avenue from three to four lanes of travel between Howard Street and Mission Boulevard. A portion of the funding for this project, \$180,000, came from a grant through the State Local Partnership Program (SLPP) under Proposition 1B funds. Staff received notification the previous October that the funding request had been approved by the state. The remainder of funds identified in the CIP for this project was from Local Transportation Development Impact Fees (LTDIF).

The Fiscal Years 2013-2018 CIP included funding for various tasks required as shown in the CIP form reproduced below:

Phase	Prior Years	Fiscal Years					Total	Fund/Program
		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018		
Environmental		500.00					500.00	Trans. Dif. Match
Design		83,000.00					83,000.00	Trans. Dif. Match
R/W Acquisition		2,200.00					2,200.00	Trans. Dif. Match
Construction		180,000.00					180,000.00	SLPP Prop 1B
		180,000.00					180,000.00	Trans. Dif. Match
<b>Total</b>	0.00	445,700.00	0.00	0.00	0.00	0.00	445,700.00	

Prepared by:   
 Proofed by: 

Reviewed and Approved by:   
 Presented by: 

The project was advertised and bids were opened in March 2014. On April 7, 2014, the City Council awarded the project to Hillcrest Construction, Inc., for a construction amount of \$389,920.20 plus an additional \$40,000 as a construction contingency. The total contract authorization, including the contingency, was \$429,920.20.

Over the course of construction, the project encountered some unforeseen changes; and the use of the construction contingency was necessary for contract change order items. The final construction cost was \$461,762.91, an increase of \$31,842.71 over the awarded amount. Following completion of the project, staff went to the City Council on October 6, 2014, with two items: first, requesting an additional appropriation to cover the construction expenses, and second, requesting the Council's approval to file the Notice of Completion.

A final analysis of the project costs yielded the following, as shown in the table below:

Item	Budgeted	Actual Expenses	Savings (Shortfall)
Environmental	\$500.00	\$0.00	\$500.00
Design (consultant services and advertising)	\$83,000.00	\$56,870.60	\$26,129.40
R/W acquisition	\$2,200.00	\$4,000.00	(\$1,800.00)
Utility design and installation	\$0.00	\$18,952.54	(\$18,952.54)
Construction (shed modifications)	\$0.00	\$9,982.00	(\$9,982.00)
Construction (Hillcrest)	\$360,000.00	\$461,762.91	(\$101,762.91)
Supplemental appropriation (10.6.14)	\$0.00	(\$31,191.09)	\$31,191.09
Additional appropriation required			(\$74,676.96)

Subsequent to the October 6, 2014 City Council meeting, staff realized that the additional appropriation requested at that time only covered the construction expenses beyond that authorized by the City Council on April 7, 2014. The actual shortfall for the complete project was an additional \$74,676.96. The table above shows savings on environmental work and design services but indicates a shortfall for right-of-way acquisition work. Furthermore, street lighting costs had not been included in the original budget nor had the costs for modifications to a storage shed, which encroached within the public right-of-way.

**FISCAL IMPACT:** No additional funds can be requested from the state as part of the SLPP Proposition 1B grant. The additional appropriation will need to come from LTDIF, the source of the matching funds for the state grant. The balance in that fund is currently \$303,846.48, indicating that sufficient funds are available. There are no further projects in the CIP proposed to be funded by LTDIF.

**RECOMMENDATION:** Staff recommends the City Council take the following actions related to the Monte Vista Avenue Widening Project:

1. Authorize a \$74,676.96 appropriation from Local Transportation Development Impact Fees for costs associated with the project.
2. Amend the Fiscal Years 2013-2018 Capital Improvement Program adding additional funding to the project.

# Infrastructure Fund Capital Project Funding Information

Project Name: Monte Vista Avenue Widening Project  
 Project Details: This project will widen northbound Monte Vista Avenue from one lane to two lanes between Howard Street and Mission Boulevard. Project is partially funded with a State-Local Partnership Program grant through the state.

Preparation Date: October 16, 2012 Department: Public Works/ Engineering  
 Project No. (Assigned by Finance): \_\_\_\_\_ Contact/Ext.: S. Stanton X-444

Phase	Fiscal Years						Total	Fund/Program
	Prior Years	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018		
Environmental		500.00	(500.00)					Fund 1740 (Local DIF)
Design		83,000.00	(26,129.40)				56,870.60	Fund 1740 (Local DIF)
R/W Acquisition		2,200.00	1,800.00				4,000.00	Fund 1740 (Local DIF)
Utility Design			18,952.54				18,952.54	Fund 1740 (Local DIF)
Construction		180,000.00					180,000.00	Fund 1751 (SLPP Prop 1B)
		180,000.00	111,744.91				291,744.91	Fund 1740 (Local DIF)-Match
<b>Total</b>	0.00	445,700.00	105,868.05	0.00	0.00	0.00	551,568.05	

Approvals: \_\_\_\_\_ By: *[Signature]* Date: October 29, 2012  
 Department: Public Works Department  
 Finance By: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Council Date: \_\_\_\_\_  
 Revision Number: 1-Dec 1, 2014  
 Total Project Cost: 551,568.05

## AGENDA REPORT

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<b>SUBJECT:</b> CONSIDER AUTHORIZATION TO PURCHASE A TOTAL CLEAN PRESSURE WASHER TRAILER UNIT	<b>DATE:</b> December 1, 2014 <b>SECTION:</b> ADMIN REPORTS <b>ITEM NO.:</b> 3 <b>FILE I.D.:</b> EQS230 <b>DEPT.:</b> PUBLIC WORKS
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**REASON FOR CONSIDERATION:** The City Council is requested to consider authorizing the purchase of a replacement graffiti abatement pressure washer.

**BACKGROUND:** The City owns a 2002 Hydro Tek pressure washer that is used throughout the year to remove graffiti on public and private property by means of steam cleaning, sand blasting, and pressure washing. The pressure washer needs an axle replaced, the frame welded because of stress cracks, and repairs to the pressure motor. In addition, the sand attachment is beginning to fail and needs to be replaced. Replacement of the washer is included in the current City budget.

Staff advertised for and received bids from the following vendors:

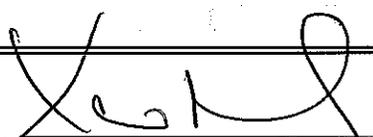
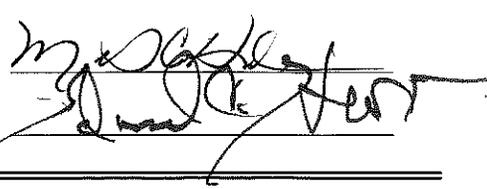
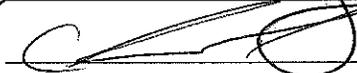
<i>Vendor</i>	<i>Quote</i>
Roadline Products Inc.	\$13,443.88
Total Clean Equipment	\$13,923.01
Geysler Equipment LLC	\$15,318.72

Staff has evaluated the pressure washers offered by each company and has determined, based on price, product, and location of service centers, that the pressure washer offered by Total Clean Equipment in La Verne is the best for the City. Total Clean Equipment is the only vendor that carries swivel reels for easier access in tough-to-reach areas.

**FISCAL IMPACT:** The pressure washer was approved for replacement in the Public Works Fiscal Year 2014-15 Budget. Funding in the amount of \$4,000 is included in the Equipment Replacement Fund and \$11,000 in the Community Development Block Grant Fund for the subject purchase. The total cost of \$13,923.01 is \$1,076.99 below the budgeted amount.

**RECOMMENDATION:** Staff recommends the City Council authorize the purchase of a Total Clean Pressure Washer trailer unit.

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

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## AGENDA REPORT

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<b>SUBJECT:</b> CONSIDER AUTHORIZATION OF A \$12,048.54 APPROPRIATION FROM THE GENERAL FUND CONTINGENCY FUND TO UPGRADE FUEL DISPENSING SYSTEMS TO MEET SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT REQUIREMENTS FOR THE PHASE I ENHANCED VAPOR RECOVERY PROGRAM	<b>DATE:</b> December 1, 2014 <b>SECTION:</b> ADMIN. REPORTS <b>ITEM NO.:</b> 4 <b>FILE I.D.:</b> ENV325 <b>DEPT.:</b> PUBLIC WORKS
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**REASON FOR CONSIDERATION:** Upgrades are required for the fuel dispensing systems at the City Yard and Police Department facility. Funds were not previously appropriated. Appropriation of funds from the General Fund Contingency Fund requires City Council approval.

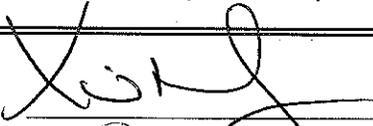
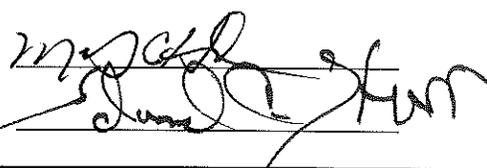
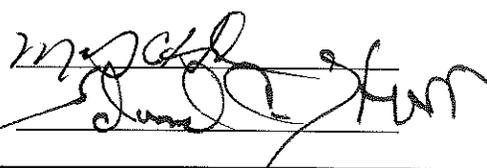
**BACKGROUND:** Staff discovered during a recent emissions test of the City Yard above-ground fuel tank that the fuel receiving and dispensing valves and connections would be out of compliance for next year's test requirements. A subsequent test of the Police Department's aboveground fuel dispensing system revealed that it would also require updated equipment and retest certifications prior to 2015. The South Coast Air Quality Management District (SCAQMD) continues to implement more stringent regulations on private aboveground fuel tank systems throughout Southern California in an effort to reduce gasoline vapor emissions, the major culprits in the formation of smog, which is a significant risk factor for a number of health conditions including respiratory infections, heart disease, chronic obstructive pulmonary disease, stroke, and lung cancer.

<i>Vendor</i>	<i>Quote</i>
CET Company	\$12,048.54
Sun West Engineering	\$18,219.00

Staff recently received price quotations from the above two local vendors the City has used in the past, and it is staff's opinion that CET Company would do the best job on the work that needs to be done despite being the low bidder. All equipment that must be replaced would be for spill prevention while fuel is being dispensed into the storage tanks. The company chosen would also test for compliance once the work is completed and submit all costs for SCAQMD permit fees and testing and filing fees. If both fuel tanks are not upgraded, the City would be unable to receive fuel until the changes have been made and tests are passed.

**FISCAL IMPACT:** The cost to purchase and install all replacement equipment that is required at this time is not expected to exceed \$12,048.54 for both City Yard and Police Department facility fuel dispensers. Should the City Council approve this item,

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

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\$12,048.54 would be transferred from the Contingency Fund to Account No. 1001-4656-52050-400-00000 for the purchase of replacement equipment, installation, and testing of both City Yard and Police station aboveground fuel tank systems.

**RECOMMENDATION:** Staff recommends the City Council authorize a \$12,048.54 appropriation from the General Fund Contingency Fund to upgrade fuel dispensing systems to meet South Coast Air Quality Management District requirements for the Phase I Enhanced Vapor Recovery Program.

## AGENDA REPORT

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**SUBJECT:** CONSIDER APPROVAL OF UPDATED LISTING OF DESIGNATED EMPLOYEES REQUIRED TO FILE STATEMENTS OF ECONOMIC INTERESTS

**DATE:** December 1, 2014

**SECTION:** ADMIN. REPORTS

**ITEM NO.:** 5

**FILE I.D.:** FPP150

**DEPT.:** ADMIN. SVCS.

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**REASON FOR CONSIDERATION:** It is necessary to update the list of designated employees who are required to file Statements of Economic Interests to reflect changes in job responsibilities and titles.

**BACKGROUND:** The Political Reform Act requires every state and local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, to amend the Code if necessary. The attached City of Montclair Conflict of Interest Code contains the requirement that all City Council Members, Planning Commissioners, City Manager, City Attorney, and designated employees responsible for managing public investments annually file Statements of Economic Interests. In addition, the Code requires that there be a listing of designated employees who, by job title, "make or participate in the making of governmental decisions which may foreseeably have a material effect on financial interests."

Recommended changes to the designated employees listing are as follows:

**Additions:**

- Administrative Supervisor - Public Safety Battalion Chief
- Deputy City Manager/Economic Development Executive Director
- Deputy Police Chief
- Finance Director
- Office of Public Safety Executive Director
- Plans Examiner
- Police Services Supervisor

**Deletions:**

- Assistant Director of Redevelopment
- Interim Finance Director
- Deputy Police Chief
- Director of Redevelopment/Public Works
- Police Records Supervisor
- Senior Fire Inspector

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Prepared by:

*Yvonne L. Smith*

Reviewed and Approved by:

*[Signature]*

Proofed by:

*[Signature]*

Presented by:

*[Signature]*

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The recommended changes are reflected on the attached Exhibit A and, if approved, would become Exhibit A to the City's Conflict of Interest Code. Exhibit B, a listing of disclosure categories, is also part of the Conflict of Interest Code.

**FISCAL IMPACT:** There is no fiscal impact associated with approval of an updated listing of designated employees.

**RECOMMENDATION:** Staff recommends the City Council approve an updated listing of designated employees required to file Statements of Economic Interests.

**EXHIBIT A**  
**CITY OF MONTCLAIR DESIGNATED EMPLOYEES**

The persons in the following positions are deemed to be "Designated Employees" within the meaning of Government Code Section 72109 and Section 2 of this Conflict of Interest Code. These persons shall file appropriate disclosure statements pursuant to this Code:

<i>Positions</i>	<i>Disclosure Categories</i>
Accounting Specialist (Business License)	1,2,3,4
Accounting Supervisor	1,2,3,4
Administrative Analyst	1,2,3,4
Administrative Supervisor – Public Safety	1,2,3,4
Assistant Director of Human Services	1,2,3,4
Assistant Finance Director	1,2,3,4
Assistant Public Works Superintendent	1,2,3,4
Assistant Planner	1,2,3,4
Associate Planner	1,2,3,4
Battalion Chief	1,2,3,4
Benefits Coordinator	1,2,3,4
Building Inspector	1,2,3,4
Building Official	1,2,3,4
City Clerk	1,2,3,4
City Engineer	1,2,3,4
City Planner	1,2,3,4
Code Enforcement Officer	1,2,3,4
Deputy City Attorney	1,2,3,4
Deputy City Manager/Economic Development Executive Director	1,2,3,4
Deputy City Clerk	1,2,3,4
Deputy Fire Chief	1,2,3,4
Deputy Fire Marshal	1,2,3,4
Director of Administrative Services	1,2,3,4
Director of Community Development	1,2,3,4
Economic Development Coordinator	1,2,3,4
Facilities and Grounds Superintendent	1,2,3,4
Finance Director	1,2,3,4
Fire Captain	1,2,3,4
Fire Chief	1,2,3,4
Fire Division Chief	1,2,3,4
Housing Associate	1,2,3,4
Information Technology Supervisor	1,2,3,4
Office of Public Safety Executive Director	1,2,3,4
Personnel Officer	1,2,3,4
Plans Examiner	1,2,3,4
Police Captain	1,2,3,4
Police Chief	1,2,3,4
Police Lieutenant	1,2,3,4

Police Services Supervisor	1,2,3,4
Project Manager	1,2,3,4
Public Works Inspector	1,2,3,4
Public Works Superintendent	1,2,3,4
Senior Building Inspector	1,2,3,4
Senior Code Enforcement Officer	1,2,3,4
Senior Recreation Supervisor	1,2,3,4

Updated 12.1.14

## CONFLICT OF INTEREST CODE FOR CITY OF MONTCLAIR

The Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs Section 18730, which contains the terms of a standard Conflict of Interest Code that can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Adm. Code of Regs Section 18730 and any amendments thereto duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Montclair.

Pursuant to Section 4(A) of the standard Code, designated employees, listed on Exhibit A, shall file Statements of Economic Interests with the City Clerk. These Statements shall be retained by the City Clerk.

The City Clerk shall make and retain copies of the Statements of City Council Members, City Administrator, City Attorney, and Planning Commissioners and forward the original of these Statements to the filing officer of the Fair Political Practices Commission.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Administrative Code)

### **18730. Provisions of Conflict of Interest Codes**

(a) Incorporation by reference of the terms of this regulation, along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to below constitute the adoption and promulgation of a Conflict of Interest Code within the meaning of Government Code Section 87300 or the amendment of a Conflict of Interest Code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a Conflict of Interest Code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, *et seq.* The requirements of a Conflict of Interest Code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100 and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a Conflict of Interest Code amended or adopted and promulgated pursuant to this regulation are as follows:

### **Section 1. Definitions**

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs Sections 18100, *et seq.*) and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

### **Section 2. Designated Employees**

The persons holding positions listed in Exhibit A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

### **Section 3. Disclosure Categories**

This Code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this Code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, *et seq.* Such persons are governed by this Code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Exhibit B specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her Statement of Economic Interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

### **Section 4. Statements of Economic Interests: Place of Filing**

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body as provided by the code reviewing body in the agency's Conflict of Interest Code.

### **Section 5. Statements of Economic Interests: Time of Filing**

(A) Initial Statements. All designated employees employed by the City of Montclair on the effective date of this Code, as originally adopted, promulgated, and approved by the code reviewing body, shall file Statements

within 30 days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial Statement within 30 days after the effective date of the amend-ment.

(B) Assuming Office Statements. All persons assuming desig-nated positions after the effective date of this Code shall file Statements within 30 days after assuming the designated positions.

(C) Annual Statements. All designated employees shall file Statements no later than April 1 of each year.

(D) Leaving Office Statements. All persons who leave desig-nated positions shall file Statements within 30 days after leaving office.

### **Section 6. Contents of and Period Covered by Statements of Economic Interests**

(A) Contents of Initial Statements. Initial Statements shall disclose any reportable investments, interests in real property, and business positions held on the effective date of the Code. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the Code.

(B) Contents of Assuming Office Statements. Assuming Office Statements shall disclose any reportable investments, interests in real property, and business positions held on the date you assumed the office. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

(C) Contents of Annual Statements. Annual Statements shall disclose any reportable investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the Statement.

(D) Contents of Leaving Office Statements. Leaving Office Statements shall disclose reportable investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the Statement.

### **Section 7. Manner of Reporting**

Statements of Economic Interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the City Clerk and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the Statement shall contain the following:

1. A statement of the nature of the investment or interest.
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged.
3. The address or other precise location of real property.
4. A statement whether the fair market value of the property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value or fifty dollars (\$50) or more in value if the income was a gift and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received.
4. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity.

2. The name of every person from whom the business entity received payments if the filer's pro rata share of the gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management; a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an Annual or Leaving Office Statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the Statement, the Statement shall contain the date of acquisition or disposal.

### **Section 8. Disqualification**

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediately family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred twenty dollars (\$420) or more in value

provided to, received by, or promised to the designated employee within twelve (12) months prior to the time the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this Section.

### **Section 9. Manner of Disqualification**

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

### **Section 10. Assistance of the Commission and Counsel**

Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this Section requires the attorney for the agency to issue any formal or informal opinion.

### **Section 11. Violations**

This Code has the force and effect of law. Designated employees violating any provision of this Code are subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this Code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

### **Endnotes**

1. Designated employees who are required to file Statements of Economic Interests under any other agency's Conflict of Interest Code, or under Article 2 for a different jurisdiction, may expand their Statement of Economic Interests to cover reportable interests in both jurisdictions and file copies of this expanded Statement with both entities in lieu of filing separate and distinct Statements, provided that each copy of such expanded Statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.
2. See Government Code Section 81010 and 2 Cal. Code of Regs Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of Statements and forward the originals to the filing officer.
3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4. Investments and interests in real property which have a fair market value of less than two thousand dollars (\$2,000) are not investments and interests in real property within the meaning of the Political Reform Act; however, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse, and dependent children own, in the aggregate, a direct, indirect, or beneficial interest of 10 percent or greater.
5. A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local, or federal government agency.
6. Income of a business entity is reportable if the direct, indirect, or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

**EXHIBIT B**  
**DISCLOSURE CATEGORIES**

- Category 1**      Relates to a reportable interest in investments and real property as defined in Sections 7(A) and 7(E) of this Code.
- Category 2**      Relates to a reportable interest in sources of income and gifts as defined in Section 7(B) of this Code.
- Category 3**      Relates to a reportable interest in sources of income of a business entity as defined in Section 7(C) of this Code.
- Category 4**      Relates to a reportable interest in sources of income of each business entity in which a position of management is held, as defined in Section 7(D) of this Code.

## AGENDA REPORT

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<b>SUBJECT:</b> CONSIDER APPROVAL OF WARRANT REGISTER AND PAYROLL DOCUMENTATION	<b>DATE:</b> December 1, 2014
	<b>SECTION:</b> ADMIN. REPORTS
	<b>ITEM NO.:</b> 6
	<b>FILE I.D.:</b> FIN540
	<b>DEPT.:</b> ADMIN. SVCS.

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

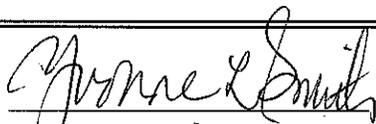
**BACKGROUND:** Mayor Pro Tem Ruh has examined the Warrant Register dated December 1, 2014, and Payroll Documentation dated November 16, 2014, and recommends their approval.

**FISCAL IMPACT:** The Warrant Register dated December 1, 2014, totals \$1,032,038.46. The Payroll Documentation dated November 16, 2014, totals \$523,956.48 gross, with \$367,178.63 net being the total cash disbursement.

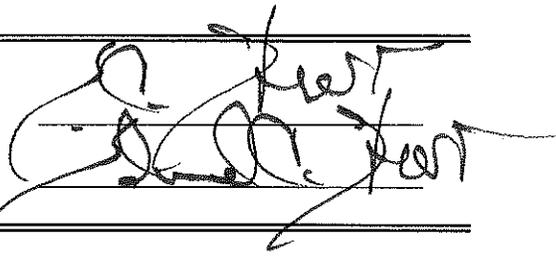
**RECOMMENDATION:** Staff recommends the City Council approve the above referenced Warrant Register and Payroll Documentation.

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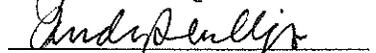
Prepared by:



Reviewed and  
Approved by:



Proofed by:



Presented by:

## AGENDA REPORT

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<b>SUBJECT:</b> CONSIDER ADOPTION OF RESOLUTION NO. 14-3058, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR BESTOWING UPON LEONARD PAULITZ THE HONORARY TITLE OF "COUNCIL MEMBER EMERITUS OF THE CITY OF MONTCLAIR"	<b>DATE:</b> December 1, 2014 <b>SECTION:</b> RESOLUTIONS <b>ITEM NO.:</b> 1 <b>FILE I.D.:</b> AWP250 <b>DEPT.:</b> CITY MGR.
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**REASON FOR CONSIDERATION:** Council Member Leonard Paulitz announced at the July 7, 2014 regular joint meeting that he would not be seeking reelection and would retire from public service, marking an end to his 36 years on the Montclair City Council and 12 years on the Montclair Planning Commission.

The City Council is requested to consider adoption of Resolution No. 14-3058 bestowing upon Council Member Leonard Paulitz the honorary title of "Council Member Emeritus of the City of Montclair" in recognition of Council Member Paulitz's many years of public service to the community.

**BACKGROUND:** Council Member Leonard Paulitz has been involved in community service since he was first appointed to the Montclair Planning Commission in 1965. He has served as a member of the Montclair City Council since his election to office in 1978, including eight years as Mayor Pro Tem. Council Member Paulitz graduated from Gannon University, Erie, Pennsylvania, with a Bachelor of Science degree in Accounting and received a Master of Business Administration degree from California Polytechnic University, Pomona. He concluded his graduate work at Claremont Graduate School.

Council Member Paulitz worked as a Computer Systems Specialist for General Dynamics, Pomona, for 28 years before retiring in 1988. He also lectured for 11 years at California Polytechnic University, Pomona, College of Business Administration.

In addition to his work on the Montclair City Council and Planning Commission, Council Member Paulitz served as chair of the West Valley Airport Land Use Commission, representative on the I-10 Corridor Beautification Authority, primary member of the boards of San Bernardino Associated Governments (SANBAG) and OMNITRANS, and as a member of the SANBAG Major Projects and Commuter Rail committees.

As a member of the City Council, Council Member Paulitz served on the Planning Commission Appointment, Public Works, Mobile Home Parks, Finance, and Code Enforcement subcommittees.

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Prepared by: <u>M. Fuentes</u>	Reviewed and Approved by: <u>[Signature]</u>
Proofed by: <u>[Signature]</u>	Presented by: <u>[Signature]</u>

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As a regional representative Council Member Paulitz served the cities of San Bernardino County as a Governing Board Member to the South Coast Air Quality Management District (SCAQMD) for 12 years, served as Chairman of the Technology Committee and Vice Chairman of the Stationary Source Committee, served as Board representative to the California Fuel Cell Partnership, and represented the Inland Empire Division on the League of California Cities Environmental Quality Committee.

Council Member Paulitz was instrumental in the consolidation of a unified ZIP Code for Montclair; construction of the Ramona Avenue overpass, Mission Boulevard median islands, Police headquarters, and Senior and Youth Centers; and development of a community garden, a fruit park, and continued quality housing infill projects.

Council Member Paulitz has been a resident of Montclair for 55 years and, with his beloved wife Connie, raised six children and has fourteen grandchildren and three great grandchildren.

In recognition of his lengthy and extraordinary years of public service, it is recommended that the title of "Council Member Emeritus of the City of Montclair" be bestowed upon Council Member Leonard Paulitz.

"Council Member Emeritus" is an honorary title that carries no functional legislative or administrative responsibilities and is without compensation of any form. Without contravention of the aforesaid, the City Council may determine, from time-to-time, any honorary rights or privileges that may be bestowed upon a "Council Member Emeritus". Bestowing the title of "Council Member Emeritus" establishes a sanctioned process for current and future City Councils and City staff to call upon Leonard Paulitz to seek his counsel and/or gather information regarding the historical evolution of the City and past actions of the City Council.

**FISCAL IMPACT:** Adoption of proposed Resolution No. 14-3058 would have no fiscal impact to the City.

**RECOMMENDATION:** Staff recommends the City Council adopt Resolution No. 14-3058 bestowing upon Council Member Leonard Paulitz the honorary title of "Council Member Emeritus of the City of Montclair."

**RESOLUTION NO. 14-3058**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MONTCLAIR, CALIFORNIA,  
BESTOWING UPON LEONARD PAULITZ THE  
HONORARY TITLE OF COUNCIL MEMBER  
EMERITUS OF THE CITY OF MONTCLAIR**

**WHEREAS**, the success of the American nation and its respective states and regional and local communities depend on citizens to serve the public purpose; and

**WHEREAS**, within this framework of public service is the role of elected leaders, without which our representative form of government would cease to exist; and

**WHEREAS**, the service of dedicated and committed elected leaders can shape our society and culture; define public goals and objectives; create optimism; and build a better, safer, fairer, and more just society; and

**WHEREAS**, the City of Montclair has been honored to have the longevity of service provided by Council Member Leonard Paulitz, whose service exemplifies the archetype of a true and passionate public servant; and

**WHEREAS**, Leonard Paulitz has been involved in community service since he was first appointed to the Montclair Planning Commission in 1965; and

**WHEREAS**, Leonard Paulitz has served as a member of the Montclair City Council since 1978, including eight years as Mayor Pro Tem; and

**WHEREAS**, Leonard Paulitz, in the performance of his duties as City Council Member, served tirelessly and with exceptional grace and dignity; and

**WHEREAS**, Leonard Paulitz, by and through his commitment and dedication to public service, contributed greatly to making the City of Montclair a finer and better place to live; and

**WHEREAS**, Leonard Paulitz, in addition to his work on the Montclair City Council, has served as chair of the West Valley Airport Land Use Commission, representative on the I-10 Corridor Beautification Authority, primary member on the boards of the San Bernardino Associated Governments (SanBAG) and Omnitrans, and as a member on the SanBAG Major Projects and Commuter Rail Committees; and

**WHEREAS**, Leonard Paulitz also served the cities of San Bernardino County through a number of regional positions and appointments including Governing Board Member to the South Coast Air Quality Management District for 12 years, Chairman of the Technology Committee, Vice Chairman of the Stationary Source Committee, Board representative to the California Fuel Cell Partnership, and as Inland Empire Division representative to the League of California Cities Environmental Quality Committee; and

**WHEREAS**, Leonard Paulitz was instrumental in the consolidation of a unified ZIP Code for Montclair; construction of the Ramona Avenue grade separation, Mission Boulevard median islands, Police headquarters, and Senior and Youth Centers;

and development of a community garden, a fruit park, and continued quality housing infill projects; and

**WHEREAS**, the name "Leonard Paulitz" has become synonymous with statesmanship and service to the community; and

**WHEREAS**, the Inland Valley Daily Bulletin has called Leonard Paulitz an "icon"—a politician who symbolizes the very best in service and who is revered and idolized for his commitment to public service; and

**WHEREAS**, the Montclair City Council and the residents of Montclair recognize that Leonard Paulitz has indelibly marked the past, present, and future course of Montclair and that his life is entwined in the history of Montclair.

**NOW, THEREFORE, BE IT RESOLVED** that the Montclair City Council, as its first official act following the retirement of Leonard Paulitz from elected municipal office, hereby bestows upon him for life the honorary title of "Council Member Emeritus of the City of Montclair" for his contributions and extraordinary service to Montclair and that by bestowing such title, Council Member Emeritus Leonard Paulitz shall have such honorary rights and privileges as may, from time-to-time, be granted by the City Council within its capacity to grant such rights and privileges deemed nonfunctional in their legislative or administrative application.

**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. 14-3058 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

MINUTES OF THE MEETING OF THE MONTCLAIR  
PERSONNEL COMMITTEE HELD ON MONDAY,  
NOVEMBER 17, 2014, AT 6:35 P.M. IN THE CITY  
ADMINISTRATIVE OFFICES, 5111 BENITO STREET,  
MONTCLAIR, CALIFORNIA

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**I. CALL TO ORDER**

Mayor Pro Tem Ruh called the meeting to order at 6:35 p.m.

**II. ROLL CALL**

Present: Mayor Pro Tem Ruh; Council Member Raft; and Deputy City  
Manager Executive Director Office of Economic  
Development Staats

**III. APPROVAL OF MINUTES**

**A. Minutes of the Regular Personnel Committee Meeting of  
November 3, 2014.**

Moved by Deputy City Manager Executive Director Office of  
Economic Development Staats, seconded by Mayor Pro Tem Ruh,  
and carried unanimously to approve the minutes of the Personnel  
Committee meeting of November 3, 2014.

**IV. PUBLIC COMMENT - None**

**V. CLOSED SESSION**

At 6:36 p.m., the Personnel Committee went into Closed Session  
regarding personnel matters related to appointments, resignations/  
terminations, and evaluations of employee performance.

At 6:41 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 6:41 p.m., Mayor Pro Tem Ruh adjourned the Personnel Committee.

Submitted for Personnel Committee approval,



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Marilyn Staats  
Deputy City Manager Executive Director  
Office of Economic Development