

CITY OF MONTCLAIR

**CITY COUNCIL
SUCCESSOR REDEVELOPMENT AGENCY,
MONTCLAIR HOUSING CORPORATION, MONTCLAIR
HOUSING AUTHORITY, AND MONTCLAIR COMMUNITY
FOUNDATION MEETINGS**

AGENDA PACKET



**Monday, November 18, 2024
7:00 p.m.**

**Montclair City Council Chambers
5111 Benito Street
Montclair, CA 91763**

Mayor

Javier "John" Dutrey

Mayor Pro Tem

Tenice Johnson

Council Members

Bill Ruh

Corysa Martinez

Benjamin "Ben" Lopez

City Manager

Edward C. Starr

City Attorney

Diane E. Robbins

City Clerk

Andrea M. Myrick



**REGULAR JOINT MEETING OF THE
CITY COUNCIL, SUCCESSOR AGENCY, MONTCLAIR HOUSING CORPORATION,
MONTCLAIR HOUSING AUTHORITY, AND MONTCLAIR COMMUNITY FOUNDATION**

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

Monday, November 18, 2024
7:00 p.m.

If you want to provide comments on an agenda item, including public hearing and closed session items, please complete a Speaker Card located in the Council Chambers. The Mayor/Chair (or the meeting's Presiding Officer) will call on those who submitted requests to speak at the appropriate times during the meeting. Written comments (200-word limit per agenda item, and 200-word limit for all non-agenda items combined) can also be emailed to cityclerk@cityofmontclair.org at least one hour before the meeting begins.

*Watch Council meetings live on the City's official YouTube Channel at <https://www.youtube.com/@cityofmontclair>, or via Zoom using the following information: **Zoom Link:** <https://zoom.us/j/93717150550> / **Dial Number:** 1 (669) 900-6833 / **Meeting ID:** 937-1715-0550. Video recordings of Council meetings are available on the City's website and can be accessed by the end of the business day following the meeting at <https://www.cityofmontclair.org/council-meetings/>.*

AGENDA

- I. CALL TO ORDER** City Council [CC], Successor Agency Board [SA],
Montclair Housing Corporation Board [MHC],
Montclair Housing Authority Commission [MHA],
Montclair Community Foundation Board [MCF]

II. INVOCATION

In keeping with our long-standing tradition of opening our Council meetings with an invocation, this 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 endorses any particular religious belief or form of invocation.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. PRESENTATIONS — None

VI. PUBLIC COMMENT

*During Public Comment, you may comment on any subject that **does not** appear on this agenda. Each speaker has up to five minutes. The meeting's presiding officer may provide more or less time to accommodate speakers with special needs or a large number of speakers waiting in line. (Government Code Section 54954.3).*

Under the provisions of the Brown Act, the meeting bodies are prohibited from participating in substantial discussion of or taking action on items not listed on the agenda.

VII. PUBLIC HEARINGS — None

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VIII. CONSENT CALENDAR

A. Approval of Minutes — None

B. Administrative Reports

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Consider Authorizing a \$15,665 Appropriation from the Public Safety Grant Fund for the Purchase of Mobile Data Computers for the Emergency Operations Center [CC]	
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B. City Attorney	
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D. Mayor/Chairperson	
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F. Committee Meeting Minutes (<i>for informational purposes only</i>)	
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XI. ADJOURNMENT	

The next regular joint meeting of the City Council, Successor Agency Board, Montclair Housing Corporation Board, Montclair Housing Authority Commission, and Montclair Community Foundation Board will be held on Monday, December 2, 2024, at 7:00 p.m.

Reports, backup materials, and additional materials related to any item on this Agenda distributed to the meeting bodies after publication of the Agenda packet are available for public inspection in the Office of the City Clerk between 7:00 a.m. and 6:00 p.m., Monday through Thursday. Please call the City Clerk's Office at (909) 625-9416 or send an e-mail to cityclerk@cityofmontclair.org to request documents via e-mail.

If you need special assistance to participate in this meeting, call the City Clerk's Office at (909) 625-9416 or e-mail cityclerk@cityofmontclair.org. Notification 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, Andrea M. Myrick, 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 City's website at <https://www.cityofmontclair.org/agendas/> and on the bulletin board adjacent to the north door of Montclair City Hall at 5111 Benito Street, Montclair, CA 91763 on Thursday, November 14, 2024.



CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 18, 2024

FILE I.D.: FIN520

SECTION: CONSENT - ADMIN. REPORTS

DEPT.: FINANCE

ITEM NO.: 1

PREPARER: J. KULBECK

SUBJECT: CONSIDER RECEIVING AND FILING OF TREASURER'S REPORT

REASON FOR CONSIDERATION: The City Council is requested to consider receiving and filing the City of Montclair Treasurer's Report for the month ending October 31, 2024.

BACKGROUND: Included in the City Council's agenda packet is a copy of the Treasurer's Report for the period ending October 31, 2024.

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 October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN540
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	FINANCE
ITEM NO.:	2	PREPARER:	A. VONG/V. FLORES
SUBJECT:	CONSIDER APPROVAL OF WARRANT REGISTER AND PAYROLL DOCUMENTATION		

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

BACKGROUND: Mayor Pro Tem Johnson has examined the Warrant Register dated November 18, 2024, and the Payroll Documentation dated November 3, 2024, and recommends their approval.

FISCAL IMPACT: The Warrant Register dated November 18, 2024, totals \$2,728,197.86.

The Payroll Documentation dated November 3, 2024, totals \$896,259.82 gross, with \$624,851.85 net being the total cash disbursement.

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



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN510
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	SA
ITEM NO.:	3	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER RECEIVING AND FILING OF TREASURER'S REPORT		

REASON FOR CONSIDERATION: The City Council acting as Successor to the Redevelopment Agency Board of Directors (Successor Agency Board) is requested to consider receiving and filing the Successor to the Redevelopment Agency Treasurer's Report for the month ending October 31, 2024, pursuant to state law.

BACKGROUND: Included in the Successor Agency Board's agenda packet is a copy of the Successor to the Redevelopment Agency Treasurer's Report for the period ending October 31, 2024.

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

RECOMMENDATION: Staff recommends the Successor Agency Board receive and file the Successor to the Redevelopment Agency Treasurer's Report for the month ending October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN530
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	SA
ITEM NO.:	4	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER APPROVAL OF WARRANT REGISTER		

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 October 31, 2024, pursuant to state law.

BACKGROUND: Vice Chair Johnson has examined the Successor to the Redevelopment Agency Warrant Register dated 10.01.24-10.31.24 in the amounts of \$6,567.74 for the Combined Operating Fund and \$0.00 for the Redevelopment Obligation Retirement Funds, and finds it to be in order.

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

RECOMMENDATION: Vice Chair Johnson 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 October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN525
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	MHC
ITEM NO.:	5	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER RECEIVING AND FILING OF TREASURER'S REPORT		

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 October 31, 2024, pursuant to state law.

BACKGROUND: Included in the Montclair Housing Corporation Board agenda packet is a copy of the Treasurer's Report for the period ending October 31, 2024.

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 October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN545
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	MHC
ITEM NO.:	6	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER APPROVAL OF WARRANT REGISTER		

REASON FOR CONSIDERATION: The Montclair Housing Corporation Board of Directors is requested to consider receiving and filing the Warrant Register for the month ending October 31, 2024, pursuant to state law.

BACKGROUND: Vice Chair Johnson has examined the Warrant Register dated 10.01.24–10.31.24 in the amount of \$118,786.06 for the Montclair Housing Corporation and finds it to be in order.

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

RECOMMENDATION: Vice Chair Johnson recommends the Montclair Housing Corporation Board of Directors approve the Warrant Register for the period ending October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN525
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	MHA
ITEM NO.:	7	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER RECEIVING AND FILING OF TREASURER'S REPORT		

REASON FOR CONSIDERATION: The Montclair Housing Authority Commission is requested to receive and file the Montclair Housing Authority Treasurer's Report for the month ending October 31, 2024, pursuant to state law.

BACKGROUND: Included in the Montclair Housing Authority Commission's agenda packet is a copy of the Treasurer's Report for the period ending October 31, 2024.

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

RECOMMENDATION: Staff recommends the Montclair Housing Authority Commission receive and file the Treasurer's Report for the month ending October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	NOVEMBER 18, 2024	FILE I.D.:	FIN545
SECTION:	CONSENT - ADMIN. REPORTS	DEPT.:	MHA
ITEM NO.:	8	PREPARER:	C. RAMIREZ
SUBJECT:	CONSIDER APPROVAL OF WARRANT REGISTER		

REASON FOR CONSIDERATION: The Montclair Housing Authority Commission is requested to consider receiving and filing the Warrant Register for the month ending October 31, 2024, pursuant to state law.

BACKGROUND: Vice Chair Johnson has examined the Warrant Register dated 10.01.24–10.31.24 in the amount of \$0.00 for the Montclair Housing Authority and finds it to be in order.

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

RECOMMENDATION: Vice Chair Johnson recommends the Montclair Housing Authority Commission approve the Warrant Register for the period ending October 31, 2024.



CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 18, 2024

FILE I.D.: PDT362

SECTION: CONSENT - AGREEMENTS

DEPT.: POLICE

ITEM NO.: 1

PREPARER: M. BUTLER

SUBJECT: CONSIDER APPROVAL OF AGREEMENT NO. 24-88 WITH THE SAN BERNARDINO COUNTY OFFICE OF EMERGENCY SERVICES AUTHORIZING THE RECEIPT OF \$15,665 FROM THE FY 2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT AND AUTHORIZING POLICE CHIEF REED TO SIGN SAID AGREEMENT

CONSIDER AUTHORIZING A \$15,665 APPROPRIATION FROM THE PUBLIC SAFETY GRANT FUND FOR THE PURCHASE OF MOBILE DATA COMPUTERS FOR THE EMERGENCY OPERATIONS CENTER

CONSIDER AUTHORIZING APPROPRIATIONS FROM THE CONTINGENCY FUND IN THE AMOUNTS OF \$15,665 AS A DOLLAR-FOR-DOLLAR MATCH TO RECEIVE THE GRANT FUNDS, AND \$4,514 TO COVER THE REMAINING BALANCE OF THE MOBILE DATA COMPUTERS

REASON FOR CONSIDERATION: The City Council is requested to consider approval of Agreement No. 24-88 with the San Bernardino County Office of Emergency Services (County OES) authorizing the receipt of \$15,665 from the FY 2023 Emergency Management Performance Grant (EMPG) Program; authorize a \$15,665 appropriation from the Public Safety Grant Fund to purchase mobile data computers (MDCs) for the Emergency Operations Center (EOC); and authorize additional appropriations from the Contingency Fund in the amounts of \$15,665 as a dollar-for-dollar match to receive the grant funding, and \$4,514 to complete the purchase of the MDCs.

The agreement had to be signed when it was submitted in December 2023 to the County as part of the grant application process, and authorization is sought to authorize Chief Reed's signature authority for the grant.

A copy of proposed Agreement No. 24-88 is attached for the City Council's review and consideration.

BACKGROUND: The U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issues the EMPG Program focusing on all-hazards emergency preparedness, including the evolving threats and risks associated with climate change, and the goals of addressing the increasing range and complexity of disasters, supporting the diversity of communities, and complementing the nation's growing expectations of the emergency management community. The primary objective of the FY 2023 EMPG Program is to provide funds to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System and to support the National Preparedness Goal of a secure and resilient nation.

The City of Montclair is an active signatory on the County's Operational Area Coordinating Council (OACC) Agreement and is a subrecipient of the EMPG. Each subrecipient is allocated a \$13,000 base with the remainder of the grant distributed on a per capita basis — the City's total allocation is \$15,665.

As a subrecipient of the EMPG, staff submitted an application in December 2023 to

County OES requesting grant funding to purchase MDCs for the EOC. The EMPG application included a subrecipient agreement with the County, match certification (this grant requires a dollar-for-dollar match in order to receive grant funds), budget, narrative, and work plan. The City Council must agree to the following terms as defined in the proposed Agreement under the Proof of Authority:

- Provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of the project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- Official executing this agreement is authorized by the Applicant.

EMPG 2021 and 2022 grant funds were used to upgrade equipment in the EOC — with funds from the EMPG 2023, staff would be able to continue its efforts of updating the EOC to effectively manage, organize, and effect crucial emergency responses in times of crisis. The computers in the EOC are over ten years old, making the hardware and software no longer sufficient to handle the operations of a functioning EOC, which hinders our ability to prepare for and respond to emergencies and disasters.

Grant funding would be used to procure four ruggedized Getac laptops with the latest hardware specification, current software operating systems, and warranty that will keep them running for the next ten years. Four additional laptops would be purchased from the City's Contingency Fund. Having functioning computers in the event of an emergency is crucial in order to collect, analyze, and share information while coordinating efforts and dispatching resources. With this Phase 3 of updating our EOC, the City would be able to effectively support emergency response, business continuity, and crisis communication activities during an activation of the EOC, which would improve our ability to respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

In June 2024, staff received authorization from County OES to proceed with the submitted project of purchasing new and improved, ruggedized Getac laptops for the EOC that feature up-to-date specifications with a 13-inch display. Staff has selected Code-3 Technology for the purchase of these Getac laptops. The primary justification for this sole-source selection is based on Getac's business model, which restricts its distribution through a limited number of authorized resellers. Code-3 Technology is the only authorized reseller in our region permitted to engage with and provide proposals to the City of Montclair. Getac does not allow competitive quotes from other vendors, thus eliminating the possibility of acquiring multiple bids for this purchase.

The Getac ruggedized laptops provided by Code-3 Technology are specifically designed to meet the demanding needs of law enforcement. These laptops are built to withstand extreme conditions, including drops, shocks, vibrations, rain, and extreme temperatures, which makes them an ideal choice for emergency response situations.

These Getac laptops offer advanced security features, such as biometric access and encrypted storage, ensuring sensitive information is protected. With long battery life, customizable configurations, and superior connectivity options, the Getac laptops enable EOC responders to maintain uninterrupted communication and access to vital data whether in the field or in the EOC, enhancing operational efficiency.

In addition, Code-3 Technology has a proven track record of successful collaboration with the City, specifically in supporting the Montclair Police Department. Over the years, Code-3 Technology has demonstrated reliability, responsiveness, and consistent technical support, making this vendor an invaluable partner in maintaining the Police Department's operational capabilities. For these reasons, staff recommends Code-3 Technology be approved as the sole-source vendor for the purchase of the Getac ruggedized laptops. Staff has already received approval from County OES to purchase the MDCs from Code-3 Technology through a Request for Noncompetitive Procurement Authorization.

FISCAL IMPACT: Code-3 Technology provided a quote of \$35,843.28 for eight Getac laptops. If approved by the City Council, the purchase of these computers for the EOC would result in an appropriation from the Public Safety Grant Fund (1163) in the amount of \$15,665. The City would receive full reimbursement from the FY 2023 EMPG. The funding match of \$15,665 and the remaining balance of \$4,514 would result in an appropriation from the Contingency Fund.

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

1. Approve Agreement No. 24-88 with the San Bernardino County Office of Emergency Services authorizing the receipt of \$15,665 from the FY 2023 Emergency Management Performance Grant and authorize Police Chief Reed to sign said agreement;
2. Authorize a \$15,665 appropriation from the Public Safety Grant Fund for the purchase of Mobile Data Computers for the Emergency Operations Center; and
3. Authorize appropriations from the Contingency Fund in the amounts of \$15,665 as a dollar-for-dollar match to receive the grant funds, and \$4,514 to cover the remaining balance of the Mobile Data Computers.



CITY COUNCIL AGENDA REPORT

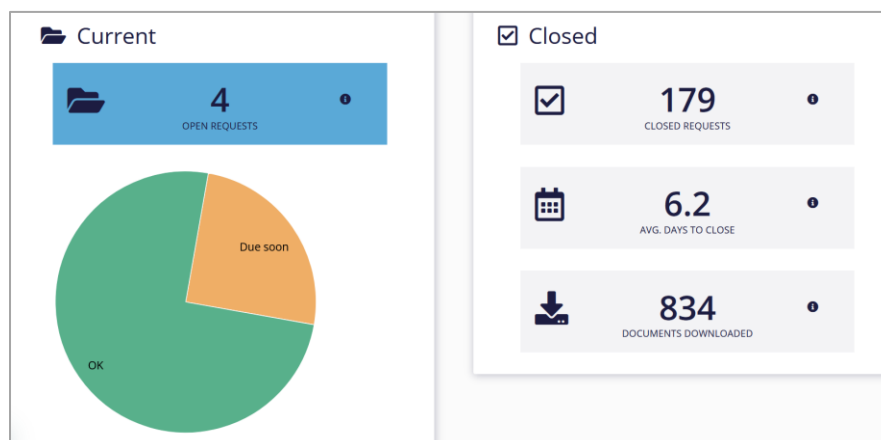
DATE:	NOVEMBER 18, 2024	FILE I.D.:	CCK080
SECTION:	CONSENT - AGREEMENTS	DEPT.:	ADMIN. SVCS.
ITEM NO.:	2	PREPARER:	A. MYRICK
SUBJECT:	CONSIDER APPROVAL OF AGREEMENT NO. 24-89 WITH CIVICPLUS FOR CONTINUED USE OF THE NEXTREQUEST PLATFORM TO MANAGE PUBLIC RECORDS REQUESTS		

REASON FOR CONSIDERATION: The City Council is requested to consider approval of Agreement No. 24-89 with CivicPlus for continued use of the NextRequest platform to manage public records requests.

BACKGROUND: NextRequest is an online platform designed to help organizations manage public records requests more effectively. It improves collaboration among different departments within the City, making it easier to collect the information needed to meet these requests. The platform automates several steps in the process, from when a request is submitted to when it is completed, keeping all actions and communications in one place and reducing the workload for the City Clerk's Office. Both requesters and staff can track the status of requests in real time.

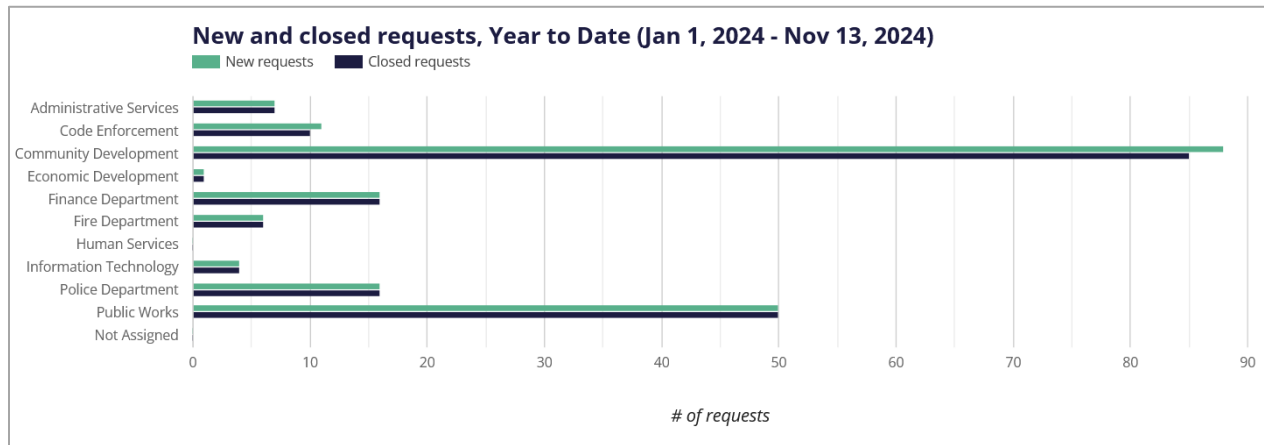
On December 18, 2023, the City Council approved a one-year contract with NextRequest, owned by CivicPlus, for training, set-up, and use of the NextRequest platform. After several months of training, the system went live in May of 2024. Since going live, staff has assessed how well the platform works and how easy it is to use. Feedback from staff has been positive, highlighting that the platform is easy to use, improves communication among everyone involved, and keeps requesters updated throughout the process. CivicPlus is always working to make NextRequest better by listening to user feedback, and have made a number of improvements thanks to suggestions from staff that were shared with CivicPlus's product development team.

The platform includes an Admin Dashboard, which provides an overview of all requests submitted in the system. This includes the current open requests, closed requests, the average time it takes to complete and close out a request, and the number of documents downloaded from the platform by those who made the requests.



The Dashboard also features a graph that illustrates how many requests have been

received in the current. The information below shows the number of requests received from when the system went live in May to November 2024, broken down by department.



The prior contract, Agreement No. 23-95, was entered into with NextRequest; however, NextRequest is no longer a separate company owned by CivicPlus, as it has recently been incorporated as a division of CivicPlus; therefore, the new contract is with CivicPlus for use of the NextRequest platform.

FISCAL IMPACT: Due to staff's positive experience with the platform and the enhanced efficiency in responding to requests, a three-year contract term is recommended.

The total cost for a three-year contract with CivicPlus for a license to use the NextRequest platform is \$11,327.40 for the first year, \$11,893.77 for the second year, and \$12,488.46 for the final year. The first-year cost reflects a five percent increase from the contract price offered in 2023, excluding the setup fee and the promotional discount for new customers. Each subsequent year's fee increase through 2027 will be capped at five percent.

If the City Council elects to not approve Agreement No. 24-89 with CivicPlus, staff could continue using NextRequest under the provisions of Agreement No. 23-95 on a year-to-year basis until cancelled or replaced by a new contract; however, annual increases could exceed five percent and may potentially include new fees. Moreover, establishing a multi-year contract allows the City Clerk's Office to effectively budget for the required funds at the guaranteed rates for the upcoming years.

The City Council's approval of Agreement No. 24-89 would result in an immediate expenditure of \$11,327.40 from the Special Contract Services Fund within the Fiscal Year 2024-25 City Clerk's Office budget (Account No. 1001-4314-52450-400-00000), which has adequate funds allocated to cover this contract. The costs for the second and third years will be included in future budget plans within the same account.

RECOMMENDATION: Staff recommends the City Council approve Agreement No. 24-89 with CivicPlus for continued use of the NextRequest platform to manage public records requests.



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502 US

Client: City of Montclair, CA

Bill To: City of Montclair, CA

CA – City of Montclair – NextRequest- Statement of Work

QTY	Product Description	PRODUCT TYPE
1	NextRequest Standard with up to 10 Admin-Publisher Users and 2TB of Storage Renewal	Renewable
	Annual Recurring Services (1/1/2025-12/31/2025)	USD 11,327.40
	Annual Recurring Services (1/1/2026-12/31/2026)	USD 11,893.77
	Annual Recurring Services (1/1/2027-12/31/2027)	USD 12,488.46

1. This renewal Statement of Work ("SOW") is between City of Montclair, CA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term from January 1, 2025 through December 31, 2027 ("Initial Term"). This SOW shall renew for an additional twelve month renewal term ("Renewal Term") upon mutual agreement of the parties. The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Annual Recurring Services shall be invoiced on January 1 of each calendar year thereafter and be subject to a 5% uplift for each Renewal Term. Client will pay all invoices within 30 days of the date of such invoice.

Signature Page to Follow.

Acceptance

By signing below, the parties are agreeing to be bound by Terms and Conditions found at: www.civicplus.help/hc/p/legal-stuff.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

**MINUTES OF THE MEETING OF THE MONTCLAIR
PERSONNEL COMMITTEE HELD ON MONDAY,
NOVEMBER 4, 2024, AT 6:03 P.M. IN THE CITY
ADMINISTRATIVE OFFICES, 5111 BENITO STREET,
MONTCLAIR, CALIFORNIA**

I. CALL TO ORDER

Mayor Pro Tem Johnson called the meeting to order at 6:03 p.m.

II. ROLL CALL

Present: Mayor Pro Tem Johnson, Council Member Ruh, City Manager Starr, and Assistant City Manager/Director of Human Services Richter

III. APPROVAL OF MINUTES

A. Minutes of the Regular Personnel Committee Meeting of October 21, 2024.

Moved by Council Member Ruh, seconded by Mayor Pro Tem Johnson, and carried unanimously to approve the minutes of the Personnel Committee meeting on October 21, 2024.

IV. PUBLIC COMMENT – None

V. CLOSED SESSION

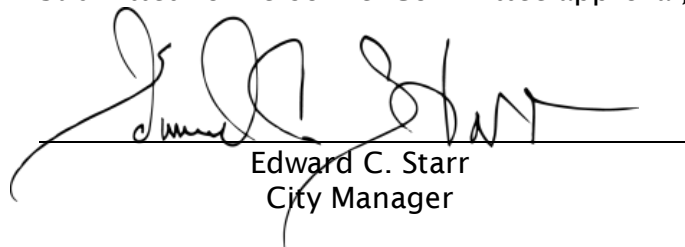
At 6:04 p.m., the Personnel Committee went into Closed Session regarding personnel matters related to appointments, resignations/terminations, and evaluations of employee performance.

At 6:32 p.m., the Personnel Committee returned from Closed Session. Mayor Pro Tem Johnson stated that no announcements would be made at this time.

VI. ADJOURNMENT

At 6:32 p.m., Mayor Pro Tem Johnson adjourned the Personnel Committee.

Submitted for Personnel Committee approval,



Edward C. Starr
City Manager

CITY OF MONTCLAIR
TREASURER'S REPORT
FOR THE MONTH ENDING
October 31, 2024

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STATEMENTS OF COMPLIANCE WITH INVESTMENT POLICY AND INVESTMENT STRATEGY FOR October 31, 2024

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**

October 31, 2024

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

\$ 51,093,140

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

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 October 31, 2024

Fund	Beginning Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance	
General Fund	\$ (6,792,914.59)	\$ 1,277,923.40	\$ 3,483,975.51	\$ 7,481.00	\$ (8,991,485.70)	(1)
Gas Tax Fund	199,143.29	102,872.81	91,067.78	-	210,948.32	(2)
Road Maintenance - Section 2032	2,533,405.28	86,924.87	11,772.50	-	2,608,557.65	
Measure I Fund	7,428,142.63	145,154.51	-	-	7,573,297.14	
Traffic Safety	206,515.43	15,480.11	1,282.42	-	220,713.12	
Disability Access Fund - Bus. License	64,445.10	720.00	1,015.40	-	64,149.70	
Park Maintenance	(12,619.40)	3,465.60	18,379.46	-	(27,533.26)	
Park Development	1,543,307.06	-	-	-	1,543,307.06	
CDBG	(22,624.64)	-	4,914.55	-	(27,539.19)	(2)
SB2 Planning Grant	-	-	-	-	-	
Air Quality Improvement Trust	66,123.80	-	-	-	66,123.80	
Senior Nutrition Program	(33,851.60)	29,052.22	19,663.45	-	(24,462.83)	(2)
American Rescue Plan	-	-	-	-	-	
Forfeiture Fund - State	110,406.47	530.03	-	-	110,936.50	
Proposition 30/SB 109	52,340.28	-	32.61	-	52,307.67	
SB 509 Public Safety	(148,963.93)	42,149.00	127,177.45	-	(233,992.38)	
Forfeiture Fund-Federal/DOJ	405,581.80	-	200.05	-	405,381.75	
Asset Seizure Fund	5.07	0.18	-	-	5.25	
Section 11489 Subfund	22,895.56	319.92	-	-	23,215.48	
Fed Asset Forfeiture-Treasury	136,591.17	-	-	-	136,591.17	
School District Grant Fund	106,572.00	-	-	-	106,572.00	
State Supplemental Law Enforce	96,014.68	132,763.58	-	-	228,778.26	
Local Law Enforcement Block Gr	18,980.67	-	18,962.00	-	18.67	
PC 1202.5 Crime Prevention	2,638.13	-	-	-	2,638.13	
Recycling Grant Fund	180,533.51	-	3,446.66	-	177,086.85	
Statewide Park Dev Grant	1,462,098.68	-	-	-	1,462,098.68	
Homeless Housing Assist Preven	(36,321.69)	47,986.00	-	-	11,664.31	(2)
LEAP Grant	(2,497.69)	-	-	-	(2,497.69)	(2)
Department of Cannabis Control	115,650.00	-	12,975.00	-	102,675.00	
After School Program Fund	(721,658.89)	216,094.50	174,021.27	-	(679,585.66)	(2)
City of Hope	1,285.59	-	-	-	1,285.59	
Safety Dept. Grants	(35,724.30)	-	8,385.18	-	(44,109.48)	(2)
OSMD Immunization Grant	1,370.50	-	-	-	1,370.50	
Kaiser Permanente Grant	456.92	-	1,389.90	-	(932.98)	
Resource Center Grant - OMSD	16,913.09	-	10.67	-	16,902.42	
Title IIB Sr Support Services	(17,724.85)	3,039.08	3,311.54	-	(17,997.31)	(2)
Healthy Community Strategic Plan	5,052.93	-	2,210.09	-	2,842.84	
ASES Supplemental Grant	48,439.00	-	-	-	48,439.00	
E.M.S. - Paramedic Fund	(9,368.95)	2,479.98	5,179.64	-	(12,068.61)	(3)
Economic Development	4,045,510.25	2,423.50	4,604,287.08	-	(556,353.33)	
City Contributions/Donations Fund	1,250.00	450.00	-	-	1,700.00	
Sewer Operating Fund	1,799,432.40	491,205.46	683,364.92	-	1,607,272.94	
Sewer Replacement Fund	2,955,064.61	-	-	-	2,955,064.61	
CFD 2011-1 (Paseos)	188,637.26	-	2,074.86	-	186,562.40	
CFD 2011-2 (Arrow Station)	127,792.92	-	-	-	127,792.92	
Inland Empire Utility Agency	7,669,641.26	-	-	-	7,669,641.26	
Sewer Expansion Fee Fund	1,277,278.92	-	-	-	1,277,278.92	
Developer Impact Fees - Local	1,703,303.63	-	-	-	1,703,303.63	
Developer Impact Fees - Regional	784,929.96	-	-	-	784,929.96	
Burrtec Pavement Impact Fees	373,502.29	26,504.97	-	-	400,007.26	
PUC Reimbursement Fund-MVGS	158,473.00	-	-	-	158,473.00	
Utility Underground In-Lieu	383,396.52	-	-	-	383,396.52	
General Plan Update Fee	122,081.12	385.42	5,642.65	-	116,823.89	
Housing Fund	1,572,108.20	-	-	-	1,572,108.20	
Public Education/Govt. PEG Fee Fund	157,900.03	-	-	-	157,900.03	
Infrastructure Fund	(5,977,594.19)	866,269.49	1,148,828.90	-	(6,260,153.60)	(4)
COVID-19	-	-	-	-	-	
Successor Agency Bonds-Taxable	5,123,954.71	60,764.67	-	-	5,184,719.38	
Successor Agency Bonds-Tax Exempt	8,236,615.79	98,347.88	25,059.90	-	8,309,903.77	
2021 Lease Revenue Bond Proceeds	(2,614,422.30)	-	974,154.69	-	(3,588,576.99)	
2014 Lease Revenue Bond Debt Svc	(1,656,737.99)	193,775.98	-	-	(1,462,962.01)	(5)
2021 Lease Revenue Bond Debt Svc	40,249.67	772,258.83	500.00	-	812,008.50	
Pension Obligation Bond Debt Svc	1,056,443.48	1,058,815.46	1,000.00	-	2,114,258.94	
Contingency Fund	0.96	-	-	-	0.96	(1)
Assigned General Fund Reserves	34,795,002.77	34,059.50	13,454.88	(7,481.00)	34,808,126.39	(1)
TOTALS	\$ 69,314,453.38	\$ 5,712,216.95	\$ 11,447,741.01	\$ -	\$ 63,578,929.32	

Negative Cash Notes follow this presentation.

Notes on Negative Cash Balances

- (1) The General Operating Fund may have 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. As Contingency and General Reserves exceed this negative, 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 fund has operational deficits annually. At the end of the fiscal year it is restored by a General Fund Transfer.
- (4) The Infrastructure Fund receives transfers from other funds to accomplish infrastructure projects. Those transfers are usually recorded when the projects nears completion or prior to mid-year budget preparation. Any negative in that fund will be eliminated at those times. Transfers from these funds (C.D.B.G., Gas Tax, Measure I, etc.) may go negative on cash pending collections of these revenues. In this way we can determine if obligations for projects are exceeding current resources.
- (5) This debt service operation utilizes transaction and use taxes which are part of the sales tax and Successor Agency property taxes. These have been sufficient in prior fiscal years to cover the necessary debt service; however, they are not completely received until fiscal year-end. Once debt service is covered the excess will be transferred to the General Fund.

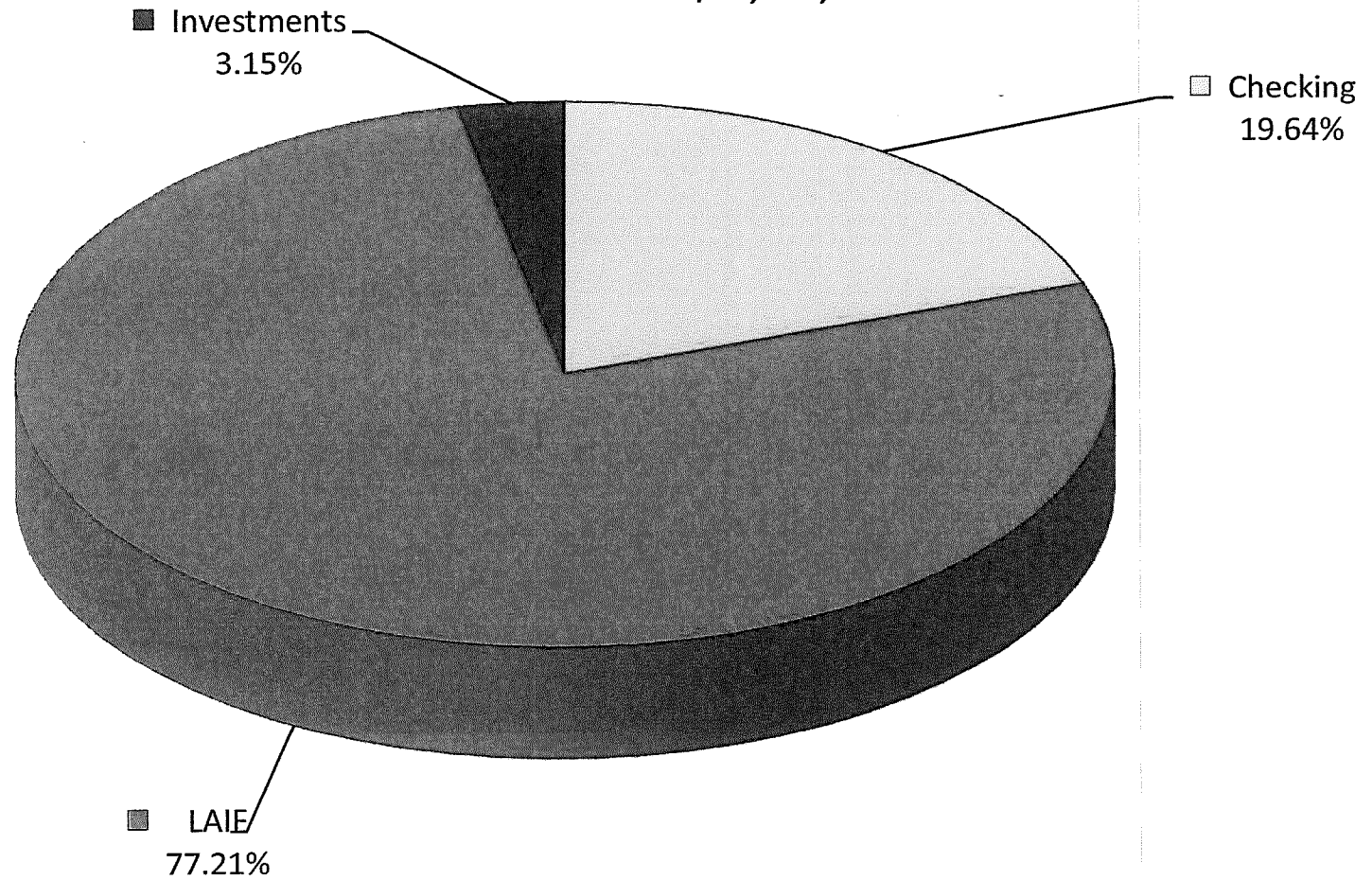
CITY OF MONTCLAIR
STATEMENT OF CASH AND INVESTMENT ACCOUNTS
AS OF October 31, 2024

	Par Value	Purchase Date	Maturity Date	Coupon Interest Rate	Current Market Value	Balance at Cost	Totals
CHECKING ACCOUNT							
Checking Account							\$ 12,483,315.67
Asset Seizure Account							\$ 2,473.90
CASH W/FISCAL AGENT, CD's, LAIF DEPOSITS, AND SHORT-TERM U.S. AGENCY SECURITIES							
Local Agency Investment Fund (LAIF)				4.480%	48,148,634.87	49,093,139.75	
First American Government					2,000,000.00	2,000,000.00	
					<u>\$ 50,148,634.87</u>		\$ 51,093,139.75
U.S. AGENCY SECURITIES							
					<u>\$ -</u>		\$ -
TOTAL							<u>\$ 63,578,929.32</u>

Current market values obtained from US Bank.

**CITY OF MONTCLAIR
CASH AND INVESTMENTS BY TYPE
October 31, 2024**

Total Cash & Investments \$63,578,930



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

FOR THE MONTH ENDING

October 31, 2024

**CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
STATEMENT OF CASH BY FUND
October 31, 2024**

COMBINED OPERATING FUND

Operating	<u>18,275.85</u>	\$	18,275.85
LRPRP Fund			
Operating	<u>0.00</u>	\$	0.00
RORF	647,418.86		
RORF Area I	0.00		
RORF Area II	0.00		
RORF Area III	0.00		
RORF Area IV	0.00		
RORF Area V	0.00		
RORF Area VI	0.00	\$	647,418.86
TOTAL CASH		\$	<u><u>665,694.71</u></u>

**CITY OF MONTCLAIR AS SUCCESSOR TO
THE REDEVELOPMENT AGENCY
STATEMENT OF CASH
October 31, 2024**

Checking Account

US Bank

665,694.71

TOTAL CASH

665,694.71

NOTE:

In accordance with State law, the Successor Agency receives the monies necessary to cover its obligations for the upcoming six month period. The monies are received in January and June of each year.

The Successor Agency has sufficient funds available to meet expenditures during the upcoming six-month period.

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

FOR THE MONTH ENDING

October 31, 2024

City of Montclair
Final Warrant Register
Council Date 11/18/2024
Regular Warrants
Checking Account: Successor to the RDA

	Warrants	US Bank transfers	Area Totals
SRDA Combined Operating Fund	0.00	6,567.74	6,567.74
RORF (Redevelopment Obligation Retirement Funds)	0.00	0.00	0.00
	0.00	6,567.74	

October 31, 2024 Total

6,567.74

Note: ACH payment for BLX, 10/3/24
Reimburse City for 10/10 payrolls
Reimburse City for 10/24 payrolls

Vice Chair Johnson

Book Transfer Daily Activity Detail

CITY OF MONTCLAIR
SinglePoint
Reported Activity From 10/01/2024 To 10/31/2024
Printed on 11/12/2024 at 7:40 AM PST



Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
10/24/2024	\$2279.12	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 Reimb City for 10/24/24 Payroll
Initiate Date 10/24/2024
Initiate Time 11:09AM CDT
Initiated By JKULBECK
Completed Date 10/24/2024
Completed Time 11:09AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
10/10/2024	\$2788.62	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 Reimb City for 10/10/24 Payroll
Initiate Date 10/10/2024
Initiate Time 11:23AM CDT
Initiated By JKULBECK
Completed Date 10/10/2024
Completed Time 11:23AM CDT

Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
10/03/2024	\$1500.00	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 funds to City for SRDA ACH pmt to BLX Invoice 41612/092624
Initiate Date 10/03/2024
Initiate Time 11:57AM CDT
Initiated By RBADAWI
Completed Date 10/03/2024
Completed Time 11:57AM CDT

Total Number of Book Transfers: 3
Total Amount of Book Transfers: \$6,567.74

--- End of Report ---

**CITY OF MONTCLAIR
HOUSING CORPORATION
TREASURER'S REPORT**

FOR THE MONTH ENDING

October 31, 2024

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SCHEDULE 1 - STATEMENT OF CASH AND INVESTMENTS

CASH AND INVESTMENTS GRAPH

Schedule 1

**CITY OF MONTCLAIR
HOUSING CORPORATION
STATEMENT OF CASH AND INVESTMENTS
October 31, 2024**

	<u>Interest Rate</u>	<u>Market Value</u>	<u>Book Value</u>
Checking Account			
US Bank			237,017.99
 Investments			
LAIF	4.51%	1,013,917.06	<u>1,017,666.10</u>
 TOTAL CASH & INVESTMENTS			<u><u>1,254,684.09</u></u>

NOTE:

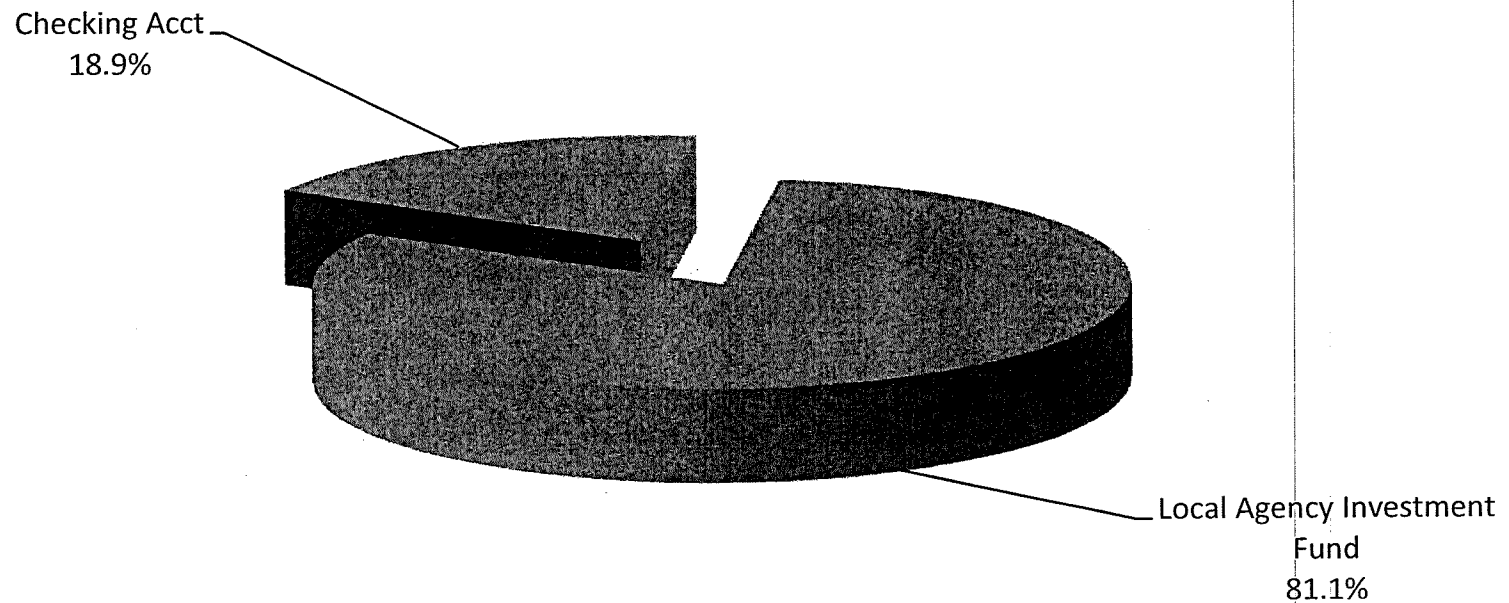
Pursuant to the Corporation's Investment Policy, all moneys are invested in banks, the Local Agency Investment Fund, and in securities with maturities of no greater than three years.

The Corporation has sufficient funds available to meet expenditures during the upcoming six-month period.

The Corporation is in compliance with the internal control procedures set forth in its Investment Policy.

**CITY OF MONTCLAIR
HOUSING CORPORATION
CASH AND INVESTMENTS GRAPH
October 31, 2024**

Total Cash & Investments - \$1,254,684



**CITY OF MONTCLAIR
HOUSING CORPORATION
WARRANT REGISTER
FOR THE MONTH ENDING
October 31, 2024**

City of Montclair
Final Warrant Register
Council Date 11/18/2024
Regular Warrants
Checking Account: MHC

Warrants	ACH Transfers	Voided Checks	US Bank transfers	Totals
117,886.06	0.00	0.00	900.00	118,786.06

October 31, 2024 Total

118,786.06

US Bank transfers:

Vice Chair Johnson

Book Transfer Daily Activity Detail

CITY OF MONTCLAIR

SinglePoint

Reported Activity From 10/01/2024 To 10/31/2024

Printed on 11/12/2024 at 7:39 AM PST



Effective Date	Amount	From: Debit Account Number	To: Credit Account Number	Status
10/03/2024	\$900.00	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 Transfer Funds to City for MHC ACH to D Parker for FY23/24 Tax Returns
Initiate Date 10/03/2024
Initiate Time 11:57AM CDT
Initiated By RBADAWI
Completed Date 10/03/2024
Completed Time 11:57AM CDT

Total Number of Book Transfers: 1
Total Amount of Book Transfers: \$900.00

--- End of Report ---

Accounts Payable

Checks by Date - Summary by Check Number

User: cramirez
Printed: 11/12/2024 7:31 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5738	Reg001	Registry of Charitable Trusts	10/03/2024	200.00
5739	HernG001	Gabriel Hernandez	10/10/2024	34,426.65
5740	Lexa001	Lexar Construction	10/10/2024	14,900.00
5741	Mont002	City of Montclair	10/10/2024	11,421.88
5742	Mont074	Monte Vista Water District	10/10/2024	3,098.18
5743	SCE-Res	Southern California Edison Co	10/10/2024	335.36
5744	Arti005	Artic Plumbing And Drain Cleaning	10/24/2024	1,655.00
5745	HernG001	Gabriel Hernandez	10/24/2024	21,800.00
5746	JGL001	JGL Electric Company, Inc.	10/24/2024	6,400.00
5747	Lexa001	Lexar Construction	10/24/2024	16,984.50
5748	Mont074	Monte Vista Water District	10/24/2024	5,397.49
5749	SCE-Res	Southern California Edison Co	10/24/2024	264.18
5750	Sout018	Southern California Edison Co	10/24/2024	442.76
5751	Sout021	Southern California Gas Co	10/24/2024	560.06

Report Total (14 checks):

117,886.06

**CITY OF MONTCLAIR
HOUSING AUTHORITY
TREASURER'S REPORT
FOR THE MONTH ENDING
October 31, 2024**

Schedule 1

**CITY OF MONTCLAIR
HOUSING AUTHORITY
STATEMENT OF CASH
October 31, 2024**

	<u>Interest Rate</u>	<u>Market Value</u>	<u>Book Value</u>
Checking Account			
US Bank			4,223.99
Investments			
LAIF	4.51%	3,216,652.13	<u>3,228,545.96</u>
TOTAL CASH & INVESTMENTS			<u><u>3,232,769.95</u></u>

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.

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

**CITY OF MONTCLAIR
HOUSING AUTHORITY
WARRANT REGISTER
FOR THE MONTH ENDING
October 31, 2024**

City of Montclair
Final Warrant Register
Council Date 11/18/2024
Regular Warrants
Checking Account: MHA

Warrants	Voided Checks	US Bank transfers - out.	Totals
0.00	0.00	0.00	0.00

October 2024 Total	<u><u>0.00</u></u>
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Vice Chair Johnson