

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

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

April 1, 2019

7:00 p.m.

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

*Persons wishing to speak on an agenda item, including closed session items, are requested to complete a yellow Speaker Information Card located at the entrance of the Council Chambers and present it to the City Clerk prior to consideration of the item. The Mayor/Chair (or the meeting's Presiding Officer) will recognize those who have submitted a card at the time of the item's consideration by the City Council/Board of Directors/Commissioners, and speakers may approach the podium to provide comments on the item at that time.*

*Audio recordings of the CC/SA/MHC/MHA/MCF meetings are available on the City's website at [www.cityofmontclair.org](http://www.cityofmontclair.org) and can be accessed by the end of the next business day following the meeting.*

- 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**

- A. Proclamation Declaring April 2019 as Child Abuse Prevention Month  
B. Proclamation Declaring April 2019 as DMV/Donate Life California Month

**VI. PUBLIC HEARINGS** — None

Page No.

**VII. 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 up to five minutes to address the City Council/Boards of Directors/Commissioners. (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.*

**VIII. CONSENT CALENDAR**

- A. Approval of Minutes
1. Regular Joint Meeting — March 18, 2019 [CC/SA/MHC/MHA/MCF]
- B. Administrative Reports
1. Consider Authorizing a \$10,993.24 Appropriation from the Public Safety Grant Fund to Purchase Active Shooter Response Supplies and Training Manikins from Various Vendors [CC] 3
- Consider Authorization to Receive \$10,993.24 from the FY2016 State Homeland Security Grant Program to Reimburse the Public Safety Grant Fund [CC]
2. Consider Declaring Used Police Uniforms as Surplus and Available for Donation to the Police Association of Huatabampo, Sonora Mexico [CC] 5

<ul style="list-style-type: none"> <li>3. Consider Receiving and Filing Status Report on Emergency Contracting Procedures Related to the Gymnasium Storm Drain Inlet Project [CC]</li> <li style="padding-left: 2em;">Consider Making the Determination that there is a Need to Continue the Action [CC]</li> <li>4. Consider Approval of Warrant Register and Payroll Documentation [CC]</li> </ul>	<p>6</p> <p>7</p>
<p>C. Agreements</p>	
<ul style="list-style-type: none"> <li>1. Consider Approval of Agreement No. 19-28 with Moule &amp; Polyzoides for Preparation of a Streetscape Plan for the Fremont Avenue and Arrow Highway Streetscape Improvement Project [CC]</li> <li style="padding-left: 2em;">Consider Authorizing a \$155,000 Appropriation from the Redevelopment Project Area No. III Tax Allocation Bond Fund for Design Services Related to Agreement No. 19-28 [CC]</li> <li>2. Consider Approval of Agreement No. 19-29, a Maintenance Covenant and Access Easement with Holt Monte Vista Properties, LLC, for Purposes of Ingress and Egress and for the Installation and Maintenance of Landscaping and Irrigation on Portions of the Public Right-of-Way Adjacent to Property to be Developed at the Northeast Corner of Monte Vista Avenue and Brooks Street [CC]</li> </ul>	<p>8</p> <p>17</p>
<p>D. Resolutions</p>	
<ul style="list-style-type: none"> <li>1. Consider Adoption of Resolution No. 19-3234 in Support of and in Partnership with the United States Census Bureau to Ensure a Complete and Accurate Count for the 2020 US Census [CC]</li> </ul>	<p>25</p>
<p><b>IX. PULLED CONSENT CALENDAR ITEMS</b></p>	
<p><b>X. BUSINESS ITEMS — None</b></p>	
<p><b>XI. RESPONSE — None</b></p>	
<p><b>XII. COMMUNICATIONS</b></p>	
<p>A. City Department Reports</p>	
<p>1. Human Services Department — Upcoming Events</p>	
<p>B. City Attorney</p>	
<p>C. City Manager/Executive Director</p>	
<p>D. Mayor/Chairperson</p>	
<p>1. Reorganization of 2018-20 Council Committee/Liaison Assignments [CC]</p>	
<p>E. Council/SA Board/MHC Board/MHA Commission/MCF Board</p>	
<p>F. Committee Meeting Minutes <i>(for informational purposes only)</i></p>	
<p>1. Public Works Committee Meeting — February 21, 2019 [CC]</p>	
<p>2. Personnel Committee Meeting — March 18, 2019 [CC]</p>	

**XIII. 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, April 15, 2019, 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 Acting Bodies after distribution of the Agenda packet are available for public inspection in the City Clerk's Office 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 City Clerk's Office 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, Andrea M. Phillips, 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, 5111, Benito Street on March 28, 2019.*



<u>Vendor</u>	<u>Bid Amount</u>
Life-Assist	\$4,651.89
Bound Tree	\$5,874.24
EMP Medical	\$6,069.77

Also, staff acquired bids from High Threat Innovations, Live Action Safety, and Bound Tree for four skin-toned training limbs that simulate wound care in an emergency setting. Staff recommends the training limbs be purchased from High Threat Innovations because Bound Tree did not include a protective carrying case or training gauze.

<u>Vendor</u>	<u>Bid Amount</u>
High Threat Innovations	\$2,029.68
Live Action Safety	\$2,032.77
Bound Tree	\$1,344.34

Additionally, staff acquired bids for two different semi-translucent training limbs that can simulate blood flow and blood loss to the wound area from High Threat Innovations and PHOKUS Research Group. PHOKUS and High Threat Innovations were the only two distributors found. Staff recommends that these training limbs be purchased from High Threat Innovations because they provide a protective carrying case for each limb.

<u>Vendor</u>	<u>Bid Amount</u>
High Threat Innovations	\$924.80
PHOKUS Research Group	\$847.43

Lastly, staff acquired bids for Rescue Task Force/MCI bags from High Threat Innovations, P.A.D. Tactical, and The Fire Store. Staff recommends that the bags be purchased from High Threat Innovations. High Threat Innovations has given staff bids on the two training limbs and the RTF/MCI bags. Their prices were the most cost-effective, and in this manner the Department can get the supplies from one vendor.

<u>Vendor</u>	<u>Bid Amount</u>
High Threat Innovations	\$1,046.80
P.A.D. Tactical	\$1,044.00
The Fire Store	\$1,049.00

All companies are in good standing with SAM.gov (System for Award Management) and tax rates have been recalculated based on the city of Montclair tax rate.

**FISCAL IMPACT:** The total cost to purchase all of the Active Shooter equipment is \$10,993.24. Should the City Council approve this item, this equipment would be purchased from the Public Safety Grant Fund (Fund 1163) and that fund would be reimbursed in the amount of \$10,993.24 by the FY2016 SHSGP.

**RECOMMENDATION:** Staff recommends the City Council authorize the following actions related to the purchase of the Active Shooter equipment:

1. A \$10,993.24 appropriation from the Public Safety Grant Fund.
2. The Fire Department would receive \$10,993.24 from the FY2016 State Homeland Security Grant Program to reimburse the Public Safety Grant Fund.



# AGENDA REPORT

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<b>DATE:</b>	APRIL 1, 2019	<b>FILE I.D.:</b>	PDT175
<b>SECTION:</b>	ADMIN. REPORTS	<b>DEPT.:</b>	POLICE
<b>ITEM NO.:</b>	2	<b>PREPARER:</b>	B. VENTURA
<b>SUBJECT:</b>	CONSIDER DECLARING USED POLICE UNIFORMS AS SURPLUS AND AVAILABLE FOR DONATION TO THE POLICE ASSOCIATION OF HUATABAMPO, SONORA MEXICO		

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**REASON FOR CONSIDERATION:** The City Council is requested to declare police uniforms as surplus items so they may be made available for donation to the Police Association of Huatabampo, Sonora Mexico.

**BACKGROUND:** When officer uniforms are no longer acceptable for use, they are turned in, and all police patches and identifiers are removed. The surplus uniforms no longer meet the acceptable standards of the Montclair Police Department, but can still be used by an agency that does not possess the means to purchase new uniforms. The surplus uniforms, if not donated, will be disposed of in a landfill after being rendered totally unserviceable. The items include 48 uniform pants, 53 uniform shirts, and 5 uniform jackets, which have been deemed as surplus City property. Upon being declared as surplus by the City Council, a representative of the Police Association of Huatabampo, Sonora Mexico will pick up and transport the items to the agency.

**FISCAL IMPACT:** There is no fiscal impact to the City of Montclair in donating the listed items.

**RECOMMENDATION:** Staff recommends the City Council declare used police uniforms as surplus and available for donation to the Police Association of Huatabampo, Sonora Mexico.





# AGENDA REPORT

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<b>DATE:</b>	APRIL 1, 2019	<b>FILE I.D.:</b>	FIN540
<b>SECTION:</b>	ADMIN. REPORTS	<b>DEPT.:</b>	FINANCE
<b>ITEM NO.:</b>	4	<b>PREPARER:</b>	L. LEW / V. FLORES
<b>SUBJECT:</b>	CONSIDER APPROVAL OF WARRANT REGISTER AND PAYROLL DOCUMENTATION		

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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 Raft has examined the Warrant Register dated April 1, 2019; and the Payroll Documentation dated March 17, 2019; and recommends their approval.

**FISCAL IMPACT:** The Warrant Register dated April 1, 2019, totals \$1,350,588.46; and the Payroll Documentation dated March 17, 2019, totals \$609,727.19 gross, with \$425,332.53 net being the total cash disbursement.

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



# AGENDA REPORT

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**DATE:** APRIL 1, 2019

**FILE I.D.:** STA800-D

**SECTION:** AGREEMENTS

**DEPT.:** PUBLIC WORKS

**ITEM NO.:** 1

**PREPARER:** N. CASTILLO

**SUBJECT:** CONSIDER APPROVAL OF AGREEMENT NO. 19-28 WITH MOULE & POLYZOIDES FOR PREPARATION OF A STREETScape PLAN FOR THE FREMONT AVENUE AND ARROW HIGHWAY STREETScape IMPROVEMENT PROJECT

CONSIDER AUTHORIZING A \$155,000 APPROPRIATION FROM THE REDEVELOPMENT PROJECT AREA NO. III TAX ALLOCATION BOND FUND FOR DESIGN SERVICES RELATED TO AGREEMENT NO. 19-28

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**REASON FOR CONSIDERATION:** Moule & Polyzoides (M&P) is seeking to provide urban design services for the Fremont Avenue and Arrow Highway Streetscape Improvement Project. To accomplish this task, M&P is suggesting that these services be provided in two phases and through two contracts by a coordinated team of consultants.

The Conceptual Design portion of the project would be led by M&P. The Construction Documents and Construction Administration phases would be led by *KOA Engineering*. The team would include the Landscape Architect *Fong Hart + Schneider*, and *Fehr & Peers*, Transportation Engineers. M&P will also participate in the Construction Documents phase of the work. *Fong Hart + Schneider* is the firm that M&P collaborated with to develop the Beverly Hills Golden Triangle and the Lancaster Boulevard streetscape projects—two of the premier examples of complete streetscapes in Southern California.

A copy of proposed Agreement No. 19-28 with Moule & Polyzoides is attached for the City Council's review and consideration

**BACKGROUND:** The City Council approved Agreement No. 17-14 with Moule & Polyzoides (M&P) to provide consulting services for the preparation of an amendment to the North Montclair Downtown Specific Plan (NMDSP). This firm is well-versed with the goals, priorities, and objectives established by the amended NMDSP and provides a material advantage over other firms. The City is committed to providing developer-friendly services and partnering with the developer community to further guide the development of the NMDSP area. Several pending developments would benefit from a more detailed street scheme to guide the development of Arrow Highway and Fremont Avenue.

Moule & Polyzoides has extensive knowledge and understands the vision for NMDSP. Since M&P developed the planning and environmental documents for the original and amended NMDSP, staff is recommending the retention of this firm. M&P possess the background information and knowledge to develop a Streetscape Plan on Fremont Avenue and Arrow Highway. Their expertise and understanding has grown through their work on the NMDSP. The design review of various projects in the NMDSP by M&P include the Alexan at Montclair, Bravo, and Village Partners.



The services from M&P would be executed under a three-part process:

1. Kick-off, Analysis & Alternatives Design  
 Deliver analysis of existing conditions in memo and diagram form, and summary of key constraints; background drawings to be used during the design process; and alternative street design schemes.
2. Preferred Street Scheme Development  
 Includes the preparation of a Draft Roadway Geometric Plan and preparing a conceptual street plan, and present drawings for a Streetscape scheme describing the conclusions reached at the end of the design process.
3. Refinement & Costing a Final Scheme  
 Deliver a Conceptual Cost Estimate; a final Streetscape Plan graphic document including drawings and written narratives, if necessary, for transportation, streetscape, and general phasing; and implementation recommendations.

Staff is recommending a new agreement with M&P for the development of Streetscape Plans on Arrow Highway and Fremont Avenue.

**FISCAL IMPACT:** Should the City Council approve Agreement No. 19-28, the estimated total costs would be \$155,000, which includes the following:

	<u>Fee</u>	<u>Total</u>
<b><u>Moule &amp; Polyzoides Fee Summary</u></b> .....		<b>\$105,000</b>
Task 1: Kick Off, Analysis & Alternatives	\$20,000	
Task 2: Preferred Street Scheme Development	\$65,000	
Task 3: Refinement & Costing of a Final Scheme	\$20,000	
<b><u>Consultant Fee Summary</u></b> .....		<b>\$50,000</b>
Traffic & Parking Consultant – Fehr & Peers	\$5,000	
Landscape Consultant – Fong Hart + Schneider	\$20,000	
Civil Engineering Consultant – KOA Engineering	\$5,000	
Cost Estimate – KOA Engineering	\$10,000	
Perspectivist	\$10,000	
<b><u>Estimated Total Fees</u></b> .....		<b>\$155,000</b>

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

1. Approve Agreement 19-28 with Moule & Polyzoides for preparation of a Streetscape Plans for the Fremont Avenue and Arrow Highway Streetscape Improvement Project.
2. Consider authorization of a \$155,000 appropriation from Redevelopment Project Area No. III Tax Allocation bond fund for design services related to Agreement No. 19-28.

# MOULE & POLYZOIDES

ARCHITECTS AND URBANISTS

8 March, 2019

Edward Starr, City Manager,  
Marilyn Staats, Deputy City Manager  
City of Montclair  
5111 Benito Street  
Montclair, CA 91763

Via E- mail: [estarr@cityofmontclair.org](mailto:estarr@cityofmontclair.org)  
[mstaats@cityofmontclair.org](mailto:mstaats@cityofmontclair.org)

***RE: Fremont Avenue & Arrow Highway Streetscape Improvement project***

Dear Mr. Starr & Ms Staats:

Moule & Polyzoides is pleased to present this proposal to provide urban design services for the Fremont Avenue & Arrow Highway Streetscape Improvement project. The project area includes three blocks of Fremont Avenue between the Gold Line Station and Montclair Place, and Arrow Highway between Central Avenue and the Wash west of Monte Vista Avenue.

We suggest that for reasons having to do with professional qualifications, efficiency and professional liability requirements, these services be provided in two phases and through two contracts by a coordinated team of consultants: The Conceptual Design portion of the project will be led by *Moule & Polyzoides*. The Construction Documents and Construction Administration phases will be led by KOA Engineering. The team will include the Landscape Architect Fong Hart +Schneider, and Fehr & Peers, Transportation Engineers.

This is a proposal for the Conceptual Design phase of the project. M&P will also participate in the Construction Documents Phase of the work. And this, in order to coordinate the street design produced under this contract, with the construction documents to be produced by KOA, the Executive Engineer. Our fees for this later portion of the work, will be included in their contract.

The choice of *Fong Hart + Schneider* to be the Executive Architect on the project is deliberate. That is because this is the firm that M&P collaborated with and delivered two of our most distinguished streetscape projects: The Beverly Hills Golden Triangle and the Lancaster Boulevard.

## **1 SCOPE OF WORK**

Our design services in this first phase of the project will be focused on:

1. Design collaboration among consultants, management of the design process, and coordination with key Departments of the City of Montclair;
2. Leading the consultant team in the Conceptual Design of the Freemont and Arrow Highway right of ways, including their possible variations from block to block;
3. Producing a final set of drawings and consultant recommendations that can be delivered to the Executive Project Engineer for the preparation of the project construction documents.

These services will be executed under a three- part process: *Kick off, Analysis & Alternatives Design, Preferred Street Scheme Development, Refinement & Costing a Final Scheme*, as follows:

### **Task 1: Kick off, Analysis & Alternatives Design (March/ April 2019)**

1. Document Collection, Plan Base: Ww will work with the Design Team to help compile and coordinate a project base drawing in AutoCAD format, with layers including any available “as-built” drawings, topography, public utilities, existing trees, etc.
2. Kick-off meeting: A half-day Design Team kickoff meeting in Montclair, that will include the following activities:
  - a. An introductory meeting in which we will meet with City staff members who are expected to play significant roles in the project to discuss project objectives, opportunities, constraints and new information that will shape the Final Conceptual Design.
  - b. A tour the project area to observe and discuss particular, context- related issues.
3. Key Issues Documentation: A memo covering project objectives and an approach to project technical issues and challenges, as they emerge through the study of the existing conditions;
4. Alternatives Design: Preparation of several alternative streetscape schemes for consideration by the consultant team and client group;
5. Meetings: Meeting as necessary to decide a preferred alternative scheme

**Task 1 Deliverables:**

- 1 Analysis of existing conditions in memo and diagram form, and summary of key constraints;
- 2 Background drawings to be used during the design process;
- 3 Alternative Street Design schemes;

**Task 1 Fees: \$ 20,000**

**Task 2: Preferred Street Scheme Development (April/ May 2019)**

A Conceptual Design scheme will be chosen among the alternatives prepared under Task 1. It will be developed under the following design steps:

1. Prepare Draft Roadway Geometric Plan: Based on a survey and existing conditions information provided by the City, and after the judicious choice of a preferred design alternative, the Design Team will attend an internal design charrette in our Pasadena offices. The primary purpose of this will be to resolve the basic roadway geometrics and public realm design program and form, prior to proceeding further with the project. The Draft Plan will:
  - a. Identify the numbers and widths of vehicular lanes, bike lanes, sidewalks, medians, and other major elements.
  - b. Describe basic street tree and street light patterns and spacing, and a preliminary palette of recommended landscape and hardscape types and materials, and potential shading and sun needs for the public realm area.
  - c. Integrate various forms of circulation, car, bike, pedestrian.
  - d. Explore amenity space opportunities within the public realm.
  - e. Include explore storm water management concepts and its impact on the street design and the use of water features for an entertainment experience.
2. Prepare a Conceptual Street Plan: Based on the Roadway Geometric Plan, the Design Team will prepare a Conceptual Street Plan for both Fremont and Arrow Hwy including the following details in patterns and dimensions:
  - a. -The appropriate number and sizes of lanes to enable traffic, bike and parking per current engineering standards.
  - b. -The appropriately sized sidewalks to enable pedestrian circulation, the appropriately sized planting strips and medians to allow for tree planting.

- c. A palette of trees applied to the project right of ways. Street Sections for the segments of the streets in the site area of the project.
  - d. Five electronic perspective eye level vignette drawings or photo transformations, illustrating key moments and issues within the project area;
3. Meetings: Meeting as necessary to confirm a final street design scheme.

**Task 2 Deliverables:**

Presentation drawings for a Streetscape scheme describing the conclusions reached at the end of the design process.

**Task 2 Fees: \$ 65,000**

**Task 3. Refinement & Costing a Final Scheme (June 2019)**

1. Final Design: Based on the input and direction of the City, we will proceed to refine and complete the conceptual design, on which the Conceptual Cost Estimate and subsequent final project documents will be based.
2. Conceptual Cost Estimate: The design team will prepare a Conceptual Construction Cost Estimate to include the cost of general conditions, demolition, sidewalk and pavement replacement and resurfacing, for landscape, irrigation, furnishings and decorative pavement areas.
3. Final Design Document: We will direct all consultants, traffic, civil & landscape, to comment on the final scheme and offer their final design recommendations and standards for its implementation through a set of construction documents; Following, we will produce a final Streetscape graphic document.

**Task 3 Deliverables:**

A final Streetscape Plan graphic document, including drawings and written narratives, if necessary, for transportation, streetscape and general phasing and implementation recommendations. A cost estimate in memo form.

**Fees for Task 3: \$ 20,000**

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**2 FEE SUMMARY**

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<i>Task 1: Kick Off, Analysis &amp; Alternatives</i>	<i>\$20,000</i>
<i>Task 2: Preferred Street Scheme Development</i>	<i>\$65,000</i>
<i>Task 3. Refinement &amp; Costing of a Final Scheme</i>	<i>\$20,000</i>

**Total Moule & Polyzoides Fee .....\$105,000**

**Consultant Fees**

Our work on this project will be supported by the following consultants, Civil, Traffic, Landscape and Rendering, to be contracted directly by Moule & Polyzoides:

<i>Traffic &amp; Parking Consultant- Fehr &amp; Peers</i>	<i>\$ 5,000</i>
<i>Landscape Consultant- Fong- Hart- Schneider</i>	<i>\$ 20,000</i>
<i>Civil Engineering Consultant-KAO</i>	<i>\$ 5,000</i>
<i>Cost Estimate-KAO</i>	<i>\$ 10,000</i>
<i>Perspectivist-</i>	<i>\$ 10,000</i>

TOTAL CONSULTANT ALLOWANCE.....**\$ 50,000**

**ESTIMATED TOTAL FEE..... \$155,000**

For the work completed as described above, the Client shall pay the Moule & Polyzoides team according to the following schedule:

*\$20,000 will be due as an Initial Payment, upon the signing of the contract. The remaining will be invoiced monthly, according to the progress of the work. Consultants will be paid by you as their work progresses and is confirmed complete by Moule & Polyzoides.*

Reimbursable expenses will be in addition and will include the costs of transportation, accommodations, meals, long-distance communications, postage, delivery, reproductions, models, and other costs incurred by the Architect in its service to the Client. Expenses paid directly by the Architect shall be billed to Client at a multiplier of 1.10 to cover administration and processing.

One copy of all drawing and documents produced will be provided to client. Any drawing prepared

by CAD will be prepared in AutoCAD 2016 format. All site planning and building plan documents will be presented at appropriate scales. Any work in addition to the scope described above will be paid on an hourly basis according to our current hourly fees.

### **3 ADDITIONAL SERVICES**

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Before or upon completion of this contract, the Client may choose to retain Moule & Polyzoides for additional services. These services, described below, may be performed in part or in whole.

- Public and private presentations of the project.
- Incorporating later major changes to the Streetscape Plan document, beyond typical planning process corrections.
- Reviewing construction-level drawings prepared by the civil engineer and other consultants.
- Reviewing design proposals by architects, landscape architects, and designers for adherence to the Documents.
- Reviewing construction documents and shop drawings for the design of public spaces.
- Assisting the Client in the preparation of marketing materials.
- Reviewing fixtures, hardscape finishes or other public realm design details during the construction process.
- Visiting the site on a periodic basis to determine if the quality of the work is proceeding in accordance with the intentions of the Documents.
- Further refining and updating the Documents after the completion of the project.
- Completing any other services mutually agreed upon by the Client and the Moule & Polyzoides

### **4 NOTICES**

All notices or other communications which shall or may be given pursuant to the Agreement shall be in writing and shall be delivered by personal service, or by registered mail addressed to the other party at the address indicated herein or as the same may be changed from time to time. Such notice shall be deemed given on the day on which personally served; or, if by mail, on the fifth day after being posted or the date of the actual receipt, whichever is earlier:

CLIENT:

Ed Starr, City Manager  
City of Montclair  
5111 Benito Street  
Montclair, CA 9176  
Vía e-mail: <ecstarr@cityofmontclair.org>

ARCHITECT/ URBANIST:

Stefanos Polyzoides  
Moule & Polyzoides  
180 East California Blvd  
Pasadena, CA, USA  
<[spolyzoides@mparchitects.co](mailto:spolyzoides@mparchitects.co)>

We are honored to be afforded the opportunity to work with you on such a great project. We are available to begin work as soon as you authorize us to do so.

Sincerely,



Stefanos Polyzoides, Architect & Urbanist

ACCEPTED AND AGREED:

\_\_\_\_\_  
Javier John Dutrey, Mayor

Name

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Andrea M. Phillips, City Clerk





# AGENDA REPORT

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**DATE:** APRIL 1, 2019

**FILE I.D.:** LDA550/LDU400

**SECTION:** AGREEMENTS

**DEPT.:** COMMUNITY DEV.

**ITEM NO.:** 2

**PREPARER:** M.DIAZ

**SUBJECT:** CONSIDER APPROVAL OF AGREEMENT NO. 19-29, A MAINTENANCE COVENANT AND ACCESS EASEMENT WITH HOLT MONTE VISTA PROPERTIES, LLC, FOR PURPOSES OF INGRESS AND EGRESS AND FOR THE INSTALLATION AND MAINTENANCE OF LANDSCAPING AND IRRIGATION ON PORTIONS OF THE PUBLIC RIGHT-OF-WAY ADJACENT TO PROPERTY TO BE DEVELOPED AT THE NORTHEAST CORNER OF MONTE VISTA AVENUE AND BROOKS STREET

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**REASON FOR CONSIDERATION:** The City Council is requested to consider approval of Agreement No. 19-29, a Maintenance Covenant and Access Easement with Holt Monte Vista Properties, LLC, for purposes of ingress and egress and for the installation and maintenance of landscaping and irrigation on portions of the public right-of-way adjacent to property to be developed at the northeast corner of Monte Vista Avenue and Brooks Street. A copy of proposed Agreement No. 19-29 is attached for City Council review and consideration.

**BACKGROUND:** On November 11, 2018, the Planning Commission approved a Precise Plan of Design and Variance request (Case No. 2018-24) to allow the construction of a new 71,891 square-foot industrial/warehouse building and associated site improvements on a 3.3-acre site at the northeast corner of Monte Vista Avenue and Brooks Street.

The project site abuts the northeast corner of Monte Vista Avenue and Brooks Street where grade and street changes have occurred in connection with the Monte Vista Avenue Grade Separation (overpass) Project. Because of required grade and street changes, a portion of the public right-of-way ended up behind and below the retaining walls, and in between the walls and the applicant's adjacent property lines. To eliminate these potential "no-man's land" areas that would be out of view and not maintained, the developer offered to incorporate the respective areas into his project's required landscape setbacks and maintain them in perpetuity as a condition of approval related to his request for the setback variance. The areas in question are shown as the diamond patterned areas in Exhibit B of the proposed Agreement.

The proposed Agreement identifies the specific portions of the public right-of-way in question and establishes the terms of the agreement regarding access and maintenance of these areas by the adjacent property owner. Landscape plans have already been prepared for the areas in question with building permits for the project being issued within in the next two weeks. The City Attorney has reviewed the proposed agreement as to form and content.

**FISCAL IMPACT:** The agreement transfers the responsibility of landscaping and maintaining the remaining portions of the public right-of-way, thereby saving the City current and future costs.

**RECOMMENDATION:** Staff recommends the City Council approve Agreement No. 19-29, a Maintenance and Covenant Access Easement with Holt Monte Vista Properties, LLC, for purposes of ingress and egress and for the installation and maintenance of landscaping and irrigation on portions of the public right-of-way adjacent to property to be developed at the northeast corner of Monte Vista Avenue and Brooks Street.

## MAINTENANCE COVENANT AND ACCESS EASEMENT

This MAINTENANCE COVENANT AND ACCESS EASEMENT (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between Holt Monte Vista Properties, LLC, (“Developer”), and the CITY OF MONTCLAIR (the “City”).

### RECITALS

- A. Developer is the owner and developer of certain real property located in the City of Montclair, California, legally described on Exhibit “A” which is attached hereto and incorporated herein by this reference.
- B. A portion of public right of way owned by the City is located between a retaining wall erected on Monte Vista Avenue and Brooks Street and the property line of the Developer’s property which is described on Exhibit “A”. That area is depicted on Exhibit “B” as the “Area To Be Maintained”.
- C. Developer has constructed or will construct improvements on the property described in Exhibit A, and as a condition of approval for its building permits has agreed to improve and maintain the Area To Be Maintained.

### AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Developer agree as follows:

1. **Easement.** City hereby grants the Developer, its successors and assigns a nonexclusive easement over, across and under the Area To Be Maintained for the purposes of ingress and egress and for the purposes of installing, maintaining, operating, repairing and replacing irrigation lines and landscaping in the Area To Be Maintained.
2. **Covenant to Maintain and Repair.** Developer shall, at its sole expense, itself or through qualified independent contractors, install fencing, hardscaping, landscaping and irrigation, as approved by the City, in the Area To Be Maintained and, after its installation, shall at all times maintain the fencing, hardscape and irrigation system in the Area To Be Maintained in good working order, condition and repair, and shall maintain the Area to Be Maintained landscaped and clear of all debris, and in compliance with all applicable state and local rules, codes, regulations, and guidelines.
3. **Easement is Appurtenant.** The Easement granted to Developer is appurtenant to the real property described in Exhibit “A” and shall run in perpetuity with the land described in Exhibit “A” in perpetuity. Any reference in the Easement to Developer shall include its successors and assigns.

4. **Duration of Covenant to Maintain and Repair.** The Developer’s covenant and obligation to fence, irrigate, hardscape, landscape and maintain and repair the Area To Be Maintained as depicted on Exhibit “B” shall run with the land described in Exhibit “A” in perpetuity and shall be binding on Developer and its successors and assigns, and all parties having or acquiring any right, title, or interest in the property described in Exhibit “A, and shall inure to the benefit of the City, as well as its successors and assigns.

5. **City Maintenance of Landscaping.** If Developer fails to meet the standard of maintenance necessary to keep the landscaping in a healthy condition and as described in Paragraph 2 above, City will give written notice of the deficiency to Developer who shall have 20 days to make the necessary corrections. If the corrections are not made within 20 days, City may elect to take the steps necessary to restore and maintain the landscaping. For this purpose, City may, through its own employees or contractor, enter on the Area To Be Maintained as is reasonably necessary.

6. **Maintenance Costs as Lien.** If City incurs costs in restoring or maintaining the landscaping as provided in Paragraph 5 above, City shall make demand upon Developer for payment. If Developer fails to pay the costs incurred by City within 30 days of the date demand is made, City may make the costs a lien upon the described in Exhibit A by recording a notice with the County Recorder of San Bernardino County that it has incurred expenses under the terms of this Agreement. The notice shall state the fact that City has incurred costs under the terms of this Agreement and shall state the amount, together with the fact that it is unpaid and draws interest at the rate of 10 percent per year until paid.

7. **Additional Remedies.** City may, as an alternative to the lien procedure set forth above in Paragraph 7, bring legal action to collect the sums due as the result of the making of expenditures for restoration and maintenance of the landscaping. Developer agrees that if legal action by City is necessary to collect the amount expended by City, Developer agrees to pay City a reasonable sum as attorneys’ fees and court costs, together with interest at the rate of 10 percent per year until paid.

8. **Notices.** Notice given by each party to this Agreement shall be given to the other party at the address shown below:

To City: City of Montclair  
Attn: Michael Diaz  
5111 Benito Street  
Montclair, CA 91763  
Email: mdaiz@cityofmontclair.org  
Phone: (909) 625-9432

To Developer: Holt Monte Vista Properties, LLC  
Attn: Bill Fox  
450 E. Foothill Blvd  
Pomona, CA 91767  
Email: Bfox@williamfoxgroup.com  
Phone: (951) 533-8130

When Developer ceases to be the owner of the property described in Exhibit "A", it may file with City a notice to that effect containing the name and address of the new owner and a copy of the deed. On Developer's filing of this information with City, the subsequent grantee is charged with the obligations under this Agreement.

9. **Miscellaneous.** If any provision of this Agreement is adjudged invalid, the remaining provisions shall not be affected. The obligations of Developer under this Agreement terminate as to it personally when Developer conveys its interest in the property described in Exhibit "A" and files for record with the County Recorder a copy of assignment of this Agreement. In such case, the new owner takes title subject to the requirements of this Agreement.

**CITY OF MONTCLAIR**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Name: Javier John Dutrey  
Title: Mayor

**ATTEST**

By: \_\_\_\_\_  
Name: Andrea M. Phillips  
Title: City Clerk

**HOLT MONTE VISTA PROPERTIES, LLC**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Name: William R. Fox  
Title: Manager

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

**PARCEL A:**

THAT PORTION OF LOT 2 IN BLOCK 28 OF MONTE VISTA TRACT, IN THE CITY OF MONTCLAIR, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 11, PAGE 34 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AND AS SHOWN ON AMENDED MAP OF PART OF THE MONTE VISTA TRACT, AS PER MAP RECORDED IN BOOK 8, PAGE 73, OF MAPS AND IN BOOK 13, PAGE 21, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT ON THE WEST LINE OF SAID LOT 2, WHICH IS SOUTH 0° 14' 10" EAST 144.00 FEET FROM THE NORTHWEST CORNER THEREOF, SAID WEST LINE BEING ALSO THE EAST LINE OF MONTE VISTA AVENUE;

THENCE EAST 185.00 FEET PARALLEL WITH THE SOUTH LINE OF HOLT AVENUE;

THENCE SOUTH 0° 14' 10" EAST 157.00 FEET, PARALLEL WITH THE WEST LINE OF SAID LOT;

THENCE AT RIGHT ANGLES, NORTH 89° 45' 50" EAST 121.00 FEET;

THENCE SOUTH 0° 14' 10" EAST 0.50 FEET TO A LINE WHICH IS PARALLEL WITH AND 301.00 FEET SOUTH, MEASURED AT RIGHT ANGLES, FROM THE SOUTH LINE OF HOLT AVENUE;

THENCE EAST ALONG SAID LAST MENTIONED PARALLEL LINE TO A POINT WHICH IS 472.00 FEET EAST AND 301.00 FEET SOUTH OF THE NORTHWEST CORNER OF SAID LOT;

THENCE SOUTH 43.83 FEET TO THE WEST LINE OF THE LAND DESCRIBED IN THE DEED TO THEODORE B. MODRA RECORDED IN BOOK 113, PAGE 199, OFFICIAL RECORDS;

THENCE SOUTH 10° 39' 00" WEST 150.13 FEET ALONG SAID WEST LINE TO THE NORTH LINE OF THE LAND DESCRIBED AS PARCEL NO. 2, IN THE DEED TO WAMBOLD MCCUNE RECORDED SEPTEMBER 13, 1939 IN BOOK 1366, PAGE 464, OFFICIAL RECORDS;

THENCE SOUTH 89° 42' 58", WEST 442.22 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF SAID LOT;

THENCE NORTH 0° 14' 10" WEST ALONG SAID WEST LINE TO THE **POINT OF BEGINNING**.

**TOGETHER WITH**, THAT PORTION OF LOT 2 IN BLOCK 28 OF MONTE VISTA TRACT, IN THE CITY OF MONTCLAIR, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 11, PAGE 34 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AND AS SHOWN ON AMENDED MAP OF PART OF THE MONTE VISTA TRACT RECORDED IN BOOK 8, PAGE 73, OF MAPS AND IN BOOK 13, PAGE 21, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT ON THE SOUTH LINE OF HOLT AVENUE 185.00 FEET EAST OF THE NORTHWEST CORNER OF SAID LOT 2, FOR THE TRUE POINT OF BEGINNING;

THENCE SOUTH PARALLEL WITH THE WEST LINE, 361.00 FEET;

THENCE AT RIGHT ANGLES EAST 121.00 FEET;

THENCE NORTH PARALLEL WITH THE WEST LINE, 361.00 FEET TO THE SOUTH LINE OF HOLT AVENUE;

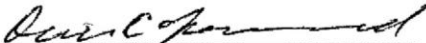
THENCE WEST 121.00 FEET TO THE **POINT OF BEGINNING**.

EXCEPT THE SOUTH 60.00 FEET THEREOF.

THE AREA OF THIS PARCEL CONTAINS 154,160 SQUARE FEET (3.54 ACRES) MORE OR LESS.

APN: 1011-011-03 AND 1011-011-05

THIS LEGAL DESCRIPTION WAS PREPARED BY ME OR UNDER MY DIRECTION.

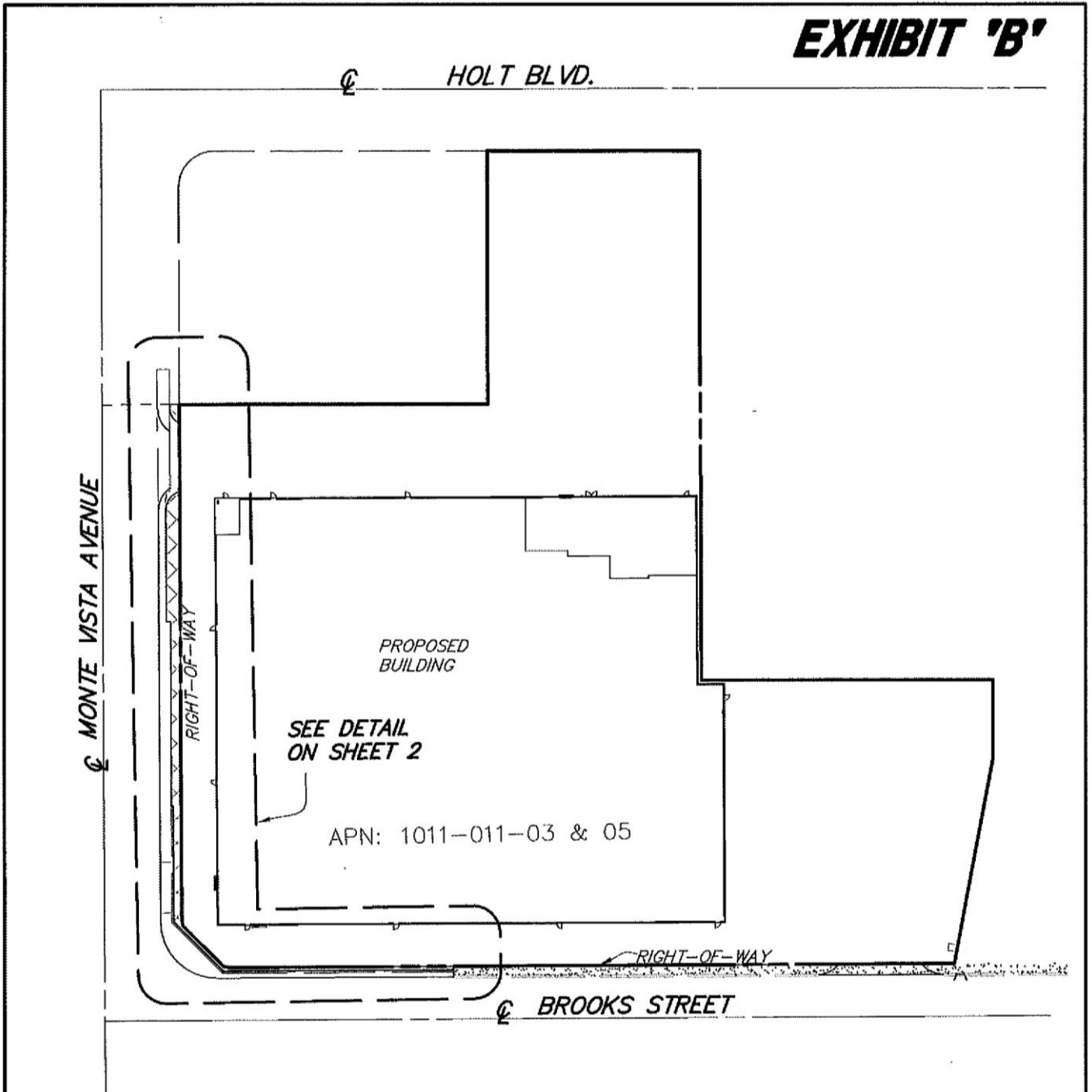
  
DENNIS C. FARNSWORTH  
RCE 31653, EXPIRES: 12/31/2020

2/4/19  
DATE:



SHEET 1 OF 1

# EXHIBIT 'B'



SCALE: 1"=80'

**LEGEND**



AREA TO BE MAINTAINED BY PROPERTY OWNER (1,832 S.F.)

<b>LAND DEVELOPMENT DESIGN COMPANY</b>		2313 E. Philadelphia St., Ste. F ONTARIO, CA 91761 (909) 930-1466 FAX (909) 930-1468		
		PLANNING • CIVIL • SURVEYING		
DATE:	SCALE:	SHEET:	JOB NO.	
1/31/19	1"=80'	1 OF 2	5979	EXHIBIT "B"







# AGENDA REPORT

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**DATE:** APRIL 1, 2019

**FILE I.D.:** CDV005/FGV025

**SECTION:** RESOLUTIONS

**DEPT.:** COMMUNITY DEV.

**ITEM NO.:** 1

**PREPARER:** M.DIAZ

**SUBJECT:** CONSIDER ADOPTION OF RESOLUTION NO. 19-3234 IN SUPPORT OF AND IN PARTNERSHIP WITH THE UNITED STATES CENSUS BUREAU TO ENSURE A COMPLETE AND ACCURATE COUNT FOR THE 2020 US CENSUS

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**REASON FOR CONSIDERATION:** The League of California Cities has requested the City of Montclair adopt a resolution recognizing the importance of the 2020 U.S. Census. The California Census Office is hosting a kick-off event on April 2, 2019, at the State Capitol in Sacramento to jump-start public awareness of the 2020 Census. League officials were requested to encourage its members to adopt a resolution recognizing the importance of the 2020 U.S. Census. The primary goal of the proposed resolution is to raise awareness of the Census, through collaboration and in support of outreach efforts, to reach everyone including those within geographic areas and/or demographic populations who are “least likely to respond.”

**BACKGROUND:** Every ten years, as mandated by the U.S. Constitution, the federal government undertakes a census of the U.S. population to determine the allocation of seats held by each state in the House of Representatives. The next federal census will begin on April 1, 2020. Collected census data is also used to calculate and distribute federal funding to states and local governments. In California, more than 70 federal programs that benefit our residents use the Census data and population counts as part of their funding formulas, including the Community Development Block Grant Program, as well as funding for roads, school programs and lunches, children’s health insurance, Head Start, and foster care. Census data is also a key element used to redraw federal and state legislative district boundaries. For the above reasons, a complete and accurate census count is essential to the well-being of our state and all Californians.

In order to count every person in the country, the U.S. Census Bureau partners with states, local governments, tribal governments, local businesses, non-government organizations (NGOs), and faith-based organizations to publicize and support the count. These efforts are referred to as Complete Count and are organized by various Complete Count Committees. California cities can play an active role in helping to make the 2020 U.S. Census fair and accurate, especially for historically undercounted populations: racial and ethnic minorities, young children, and renters. A significant change for the 2020 Decennial Census, is that for the first time, the Census will be conducted online. The new technology is intended to make it easier to respond to the Census because there are more options for self-response (online, by phone, and by mail), and reduce door-to-door canvassing. For the past year, City staff has been preparing for the 2020 Census by attending workshops and helping the Census Bureau verify address lists for the community.

**FISCAL IMPACT:** There is no direct fiscal impact associated with adopting the resolution. However, accurate population counts are key to ensuring the City has the opportunity to obtain a share of federal and state funds through the various programs and services (e.g., CDBG, roadway funding, etc.) they administer. One of the main implications of a miscount is the loss of annual federal and state funding opportunities for local government.

**RECOMMENDATION:** Staff recommends the City Council adopt Resolution No.19-3234 in support of and in partnership with the United States Census Bureau to ensure a complete and accurate count for the 2020 US Census.

**RESOLUTION NO. 19-3234**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR, CALIFORNIA, IN SUPPORT OF AND IN PARTNERSHIP WITH THE UNITED STATES CENSUS BUREAU IN ENSURING A COMPLETE AND ACCURATE COUNT FOR THE 2020 US CENSUS**

**WHEREAS**, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

**WHEREAS**, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

**WHEREAS**, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

**WHEREAS**, that challenge is amplified in California, given the size of the state and the diversity of communities; and

**WHEREAS**, California has a large percentage of individuals that are considered traditionally hard to count; and

**WHEREAS**, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

**WHEREAS**, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

**WHEREAS**, a complete and accurate count of California's population is essential; and

**WHEREAS**, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

**WHEREAS**, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

**WHEREAS**, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

**WHEREAS**, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

**WHEREAS**, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

**WHEREAS**, U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

**WHEREAS**, California is kicking-off its outreach and engagement efforts in April 2019 for the 2020 Census; and

**WHEREAS**, the League of California Cities has encouraged its members to adopt a resolution recognizing the importance of the 2020 U.S. Census; and

**WHEREAS**, the City of Montclair, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communication strategies, focusing on reaching the hardest-to-count individuals; now, therefore, be it

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Montclair recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.

**Effective Date.** This Resolution shall be in full force and effect immediately upon adoption.

**APPROVED AND ADOPTED** this XX day of XX, 2019.

**ATTEST:**

\_\_\_\_\_  
Mayor

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

I, Andrea M. Phillips, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 19-3234 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, 2019, and that it was adopted by the following vote, to-wit:

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

\_\_\_\_\_  
Andrea M. Phillips  
City Clerk

**MINUTES OF THE REGULAR MEETING OF THE PUBLIC WORKS COMMITTEE HELD ON THURSDAY, FEBRUARY 21, 2019, AT 4:00 P.M. IN THE CITY MANAGER CONFERENCE ROOM, 5111 BENITO STREET, MONTCLAIR, CALIFORNIA**

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**I. CALL TO ORDER**

Chair Raft called the meeting to order at 4:28 p.m.

**II. ROLL CALL**

Present: Chair Raft; Committee Member Martinez; City Manager Starr; Deputy City Manager/Director of Economic Development Staats; Chief of Police/Executive Director Office of Public Safety Avels; Public Works Director/City Engineer Castillo; Assistant Director of Housing/City Planner Caldwell; Facilities/Grounds Superintendent McGehee; Public Works Superintendent Mendez and City Planner/Planning Manager Diaz.

Absent: Senior Management Analyst Fuentes

**III. APPROVAL OF MINUTES**

The Public Works Committee approved the minutes of the Public Works Committee meeting of January 17, 2019.

**IV. PUBLIC COMMENT — None**

**V. PUBLIC WORKS DEPARTMENT UPDATES/ITEMS**

**A. OPERATIONS**

**1. MAINTENANCE ACTIVITIES**

An Operations Activities Report for the past month was included with the agenda. There were no questions or issues with the report.

**2. CANNING HUNGER (ADD ON)**

Canning Hunger a non-profit organization was awarded a job of providing curb address painting to help feed local families. Canning Hunger is the sole organization that has filed for a City Business License and was approved to operate in the City. The organization paints black 4 inch numerals on the reflective white background paint. A donation of \$15.00 by residents is estimated to provide a week's food for a family of four. Painting will begin in March and cease in April.

**3. ADDITIONAL ITEMS — None**

## **B. FACILITIES AND GROUNDS**

### **1. MAINTENANCE ACTIVITIES**

A Facilities and Grounds Activities Report for the past month was included with the agenda. There were no questions or issues with the report.

### **2. ADDITIONAL ITEMS — None**

## **C. ENGINEERING DIVISION ITEMS**

### **1. PROPOSED NEW SPEED LIMITS**

Public Works Director/City Engineer Castillo stated Speed surveys were conducted by the Montclair Police Department and Engineering Staff determined that no new speed limit will be changed.

### **2. RECTANGULAR RAPID FLASHING BEACON AT BENSON AVENUE AND J STREET INTERSECTION**

Benson at J Street item was approved and will be installed shortly. Recommendation for rapid flashing beacons placed at various locations throughout the City will be reviewed after traffic data is received from the Police Department.

### **3. ADDITIONAL ITEMS — None**

## **VI. POLICE DEPARTMENT UPDATE/ITEMS — None**

## **VII. COMMUNITY DEVELOPMENT DEPARTMENT PROJECT UPDATES/ITEMS**

### **1. UPDATE ON LAZY DOG RESTAURANTE (ADD ON)**

Assistant Director of Housing/City Planner Caldwell stated the Planning Commission approved the plan design and conditional use permit for construction of the Lazy Dog Restaurant at Montclair Place. The restaurant will include a 1,500 square foot dining patio. The patio entails a large fire pit and welcomes dogs on leashes. Construction is estimated to begin April 1<sup>st</sup>.

## **VIII. CAPITAL PROJECT UPDATES**

Public Works Director/City Engineer Castillo reported the status of the following capital improvement projects:

### **A. LOCAL PROJECTS**

#### **1. CENTRAL AVENUE UTILITY UNDERGROUND PROJECT**

This project is complete and Frontier Communication work is currently pending.

2. CITY HALL REMODEL PHASE 1 PROJECT (COUNCIL CHAMBERS IMPROVEMENTS)

A pre-construction meeting is scheduled for March 1<sup>st</sup> and Council Meetings set for March and April will have to be relocated.

3. CENTRAL AVENUE STREET REHABILITATION PROJECT PHASE 1

The project will be advertised in March and two workshops are scheduled for the landscape design phase with further details to be presented to Staff in April.

4. REEDER RANCH ROOF REPLACEMENT AND ELECTRICAL

The Reeder Ranch project was awarded at the February 19<sup>th</sup> Council Meeting. Staff is executing the contract and a pre-construction meeting will soon be held.

**B. REGIONAL PROJECTS**

1. MONTE VISTA AVENUE/UPRR GRADE SEPERATION PROJECT

This project has been delayed due to the recent rain. The false work has not been complete and construction of the bridge is estimated to take three to four months. Staff determined the Monte Vista Grade Separation project will be complete in July or August.

2. 1-10 CORRIDOR PROJECT

The final design is estimated to be presented by San Bernardino County Transportation Authority (SBCTA) in late March with construction in 2020.

3. CHINO BASIN PROGRAM (IEUA)

Inland Empire Utility Agency (IEUA) will provide a 15 minute presentation at the March 4<sup>th</sup> Council Meeting. This project received a 207 million dollar grant for new IEUA infrastructure. The City of Montclair will soon meet with the agency to form an agreement.

4. FOOTHILL GOLD LINE EXTENSION

Mr. Starr stated the Gold line is currently having funding issues. A meeting is set with Mayor Dutrey, City Manager Starr, and the Construction Authority to discuss funding issues. Staff will also be contacting Federal Transit Administration (FTA) to discuss federal funds that can possibly be utilized for this project. Mr. Starr predicts the Gold line will be more costly and will update staff at future meetings.

**IX. COMMITTEE, CITY MANAGER, AND DEPUTY CITY MANAGER ITEMS**

**1. DISCUSSION OF MACRO CELL SITES IN CITY PARKS (ADD ON)**

Deputy City Manager/Director of Economic Development Staats stated the City has several different locations of Macro Cell Towers. MacArthur Park, Alma Hofman Park, and Spirit of Freedom Park all contain a cell tower with a rental agreement with the City of Montclair. Mrs. Staats is regularly contacted by companies pursuing to purchase the rental agreements. She stated it is in the best interest for the City of continue with the rental agreement due to the monthly revenue the City collects.

**X. ADJOURNMENT**

At 5:05 p.m., Chair Raft adjourned the meeting. The next meeting of the Public Works Committee will be at 4:00 p.m. on March 21, 2019.

Submitted for Public Works Committee approval,

A handwritten signature in black ink, appearing to read 'Cenica Smith', is written over a horizontal line.

Cenica Smith  
Transcribing Secretary



**MINUTES OF THE MEETING OF THE MONTCLAIR  
PERSONNEL COMMITTEE HELD ON TUESDAY,  
MARCH 18, 2019, AT 8:15 P.M. IN THE CITY  
ADMINISTRATIVE OFFICES, 5111 BENITO STREET,  
MONTCLAIR, CALIFORNIA**

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**I. CALL TO ORDER**

Mayor Pro Tem Raft called the meeting to order at 8:15 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES**

**A. Minutes of the Regular Personnel Committee Meeting of March 4, 2019.**

Moved by Council Member Ruh, seconded by Mayor Pro Tem Raft, and carried unanimously to approve the minutes of the Personnel Committee meeting of March 4, 2019.

**IV. PUBLIC COMMENT - None**

**V. CLOSED SESSION**

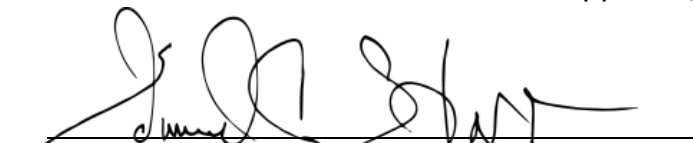
At 8:16 p.m., the Personnel Committee went into Closed Session regarding personnel matters related to appointments, resignations/terminations, and evaluations of employee performance.

At 8:30 p.m., the Personnel Committee returned from Closed Session. Mayor Pro Tem Raft stated that no announcements would be made at this time.

**VI. ADJOURNMENT**

At 8:30 p.m., Mayor Pro Tem Raft adjourned the Personnel Committee.

Submitted for Personnel Committee approval,

  
\_\_\_\_\_  
Edward C. Starr  
City Manager