

# CLAREMONT CITY COUNCIL

## MEETING AGENDA

*“We are a vibrant, livable, and inclusive community dedicated to quality services, safety, financial strength, sustainability, preservation, and progress with equal representation for our community.”*

City Council Chamber  
225 Second Street  
Claremont, CA 91711



Tuesday  
January 28, 2025  
6:30 PM

### COUNCILMEMBERS

COREY CALAYCAY  
MAYOR

JED LEANO

ED REECE

JENNIFER STARK

SAL MEDINA

Meetings are open to the public for in-person attendance. The meeting will be live streamed via Zoom, technology permitting. Members of the public will not be able to provide public comment via Zoom. To watch the meeting via Zoom, use the following link: <https://zoom.us/j/256208090>. To listen via telephone dial (213)338-8477, Webinar ID: 256 208 090. The recorded meeting will be uploaded to the City website and archived.

### OPTIONS FOR PUBLIC COMMENT

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

#### IN-PERSON LIVE COMMENTS

When the item you wish to speak to is announced, please proceed to the speaker's podium one by one.

#### E-MAIL/MAIL

Written comments sent to the City Clerk's office will be distributed to the City Council and imaged into the record of the meeting. Email: [cityclerk@claremontca.gov](mailto:cityclerk@claremontca.gov). Mail: PO Box 880, Claremont, CA 91711. Written comments submitted after publication of the agenda will be made available in the document archive system on the City website as soon as possible - [www.claremontca.gov](http://www.claremontca.gov).

**For assistance, comments, or more information please contact the City Clerk's Office:**

**email: [cityclerk@claremontca.gov](mailto:cityclerk@claremontca.gov); phone: (909) 399-5461 or (909) 399-5463.**

**CALL TO ORDER THE MEETING OF THE CITY COUNCIL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**ROLL CALL****CLOSED SESSION REPORT****CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS****Recognitions:**

*California Conservation Corps for Trail Maintenance Efforts in the Claremont Hills Wilderness Park*

*City of Claremont Reserve Park Rangers for Service to the Community*

**Staff Introduction:**

*Amanda Alvarez, Community Services Office Assistant*

**Announcement:**

*Claremont Helen Renwick Library Updates*

**FEDERAL HOLIDAYS AND OBSERVANCES****Holidays This Month and Upcoming:**

*New Year's Day, January 1, 2025*

*Birthday of Martin Luther King, Jr., January 20, 2025*

*Inauguration Day, January 20, 2025*

**MAYOR AND COUNCIL****Council Item****1. APPOINTMENT OF A COMMUNITY MEMBER TO THE TRI-CITY MENTAL HEALTH GOVERNING BOARD**

**Recommendation:** The City Council Ad Hoc Nominating Committee recommends the City Council appoint Sandra Grajeda to the Tri-City Mental Health Governing Board for a term commencing February 1, 2025, and expiring on January 31, 2026.

**Council Assignment Reports**

City Councilmembers may serve as representatives on regional organizations. This time is allocated for reports about their activities. For information about the Council's local, intergovernmental and regional appointments please visit the City website: <https://www.claremontca.gov/Government/City-Council/Council-Appointments>.

**CITY MANAGER REPORT**

## PUBLIC COMMENT

The Council has set aside this time for persons who wish to comment on items that are not listed on the agenda, but are within the jurisdiction of the City Council. Members of the public will have the opportunity to address the City Council regarding all items on the agenda at the time the Council considers those items.

General public comment will be taken for 30 minutes and will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

The Brown Act prohibits the City Council from taking action on oral requests relating to items that are not on the agenda. The Council may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

## CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine. The City Council may act on these items by one motion following public comment. Only Councilmembers may pull an item from the Consent Calendar for discussion, reading of resolutions and ordinances will be waived.

### 2. RESIGNATION OF TRAFFIC AND TRANSPORTATION COMMISSIONER BUFF BROWN

**Recommendation:** Staff recommends the City Council accept with regret the resignation of Buff Brown from the Traffic and Transportation Commission effective January 24, 2025.

**Attachment(s):** Resignation of Traffic and Transportation Commissioner Buff Brown

### 3. ADOPTION OF A RESOLUTION APPROVING THE CITY WARRANT REGISTER

**Recommendation:** Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated January 16, 2025.

**Attachment(s):** Resolution Approving City Warrant Register Dated January 16, 2025

### 4. CITY COUNCIL MINUTES OF JANUARY 14, 2025 (REGULAR)

**Recommendation:** Staff recommends the City Council approve the regular City Council meeting minutes of January 14, 2025.

**Attachment(s):** Draft Regular Meeting Minutes of January 14, 2025

### 5. INVESTMENT REPORT - QUARTER ENDING DECEMBER 31, 2024

**Recommendation:** Staff recommends the City Council receive and accept the Investment Report for the quarter ending December 31, 2024.

**Attachment(s):** Quarterly Investment Report

6. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS TO TRANSFER ADMINISTRATION OF THE CITY'S PENSION SECTION 115 TRUST TO SHUSTER ADVISORY GROUP, LLC, TRANSFER THE TRUST'S ASSETS TO CHARLES SCHWAB TRUST BANK, AND TO NAME ALTA TRUST COMPANY AS DIRECTED TRUSTEE (FUNDING SOURCE: GENERAL FUND)

**Recommendation:** Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS TO TRANSFER ADMINISTRATION OF THE CITY'S PENSION SECTION 115 TRUST TO SHUSTER ADVISORY GROUP, LLC, AND TO TRANSFER THE TRUST'S ASSETS TO CHARLES SCHWAB TRUST BANK AND TO NAME ALTA TRUST COMPANY AS DIRECTED TRUSTEE.

**Attachment(s):** Resolution to Execute Agreements to Transfer City's Pension Section 115 Trust

7. AWARD OF CONTRACT TO CCS FACILITY SERVICES, INC. FOR CUSTODIAL SERVICES AT CITY-OWNED BUILDINGS (FUNDING SOURCES: GENERAL FUND AND CEMETERY FUND)

**Recommendation:** Staff recommends the City Council:

- A. Award a contract to CCS Facility Services, Inc. for custodial services at City-owned buildings and authorize the City Manager to enter into a three-year agreement with two optional one-year extensions with CCS Facility Services, Inc. in an amount not to exceed \$269,786.76 per year, and authorize a contingency of \$10,000, for a total of \$279,786.76 annually, or \$1,398,933.80 during the maximum term of the agreement;
- B. Appropriate \$48,719.24 in 2024-25 and 2025-26 from the unassigned General Fund balance to fully fund the agreement for custodial services at City-owned buildings through June 30, 2026; and
- C. Appropriate \$20,219.52 in 2024-25 and 2025-26 from the unassigned Cemetery Fund balance to fully fund the agreement for custodial services at City-owned buildings through June 30, 2026.

## **PUBLIC HEARING**

Public Hearings will not begin before 7:00 p.m.

8. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - APPROVAL OF THE 2025-2026 BUDGET (FUNDING SOURCE: COMMUNITY DEVELOPMENT BLOCK GRANT FUND)

**Recommendation:** Staff recommends the City Council approve the program budget for the 2025-2026 Community Development Block Grant programs as proposed and authorize staff to proportionately increase or decrease each program budget based on the final Community Development Block Grant allocation.

## **ORDINANCES - None**

## ADMINISTRATIVE ITEMS

### 9. UPDATE ON CITY COUNCIL PRIORITIES AND 2024-26 OBJECTIVES (FUNDING SOURCES: VARIOUS)

- Recommendation:** Staff recommends the City Council:
- A. Receive and file the update on the 2024-26 City Council Priorities and Objectives; and
  - B. Provide direction to staff regarding the bulk item collection program.

**Attachment(s):** Attachment - City Council Priorities and 2024-26 Objectives

### 10. UPDATES TO THE TREE POLICIES AND GUIDELINES MANUAL (FUNDING SOURCE: GENERAL FUND)

- Recommendation:** Staff recommends the City Council approve the Tree Policies and Guidelines Manual as presented.

**Attachment(s):** Current Tree Policies and Guidelines Manual  
 Updated Tree Policies and Guidelines Manual  
 Public Comment Log  
 Additional Public Comment  
 Goals and Objectives  
 Excerpt from the Draft 12-18-24 Tree Committee Meeting Minutes  
 Excerpt from the Draft 01-16-25 CHS Commission Meeting Minutes

## CONTINUED PUBLIC COMMENT

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

## COMMISSIONS - no vacancies

## ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT CITY COUNCIL WILL BE HELD ON, FEBRUARY 11, 2025, AT 6:30 PM, IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

### ***A LOOK AHEAD – Upcoming Meetings and Tentative Agenda Items***

***Helen Renwick Library Program and Activities Update  
 Resolution Approving City Warrant Register Dated January 30, 2025  
 Draft January 28, 2025 Special and Regular City Council Meeting Minutes  
 Permanent Local Housing Allocation Funding  
 Tenant Protection Discussion***

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 or 909-399-5463 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, SHELLEY DESAUTELS, CITY CLERK OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON JANUARY 23, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: January 29, 2025