



**ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM**

TO: ADAM PIRRIE, CITY MANAGER

FROM: JAMIE COSTANZA, DEPUTY CITY CLERK

DATE: FEBRUARY 25, 2025

SUBJECT: SUMMARY OF THE FEBRUARY 25, 2025 REGULAR CITY COUNCIL MEETING

The following is a summary of City Council action from the regular meeting held on February 25, 2025.

CONSENT CALENDAR

1. Adoption of a Resolution Approving the City Warrant Register
Unanimously voted to adopt a resolution approving the City warrant register dated February 13, 2025. (AYES – 5, NOES – 0)

2. City Council Minutes of February 11, 2025 (Regular)
Unanimously voted to approve the regular City Council meeting minutes of February 11, 2025. (AYES – 5, NOES – 0)

3. City of Claremont Annual Audited Financial Reports for the Year Ended June 30, 2024
Received and filed the following letters and financial reports for the year ended June 30, 2024:
A. Annual Comprehensive Financial Report (ACFR);
B. Transportation Fund Financial Statements;
C. Housing Successor Agency Fund Statements;
D. Area Agency on Aging (Senior Nutrition Program) Financial Statements; and
E. Letters: Statement on Auditing Standards (SAS) 114 Letter, and Internal Controls Letter.
(AYES – 5, NOES – 0)

4. 2024 Homeless Services Update (Funding Sources: General Fund, American Rescue Plan Act Fund, and Measure H Funding)
Received and filed the 2024 Homeless Services Update. (AYES – 5, NOES – 0)

5. Authorization to Enter Into an Agreement with Black and White Emergency Vehicles for Patrol Vehicle Upfit (Funding Source: Motor Fleet Fund)
Authorized the City Manager to enter into a contract with Black and White Emergency Vehicles in the amount of \$114,807.03 for the upfit of seven marked Ford Explorer patrol units and one Chevy Colorado parking enforcement vehicle. (AYES – 5, NOES – 0)

6. Resolution Approving Participation in the Los Angeles County Permanent Housing Allocation Program and Dedicating the City's Year 5 Funds in the Amount of \$60,687 to the City of Pomona Hope for Home Shelter and Access Center (Funding Source: Permanent Local Housing Allocation Funds)
 - A. Adopted a resolution approving participation in the Los Angeles County Permanent Housing Allocation Program; and
 - B. Authorized the City Manager to enter into a contract with the City of Pomona in the amount of \$60,687 for homeless support services.
(AYES – 5, NOES – 0)

7. Adoption of a Resolution Authorizing Willdan Financial Services to Prepare the 2025-26 Landscape and Lighting District Annual Report (Funding Source: Landscape and Lighting District Fund)

Adopted a resolution directing Willdan Financial Services to prepare and file the 2025-26 Annual Report pertaining to Landscape and Lighting District No. LL001.
(AYES – 5, NOES – 0)

8. Authorization to Enter Into a Professional Services Agreement with CMPG Project Management for Project and Construction Management Services for the Police Department Female Locker Room Addition (Funding Source: American Rescue Plan Act Fund)

Authorized the City Manager to enter into a professional services agreement with CMPG Project Management for \$113,000 for project and construction management services for the Police Department female locker room addition project and authorize a five percent contingency in the amount of \$5,650, for a total amount not to exceed \$118,650. (AYES – 5, NOES – 0)

9. Second Amendment to the Legal Services Agreement with Rutan & Tucker, LLP (Funding Source: General Fund)

Authorized the Mayor to execute the proposed Second Amendment to the Legal Services Agreement between the City of Claremont and Rutan & Tucker, LLP to update the fee schedule to reflect rates currently in effect. (AYES – 5, NOES – 0)

10. Third Amendment to the City Manager Employment Agreement and Resolution Approving a One-Time Merit Award for the City Manager (Funding Source: General Fund)
 - A. Approved the Third Amendment to the City Manager Employment Agreement and authorize the Mayor to execute the Third Amendment; and
 - B. Adopted a resolution approving a merit award for excellent City Manager performance.
(AYES – 5, NOES – 0)

ADMINISTRATIVE ITEM

11. 2024-25 Mid-Year Budget Report

Received and filed the 2024-25 Mid-Year Budget Report.