



**ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM**

TO: ADAM PIRRIE, CITY MANAGER

FROM: JAMIE COSTANZA, DEPUTY CITY CLERK

DATE: MARCH 26, 2025

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

The following is a summary of City Council action from the regular meeting held on March 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 March 13, 2025. (AYES – 5, NOES – 0)
2. City Council Minutes of March 11, 2025 (Regular)
Unanimously voted to approve the regular City Council meeting minutes of March 11, 2025. (AYES – 5, NOES – 0)
3. Housing Element – 2024 Annual Progress Report (Funding Source: General Fund)
Unanimously voted to approve the 2024 Housing Element Annual Progress Report. (AYES – 5, NOES – 0)
4. Community Development Block Grant Program – Budget Amendment for 2024-25 (Funding Source: Community Development Block Grant Fund)
Unanimously voted to appropriate \$65,785 in the unallocated Community Development Block Grant program balance to the Housing Rehabilitation and Energy Efficiency Grant Program and \$50,000 to the Job Creation and Business Incentive Program, and authorize staff to allocate any new funds proportionally as necessary. (AYES – 5, NOES – 0)
5. Authorization to Enter Into an Agreement with Rincon Consultants, Inc. for Completion of the General Plan Safety Element (Funding Source: General Fund)
Unanimously voted to:
 - A. Authorize the City Manager to enter into a professional service agreement with Rincon Consultants, Inc. for completion of the General Plan Safety Element in the amount of \$60,830, including a ten percent contingency in the amount of \$6,083, for a total not to exceed agreement of \$66,913; and
 - B. Appropriate \$66,913 from the unassigned General Fund balance to fully fund the agreement.(AYES – 5, NOES – 0)

6. Authorization to Amend the Professional Services Agreement with Houseal Lavigne to Increase Compensation for Completion of the 6th Cycle Housing Element Update (Funding Sources: General Fund and Housing and Community Development Grants)
Unanimously voted to:
 - A. Authorize the City Manager to execute an amendment to the professional services agreement with Houseal Lavigne, increasing compensation by \$27,537 for a total not to exceed amount of \$477,484 for the completion of the Claremont Housing Element for the 6th Cycle (2021-2029); and
 - B. Appropriate \$27,537 from the unassigned General Fund balance to fully fund the agreement.
(AYES – 5, NOES – 0)

7. Utility Box Painting Project Phase Three Artist Selection (Funding Source: Public Art Fund)
Unanimously voted to:
 - A. Approve the Phase Three Utility Box Painting Project and Artist Selection as recommended by the Public Art Committee; and
 - B. Appropriate \$7,750 from the Public Art Fund to fully fund the project.
(AYES – 5, NOES – 0)

8. Authorization to Amend the Existing Agreement with West Coast Arborists, Inc. to Increase Compensation for Urban Forest Maintenance Services (Funding Sources: Landscape and Lighting District Fund and General Fund)
Unanimously voted to:
 - A. Authorize the City Manager to execute an amendment to the existing urban forest maintenance agreement with West Coast Arborists, Inc., adding \$90,000 in compensation to account for their response to the windstorm of January 2025; and
 - B. Appropriate \$90,000 from the unassigned General Fund balance to fully fund the cost of WCA's response to the wind event of January 2025.
(AYES – 5, NOES – 0)

9. Annual Report for the Military Equipment Use Policy of the Claremont Police Department as Required by Assembly Bill 481 – Military Equipment: Funding, Acquisition, and Use (Funding Source: General Fund)
Unanimously voted to receive and file the Annual Military Equipment Report.
(AYES – 5, NOES – 0)

PUBLIC HEARING

10. Tax Equity and Fiscal Responsibility Act of 1982 Hearing to Approve the Issuance of up to \$95 Million in Revenue Bonds by the California Municipal Finance Authority for the Benefit of Scripps College
Unanimously voted to adopt a resolution approving the issuance by the California Municipal Finance Authority of Revenue Bonds in the aggregate principal amount of not to exceed \$95,000,000 for the benefit of Scripps College. (AYES – 5, NOES – 0)

ORDINANCE

11. Ordinance Codifying Trail Etiquette Standards and Regulating the Use of Electric Bicycles in the Claremont Hills Wilderness Park (Funding Source: Wilderness Park Parking Lot Fund)

Voted to:

- A. Introduce an ordinance amending Title 11 of the Claremont Municipal Code to adopt trail etiquette standards and restrict the use of motorized devices in the Claremont Hills Wilderness Park allowing Class 1 and Class 2, vote separately on Section 11.10.120(C) related to horse waste, and add Chapter F to Section 11.10.080 related to the duty of exercising due care; (AYES – 5, NOES – 0) and
- B. Amend Section 11.10.120(C) to remove the words “or horses”. (AYES – 3, NOES – 2, Councilmember Reece and Mayor Calaycay voted against)

ADMINISTRATIVE ITEM

12. Authorization to Extend the Professional Services Agreement with Inland Valley Humane Society and S.P.C.C. for Animal Care and Control Services (Funding Source: General Fund)

Voted to:

- A. Authorize the City Manager to extend the current agreement with the Inland Valley Humane Society & S.P.C.A. for an additional two years, effective July 1, 2025, in an amount not to exceed \$466,416 annually, plus a Consumer Price Index (CPI) adjustment (not to exceed four percent) in 2026-2027; and
- B. Appropriate \$36,502 from the unassigned General Fund balance to fund the increased cost of service for 2025-26.
(AYES – 4, NOES – 1, Mayor Calaycay voted against)