

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
June 13, 2023
6:30 PM

COUNCILMEMBERS

ED REECE
MAYOR

COREY CALAYCAY

JENNIFER STARK

SAL MEDINA

JED LEANO

Meetings are open to the public for in-person attendance or remotely via Zoom. Should Zoom be disrupted, the in-person meeting will continue unless one or more Councilmembers are attending the meeting remotely pursuant to Assembly Bill 2449.

To participate in the meeting via Zoom, download Zoom on any phone or computer device cut and paste the following link into your browser to access and participate in the live City Council meeting at 6:30 p.m.: <https://zoom.us/j/256208090> or to only listen from the phone dial (213)338-8477, Webinar ID: 256 208 090.

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

OPTION 1: IN-PERSON LIVE COMMENTS – When the item you wish to speak to is announced, please proceed to the speaker’s podium one by one. Do not form a line in the center aisle.

OPTION 2: E-MAIL – Public comments may be sent via email to the City Clerk’s office at sdesautels@ci.claremont.ca.us and jcostanza@ci.claremont.ca.us. All emails will be distributed to the City Council and imaged into the record of the meeting.

OPTION 3: MAIL – Public comments may be mailed to Claremont City Hall, Attn: City Clerk’s Office, PO Box 880, Claremont, CA 91711. All comments received via mail will be distributed to the City Council and imaged into the record of the meeting.

OPTION 4: TELEPHONICALLY – Members of the public wanting to address the City Council telephonically are requested to inform the Claremont City Clerk’s office no later than 3:00 p.m. on the day of the meeting. The Claremont City Clerk’s office can be reached at (909) 399-5461 or (909) 399-5463. You will be called during consideration of the item you are interested in.

OPTION 5: REMOTE LIVE COMMENTS – Through Zoom, if you wish to speak, you may virtually select the "raise hand" button, which can be seen by the City Clerk. If you are dialing in by telephone and wish to speak, please push *9. This will "raise your hand".

The meeting will not be live streamed through Granicus as the meeting will be live streamed through Zoom instead. The recorded meeting will be uploaded to the City website and preserved.

CALL TO ORDER THE MEETING OF THE CITY COUNCIL

REMOTE PARTICIPATION REQUEST PURSUANT TO ASSEMBLY BILL 2449

If a member of the legislative body is attending pursuant to Assembly Bill 2449 and Zoom is disrupted, the meeting will be suspended until Zoom can be restored.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

CLOSED SESSION REPORT

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

Announcement:

Claremont Helen Renwick Library Update

Staff Introduction:

Melissa Sanabria, Community Improvement/Building Division Administrative Assistant

FEDERAL HOLIDAYS AND OBSERVANCES

Holidays This Month and Upcoming

Juneteenth, June 19th

MAYOR AND COUNCIL

Council Items

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: www.ci.claremont.ca.us/government/city-council/city-council-assignments-and-appointments.

CITY MANAGER REPORT

PUBLIC COMMENT

The Council has set aside this time for persons in the audience who wish to comment on items that ARE NOT LISTED ON THIS AGENDA, but are within the jurisdiction of the City Council. Members of the audience will later have the opportunity to address the City Council regarding ALL OTHER ITEMS ON THE AGENDA at the time the Council considers those items.

At this time the Council will take public comment for 30 minutes. Public Comment 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.

The Council requests, but does not require, speakers to identify themselves. When you come up to speak, please state your name unless you wish to remain anonymous. Each speaker will be allowed four (4) continuous minutes.

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine. The City Council or one or more Commissions and/or Committees have previously considered most of the items on the consent calendar. The Council may act on these items by one motion following public comment.

Only Councilmembers may pull an item from the consent calendar for discussion.

The City Council will waive reading of resolutions and ordinances. Each resolution and ordinance will be numbered following Council approval.

Now is the time for those in the audience to comment on the consent calendar. Each speaker will be allowed four (4) continuous minutes to comment on items on the consent calendar.

1. ADOPTION OF RESOLUTIONS APPROVING THE CITY WARRANT REGISTER

Recommendation:

Staff recommends that the City Council:

- A. 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 May 25, 2023; and
- B. 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 June 8, 2023.

Attachment(s):

- Resolution Approving City Warrant Register Dated May 25, 2023
- Resolution Approving City Warrant Register Dated June 8, 2023

2. CITY COUNCIL MINUTES OF MAY 23, 2023 (REGULAR)

Recommendation: Staff recommends that the City Council approve the regular City Council meeting minutes of May 23, 2023.

Attachment(s): Draft Regular Meeting Minutes of May 23, 2023

3. AWARD OF CONTRACT TO WEST COAST ARBORISTS, INC. FOR URBAN FOREST MAINTENANCE SERVICES (FUNDING SOURCE: LANDSCAPE AND LIGHTING DISTRICT FUND)

Recommendation: Staff recommends that the City Council award a contract to West Coast Arborists, Inc. for urban forest maintenance services and authorize the City Manager to enter into an agreement in an amount not to exceed \$716,100 annually for an initial contract term of three years with two optional one-year extensions.

4. AWARD OF CONTRACT TO DM CONTRACTING, INC. FOR THE CAHUILLA PARK WALKWAY REPAIR PROJECT (FUNDING SOURCE: MEASURE A FUNDS)

Recommendation: Staff recommends that the City Council:

- A. Award a contract to DM Contracting, Inc. in the amount of \$124,000 for the Cahuilla Park Walkway Repair Project and authorize the City Manager to enter into an agreement with DM Contracting, Inc. to complete the work; and
- B. Appropriate \$24,000 in Measure A funds to fully fund the Cahuilla Park Walkway Repair Project.

5. AWARD OF CONTRACT TO GARCON CONSTRUCTION FOR FIRST STREET TRANSIT IMPROVEMENTS AND APPROPRIATION OF FUNDING (FUNDING SOURCE: PROPOSITION A FUND)

Recommendation: Staff recommends that the City Council:

- A. Award a contract to Garcon Construction for Phase 1 Transit Improvements on First Street, and authorize the City Manager to enter into an agreement in the amount of \$490,857, authorizing \$215,536 for Alternate Bids A & B, and a ten percent contingency in the amount of \$70,639, for a total not-to-exceed amount of \$777,032;
- B. Authorize the City Manager to execute a Professional Services Agreement with Aragon Geotechnical Inc., for soils analysis and on-site compaction testing in the amount of \$9,527, and a ten percent contingency of \$953, for a total not-to-exceed amount of \$10,480;
- C. Authorize the City Manager to execute a Professional Services Agreement with Willdan Engineering for capital improvement inspection services in the amount of \$6,210, and a ten percent contingency in the amount of \$621, for a total not-to-exceed amount of \$6,831;
- D. Appropriate \$794,343 from the Proposition A Fund for Phase 1 Transit Improvements on First Street; and
- E. Find this item exempt from environmental review under the California Environmental Quality Act (CEQA).

6. ADOPTION OF A RESOLUTION AUTHORIZING PARTICIPATION IN THE LOS ANGELES COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEARS 2024-2026 (FUNDING SOURCE: COMMUNITY DEVELOPMENT BLOCK GRANT FUND)

Recommendation: Staff recommends that the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM.

Attachment(s): Resolution Approving Participation in the CDBG Program

7. AWARD OF CONTRACT TO TUNNELWORKS SERVICES, INC. FOR PHASE 5 OF THE SEWER REHABILITATION PROJECT (FUNDING SOURCE: SEWER FUND)

Recommendation: Staff recommends that the City Council:

A. Award a contract to Tunnelworks Services, Inc. and authorize the City Manager to enter into an agreement in the amount of \$297,990 for Phase 5 of the Sewer Rehabilitation Project, and authorize a project contingency of ten percent in the amount of \$29,799, for a total contract amount of \$327,789; and

B. Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

8. AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH TOTER, INC. TO PURCHASE AUTOMATED REFUSE AND RECYCLING CONTAINERS (FUNDING SOURCE: SANITATION FUND)

Recommendation: Staff recommends that the City Council authorize the City Manager to enter into a two-year contract with Toter, Inc., with an optional one-year extension, for the purchase of automated trash and recycling containers in an amount not-to-exceed \$141,000 annually.

9. AWARD OF CONTRACT TO LOS ANGELES TRUCK CENTER, LLC FOR ONE CNG ROLL-OFF SANITATION TRUCK (FUNDING SOURCE: SANITATION FUND)

Recommendation: Staff recommends that the City Council award a contract to Los Angeles Truck Center, LLC to purchase one CNG roll-off sanitation truck and authorize the City Manager to enter into an agreement with Los Angeles Truck Center, LLC in an amount not to exceed \$342,645.80.

10. ADOPTION OF A RESOLUTION APPROVING A ONE-TIME MERIT AWARD FOR THE CITY MANAGER (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends that the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING A MERIT AWARD FOR EXCELLENT CITY MANAGER PERFORMANCE.

Attachment(s): Resolution Approving a Merit Award

PUBLIC HEARING

Public Hearings will not begin before 7:00 p.m. Each speaker providing public comment will be allowed four (4) continuous minutes to speak, which cannot be delegated.

11. APPROVAL OF THE DISTRICT ENGINEER'S REPORT AND ADOPTION OF RESOLUTION AUTHORIZING THE 2023-24 LANDSCAPE AND LIGHTING DISTRICT ANNUAL ASSESSMENT OF \$212.19 PER ASSESSMENT UNIT (FUNDING SOURCE: LANDSCAPE AND LIGHTING DISTRICT FUND)

- Recommendation:** Staff recommends that the City Council:
- A. Open a public hearing, receive public comment, and close the public hearing;
 - B. Accept the Engineer's Report prepared by Willdan Financial Services; and
 - C. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, CONFIRMING A DIAGRAM AND ASSESSMENT, AND LEVYING THE ASSESSMENT FOR THE 2023/24 FISCAL YEAR IN CONNECTION WITH LANDSCAPE AND LIGHTING DISTRICT NO. LL001 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE.

- Attachment(s):** Engineer's Report
Resolution Confirming and Levying the 2023-24 LLD
Resolution 2023-16 - Authorizing the Preparation of the 2023-24 LLD
Resolution 2023-29 - Intent to Levy and Setting a Public Hearing Date
Excerpt from the 04-05-23 CHS Commission Meeting

ORDINANCE

12. AMENDMENT TO TITLE 5 OF THE CLAREMONT MUNICIPAL CODE REPEALING SECTION 5.52.100 TITLED "TERM OF PILOT PROGRAM" TO CONVERT THE EXISTING THREE-YEAR SHARED MOBILITY PROGRAM INTO A PERMANENT SHARED MOBILITY PROGRAM AND UPDATE REGARDING THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS BIKE SHARE PILOT PROGRAM

- Recommendation:** Staff recommends that the City Council:
- A. Introduce for first reading of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ADOPTING AN AMENDMENT TO TITLE 5 OF THE CLAREMONT MUNICIPAL CODE REPEALING SECTION 5.52.100 TITLED "TERM OF PILOT PROGRAM" TO CONVERT THE EXISTING THREE-YEAR SHARED MOBILITY PILOT PROGRAM INTO A PERMANENT SHARED MOBILITY PROGRAM FOR THE SHARED MOBILITY SYSTEMS AND DEVICES, SUCH AS BICYCLES, E-BIKES, AND ELECTRIC SCOOTERS; and
 - B. Direct staff to continue to work with the San Gabriel Valley Council of Governments on the implementation of its Bike Share Program in Claremont.

Attachment(s): Draft Shared Mobility Ordinance
Proposed Chapter 5.52 Shared Mobility Ordinance

ADMINISTRATIVE ITEM

13. AUTHORIZATION TO AMEND THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH CPS HR CONSULTING FOR DIVERSITY, EQUITY, AND INCLUSION PROGRAMMING AND CONSULTING SERVICES (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends that the City Council:

- A. Receive an oral report from CPS HR Consulting on the findings of their diversity, equity, and inclusion evaluation; and
- B. Authorize the City Manager to amend the existing professional services agreement with CPS HR Consulting adding \$70,000 in additional compensation for a total not-to-exceed amount of \$112,150 to implement recommended improvements/trainings and conduct community outreach.

Attachment(s): DEI Evaluation

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

One Architectural Commission Vacancy

One Planning Commission Vacancy

Various Upcoming End-of-Term Vacancies

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT CITY COUNCIL WILL BE HELD ON, JUNE 27, 2023, AT 6:30 P.M., IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

A LOOK AHEAD – Upcoming Meetings and Tentative Agenda Items

LA County Public Works Update on Recent Storm and Stormwater Capture Activities

Appointment/Reappointment of Members to the Public Art Committee

City Warrant Register Dated June 22, 2023

Draft Regular City Council Meeting Minutes of June 13, 2023

Award of Contracts for Utility Box Art Installation

Adoption of Zero Emission Bus Rollout Plan

Second Reading and Adoption of Shared Mobility Ordinance

Agreement with Risha Engineering for Seismic and Engineering Services

Agreement for Crossing Guard Services

Resolution Authorizing TDA/STA Claims Submittal

Agreement with JLL for Economic Development Consultation Services
Amendment to Agreement with Houseal Lavigne for 6th Cycle Housing Element Services
Authorization to Upgrade Audio/Visual in Council Chamber and City Hall Citrus Room
Resolution Approving Delinquent Sanitation Account Liens
Citywide User Fee Study

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 207 HARVARD AVENUE, CLAREMONT, MONDAY THROUGH THURSDAY, 7 AM – 6 PM. SUBJECT MATERIALS WILL BE MADE AVAILABLE ON THE CITY WEBSITE AS SOON AS POSSIBLE - www.ci.claremont.ca.us. For more information, please call the City Clerk's Office at 909-399-5461.

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 "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 JUNE 8, 2023, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: June 14, 2023



Claremont City Council

Agenda Report

File #: 4725

Item No: 1.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

ADOPTION OF RESOLUTIONS APPROVING THE CITY WARRANT REGISTER

RECOMMENDATION

Staff recommends that the City Council:

- A. 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 May 25, 2023; and
- B. 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 June 8, 2023.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Shelley Desautels
City Clerk

Attachments:

- A - Resolution Approving City Warrant Register Dated May 25, 2023
- B - Resolution Approving City Warrant Register Dated June 8, 2023

RESOLUTION NO. 2023-

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

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. That the list of claims and demands dated May 25, 2023, totaling \$2,284,388.09 has been audited as required by law.

SECTION 2. That warrant numbers 4479 through 4486, and 251909 through 252045, inclusive, are hereby allowed in the amounts and ordered paid out of the respective funds.

SECTION 3. That the Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 13th day of June, 2023.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

RESOLUTION NO. 2023-

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

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. That the list of claims and demands dated June 8, 2023, totaling \$1,268,793.76 has been audited as required by law.

SECTION 2. That warrant numbers 4487 through 4492, 5002, and 252046 through 252166, inclusive, are hereby allowed in the amounts and ordered paid out of the respective funds.

SECTION 3. That the Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 13th day of June, 2023.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont



Claremont City Council

Agenda Report

File #: 4726

Item No: 2.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: JUNE 13, 2023

Reviewed by:
City Manager: AP

SUBJECT:

CITY COUNCIL MINUTES OF MAY 23, 2023 (REGULAR)

RECOMMENDATION

Staff recommends that the City Council approve the regular City Council meeting minutes of May 23, 2023.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Shelley Desautels
City Clerk

Prepared by:

Jamie Costanza
Deputy City Clerk

Attachment:

Draft Regular Meeting Minutes of May 23, 2023

**CLAREMONT CITY COUNCIL
MEETING MINUTES**

Tuesday, May 23, 2023 – 6:30 p.m.

Meeting Conducted In Person and Via Zoom. Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Mayor Reece called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE**MOMENT OF SILENCE****ROLL CALL****PRESENT**COUNCILMEMBER: CALAYCAY, LEANO, MEDINA, REECE,
STARK**ABSENT**

COUNCILMEMBER: NONE

ALSO PRESENT

Adam Pirrie, City Manager; Jamie Earl, Assistant City Manager; Alisha Patterson, City Attorney; Aaron Fate, Police Chief; Jeremy Swan, Director of Community Services; Brad Johnson, Director of Community Development; Melissa Vollaro, Director of Human Services; Nishil Bali, Finance Director; Shelley Desautels, City Clerk

CLOSED SESSION REPORT

There was no closed session meeting.

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

The City Council received a presentation from Priscilla Espinoza on upcoming events taking place at the Claremont Helen Renwick Library.

ANNOUNCEMENT OF FEDERAL HOLIDAYS/OBSERVANCES

Memorial Day, May 29, 2023

MAYOR AND COUNCILCouncil Items - NoneCouncil Assignment Reports

This item starts at 04:42 in the archived video.

Mayor Reece reported that he recently attended the California Contract Cities conference.

CITY MANAGER REPORT

This item starts at 06:09 in the archived video.

City Manager Pirrie invited the community to the upcoming Memorial Day celebration on May 29, announced that the Planning Commission will review the 6th Cycle Housing Element Update on June 6 and the City Council will review the Commission's recommendation in July, and shared that the Claremont Village Freedom 5000 Run/Walk will take place on July 1.

PUBLIC COMMENT

This item starts at 07:43 in the archived video.

Mayor Reece invited public comment.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 09:59 in the archived video.

Councilmember Leano pulled Item No. 5 from the Consent Calendar.

Mayor Reece pulled Item No. 8 from the Consent Calendar.

Mayor Reece invited public comment on Consent Calendar Items No. 1-4, 6 and 7.

There were no requests to speak.

1. Adoption of a Resolution Approving the City Warrant Register
Adopted Resolution No. 2023-31, 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 May 11, 2023.
2. City Council Minutes of May 9, 2023 (Special and Regular)
Approved and filed the special and regular City Council meeting minutes of May 9, 2023.
3. Sanitation and Sewer Rate Increase of 3.0 Percent Based Upon the Consumer Price Index from March 2022 to March 2023, Effective July 1, 2023 (Funding Source: Sanitation and Sewer Funds)
Received and filed the report.
4. Authorization to Enter Into an Agreement with Innovation Painting, Inc. for the Alexander Hughes Community Center Painting Project and Appropriation of Additional Funds (Funding Source: General Fund)
 - A. Authorized the City Manager to enter into an agreement with Innovation Painting, Inc. in the amount of \$35,000 for the painting of the Alexander Hughes Community Center and authorized a ten percent contingency in the amount of \$3,500, for a total not-to-exceed amount of \$38,500; and
 - B. Appropriated an additional \$17,000 from the Equipment and Facility Revolving Reserve to fully fund the cost of the project, including contingency.

5. Authorization to Amend Existing Contracts and Appropriation of Additional Funding for the Bus Shelter Enhancement Project (Funding Sources: Grant Funds, Proposition A Fund, and Proposition C Fund)
This item was pulled from the Consent Calendar.
6. Release of Subdivision Improvement Bond for Final Tract Map No. 71420. Applicant – William Lyons Homes LLC, an Entity of Taylor Morrison, Inc.
Released the performance bond for Final Tract Map No. 71420.
7. Adoption of a Resolution Determining and Establishing the 2023-24 Appropriations Limit in the Amount of \$50,381,914
Adopted Resolution No. 2023-32, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, DETERMINING AND ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24.
8. Second Reading and Adoption of an Ordinance Imposing Heightened Tenant Protections for Just Cause Evictions for Certain Residential Tenancies in the City of Claremont (Funding Source: General Fund)
This item was pulled from the Consent Calendar.

Councilmember Stark moved to approve Consent Calendar Items No. 1-4, 6 and 7, seconded by Councilmember Medina, and carried on a roll call vote as follows:

AYES: Councilmember – Calaycay, Leano, Medina, Reece, Stark

NOES: Councilmember – None

Items Removed from the Consent Calendar

5. Authorization to Amend Existing Contracts and Appropriation of Additional Funding for the Bus Shelter Enhancement Project (Funding Sources: Grant Funds, Proposition A Fund, and Proposition C Fund)

This item starts at 12:13 in the archived video.

Councilmember Leano recused himself due to a business relationship between him and the applicant.

Mayor Reece invited public comment.

There were no requests to speak.

Councilmember Calaycay moved to:

A. Authorize the City Manager to execute an amendment to the existing contract with Tolar Manufacturing, Inc., increasing compensation by \$46,667.42, for a total contract amount of \$564,260.32;

B. Authorize the City Manager to execute an amendment to the existing contract with Green Giant Landscape, Inc., increasing compensation by \$10,090.20, for a total amount of \$318,090.20;

C. Authorize the City Manager to execute an amendment to the existing contract with JBohn Associates, increasing compensation by \$10,000, for a total contract amount of \$22,500; and

D. Appropriate \$464,434.62 from the Proposition A Fund to cover the portion of the project originally allocated for FTA funding, as well as for unanticipated project expenses;

Seconded by Councilmember Stark, and carried on a roll call vote as follows:

AYES: Councilmember – Calaycay, Medina, Reece, Stark

NOES: Councilmember – None

ABSENT: Councilmember – Leano

Councilmember Leano returned to the dais.

8. Second Reading and Adoption of an Ordinance Imposing Heightened Tenant Protections for Just Cause Evictions for Certain Residential Tenancies in the City of Claremont (Funding Source: General Fund)

This item starts at 13:25 in the archived video.

Mayor Reece recused himself from the discussion and left the meeting as he owns rental property in Claremont.

Mayor Pro Tem Medina invited public comment.

Lydia Hernandez raised concern that staff was not directed to create a rental registry as well as the decision that the ordinance will not apply to a property if there are nine or fewer rental units.

Max Sherman, Apartment Association of Greater Los Angeles, spoke against the City's proposed relocation fees as the Association believes it will negatively affect mom and pop property owners.

There were no other requests to speak.

Councilmember Stark moved to:

A. Waive further reading and adopt Ordinance No. 2023-02, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ADDING CHAPTER 8.34 ("JUST CAUSE FOR EVICTION") TO TITLE 8 ("HEALTH AND SAFETY") OF THE CLAREMONT MUNICIPAL CODE, PROHIBITING THE TERMINATION OF CERTAIN RESIDENTIAL TENANCIES WITHOUT "JUST CAUSE" IN THE CITY OF CLAREMONT; and

B. Determine that the ordinance is not subject to environmental review and exempt from environmental review under the California Environmental Quality Act (CEQA);

Seconded by Councilmember Leano, and carried on a roll call vote:

AYES: Councilmember – Leano, Medina, Stark

NOES: Councilmember – Calaycay

ABSENT: Councilmember – Reece

Mayor Reece returned to the dais.

PUBLIC HEARINGS – None

ORDINANCES – None

ADMINISTRATIVE ITEM

9. Resolution Updating the Fee Schedule for the Inclusionary Housing In-Lieu Fee (Funding Source: Inclusionary Housing Fund)

This item starts at 21:50 in the archived video.

Alex Cousins, Management Analyst, and Kathy Head, Keyser Marston Associates, gave a PowerPoint presentation, and responded to questions from the City Council regarding market driven prices, equity sharing, and the number of inclusionary housing units sold.

Mayor Reece invited public comment.

There were no requests to speak.

Mr. Cousins continued to respond to a question from the City Council regarding the City's current inclusionary housing program.

Councilmember Stark spoke in support of the City's current inclusionary housing program as it helps to build and maintain the community. She suggested the fee structure be updated when the inclusionary housing policy is reviewed.

Mr. Cousins confirmed the City Council will be receiving more frequent updates on the City's inclusionary housing program and the fees will be evaluated based on fluctuations in interest rates.

Councilmember Leano spoke in support of the City's current inclusionary housing program and the proposed fee schedule as the program helps create housing.

Councilmember Medina spoke in support of the proposed resolution updating the fee schedule which may create more affordable housing throughout the City.

Councilmember Calaycay spoke against the proposed resolution as well as the City's inclusionary housing program. He is concerned with the large windfall a homeowner may receive through this program which in turn does not help address the creation of more affordable housing.

Councilmember Stark moved to adopt Resolution No. 2023-33, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, UPDATING THE FEE SCHEDULE FOR THE INCLUSIONARY HOUSING IN-LIEU FEE PURSUANT TO CHAPTER 16.036 OF THE CLAREMONT MUNICIPAL CODE, seconded by Councilmember Leano, and carried on a roll call vote as follows:

AYES: Councilmember – Leano, Medina, Reece, Stark
NOES: Councilmember – Calaycay

ADJOURNMENT

Mayor Reece adjourned the meeting of the Claremont City Council at 7:42 p.m. The next regular meeting of the Claremont City Council will be held on Tuesday, June 13, 2023, at 6:30 p.m., in the Claremont Council Chamber.

Mayor

ATTEST:

Deputy City Clerk



Claremont City Council

Agenda Report

File #: 4730

Item No: 3.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AWARD OF CONTRACT TO WEST COAST ARBORISTS, INC. FOR URBAN FOREST MAINTENANCE SERVICES (FUNDING SOURCE: LANDSCAPE AND LIGHTING DISTRICT FUND)

SUMMARY

Responsibility for the maintenance of the City's urban forest falls under the purview of the Community Services Department. The City has approximately 25,000 trees that require maintenance, and urban forest maintenance services are provided by contract. Urban forest maintenance includes but is not limited to trimming, removal, and planting. The current contract with West Coast Arborists, Inc. (WCA) expires on June 30, 2023. In April 2023, the City solicited proposals for urban forest maintenance services. At the close of the bid period, two bids were received, with West Coast Arborists, Inc. as the lowest responsive bidder.

Staff recommends awarding a contract to West Coast Arborists, Inc. for urban forest maintenance services and entering into an agreement in the amount of \$716,100 annually for three years with two optional one-year extensions, for a total of five years.

RECOMMENDATION

Staff recommends that the City Council award a contract to West Coast Arborists, Inc. for urban forest maintenance services and authorize the City Manager to enter into an agreement in an amount not to exceed \$716,100 annually for an initial contract term of three years with two optional one-year extensions.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- Request more information from staff.
- Direct staff to reject all bids and rebid urban forest maintenance services.

FINANCIAL REVIEW

The current contract with West Coast Arborists, Inc. (WCA), which expires on June 30, 2023, is for \$716,100, which is included in the operating budget of the Community Services Department. In April 2023, staff solicited proposals for urban forest maintenance services. At the close of the bid period, two bids were received. The bid form for urban forest maintenance services includes many line items, including select and grid trimming, removals, plantings, and consulting services. Grid trimming is the bid item most frequently used. WCA proposed a cost of \$90 per tree for grid trimming, while Golden West Arbor Services provided a grid-trimming price of \$270 per tree. WCA was selected as the lowest responsive and responsible bidder based on the expected scope of landscape maintenance work required annually for the City’s urban forest. Below is a breakdown of bid prices received from the two firms:

Bid Item	WCA	Golden West Arbor Services
Grid Trimming	\$90	\$270
Select Trimming	\$350	\$1,300
New Tree Maintenance	\$60	\$85
Removal (per dbh)	\$49	\$70
Tree Planting (15-gallon)	\$220	\$380
Watering (per hour)	\$100	\$200
Emergency Response (3-man crew, after hours)	\$420	\$720

This purchase complies with all City purchasing guidelines. Bid and contract documents are available for review in the City Clerk’s Office. The staff cost to prepare this report is estimated at \$1,700 and is included in the operating budget of the Community Services Department.

ANALYSIS

The City’s urban forest consists of approximately 25,000 trees within the City’s rights-of-way and parks, and care and maintenance of the urban forest is the responsibility of the Community Services Department. Due to the size of the urban forest, the City contracts for its care and maintenance. The City currently contracts with WCA for urban forest maintenance services and has done so for over fifteen years. The current contract expires on June 30, 2023. Urban forest maintenance services include trimming, plantings, removals, treatment, and consulting arborist services, as needed, of all City-owned trees within the community.

To ensure the City receives the best value, a Request for Proposals (RFP) for urban forest maintenance services was issued in April 2023. The RFP was sent directly to four urban forest maintenance providers and advertised on the City’s website. A mandatory pre-bid meeting was held on May 3, 2023, and WCA and Golden West Arbor Services were the only two contractors in attendance at the pre-bid meeting. WCA and Golden West Arbor Services both submitted proposals, with WCA submitting the lowest responsible bid on all bid items.

WCA has provided urban forest maintenance services for the City for over fifteen years. In addition to

providing high-quality service, WCA has proven to be a great partner to the City and the community. They host the City's annual Arbor Day Celebration in partnership with the City, provide opportunities for small tree planting grants, and support the City at tree planting events. WCA was also a huge asset to the community during the January 2022 windstorm and the months following, assisting with emergency removals and helping the City return more quickly to normal operations. Staff recommends entering into a three-year contract, with two optional one-year extensions, in the amount of \$716,100 per year.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Cari Dillman
Community Services Manager



Claremont City Council

Agenda Report

File #: 4723

Item No: 4.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AWARD OF CONTRACT TO DM CONTRACTING, INC. FOR THE CAHUILLA PARK WALKWAY REPAIR PROJECT (FUNDING SOURCE: MEASURE A FUNDS)

SUMMARY

In January 2023, the City Council approved the Cahuilla Park Restroom Improvement Project, which included repairs to adjacent hardscape and walkways within Cahuilla Park. The City Council also authorized the use of Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A) funding for this project. The City Council appropriated \$308,500 in Measure A funding for the Cahuilla Park Improvement Project, \$100,000 of which is to be used for hardscape improvements and walkway repairs adjacent to the new restroom facility and throughout Cahuilla Park. Staff estimated 10,000 square feet of concrete repairs were necessary.

A Request for Proposals (RFP) was issued in April 2023 for 10,000 square feet of concrete repairs. At the end of the bid period, six bids were received, with DM Contracting, Inc. being the lowest responsive bidder. Staff recommends entering into a contract with DM Contracting, Inc. in an amount not to exceed \$124,000 for the walkway repair portion of the Cahuilla Park Restroom Improvement Project. Since the cost of the project exceeds the \$100,000 originally allocated, staff recommends an additional appropriation of \$24,000 in Measure A funds to fully fund the project.

RECOMMENDATION

Staff recommends that the City Council:

- A. Award a contract to DM Contracting, Inc. in the amount of \$124,000 for the Cahuilla Park Walkway Repair Project and authorize the City Manager to enter into an agreement with DM Contracting, Inc. to complete the work; and
- B. Appropriate \$24,000 in Measure A funds to fully fund the Cahuilla Park Walkway Repair Project.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- A. Request additional information.
- B. Reject all bids and direct staff to rebid the project.

FINANCIAL REVIEW

The Cahuilla Park Restroom Improvement Project is funded through Park Dedication Funds, funding from the Claremont Unified School District (CUSD), and Measure A funds. Measure A authorizes dedicated local funding for park, recreation, and open space projects and programs, as well as the maintenance of these projects. The Los Angeles County Regional Parks and Open Space District (RPOSD) is responsible for implementing and administering these funds, and Claremont receives an estimated annual allocation of \$140,000.

The total cost of the Cahuilla Park Restroom Improvement Project is estimated at \$519,700. Staff estimated 10,000 square feet of concrete repairs were necessary for the project. In April 2023, staff issued a Request for Proposals (RFP) for the repair of walkways within Cahuilla Park and along the walking path between Cahuilla Park and Claremont High School. At the end of the bid period, six bids were received, and proposals ranged from \$124,000 to \$400,000. DM Contracting, Inc. provided the lowest responsive bid at \$124,000.

Based on recent bids the City received for concrete work, which was \$10 per square foot, staff estimated the costs of the necessary repairs to be \$100,000 for 10,000 square feet of concrete. However, bids came in higher than anticipated at \$12.40 per square foot, or \$124,000 to complete the repairs. To fund the project in full, staff recommends an additional appropriation of \$24,000 in Measure A funds.

The staff cost to prepare this report and administer this project is estimated at \$1,300 and is included in the operating budget of the Community Services Department.

ANALYSIS

The Cahuilla Park Restroom Improvement Project includes a new restroom facility, utility improvements, park walkway repairs, and minor landscape improvements. Staff estimated approximately 10,000 square feet of park walkway require removal and replacement. This includes walkways on the west side of the park and the walkway between the park and Claremont High School. The project will address walkway deviations in these two areas of the park.

In January 2023, the City Council approved an allocation of \$519,700 from Measure A and Park Dedication funds for the Cahuilla Park Restroom Improvement Project. Staff estimated approximately 10,000 square feet of walkway repairs were necessary to address deviations adjacent to the new facility, in the western portion of the park, and the walkway between the park and the Claremont High School. Staff budgeted \$100,000 of the \$519,700 to address 10,000 square feet of walkway deviations based on previous bids the City received for concrete work, which were \$10 per square foot.

In April 2023, staff issued an RFP for the repair of walkways within Cahuilla Park. Six bids were received from: ICE General Builder, Inc., National Pool Builders, FS Contractors, Inc., DM

Contracting, Inc., CT&T Concrete Paving, and S&H Civilworks. DM Contracting, Inc. provided the lowest responsive bid at \$124,000, while National Pool Builders submitted the highest bid at \$400,000. Staff recommends entering into a contract with DM Contracting, Inc. in an amount not to exceed \$124,000. Staff also recommends an appropriation of \$24,000 in Measure A funds to fund the project in full.

DM Contracting, Inc. is a reputable concrete company that has been in business for over twenty years and was the successful bidder for the City's 2022-23 Sidewalk Rehabilitation Project. DM Contracting, Inc. has also completed several similar projects for the cities of Highland, Upland, and Rancho Cucamonga.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Economic Sustainability Plan, General Plan, the 2022-24 Budget, and the Youth and Family Master Plan.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Cari Dillman
Community Services Manager



Claremont City Council

Agenda Report

File #: 4737

Item No: 5.

TO: ADAM PIRRIE, CITY MANAGER

FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AWARD OF CONTRACT TO GARCON CONSTRUCTION FOR FIRST STREET TRANSIT IMPROVEMENTS AND APPROPRIATION OF FUNDING (FUNDING SOURCE: PROPOSITION A FUND)

SUMMARY

On February 28, 2023, the City Council authorized staff to execute a Professional Services Agreement (Agreement) with Michael Baker International (MBI) for the preparation of Plans, Specifications, and Engineer's Estimate (PS&E). This work would address both Transit Improvements and Americans with Disabilities Act (ADA) requests.

The Agreement with MBI includes improvements at four locations within the City that require transit facility maintenance and/or upgrades, as well as roadway maintenance due to heavy bus traffic along First Street, and one Transit and ADA improvement on Arrow Highway. Phase 1 of these improvements is located on First Street. Following the completion of the PS&E, staff advertised Phase 1 improvements for First Street at the Claremont Depot and the Transit stop areas along the south side of First Street between College Avenue and Columbia.

Staff received three bids ranging from \$490,856.14 to \$1,303,000. The lowest responsive and responsible bidder is Garcon Construction from Ontario, California.

Staff recommends that the City Council appropriate Proposition A funds and authorize the City Manager to execute all necessary agreements to implement the Phase 1 Transit Improvements on First Street.

RECOMMENDATION

Staff recommends that the City Council:

- A. Award a contract to Garcon Construction for Phase 1 Transit Improvements on First Street, and authorize the City Manager to enter into an agreement in the amount of \$490,857, authorizing \$215,536 for Alternate Bids A & B, and a ten percent contingency in the amount of \$70,639, for a total not-to-exceed amount of \$777,032;
- B. Authorize the City Manager to execute a Professional Services Agreement with Aragon Geotechnical Inc., for soils analysis and on-site compaction testing in the amount of \$9,527, and a ten percent contingency of \$953, for a total not-to-exceed amount of \$10,480;
- C. Authorize the City Manager to execute a Professional Services Agreement with Willdan Engineering for capital improvement inspection services in the amount of \$6,210, and a ten percent contingency in the amount of \$621, for a total not-to-exceed amount of \$6,831;
- D. Appropriate \$794,343 from the Proposition A Fund for Phase 1 Transit Improvements on First Street; and
- E. Find this item exempt from environmental review under the California Environmental Quality Act (CEQA).

ALTERNATIVE TO RECOMMENDATION

In addition to the staff recommendation, there is the following alternative:

- Request additional information from staff.

FINANCIAL REVIEW

Staff advertised the First Street Transit Improvements project on May 1, 2023 and received three bids before the 1:00 p.m. deadline on May 22, 2023. The three bids received ranged from \$490,856.14 to \$1,303,000. The Engineer's Estimate for this project was \$650,000. The low bid of \$490,856.14 is approximately 25 percent below the Engineer's Estimate. Of the three bidders, staff has determined Garcon Construction to be the lowest responsive and responsible bidder. Contract documents will be available for review in the City Clerk's office. The amount of this contract shall not exceed \$777,032.

Summary of bids received: (Base Bid Only per Project Specifications)

Contractor	Amount	City
Garcon Construction	\$490,856.14	Ontario
Roadway Construction	\$563,220.00	Perris
Onyx Paving Company	\$1,303,000.00	Anaheim

Proposition A funding is available for use to implement improvements directly on transit facilities, with Foothill Transit utilizing locations at the intersections of First Street and Harvard Avenue as well as First Street and Columbia Avenue. The City has identified Proposition A funds as an eligible funding source for construction/maintenance at these locations consistent with the applicable use of these funding measures.

Bid items for the project were advertised considering that additional soil preparation may be necessary and therefore required the inclusion of alternate bid schedules A & B. These two schedules account for the additional soil preparation that is likely to be needed to complete the

project if existing soil conditions do not compact properly. However, because the low bid received is approximately 25 percent lower than anticipated, staff will be directing the contractor to utilize alternate bid schedules A & B in order to provide the best improvement possible. Below is a summary of the project funding incorporating the base bid schedule and alternate bid schedules A & B.

Summary of proposed project funding: (Base Bid, Alternate A, and Alternate B Schedules)

Appropriation	Amount	Fund
Garcon Construction	\$777,032	Proposition A
Aragon Geotechnical Inc.	\$10,480	Proposition A
Willdan CIP Inspection	\$6,831	Proposition A
Total Appropriation	\$794,343	Proposition A

The staff cost to prepare this report is estimated at \$866 and is included in the operating budget of the Community Development Department.

ANALYSIS

Staff identified and recommended the appropriation of Proposition A funds in February 2023 in response to a request received from Foothill Transit to investigate a bus stop location on Arrow Highway, east of Indian Hill Boulevard, and additional transit improvements required to improve existing transit facilities on First Street.

These locations were requested by Foothill Transit and citizen contacts, and confirmed by staff observations. Due to funding restrictions, the implementation of the identified improvements was split into two phases. Below is a complete list of the project locations.

Phase 1 Improvements: [Will be completed with this appropriation]

1. First Street Bus Stop (south side), west of Harvard Avenue.
 - This location includes the installation of a concrete bus pad to replace the typical asphalt surface material that experiences asphalt displacement due to heavy bus traffic.
2. First Street concrete pavement bus bays (south side).
 - This location will receive a complete removal and replacement of the existing concrete bus pad used for a series of bus bays on the south side of First Street approaching Columbia Avenue. These bus bays/concrete pads are past their serviceable life and require replacement due to the amount of cracking and physical displacement of the existing concrete.

Phase 2 Improvements: [Will be completed with a subsequent appropriation]

1. New Transit Stop on Arrow Highway (south side), east of Indian Hill Boulevard.
2. First Street roadway segment (north side of the median, westbound direction) between College and Columbia Avenues.
3. Resurfacing, restriping and ADA improvements at the Park and Ride Lot at the southeast corner of First Street at College Avenue.

On February 28, 2023, the City Council authorized staff to execute a Professional Services

Agreement with MBI for the preparation of PS&E. This work would address both Transit Improvements and ADA requests.

The Professional Services Agreement with MBI included improvements at the locations listed above requiring transit facility maintenance and/or upgrades, roadway maintenance due to heavy bus traffic along First Street, and one Transit and ADA improvement on Arrow Highway. Phase 1 of these improvements is located on First Street. Following the completion of the PS&E, staff advertised Phase 1 improvements for First Street at the Claremont Depot and the Transit stop areas along the south side of First Street between College Avenue and Columbia.

With City Council's approval, staff will authorize the start of construction as early as June 19, 2023.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Sustainability Plan, and the General Plan.

CEQA REVIEW

This item is categorically exempt from environmental review under the California Environmental Quality Act (CEQA) under Section 15301 of the CEQA Guidelines (Class 1 - Existing Facilities). This exemption applies to the repair, maintenance, and minor alteration of existing public structures involving negligible or no expansion of the existing use and specifically includes existing highways, streets, sidewalks, gutters, bicycle and pedestrian trails, and similar features.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Prepared by:

Brad Johnson
Community Development Director

Vincent Ramos
Associate Engineer



Claremont City Council

Agenda Report

File #: 4743

Item No: 6.

TO: ADAM PIRRIE, CITY MANAGER

FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

ADOPTION OF A RESOLUTION AUTHORIZING PARTICIPATION IN THE LOS ANGELES COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEARS 2024-2026 (FUNDING SOURCE: COMMUNITY DEVELOPMENT BLOCK GRANT FUND)

SUMMARY

The Los Angeles County Development Authority (LACDA) has requested that all cities participating in the Los Angeles Urban County Community Development Block Grant (CDBG) program sign new Cooperation Agreements with the County. As a member of the Urban County Agreement, Claremont receives its CDBG funding from Los Angeles County. The County performs many of the administrative tasks required to comply with the Federal regulations of the CDBG program.

RECOMMENDATION

Staff recommends that the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- A. Request additional information
- B. Cancel participation in the Los Angeles Urban County CDBG Program

FINANCIAL REVIEW

Any existing or new Claremont-specific CDBG programs, including the administration of these programs, will be funded by CDBG funds.

The staff cost to prepare documentation and this report is estimated at \$500 and is included in the operating budget of the Community Development Department.

ANALYSIS

The CDBG Program is a Federal Block Grant Program that began in 1974, which provides funds to cities and counties to carry out programs and projects designed to benefit low-income persons. As a member of an Urban County Agreement, Claremont receives its CDBG funds from Los Angeles County.

Claremont has participated in the CDBG Program for many years. The Federal Government's allocation of funding to this program has fluctuated over time depending on a variety of factors occurring in the economy, and changes in administrations in the Federal Government. Over the last ten years, Claremont's annual allocation has ranged from a low of \$120,000 to a high of \$206,000. The latest allocation granted to Claremont for 2023-2024 is \$119,198.

Claremont has utilized CDBG funding for the last ten years for the following activities:

- Housing Rehabilitation Program
- Senior Case Management
- Job Creation and Business Incentive Program

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Sustainable City Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Prepared by:

Brad Johnson
Community Development Director

Alex Cousins
Management Analyst

Attachment:

Resolution Approving Participation in the CDBG Program

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM

WHEREAS, the City of Claremont desires to participate in the Los Angeles Urban County Program for the Community Development Block Grant (CDBG) funds, and if applicable, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program in the County’s Consolidated Plan for Fiscal Years 2024-2026, commencing on July 1, 2024 and through June 30, 2027; and

WHEREAS, the City authorizes the execution of a Cooperation Agreement with the County of Los Angeles in order to receive said CDBG funds;

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. Adopts and approves its participation in the Los Angeles County Urban County Program and receiving CDBG funds, and if applicable, HOME and ESG Program funds, and execution of the Cooperation Agreement between the City of Claremont and the County of Los Angeles for the time period of July 1, 2024 through June 30, 2027 and self-renewing thereafter.

SECTION 2. The City Council authorizes the Mayor, or City Manager as his/her designee, to execute the Cooperation Agreement, any and all related documents necessary, for participation in the Los Angeles Urban County Program on behalf of the City of Claremont.

SECTION 3. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.


PASSED, APPROVED, AND ADOPTED this 13th day of June, 2023.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:



City Attorney, City of Claremont



Claremont City Council

Agenda Report

File #: 4739

Item No: 7.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:
City Manager: AP

SUBJECT:

AWARD OF CONTRACT TO TUNNELWORKS SERVICES, INC. FOR PHASE 5 OF THE SEWER REHABILITATION PROJECT (FUNDING SOURCE: SEWER FUND)

SUMMARY

The 2022-23 Capital Improvement Program (CIP) budget includes funding for the Sewer Rehabilitation Project, Phase 5. This project repairs known defects in the City's sanitary sewer system. Staff issued a Notice Inviting Bids in April 2023. One proposal was received from Tunnelworks Services, Inc.

RECOMMENDATION

Staff recommends that the City Council:

- A. Award a contract to Tunnelworks Services, Inc. and authorize the City Manager to enter into an agreement in the amount of \$297,990 for Phase 5 of the Sewer Rehabilitation Project, and authorize a project contingency of ten percent in the amount of \$29,799, for a total contract amount of \$327,789; and
- B. Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request more information from staff.

FINANCIAL REVIEW

The 2022-23 CIP budget includes \$465,525 for the Sewer Rehabilitation Project, Phase 5. The

project is budgeted entirely in the City's Sewer Fund. The Sewer Fund is an enterprise fund, which can only be utilized for expenditures related to the operation, maintenance, and repair of the City's sanitary sewer system.

One bid proposal was received as part of the RFP process. Tunnelworks Services, Inc. provided the sole responsive proposal at a cost of \$297,990. Additionally, staff recommends a ten percent contingency in the amount of \$29,799 to cover unforeseen conditions that may require additional work. The total project cost, including the proposed contingency, is \$327,789, which is within the approved project budget.

The costs to carry out this project, research this issue, prepare documentation, and complete this report are estimated to be \$4,600. These costs are in staff time allocated to the project and are included in the operating budget of the Community Services Department.

ANALYSIS

Project Description

Claremont's sanitary sewer system is managed and operated by the Community Services Department. The physical sewer system infrastructure consists of approximately 120 miles of gravity-fed sewer lines and approximately 2,900 manholes and/or clean-outs. In 2016, the City completed a citywide Sanitary Sewer System Condition Assessment. The assessment analyzed the condition of the system and identified defects and potential problem areas. From this assessment, staff developed a five-year repair schedule to address defects identified in the assessment. Phase 1 was completed in 2019, Phase 2 in 2020, Phase 3 in 2021, Phase 4 in 2022, and Phase 5 is included in the 2022-24 Budget. Phase 5 is the final phase of the project. In 2024, staff will solicit services for a new citywide Sanitation Sewer System Condition Assessment and will use that data to set priorities for future projects.

The work required under the proposed contract includes pre-cleaning of sewer pipes, filming with closed-circuit television (CCTV) before and after installing lining, installing 2,615 linear feet of cured-in-place pipe (CIPP) and 36 CIPP patches, and re-establishing all lateral connections. CIPP lining provides a structurally sound, smooth, jointless, and watertight pipe within an existing pipe. The CIPP provides a fifty-year or greater service life. The project is anticipated to take six weeks and will begin in July 2023.

Bidder Selection

On May 30, 2023, one proposal for sewer rehabilitation services was received, opened, and evaluated. The sole bid was from Tunnelworks Services, Inc. in the amount of \$297,990. Since only one bid was received, City staff compared the proposed unit pricing to the unit pricing that was quoted during previous phases. For example, in 2022, Tunnelworks Services, Inc. and Southwest Pipeline and Trenchless Corp. submitted bids for Phase 4 of the project. Tunnelworks was the lowest responsive bidder and Southwest Pipeline and Trenchless Corp. was the second lowest bidder. Staff found that the unit pricing proposed by Tunnelworks Services, Inc. is lower in all but one category than that proposed by Southwest Pipeline and Trenchless Corp. in 2022. Therefore, it is determined that Tunnelworks Services, Inc. proposes competitive pricing versus its competitors.

Tunnelworks Services, Inc. has provided sewer rehabilitation, assessment, and CCTV services to cities for the past ten years, including prior work for the City of Claremont. Tunnelworks Services, Inc.

is a reliable, established, and reputable sewer rehabilitation company. They currently perform similar services for the cities of Los Angeles, Hermosa Beach, Carlsbad, and La Puente. Projects completed with similar scopes of work include the Costa Mesa Sanitary District, City of Long Beach, and the El Toro Water District.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

In accordance with the California Environmental Quality Act (CEQA), the Sewer Rehabilitation Project Phase 5 is categorically exempt pursuant to CEQA Guidelines Section 15301. This Class 1 exemption allows for the repair, maintenance, and minor alteration of existing public structures with negligible or no expansion of existing facilities. The purpose of the project is to address known defects in the sanitary sewer system, there will be no expansion of existing facilities.

Additionally, none of the exceptions to the categorical exemptions set forth in State CEQA Guideline Section 15300.2 applies to the proposed project because the proposed project (1) is not located in a uniquely sensitive environment, (2) is not located within a highway officially designated as a state scenic highway, (3) is not located on a hazardous waste site, (4) would not have a cumulative impact, and (5) would not have a significant substantial adverse change in the significance of a historical resource. Therefore, no additional environmental review is required.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Kristin Mikula
Community Services Manager



Claremont City Council

Agenda Report

File #: 4729

Item No: 8.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH TOTER, INC. TO PURCHASE AUTOMATED REFUSE AND RECYCLING CONTAINERS (FUNDING SOURCE: SANITATION FUND)

SUMMARY

The Sanitation Division provides curbside refuse collection to all single-family homes utilizing an automated system. Each residential customer is provided with a minimum of three automated containers, including one for refuse, one for recycling, and one for organics. In addition, the City provides automated containers to select commercial and multi-family customers. The Sanitation Division has utilized Toter containers for many years because of their durability, compatibility with the City's automated trucks, and consistency with existing containers. The existing agreement with Toter expires on June 27, 2023. Staff recommends that the City execute a new agreement with Toter, Inc. for automated container replacement.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a two-year contract with Toter, Inc., with an optional one-year extension, for the purchase of automated trash and recycling containers in an amount not-to-exceed \$141,000 annually.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information from staff.

FINANCIAL REVIEW

The 2022-24 budget for the Sanitation Fund includes \$141,000 for automated container replacements, enough to purchase approximately 2,800 containers. Containers are provided to customers as part of their monthly sanitation service fees; therefore, no additional fees are charged for replacements.

This purchase complies with all City purchasing guidelines, and contract documents are available for review in the City Clerk's office.

The staff cost to prepare this report and administer this contract is estimated at \$1,250 and is included in the operating budget of the Community Services Department.

ANALYSIS

The City provides refuse collection service to approximately 8,200 residential customers. Customers are provided with three containers to allow for the source separation of refuse, recycling, and organic materials into separate containers. In some cases, customers may request additional containers for an additional monthly fee. Containers are also provided at no additional cost to multi-family and commercial customers as part of the City's organic material recycling program.

The Sanitation Division receives frequent requests throughout the year for replacement containers due to routine wear and tear, damage, or inoperability. When requests are received, staff evaluates the existing container to determine if it can be repaired. Often staff can repair loose wheels, missing lids, and minor issues in the field. Significant damage such as cracks and holes warrant replacement.

The City maintains a current inventory of containers and a list of requests for replacement. While the City strives to repair rather than replace containers whenever possible, many containers must be replaced throughout the year to ensure they are safe and serviceable. When placing orders, the City evaluates current inventory and places orders appropriately to keep a stock of all container sizes and colors.

The City of Claremont is a member of Sourcewell; its membership entitles the City to access competitively bid national contracts. Sourcewell contracts leverage national volume pricing and provide members with a streamlined contracting process. Sourcewell has an existing contract with Toter, Inc. for waste and recycling containers, and the pricing included in the proposed contract is based on the Sourcewell competitively bid contract equipment pricing. The term of the proposed contract is consistent with the Sourcewell contract term.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Kristin Mikula
Community Services Manager



Claremont City Council

Agenda Report

File #: 4740

Item No: 9.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AWARD OF CONTRACT TO LOS ANGELES TRUCK CENTER, LLC FOR ONE CNG ROLL-OFF SANITATION TRUCK (FUNDING SOURCE: SANITATION FUND)

SUMMARY

The 2022-23 Sanitation budget includes funding to replace one compressed natural gas (CNG) roll-off sanitation truck. The current truck is a 2007 model and has exceeded its useful life. The total cost of the new replacement truck is \$342,645.80.

RECOMMENDATION

Staff recommends that the City Council award a contract to Los Angeles Truck Center, LLC to purchase one CNG roll-off sanitation truck and authorize the City Manager to enter into an agreement with Los Angeles Truck Center, LLC in an amount not to exceed \$342,645.80.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information.

FINANCIAL REVIEW

The cost to purchase one CNG roll-off sanitation truck is \$342,645.80. The adopted 2022-24 Budget includes sufficient funding for this replacement.

The City of Claremont is a member of Sourcewell; its membership entitles the City to access national, publicly bid contracts. Sourcewell awarded Battle Motors/Crane Carrier a competitively bid contract for sanitation vehicles at competitively bid prices. Under the competitively bid agreement, Crane

Carrier offers a ten percent discount on pricing. Los Angeles Truck Center is a local, franchise dealer and offers competitively bid pricing.

This purchase complies with all City purchasing guidelines, and contract documents are available for review in the City Clerk's office.

The staff cost to prepare this report is estimated at \$2,600 and is included in the operating budget of the Community Services Department.

ANALYSIS

The sanitation fleet consists of 24 vehicles and pieces of heavy equipment. The Sanitation Fund pays for sanitation fleet vehicle replacements, along with grants or other eligible sources of funding when available. The fleet includes eight residential trucks, four commercial trucks, three roll-off trucks, and nine miscellaneous support vehicles. Vehicle replacements are scheduled every ten years, and staff begins to evaluate and monitor each piece of equipment for replacement when it reaches eight years of age. Functional equipment is utilized beyond the ten-year replacement schedule when appropriate.

The vehicle proposed for replacement with this contract is a 2007 model. Based on age, current condition, and maintenance history, the Motor Fleet Supervisor and Solid Waste Supervisor recommend replacing this vehicle.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Kristin Mikula
Community Services Manager



Claremont City Council

Agenda Report

File #: 4752

Item No: 10.

TO: CITY COUNCIL

FROM: ALISHA PATTERSON, CITY ATTORNEY

DATE: JUNE 13, 2023

Reviewed by:
Assistant City Manager: AP

SUBJECT:

ADOPTION OF A RESOLUTION APPROVING A ONE-TIME MERIT AWARD FOR THE CITY MANAGER (FUNDING SOURCE: GENERAL FUND)

SUMMARY

The First Amendment to City Manager Adam Pirrie's Employment Agreement requires the City Council to perform an annual employee evaluation. The City Council conducted this evaluation on March 14, 2023. The City Council unanimously agreed that Mr. Pirrie is doing an excellent job as City Manager in managing projects, maintaining a strong financial situation, and serving as a leader both within the City organization and in the community.

The City Council directed the City Attorney to prepare the necessary documents to recognize the excellent performance with a merit award. A proposed resolution approving the merit award of fifteen thousand dollars (\$15,000) is attached for the City Council's consideration.

RECOMMENDATION

Staff recommends that the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING A MERIT AWARD FOR EXCELLENT CITY MANAGER PERFORMANCE.

ALTERNATIVE TO RECOMMENDATION

In addition to the staff recommendation, there is the following alternative:

- Do not adopt the attached resolution

FINANCIAL REVIEW

In lieu of a merit increase to the City Manager's base salary, which would result in an ongoing increase in salary and benefit costs, the City Council opted to provide Mr. Pirrie with a one-time merit award. The City Council's adoption of the attached resolution will authorize the payment of a merit award of \$15,000. The total cost to the City for the merit award amounts to \$15,218, which includes a 1.45 percent Medicare cost. It is important to note that the one-time merit award is not reportable as compensation for the purpose of calculating retirement benefits under the City's plan with the California Public Employees' Retirement System (CalPERS). Funding for the proposed award is available from projected budgetary savings in the General Fund.

The costs to research this issue, prepare documentation and complete this report are estimated to be \$600. These costs are in staff time and are included in the operating budget of the Administrative Services Department.

ANALYSIS

The City Manager is employed by contract as approved by the City Council. The contract is set forth in an employment agreement which requires an annual employee evaluation. The City Council conducted the evaluation in March of 2023, and the results were excellent. As a result, the City Council directed the City Attorney to prepare a resolution approving a merit award for the City Manager.

The proposed resolution provides for a one-time merit award in the amount of fifteen thousand dollars (\$15,000.00), plus a 1.45 percent Medicare cost of two hundred eighteen dollars (\$218.00).

CEQA REVIEW

This item is not subject to review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted and Prepared by:

Alisha Patterson
City Attorney

Attachment:

Resolution Approving a Merit Award

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING A MERIT AWARD FOR EXCELLENT CITY MANAGER PERFORMANCE

WHEREAS, pursuant to the First Amendment to the City Manager's Employment Agreement, the City Council conducted an annual employee evaluation of the City Manager on March 14, 2023; and

WHEREAS, the City Council unanimously agreed that the City Manager is doing an excellent job and exceeding expectations in managing projects, maintaining a strong financial situation, and serving as a leader both within City Hall and in the community; and

WHEREAS, the City Council directed the City Attorney to prepare this resolution to recognize the City Manager's excellent performance with a one-time merit award consisting of a payment of fifteen thousand dollars (\$15,000.00).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, DOES FIND AND DECLARE THAT:

SECTION 1. The above recitals are true and correct and are incorporated herein.

SECTION 2. The City Council awards to City Manager Adam Pirrie a one-time merit award of fifteen thousand dollars (\$15,000.00), plus a 1.45 percent Medicare cost of two hundred eighteen dollars (\$218.00) for a total of fifteen thousand, two hundred eighteen dollars (\$15,218.00).

SECTION 3. This Resolution shall take effect immediately upon adoption.

SECTION 4. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

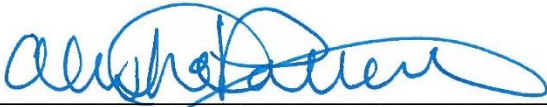
PASSED, APPROVED, AND ADOPTED this 13th day of June, 2023.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:



City Attorney, City of Claremont



Claremont City Council

Agenda Report

File #: 4721

Item No: 11.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

APPROVAL OF THE DISTRICT ENGINEER'S REPORT AND ADOPTION OF RESOLUTION AUTHORIZING THE 2023-24 LANDSCAPE AND LIGHTING DISTRICT ANNUAL ASSESSMENT OF \$212.19 PER ASSESSMENT UNIT (FUNDING SOURCE: LANDSCAPE AND LIGHTING DISTRICT FUND)

SUMMARY

On February 28, 2023, the City Council adopted Resolution 2023-16, authorizing the preparation of the 2023-24 Engineer's Report for the voter-approved Citywide Landscape and Lighting District (LLD). State law requires an annual update for the levying of Landscape and Lighting District assessments. The annual report includes the proposed budget for the services provided under the LLD, which includes the maintenance of landscape, parks, the urban forest, and streetlights. The report is complete and is included for the City Council's review and consideration as Attachment A.

As permitted in the enabling resolution (Attachment B), the Engineer has determined that the change in the February 2022 to February 2023 Los Angeles-Long Beach-Anaheim Area Consumer Price Index (CPI) represents an increase of 5.09 percent. The application of this change to the LLD assessment would increase it from \$201.89 per assessment unit (AU) to \$212.19 per AU for 2023-24.

RECOMMENDATION

Staff recommends that the City Council:

- A. Open a public hearing, receive public comment, and close the public hearing;
- B. Accept the Engineer's Report prepared by Willdan Financial Services; and
- C. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, CONFIRMING A DIAGRAM AND ASSESSMENT, AND LEVYING THE ASSESSMENT FOR THE 2023/24 FISCAL YEAR IN CONNECTION WITH LANDSCAPE AND LIGHTING DISTRICT NO. LL001 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information.

FINANCIAL REVIEW

The formula used to calculate each parcel's LLD levy is based on a standard assessment unit. Single-family residential parcels less than 11,500 square feet in area are considered one (1) assessment unit. From this base, all other land use designations are assigned assessment units based on the established formula (the complete formula is contained in the attached Engineer's Report, pages 12-13). The annual increase in the assessment amount is limited to the increase in the Los Angeles-Long Beach-Anaheim Area Consumer Price Index (CPI) for the twelve-month period of February to February. The CPI increase for this period is 5.09 percent.

The assessment per AU for 2022-23 was \$201.89. Applying an increase equal to the CPI increase of 5.09 percent would increase the assessment to \$212.19. This new assessment amount would result in \$155,839 in additional revenue, bringing the total LLD assessment revenue to \$3,169,040 for 2023-24. The total LLD maintenance costs for 2023-24 are estimated at \$3,939,231.

Revenue from the LLD assessments will fund approximately 72 percent of eligible LLD program expenditures, with approximately 28 percent subsidized by the General Fund.

Below is an overview of the estimated expenditures and related funding for 2023-24:

2023-24 Maintenance and Expenditure Plan

Developed Parks	\$1,407,717
Street Medians & Rights-of-Way	\$1,320,636
Urban Forest	\$798,296
Street Lighting	\$403,082
Administration Costs	\$9,500
Total Expenditures	\$3,939,231

2023-24 Revenues (5.09% CPI)

LLD Assessments	\$3,169,040
General Fund	\$770,191
Total Revenues:	\$3,939,231

The cost to complete this report is estimated at \$740. These costs are in staff time and are included in the operating budget of the Community Services Department.

ANALYSIS

LLD Scope of Services

The preliminary \$3,939,231 LLD program budget covers the maintenance of landscaping, the urban forest, and street lighting improvements throughout the City. A detailed description of the maintenance activities that occur within the LLD is included below.

Developed Parks

The City has 21 developed parks, totaling 154.7 acres that are maintained through the LLD. The estimated cost to maintain City parks next fiscal year is \$1,407,717. Typical maintenance activities for City parks include:

- Turfgrass mowing and edging
- Repairing irrigation systems as required
- Cultivating and aerating turfgrass and groundcover as necessary
- Renovating turfgrass and sports fields as necessary
- Fertilization and pest control as necessary
- On-going weed abatement
- Litter removal
- Trimming of trees and shrubs
- Daily janitorial services for park restrooms
- Graffiti removal as necessary
- Playground equipment inspections
- Vandalism and fencing repairs as necessary

Street Medians & Right-of-Ways

The City has 95 median islands, totaling over 10 acres, and over 50 acres of public right-of-way that are maintained by the LLD. This includes landscaped grounds in the Village and Plaza and around the Village Parking Structure. The estimated cost to maintain these landscaped areas next fiscal year is \$1,320,636. Typical maintenance activities for medians and right-of-ways include:

- Turfgrass mowing and edging (parkways only)
- Repairing irrigation systems as necessary
- Cultivating ground cover as necessary
- Fertilization and pest control as necessary
- On-going weed abatement
- Litter removal
- Trimming of shrubs as needed

Urban Forest

The City maintains approximately 25,300 trees. The estimated cost to maintain the urban forest next fiscal year is \$798,296. Typical maintenance activities for the urban forest include:

- Grid and Select Trimming
- Young Tree Care Program
- Removal and replacement of diseased, dead, and or hazardous trees
- Reforestation
- Integrated Pest Management Program

Street Lighting

There are 2,509 City-owned and 306 Southern California Edison-owned streetlights within the LLD.

The City is required to pay the energy costs for all streetlights located in the public right-of-way within the City limits, regardless of ownership. These expenses are funded by the LLD. In addition to electricity costs, the LLD pays for maintenance and repair of streetlights, which are performed by a private contractor or by Southern California Edison. The estimated cost for the maintenance and electricity associated with streetlights next fiscal year is \$403,082.

Annual Process for Levying Assessments

Although Claremont voters approved continuing the LLD in 1997, State law requires an annual procedure for levying assessments in accordance with the same procedures the City has followed every year since 1990. This process includes a noticed public hearing to establish the rates and the maintenance plan. The City Council completed the first step in the annual procedure on February 28, 2023, when they authorized Willdan Financial Services to prepare the annual report by adopting Resolution No. 2023-16 (Attachment C).

The second step in the annual process is the review of the preliminary Engineer's Report. On May 9, 2023, the City Council adopted a resolution stating the City's intent to levy and assess fees in 2023-24 and set a public hearing date of June 13, 2023. Resolution No. 2023-29 is included as Attachment D.

Following the public hearing, staff recommends that the City Council adopt the Engineer's Report and authorize the new assessment of \$212.19/AU. The report will then be submitted to the County Auditor -Controller for collection of the assessment on the November 2023 and April 2024 property tax bills.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it relates to the following: Council Priorities, Sustainable City Plan, Economic Sustainability Plan, the General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

COMMISSION REVIEW

On April 5, 2023, the Community and Human Services Commission reviewed the Engineer's Report and unanimously recommended that the City Council apply a levy of \$212.19 per assessment unit for 2023-24. An excerpt from the approved minutes from the April 5, 2023, meeting is included as Attachment E.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Cari Dillman
Community Services Manager

Attachments:

A - Engineer's Report

B - Resolution Confirming and Levying the 2023-24 LLD

C - Resolution 2023-16 - Authorizing the Preparation of the 2023-24 LLD

D - Resolution 2023-29 - Intent to Levy and Setting a Public Hearing Date

E - Excerpt from the 04-05-23 Community and Human Services Commission Meeting



City of Claremont

Landscaping and Lighting

District No. LL001

2023/2024 ENGINEER'S REPORT

Intent Meeting: May 9, 2023

Public Hearing: June 13, 2023

27368 Via Industria
Suite 200

Temecula, CA 92590

T 951.587.3500 | 800.755.6864

F 951.587.3510 | 888.326.6864

Property Tax Information Line
T. 866.807.6864

www.willdan.com



ENGINEER'S REPORT AFFIDAVIT
Establishment of Annual Rates and Charges for the:
Landscaping and Lighting District No. LL0001

City of Claremont
Los Angeles County, State of California

This Report and the information contained herein reflect the proposed budget for each of the various services provided by the Landscaping and Lighting District No. LL001 and the rates and charges applicable to those services as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council of the City of Claremont.

Dated this _____ day of _____, 2023.

Willdan Financial Services
District Engineer
On Behalf of the City of Claremont

By: _____

Chonney Gano
Project Manager, District Administration Services

By: _____

Tyrone Peter
PE. # 81888

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I. INTRODUCTION

The City Council of the City of Claremont (the “City”), adopted resolution 90-121 on March 9, 1990 forming the City’s Landscaping and Lighting District No. LL001 (the “District”). Pursuant to the order of the City this Engineer’s Report (the “Report”) is prepared in compliance with the requirements of Article 4, Chapter 1 of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of the State of California (“1972 Act”). The proposed annual levy of assessments has been prepared and is made pursuant to the provisions of Chapter 3 of the 1972 Act and Article XIII D of the California Constitution and this Report presents the engineering analysis for the 2023/2024 Fiscal Year for the City of Claremont Landscaping and Lighting District No. LL001.

The District, by direct benefit assessments, provides funding for a portion of the costs associated with the continued maintenance and operation of landscaping, streetlighting, and related services within the public areas and rights-of-way throughout the City. Improvements within the District generally include:

- Landscape improvements within specified medians, parkways, neighborhood islands, weed abatement areas, City facilities, parks and preserve areas within the District including street trees, turf, ground cover, shrubs, irrigation and drainage systems, backup walls, recreational improvements and all necessary appurtenances;
- Streetlighting (safety lighting) of various light intensities located throughout the District. These streetlights include lights owned by the City of Claremont, Southern California Edison and the State of California.

The annual assessments described in this Report, in part, fund the utilities, operations, administration and maintenance of the improvements. Parcels within the District share in the cost of the services and improvements set forth in this Report and are based upon the City’s estimate of the expenses related to the operation and maintenance of the District improvements, which include labor, personnel, equipment, materials, utilities and administrative expenses.

The 1972 Act permits the establishment of annual assessments through the District for the purpose of funding certain improvements which include the construction, maintenance and servicing of landscaping, public lighting and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to special benefit rather than assessed value:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated special benefits to be received by each such lot or parcel from the improvements. The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) of the Streets and Highways Code, State of California.

II. EFFECT OF PROPOSITION 218 AND MEASURE A

In November 1996 voters of the State of California passed Proposition 218 that added Articles XIII C and XIII D to the California Constitution. Specifically, as it applies to the District, Article XIII D established specific requirements and provisions for assessments and mandated that all assessments comply with stated provisions by July 1, 1997, unless an assessment district meets certain exemptions. The exemptions from the procedural and approval requirements are set forth in Section 5 of the Article and include the following:

“(a) any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage system, or vector control.”

“(d) any assessment which previously received majority voter approval from the voters voting in an election on the issue of the assessment.”

The District qualifies as an existing assessment with a substantial portion of the District funding items exempt under provision (a) quoted above, specifically street improvements. Using the definitions provided by the Office of the Controller for the State of California in the Guidelines Relating to Gas Tax Expenditures published by the Division of Local Government Fiscal Affairs, street improvements include streetlights and parkway and median landscaping. In addition, on March 4, 1997, the Claremont City Council placed before the voters a measure (Measure “A”) asking for registered voter approval to continue the City’s existing District assessment. The voters approved continuing the existing district by a 55 percent majority “YES” vote. Based on these facts, the City has determined that the existing assessments for the District are exempt from the substantive and procedural requirements of Article XIII D Section 4 of the Constitution. However, any proposed new or increased assessments will comply with the provisions set forth in Article XIII D Section 4. Annual consumer price index increases to the existing rates can be made in accordance with the ordinance approved by Measure A.

III. PLANS AND SPECIFICATIONS

DISTRICT BOUNDARIES

The boundary of the District is completely within the City limits and is shown on the Assessment Diagram on file in the office of the City Clerk and by reference is made part of this Report. A map showing a representation of the District boundaries is included in Section 6 of this Report. The specific lines and dimensions of all parcels of real property included within the District are described in detail on the Assessor's Parcel Maps for the current Fiscal Year, said maps being on file in the Los Angeles County Assessor's office.

ANNEXATIONS AND MODIFICATIONS TO THE DISTRICT

In Fiscal Year 2002/03, the City conducted a property owner protest ballot proceeding for the annexation and imposition of a new assessment for territory designated as Annexation No. 2. The territory consisted of all lots or parcels located within the proposed 125 single-family residential development known as Claremont Hills (Tract 50568), located north of Mt. Baldy Road and generally east of Via Padova in the northeastern portion of the City. Although this residential subdivision included numerous privately owned parkways, open space areas, slopes, medians, and easements within and adjacent to the residential lots to be maintained by the homeowner's association (HOA), the properties within the residential subdivision also benefit from improvements provided by the District. The District improvements that benefit the properties within the subdivision include, but are not limited to, the maintenance and operation of an estimated 228 street trees and 30 streetlights located within and adjacent to Tract 50568 installed as part of the development of properties within the tract; brush clearance of 2.23 acres of hillside fire zone area; a portion of the costs associated with the traffic signal at the main entrance to the development located at Mt. Baldy Road and Padua Avenue; and each parcel's proportional cost of trails and parks maintained through District assessments, as well as the irrigation systems, drainage systems, and electrical facilities associated with the preceding landscaping and lighting improvements. The annexation of the territory and the imposition of the District annual assessments on properties within the annexed territory were approved at a Public Hearing on April 23, 2002, in compliance with the provisions of the 1972 Act and Article XIII D of the California Constitution.

For Fiscal Year 2023/2024, there are no proposed annexations.

IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.

- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the Report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the Los Angeles County (the "County") for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

This Report is prepared in compliance with the requirements of Chapter 1, Article 4, Landscaping and Lighting Act of 1972, being Part 2, Division 15, sections 22500 through 22679 of the Streets and Highways Code, State of California.

This Report includes plans and specifications for the improvements, an estimate of the costs of the improvements, a listing of the proposed assessment against the parcels or lots that benefit from the improvements and a diagram of the District showing the boundary of the District; (the boundaries of the District are coterminous with the City boundaries and, by reference, are hereby made part of this Report). The Report is hereby presented to the City Council for its review and approved as presented or, as the City Council may determine, it should be modified, before approval.

After the Report is preliminarily approved, the City Council may adopt a resolution of intention that describes the improvements, refers to the Report for details of the District, and sets a time and place for a public hearing on the proposed levy of assessments.

Assessments for this District are being levied for the following improvements within the District:

Landscaping

A general description of the location and types of landscape maintenance areas provided by the District are included in this Report. A more specific Landscape Inventory showing the location of all landscaped areas within the District is on file in the office of the City Clerk and by reference is made part of this Report. The annual special benefit assessments for the District provide funding for a portion of the utility and maintenance costs associated with the landscape improvements.

As it relates to landscaping:

Utility means the furnishing of water for the irrigation of any landscaping, water features or the maintenance of any other related improvements.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement including, but not limited to:

1. Repair, removal, or replacement of all or any part of any landscape improvement.
2. Providing for the life, growth, health, and beauty of landscaping, including, without limitation, cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
3. The removal of trimmings, rubbish, debris, and other solid waste.
4. Grading, clearing, removal of debris, the installation, construction or replacement of curbs, gutters, walls, sidewalks, paving, water, irrigation, drainage, or electrical facilities related to the landscape improvements.
5. Cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti, as needed.

Streetlights

There are 2,509 streetlights of various light intensities within the District including: 2,203 streetlights owned by the City, 306 owned by Southern California Edison. The City is mandated to pay the energy costs for all streetlights located in public rights-of-way within the City limits, regardless of ownership. The annual special benefit assessments for the District provide funding for a portion of the utility and maintenance costs associated with these improvements. A Streetlight Inventory showing the location of all streetlights within the District is on file at the office of the City Clerk and by reference is made part of this Report. The annual special benefit assessments for the District provide funding for a portion of the utility and maintenance costs associated with the streetlight improvements.

As it relates to streetlights:

Utility means the furnishing of electric current or energy, gas, or other illuminating agent for public streetlight facilities or any other public lighting facilities.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any streetlight improvement, including without limitation, repair, removal, or replacement of all or any part of a component of the streetlight system.

IV. METHOD OF APPORTIONMENT

The net amount to be assessed upon lands within the District in accordance with this Report is apportioned by a formula and method which fairly distributes the amount among all assessable lots or parcels in proportion to the benefits to be received by each lot or parcel from the improvements, namely the maintenance and servicing of public landscaping and lighting facilities within the District. The maintenance and servicing of public landscaping and lighting facilities installed and constructed in public places in the City provides a direct benefit which is received by each and every lot or parcel, tending to provide specific enhancement of the properties within the District.

SPECIAL BENEFIT RATIONALE FOR STREETLIGHTS

Streetlights improve ingress and egress from the City over major streets by illuminating said streets after sunset. Such streetlights, by so improving ingress and egress, improve the security of public rights-of-way by improving the nighttime visibility and improve the access of emergency vehicles thereto and in the case of commercial lots or parcels, facilitate the opening and operation of business uses after sunset. The primary benefits of streetlights are for the convenience, safety, security, and protection of property, property improvements, and goods as set forth below:

1. Improvement to traffic circulation and reduction in nighttime accidents, particularly at intersections and railroad crossings.
2. Improved ingress and egress to property.
3. Improved ability of pedestrians and motorists to see.
4. Enhanced deterrence of crime and the aid to police protection and reduction of the vulnerability to criminal assault at night.
5. Reduction in vandalism and other criminal acts, and damage to improvements or property, and decrease in personal property loss.
6. Increased promotion of business during nighttime hours in the case of commercial properties.

All of the preceding special benefits derived from District streetlight improvements contribute to a specific enhancement and desirability of each of the parcels within the District, and thereby provide a special enhancement of the assessed properties.

SPECIAL BENEFIT RATIONALE FOR LANDSCAPING OF RIGHTS-OF-WAY

Landscaping of rights-of-way along public streets enhances the aesthetic appeal of parcels within the District. The primary benefits of landscaping are set forth below:

1. A sense of community pride resulting from well-maintained green spaces.
2. Enhanced adaptation of the urban environment within the natural environment.
3. Improved erosion resistance, dust, and debris control.
4. Reduced noise and air pollution (environmental enhancement).

5. Improved aesthetic appeal of major arterial streets with landscaped medians, backup walls, and neighborhood islands.

All of the preceding special benefits derived from District landscape improvements contribute to a specific enhancement and desirability of the parcels within the District, and thereby provide a special enhancement of the assessed properties.

SPECIAL BENEFIT RATIONALE FOR PARKS

The maintenance of parks and recreational improvements provide a particular and distinct special benefit to parcels within the District. The desirability of properties within the District is enhanced by the presence of well-maintained parks and recreational facilities for the use and enjoyment of residents and property owners. The park and recreational facilities enable users and owners of the properties to participate in sporting events and other recreational activities while avoiding the expense of installing and maintaining similar improvements and facilities that are privately owned. In addition to providing opportunities for recreational use, the proper maintenance of park and recreational facilities improves the aesthetics of nearby parcels through the proper maintenance of landscaping, the reduction of pollution and noise in surrounding areas, the provision of open space, and the planting of otherwise barren areas, and the reduction of property-related crimes against properties within the District, especially vandalism, through the abatement of graffiti.

Finally, having recreational amenities in nearby public parks and facilities means that the assessed property owners may enjoy the benefits of having such improvements available for use by their families, tenants, employees, clients, or visitors and this availability provides:

1. Enjoyment of recreational amenities at a cost less than private installation and maintenance.
2. Improved aesthetic value of the community by establishing green space and recreational areas within the urban environment thereby reducing air and noise pollution.
3. Health, social and self-improvement benefits derived from utilizing the facilities.
4. Fully maintained public parks available to all residents within the City.
5. Group participation, character building, mentoring, and coaching for the youth in the community that provides a positive atmosphere and reduces idle time that might otherwise result in criminal activities.
6. Family and group activities that help to strengthen family values and to reduce ethnic and social tensions and promote active involvement of families and senior citizens.
7. An enhanced sense of pride within the community.
8. Increased business opportunities as a result of enhanced community involvement and activities.

All of the preceding special benefits derived from District park improvements contribute to a specific enhancement and desirability of the parcels within the District, and thereby provide a special enhancement of the assessed properties.

The special benefits to properties from well-maintained parks have been recognized by several

respected agencies including: The National Recreation and Park Association (“the recreation value is realized as a rise in the value of land and other property in or near the recreation area...”); the California Parks and Recreation Department (“the availability and attractiveness of local parks and programs influences some companies relocation decisions the presence of a park encourages real estate development around it...”); and the United States Department of the Interior (“An investment in parks and recreation helps reduce pollution and noise, makes communities more livable, and increases property values.”). In addition, in a 1992 study, the Parks and Recreation Federal Ontario, Canada, reported that parks and recreational activities provide special benefits in the form of reduced vandalism, reduced criminal activity, and increased property values; and locally, the Board of Realtors has observed that property values in the City are positively affected by the attractive and well-kept appearance of public areas. All of the above contribute to a specific enhancement of the properties within the District.

Standards developed by the National Recreation and Parks Association have been used to determine the special benefit conferred from public park improvements as compared to the general benefit conferred. Well-maintained public parks provide a general benefit to the public at large, and a special benefit to properties located within a reasonable distance of the park facility. The standards of the National Recreation and Parks Association indicate that properties within three miles of a community park, and one-half mile of a neighborhood park receive special benefits from these improvements. Each parcel within the District is located within reasonable proximity to a park, and therefore, benefits from the improvements provided. All properties within the District are within the three-mile standard for a community park, and approximately 80 percent are within the one-half mile standard for a neighborhood park.

GENERAL BENEFIT

In addition to the special benefits received by the parcels in the District, there are general benefits conferred by the maintenance, operation, and servicing of streetlights, public parks and landscaping. It is recognized that the proper maintenance of streetlights, parks and landscape improvements provide some degree of benefit to the public at large. It has further been determined that properties owned by public agencies, such as the City, County, State, or the federal government receive little direct or special benefit from the District improvements, except when such property is not devoted to a public use. The benefits conferred on these properties from the improvements are more general in nature and therefore these parcels are not assessed. Therefore, the City has made a General Fund contribution to the District in an amount that equals or exceeds any estimated general benefit provided by the District services.

BASE ASSESSMENT UNIT (AU)

The formula used to calculate the amount spread to all parcels within the District for landscaping and streetlights starts with the basic assessment unit. The basic assessment unit (AU) is given a value of one (1) for a single-family residential parcel less than 11,500 square feet in area. From this base, all other land use designations are assigned assessment units that reflect their proportional benefit from District improvements. The assignment of AU's is provided on the following pages.

ASSESSMENT FORMULAS

Land Use Code	Land Use	Assessment Formula	
000V	Vacant, Agricultural, Condo & PUD Open Space, Non-developable Accessory Parcels	0 assessable acres	0.0 AU per parcel
010V		0.25 acre & under	0.25 AU per parcel
011V		0.26 – 0.50 acre	0.50 AU per parcel
012V		0.51 – 0.75 acre	0.75 AU per parcel
013V		0.76 – 1.00 acre	1.0 AU per parcel
014V		1.01 – 5.00 acres	0.8 AU per acre – 1.0 AU min.
015V		5.01 – 10.00 acres	0.7 AU per acre – 4.0 AU min.
016V		10.01 – 20.00 acres	0.6 AU per acre – 7.0 AU min.
017V		20.01 acres & over	0.5 AU per acre – 12.0 AU min.
010C	Condominiums		0.9 AU per unit
010D	PUD's		1.0 AU per unit
010X 0100	Single Family Residences (See Note 3)	11,500 sf parcel or less	1.0 AU per parcel
011X 0100		11,501 – 16,500 sf per parcel	1.3 AU per parcel
012X 0120		16,501 sf per parcel or more	1.6 AU per parcel
02XX	Duplexes		1.8 AU per parcel
03XX	Triplexes		2.7 AU per parcel
04XX	Fourplexes		3.6 AU per parcel
05XX	Apartments	1 – 20 units	0.9 AU per unit
		21 – 50 units	0.8 AU per unit – additive
		51 – 100 units	0.7 AU per unit – additive
		101 – 200 units	0.6 AU per unit – additive
		Over 200 units	0.5 AU per unit – additive
10XX – 69XX	Commercial/Industrial (excluding below uses)	1.0 AU min.	3.0 AU per acre or fraction
17XX 171X 19XX 191X	Office Buildings & Professional Buildings (use the same formula)	8,000 bldg sf or less	Use Commercial/Industrial
		Over 8,000 bldg sf	Use 1.0 AU per 1,000 bldg sf
172X	Office and Residential		Greater of Office or Residential formula
18XX	Hotel/Motels		1 AU per 5 rooms
6410 6411 6412	Fraternal Orgs./Clubs	Use Same Square Footage Breakdown as SFR	Same Formula as Single-Family Residences (SFR)
65XX	Sports Clubs		Same Formula as Commercial/Industrial
71XX	Churches		2 AU per parcel

Land Use Code	Land Use	Assessment Formula	
72XX	Private Schools		1 AU per 40 daytime students plus
722X	Day Care Centers		2 AU per 40 live-in students and live-in staff
730V	Vacant College Property		1 AU per 2 acres
73XX	Non-Vacant College Property		1.5 AU per acre
			Single-Family Residences, Duplexes, etc. assessed per appropriate formula
74XX	Convalescent Homes		1 AU per 10 beds
75XX	Retirement Homes		1 AU per 10 units
7710	Mortuary		Same Formula as Commercial/Industrial
8100	Public Utilities (non-vacant)	0.25 acre per parcel or less	1 AU per parcel
8200		0.26 – 2.00 acres per parcel	2 AU per parcel
8300		2.01 – 5.00 acres per parcel	3 AU per parcel
8400		5.01 acres or more	1 AU per acre
87XX	Special Cases: Golf Courses, Botanic Garden, Girl Scout Camp, Vacant Hillside Land Zones "Slope Density" (see Notes 5 and 6)	1 AU min.	1 AU per 5 acres or fraction
860V	Water Rights Preserve		1 AU per 5 acres or fraction
88XX	Exempt Properties (Public)		0.0 AU per parcel

Notes:

1. Commercial Property: When there are multiple uses on one parcel, the use generating the highest assessment shall apply.
2. Churches: Multiple uses on multiple parcels or single parcels shall be assessed cumulatively.
3. The square footage of non-developable accessory parcels, when owned in common with an adjacent parcel, shall be added to the square footage of adjacent parcel for purposes of determining the assessment on said parcel.
4. A prorated AU will be applicable to land area or number of persons above the limits given in the above Assessment Formula.
5. At such time that the hillside development credits on these parcels are sold, they will be considered undevelopable and will be zero assessed.
6. Vacant Hillside Land zoned "Slope Density" has a maximum assessment per parcel of 0.5 AU per future dwelling unit (DU) based upon the DU yield as determined by the City Planning Department. The minimum assessment per parcel is 1.0 AU.
7. The above formula was adopted during formation proceedings by the Claremont City Council on March 9, 1990.

Individual assessments are determined by compiling the total number of assessment units (AUs), dividing the total amount of money to be assessed by the total AUs to determine the dollars per AU, and then multiplying the AUs for each parcel by the dollars per AU to obtain the assessment for each parcel.

APPLICATION OF ASSESSMENT FORMULAS (EXAMPLES)

The number of assessment units (AU) generated within the City for Fiscal Year 2023/2024 is 14,924.96 The dollars generated per AU are:

$$\frac{\$ 3,169,039.74}{14,935.09} = \$212.19$$

Examples of the method of calculating individual assessments are given below. Utilizing the Assessment Formulas provided on the previous pages, the following assessment calculations are applicable for Fiscal Year 2023/2024:

Example No. 1: Single Family Residences (SFR).

A. A SFR parcel with up to 11,500 sf of area = 1.0 AU

$$1.0 \text{ AU} \times \$212.19/\text{AU} = \$212.19$$

Individual units of Planned Unit Developments (PUD) are assessed as above. Condominiums are assessed at 0.9 AU per dwelling unit.

B. A SFR parcel with between 11,501 and 16,500 sf of area = 1.3 AU

$$1.3 \text{ AU} \times \$212.19/\text{AU} = \$275.84$$

C. A SFR parcel with over 16,501 sf of area = 1.6 AU

$$1.6 \text{ AU} \times \$212.19/\text{AU} = \$339.50$$

Example No. 2: A store located on a 1.6-acre parcel of land. Commercial

properties are assessed at a rate of 3.0 AU per acre.

$$1.6 \text{ acres} \times 3.0 \text{ AU/acre} = 4.8 \text{ AU}$$

$$4.80 \text{ AU} \times \$212.19/\text{AU} = \$1,018.50$$

Example No. 3: A 54-unit apartment complex on one (1) parcel of land.

Apartment properties are assessed on a sliding scale based on the number of units associated with the parcel of land.

The assessment for this 54-unit apartment complex is determined as follows:

1-4 units	4 units	X	1.0 AU/unit	=	4.0 AU
5-20 units	16 units	x	0.9 AU/unit	=	14.4 AU
21-50 units	30 units	x	0.8 AU/unit	=	24.0 AU
51-54 units	4 units	x	0.7 AU/unit	=	2.8 AU
Totals	54 units				45.2 AU

Example No. 4: A church with a day care center on one (1) parcel of land. Churches are assessed at a flat rate of two (2) AU per parcel. To that is added one (1) AU per parcel for the day care center for a total of three (3) AU.

$$3.0 \text{ AU} \times \$212.19/\text{AU} = \$636.56$$

Example No. 5: A retirement home with 87 units on one (1) parcel of land. Retirement homes are assessed at a rate of one (1) AU per ten (10) units.

$$8.7 \text{ AU} \times \$212.19/\text{AU} = \$1,846.03$$

LIMITATION ON INCREASE OF ANNUAL ASSESSMENTS

The City Council was authorized by Measure A to increase the annual assessments in accordance with the Consumer Price Index (“CPI”) for All Urban Consumers for the Los Angeles-Long Beach – Anaheim area, published by the United States Department of Labor, Bureau of Labor Statistics, provided, however, that any such annual increase in assessments shall not exceed ten percent (10%).

The CPI increased from February 2022 to February 2023 by 5.09%. See Section VIII. for assessment totals by land use and the assessment roll.

The assessment per AU increased from \$201.89 in Fiscal Year 2022/2023 to \$212.19 in Fiscal Year 2023/2024.

V. FISCAL YEAR 2023/2024 BUDGET

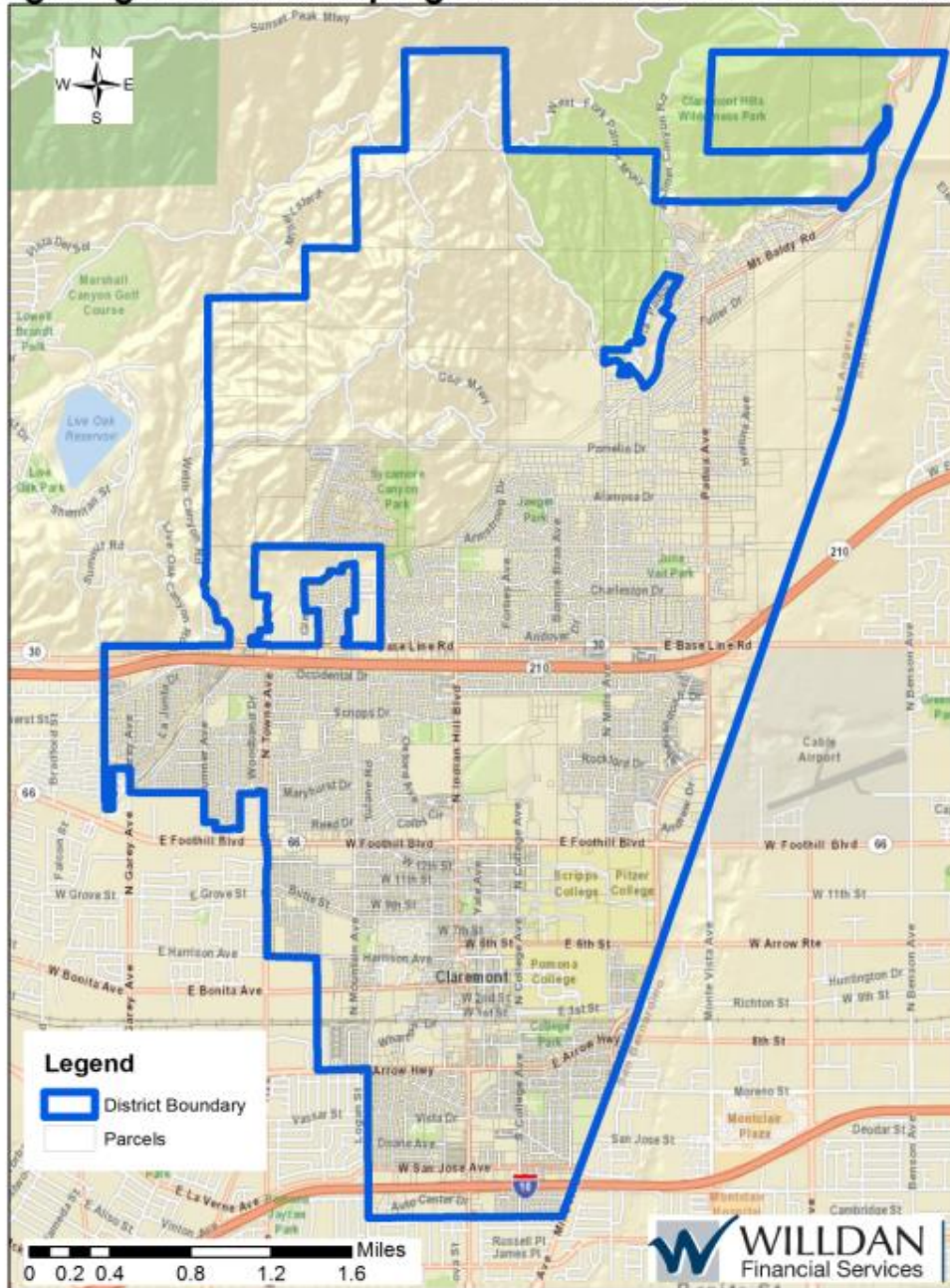
Estimated Costs for Landscaping and Street Lighting			Fiscal Year 2023/2024 ⁽¹⁾
Direct Costs			
Maintenance Costs	Streets	Parks	Totals
Safety Lighting	\$182,582	\$0	\$182,582
Landscaping and Facilities	743,024	930,177	1,673,201
Trees	730,392	67,904	798,296
Subtotal	\$1,655,998	\$998,081	\$2,654,079
Utility Costs			
Safety Lighting Energy	\$220,500	\$0	\$220,500
Irrigation Energy	75,013	38,587	113,600
Irrigation Water	502,599	438,953	941,552
Subtotal	\$798,112	\$477,540	\$1,275,652
Total Direct Costs	\$2,454,110	\$1,475,621	\$3,929,731
Administration and Incidental Costs			
District Administration/Legal Fees/Data Processing			\$7,000
County Auditor/Controller Fee			2,500
Total Administration Costs			\$9,500
Total District Expenses			\$3,939,231
Revenue Adjustments			
Reserve Collection			\$0
General Benefit Contribution			(770,191)
Other Contributions			0
Rounding Adjustment			0
Total Adjustments			(\$770,191)
Estimated Balance to Levy			\$3,169,040
Assessment Units (AU)			14,935.09
Fiscal Year 2023/2024 Rate			\$212.19

⁽¹⁾ Totals may not foot due to rounding

VI. ASSESSMENT DIAGRAM

A boundary map of the District is shown on the following page. For details of the dimensions of the parcels within the District, reference is made to Los Angeles County Assessor's Maps that are on file in the office of the County Assessor of the County of Los Angeles.

**City of Claremont
Lighting and Landscaping Assessment District No. LL001**



VII. LIST OF AREAS REQUIRING LANDSCAPE MAINTENANCE

The following provides the list of areas requiring landscape maintenance.

<u>MEDIANS</u>	
Area	Square Feet
Arrow Highway (east of Indian Hill)	610
Mills Avenue (south of Arrow Highway)	1,300
Towne Avenue (south of Foothill, east side, south of Culmore)	1,464
Claremont Boulevard (north of Foothill)	17,504
Claremont Boulevard (south of Foothill)	57,504
Monte Vista Avenue	44,450
Arrow Highway (Indian Hill to Cambridge)	19,610
Towne Avenue (Amador to Butte)	5,115
Indian Hill Boulevard	54,992
Foothill Boulevard	92,598
Bowling Green Drive	7,000
Towne Avenue (Baseline Road to Foothill Rd)	7,560
First Street (Oberlin Dr to Claremont Boulevard)	22,500
Huntington Drive (east of Claremont Boulevard at First Street)	8,030
Baseline Road (Live Oak Canyon to Monte Vista)	31,350
Baseline Median	62,200
San Jose Avenue	7,950
Mountain Ave (Baseline Rd to Huron Dr.)	415
TOTAL MEDIANS	442,152
	10.15 acres

<u>MINI PARKS</u>	
Area	Square Feet
Mountain View	1,455
Montana Lane	20,150
Lynoak Mini Park	11,000
TOTAL MINI PARKS	32,605
	0.75 acres
TOTAL MEDIANS AND MINI PARKS	474,757
	10.90 acres

<u>PUBLIC BUILDINGS NOT IN CITY PARKS</u>	
Police, 570 West Bonita Avenue	N/A
City Hall, 207 Harvard Avenue	N/A
City Yard, 1616 Monte Vista Avenue	N/A
Padua Hills Theatre, 4467 Via Padova	N/A
Parking Structure, 470 West First Street	N/A
Metrolink Parking Lot, 100 W 1st Street	160,000
Claremont Depot platforms (N & S)	20,000
Village Plaza	15,000
Library	16,000
Claremont Hills Wilderness Park Parking Lot	18,000
TCT Parking Lot (Indian Hill Blvd)	30,200
Metrolink Parking Lot, 200 West First Street	160,000
TOTAL MINI PARKS	419,200
	9.62 acres

<u>BACK-UP WALLS</u>	
Area	Square Feet
Foothill Boulevard (north side, east of Mills--hedge)	6,252
Arrow Highway (south side, west of Indian Hill)	2,800
Mills Avenue (south of Cucamonga, south of I-10, west side)	5,668
South Cambridge Avenue (railroad track to Arrow)	17,244
Bonita Avenue (north side, Grinnell to Berkeley--hedge)	7,522
Arrow Highway (north side, west of Cambridge)	972
Indian Hill Boulevard (1st Street to railroad tracks--turf)	6,750
North Cambridge Avenue (CDS @ Foothill Blvd)	598
Foothill Boulevard (south side, east of Mountain to Berkeley)	34,000
First Street (fence east of Mills--hedge)	1,911
Garey Avenue (east side, Smith to Thompson Creek)	21,030
Arlington Drive	8,775
Foothill Boulevard (north side, Mills to Botanic Garden and Colby to Mountain)	6,900
Scripps and Indian Hill	7,564
Martin Way	4,418
Via Zurita (hedge)	3,400
Mills (west side, Baseline to end of wall, below Chaparral)	4,435
Mills (east side, below Baseline, driveway to vacant lot)	1,150
Wood Court (access)	3,980
Mills Avenue (west side, Miramar to Baseline)	51,308
Baseline (north side, west of Mills to Forbes)	62,305
Trail north of La Puerta (Indian Hill to Forbes)	62,169
Padua and Mount Baldy (Southeast corner)	78,705
Towne (Eastside, north of Ridgefield)	1,000

BACK-UP WALLS	
Area	Square Feet
Horse Trails	81,602
Baseline (north side, Mills to Padua)	40,670
Padua (west side, north of Baseline to Kemper Ave/ Western Christian School)	17,424
Miramar (north side, east of Mills)	5,200
Padua (east side Alamosa to Lamonette)	22,990
Mills (east side, Pomello to Mt. Baldy)	35,808
Padua (east side, north of Montana)	24,624
Padua (east side, north of Miramar)	25,502
Indian Hill (east side, Radcliffe Dr. to Via Zurita St)	14,583
Limestone Road (access to Thompson Creek Trail)	3,825
Towne Avenue (east side, Syracuse to 1700 Towne)	1,053
Towne Avenue (east side, 1700 to Scripps)	1,396
Baseline (south side, Forbes to Allegany)	5,415
Baseline (south side, Allegany to Bonnie Brae)	7,284
Baseline (south side, west of Cape Cod to undeveloped area)	5,460
First Street (North side from Indian Hill Blvd to College Ave)	38,500
Overflow lot Thompson Creek Trail	13,040
Towne Avenue (east side, Scripps to undeveloped area--hedge)	5,450
Towne Avenue (west side, Ridgefield to 1755)	3,160
Towne Avenue (west side, 1625 to Briarcroft)	6,040
Mountain Avenue (south of I-10)	9,900
Wiley Court	1,200
Padua Avenue (west SIDE from Pomello to Padua Park)	21,285
First Street (Indian Hill to Cornell)	500
Baseline (south side, Towne Ave to Oxford- remaining section to Haven is 83,81,82,95)	96,000
Oberlin (First Street to Second Street)	860
Padua Ave (east side from Pomello to Trevecca)	85,000
Padua Ave (both sides from Padua Park to Mt. Badly Rd)	N/A
Foothill Boulevard (north side, west of Mountain)	N/A
Foothill Boulevard (both sides Claremont Blvd to Monte Vista)	4,000
Indian Hill Blvd (south east corner at Harrison)	N/A
Indian Hill Blvd (north west corner at Harrison)	N/A
Foothill Boulevard (south side from Mountain to west end of the school)	N/A
Mills (west side, north of Foothill to Blaisdell)	12,000
Mills (east side north of 210 FWY)	1,300
Base Line Rd (both sides from westerly City Limit to approximately 200' east of Live Oak)	29,000
Mary Place (west end access walkway to June Vail Park)	2,000
Hollins and Pomello (NW corner)	6,700
Claremont Blvd (east side, 6th St to Foothill Blvd)	6,000

BACK-UP WALLS	
Area	Square Feet
Claremont Blvd (east side, Foothill Blvd to Andrew)	1,400
College Way (North side Williams to Live Oak Canyon)	10,000
Mountain Avenue (south Silver Tree to Sage, west side)	1,000
Mountain Ave at Santa Barbara	700
Triangle Planter at San Jose and Sycamore	100
Allegany (south end)	400
Monte Vista Avenue (east side City Yard to Base Line Rd)	7,000
Monte Vista Ave (west side Base Line Rd to Shenandoah)	N/A
Williams Ave (east side from College Way to 140' north)	1,400
Lockhaven Staircase	2,000
Area south of Metrolink platform, west of College Ave	15,000
Mt Baldy Road (south side from powerlines to Padua Ave)	39,000
Mt. Baldy Road (north side at TCT overflow lot)	13,000
Meredith Planter	1,500
Padua Ave (west side Alamosa south approximately 130')	2,600
Sumner Ave planter (west side from Lane Ct to TCT walkway entrance)	3,200
Padua Ave (west side Miramar north approximately 300')	6,000
Parking Structure Planters	3,000
Elmira north end swale	700
TOTAL BACK-UP WALLS	1,186,994
	27.25 acres

NEIGHBORHOOD ISLANDS	
Area	Square Feet
Baughman Avenue	2,160
Wheaton Avenue	480
Chapman and Occidental	800
Athens Court	500
Simmons Court at Fairmont	800
Via Zurita	2,485
Lamar	1,850
Duchesne	2,560
Antioch Road	600
Bowling Green Drive (at Antioch)	200
Hanover Road (at Bowling Green Drive)	300
Roanoke Road	375
Santa Rosa Court	1,056
Oxford (north)	3,247
Oxford (south)	3,233
Oxford (at Fairmont)	1,500
Blue Mountain Way (west)	450
Blue Mountain Way (east)	177
Cape Cod Avenue	177
Drury Court (north)	177
Drury Court (south)	177
La Sierra Way	150
Guanajuato Drive	450
Winthrop Avenue	6,450
Marietta Avenue	6,450
Oxford (at Baseline)	2,400
Wilkes Court	450
Mercer Court	500
Seton Court	450
Adrian Court	375
Tulsa Avenue	375
Redlands Avenue	2,250
Furman Drive	1,850
San Jacinto Court	1,340
San Mateo Court	1,438
San Diego Court	1,400
San Fernando Court	1,440
San Benito Court	2,016
Mt. Carmel Drive	5,570
Villa Maria Road	12,150
Loretto Court	2,560

NEIGHBORHOOD ISLANDS	
Area	Square Feet
San Marcos Place	2,560
San Luis Place	2,560
Sonora Place	450
Siena Court	2,560
Coalinga Court	2,560
Dana Court	2,560
Salisbury Lane	450
Heidelberg Lane	450
Wood Court (north)	2,560
Wood Court (south)	2,560
Eagle Grove Avenue	350
Bradley Avenue	450
Ursinus Circle	450
Cleary Drive	860
Armstrong Drive	2,400
Juilliard Drive	2,560
Auburn Way	2,560
Aquinas Avenue (at Baseline)	259
Bethany Circle	350
Chouinard Circle	350
Eden Circle	2,650
Saint Andrews (at Baseline)	1,120
Kemper Avenue	450
Lawrence Circle	500
Decatur Circle	500
Hastings Circle	800
Moab Drive	7,060
Bethel Court	170
TOTAL NEIGHBORHOOD ISLANDS	116,477
	2.67 Acres

NON-LANDSCAPED AREAS (Weed Abatement and Clean-up)	
Area	Square Feet
Baseline Road (north side, Forbes to Indian Hill)	9,240
Baseline Road (south side, Forbes to Indian Hill)	4,408
Padua Avenue (north of Amarillo, west side swale)	20,875
Mt. Baldy Road (north and south of Grand Avenue, swale)	11,700
College Avenue (south of I-10)	684
College Avenue (north of I-10)	4,032
Baseline Right-of-way	10,500
Padua Avenue (west of Pomello to Blaisdell Ranch)	12,900
Padua : SWALE + TRAIL on east side from Amarillo to Pomello	N/A
Wayne Ave and College Ave (walkway between)	2,700
Taylor Drive and Harrison Ave (walkway between)	1,000
Northampton Staircase	1,200
TOTAL NON-LANDSCAPED AREAS	79,239
	2 acres

<u>PARK DATA</u>	
Area	Acres
Blaisdell	7.5
Blaisdell Preserve	7.3
Cahuilla	18.2
Chaparral	3
College and Pooch Park	8.6
El Barrio	1.3
Griffith	9.7
Higginbotham	5.4
Jaeger	4.5
June Vail	5.8
La Puerta	10
Larkin	9
Lewis	4.7
Mallows	1.1
Memorial	7.2
Padua Park	17
Rancho San Jose	1.3
Rosa Torrez	0.7
Shelton	0.5
Thompson Creek Trail	24.9
Wheeler	7
TOTAL DEVELOPED ACRES	154.7

VIII. ASSESSMENT ROLL SUMMARY

The following pages provide a summary of the Fiscal Year 2023/2024 proposed assessment totals and parcel counts for the various land use designations within the District. The specific assessment for each parcel is contained on a separate assessment roll on file in the Office of the City Clerk and by reference is made part of this Report.

RESOLUTION NO. 2023-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, CONFIRMING A DIAGRAM AND ASSESSMENT, AND LEVYING THE ASSESSMENT FOR THE 2023/24 FISCAL YEAR IN CONNECTION WITH LANDSCAPE AND LIGHTING DISTRICT NO. LL001 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAY CODE**

WHEREAS, in March 1990, the City Council of the City of Claremont (the "City") adopted Landscape and Lighting District No. LL001 pursuant to the Landscaping and Lighting Act of 1972, Part 2 (commencing with § 22500) of Division 15 of the Streets and Highways Code (the "Act"), for the maintenance and servicing of street lighting, street trees, parkways, median islands, and City parks; and

WHEREAS, in March of 1997, a majority of voters of the City of Claremont approved Ordinance No. 97-1 ("Measure A"), which among other things, ratified, approved, and validated the assessments under existing Landscape and Lighting District No. LL001 and authorized the City Council "to increase on an annual basis the annual levy for Landscape and Lighting District No. LL001" using the Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside Area, published by the United States Department of Labor, Bureau of Labor Statistics, provided that any such annual increase in assessments not exceed ten percent (10%); and

WHEREAS, Landscape and Lighting District No. LL001 qualifies for continued levying under Section 5 of Article XIII D of the California Constitution; and

WHEREAS, the City is required under the Act to follow certain annual procedures for levying assessments; and

WHEREAS, on February 28, 2023, the City Council adopted Resolution No. 2023-16 initiating proceedings for the levy and collection of assessments for Fiscal Year 2023/24; and

WHEREAS, by said resolution, the City Council ordered Willdan Financial Services, for the purpose of assisting the City with the annual levy and collection of assessments within said assessment district, to prepare and file a report with the City Clerk in accordance with Article 4 (commencing with § 22565) of Chapter 1 of Part 2 of Division 15 of the Streets and Highway Code; and

WHEREAS, Willdan Financial Services has filed such report with the City Clerk, and such report has been presented and considered by the City Council; and

WHEREAS, on May 9, 2023, the City Council adopted Resolution No. 2023-29, authorizing the preparation of the Engineer's Report and declaring the intention of the City Council to order the levy and collection of assessments to pay the costs and

expenses of operating and maintaining streets and sidewalks, which by definition includes integrated landscaping and lighting facilities installed and maintained within the district boundaries in the City of Claremont for the fiscal year commencing July 1, 2023 and ending June 30, 2024; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the Landscape Lighting and Assessment District Annual Update is statutorily exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15273(a)(4) because the purpose of the annual assessment is to provide funding to maintain existing public landscaping and streetlights within the City of Claremont; and

WHEREAS, pursuant to CEQA Guideline section 15061(b)(3), this item is exempt from CEQA because there is no potential for causing a significant effect on the environment because the action will simply provide funding to maintain the existing public landscaping and streetlights.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AS FOLLOWS:

SECTION 1. The above recitals are all true and correct and are incorporated herein by reference.

SECTION 2. Following notice duly given by publication, the City Council has held a public hearing regarding the levy of the proposed assessment within the Landscape and Lighting District No. LL001 for the fiscal year commencing July 1, 2023 and ending June 30, 2024 to pay for the cost and expenses of operating and maintaining streets and sidewalks, which by definition include integrated landscaping and lighting facilities installed and maintained within the district boundaries of the City of Claremont. All interested persons were afforded the opportunity to hear and be heard regarding protests and objections to the levy and collection of the proposed assessment. All oral and written protests and objections have been considered by the City Council.

SECTION 3. The City Council hereby confirms the diagram and assessment set forth in the Engineer's Report for Fiscal Year 2023/24 and orders the maintenance and servicing of the district improvements described in the Engineer's Report within the district boundaries in the City of Claremont.

SECTION 4. The adoption of this resolution constitutes the levy of the assessment set forth in the Engineer's Report for the fiscal year commencing July 1, 2023 and ending June 30, 2024. The 2023/24 assessment represents an increase of 5.09% from the previous year and is within both the guidelines set forth in the notice to the public at the time of the formation of the Assessment District and is within the formula for increases previously approved by the City's voters.

SECTION 5. The operation and maintenance of the District improvements described in the Engineer's Report shall be performed pursuant to law, and the County Auditor of Los Angeles County shall enter on the County Assessment Roll opposite each lot or parcel of land the amount of the assessment, and such assessments shall then be collected at the same time in the same manner as County taxes are collected. After the collection by the County, the net amount of the assessment shall be paid to the Claremont City Treasurer.

SECTION 6. The City Treasurer shall deposit all monies representing assessments collected by the County on the City's behalf to the credit of a special fund known as Improvement Fund, City of Claremont, Landscape and Lighting District No. LL001.

SECTION 7. The City Clerk is hereby authorized and directed to file the diagram and assessment with the County Auditor, together with a certified copy of this resolution upon its adoption.

SECTION 8. A certified copy of the assessment diagram shall be filed in the office of the City Clerk and shall be made available for public inspection.

SECTION 9. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 13th day of June, 2023.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:


City Attorney, City of Claremont

RESOLUTION NO. 2023-16**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA DIRECTING WILLDAN FINANCIAL SERVICES, AS ENGINEER OF RECORD, TO PREPARE AND FILE THE 2023-24 ANNUAL REPORT PERTAINING TO LANDSCAPE AND LIGHTING DISTRICT NO. LL001 (PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972)**

WHEREAS, in March 1990, the City Council of the City of Claremont (the "City") adopted Landscape and Lighting District No. LL001 pursuant to the Landscaping and Lighting Act of 1972, Part 2 (commencing with § 22500) of Division 15 of the Streets and Highways Code (the "Act"), for the maintenance and servicing of street lighting, street trees, parkways, median islands, and city parks; and

WHEREAS, in March of 1997, a majority of voters of the City of Claremont approved Ordinance No. 97-1 ("Measure A"), which among other things, ratified, approved, and validated the assessments under existing Landscape and Lighting District No. LL001 and authorized the City Council "to increase on an annual basis the annual levy for Landscape and Lighting District No. LL001" using the Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside Area, published by the United States Department of Labor, Bureau of Labor Statistics, provided that any such annual increase in assessments not exceed ten percent (10%); and

WHEREAS, Landscape and Lighting District No. LL001 qualifies for continued levying under Section 5 of Article XIII D of the California Constitution; and

WHEREAS, the City is required under the Act to follow certain annual procedures for levying assessments; and

WHEREAS, the first step in the procedures is for the City Council to authorize the Engineer to begin work preparing and filing the Annual Report for Landscape and Lighting District LL001; and

WHEREAS, authorizing the preparation of the engineer's report for the Landscape and Lighting and Assessment District Annual Update is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("CEQA") pursuant to Sections 15060(c)(2) (the report will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the report is not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3—the annual assessment is a government funding mechanism, which is excluded from the definition of "project" under Section 15378(b)(4) of the CEQA Guidelines; and

WHEREAS, even if the engineer's report were a "project" under CEQA, it would be exempt from environmental review pursuant to Section 15273(a)(4) of CEQA Guidelines because the purpose of the annual assessment is to provide a funding mechanism to maintain public landscaping and street lights within the City of Claremont, the costs of which change based on yearly market conditions, and because, pursuant to Section 15306 of the CEQA Guidelines, the report consists of basic data collection,

research, and resource evaluation activities that will not result in a serious or major disturbance to an environmental resource.

WHEREAS, this item is exempt pursuant to CEQA Guideline Section 15061(b)(3)'s "general rule" that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Here, it can be seen with certainty that there is no possibility that this item, in and of itself, will have a significant effect on the environment. The action will simply provide funding to maintain the public landscaping and streetlights. Therefore, no additional environmental review is necessary at this time.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the City Council of the City of Claremont, California, as follows:

SECTION 1. The City Council designates Willdan Financial Services as the Engineer of record for Landscape and Lighting District LL001, and Willdan Financial Services is hereby directed to prepare and file an Annual Report for Landscape and Lighting District LL001 in accordance with the provisions of the Landscape and Lighting Act of 1972.

SECTION 2. This Resolution is adopted pursuant to Section 22622 of the Streets and Highways Code.

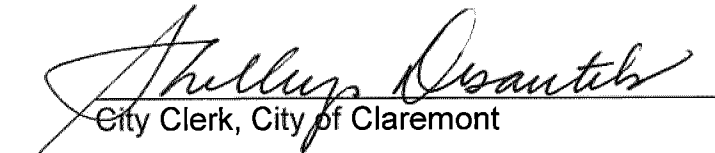
SECTION 3. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 28th day of February 2023.



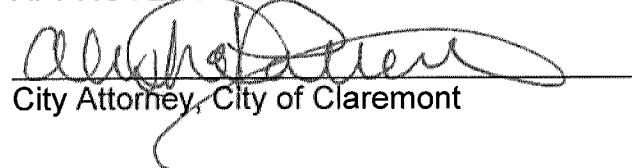
Mayor, City of Claremont

ATTEST:



City Clerk, City of Claremont

APPROVED AS TO FORM:

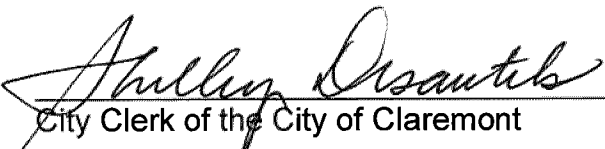


City Attorney, City of Claremont

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)ss.
CITY OF CLAREMONT)

I, Shelley Desautels, City Clerk of the City of Claremont, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2023-16 was regularly adopted by the City Council of said City of Claremont at a regular meeting of said Council held on the 28th day of February, 2023, by the following vote:

AYES:	COUNCILMEMBERS:	CALAYCAY, LEANO, MEDINA, REECE, STARK
NOES:	COUNCILMEMBERS:	NONE
ABSTENTIONS:	COUNCILMEMBERS:	NONE
ABSENT:	COUNCILMEMBERS:	NONE



City Clerk of the City of Claremont

RESOLUTION NO. 2023-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING THE ENGINEER'S REPORT PREPARED BY WILLDAN FINANCIAL SERVICES AS FILED, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE AND LIGHTING DISTRICT NO. LL001 FOR THE FISCAL YEAR 2023/24 PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972 FOR THE MAINTENANCE AND SERVICING OF LIGHTING AND LANDSCAPING, AND GIVING NOTICE OF AND SETTING THE TIME AND PLACE OF THE PUBLIC HEARING ON THE LEVY OF THE PROPOSED ASSESSMENTS

WHEREAS, in March 1990, the City Council of the City of Claremont (the "City") adopted Landscape and Lighting District No. LL001 pursuant to the Landscaping and Lighting Act of 1972, Part 2 (commencing with § 22500) of Division 15 of the Streets and Highways Code (the "Act"), for the maintenance and servicing of street lighting, street trees, parkways, median islands, and city parks; and

WHEREAS, in March of 1997, a majority of voters of the City of Claremont approved Ordinance No. 97-1 ("Measure A"), which among other things, ratified, approved, and validated the assessments under existing Landscape and Lighting District No. LL001 and authorized the City Council "to increase on an annual basis the annual levy for Landscape and Lighting District No. LL001" using the Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside Area, published by the United States Department of Labor, Bureau of Labor Statistics, provided that any such annual increase in assessments not exceed ten percent (10%); and

WHEREAS, Landscape and Lighting District No. LL001 qualifies for continued levying under Section 5 of Article XIII D of the California Constitution; and

WHEREAS, the City is required under the Act to follow certain annual procedures for levying assessments; and

WHEREAS, on February 28, 2023, the City Council adopted Resolution No. 2023-16 initiating proceedings for the levy and collection of assessments for Fiscal Year 2023/24; and

WHEREAS, by said resolution, the City Council ordered Willdan Financial Services, for the purpose of assisting the City with the annual levy and collection of assessments within said assessment district, to prepare and file a report with the City Clerk in accordance with Article 4 (commencing with § 22565) of Chapter 1 of Part 2 of Division 15 of the Streets and Highway Code; and

WHEREAS, Willdan Financial Services has filed such report with the City Clerk, and such report has been presented and considered by the City Council; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the Landscape Lighting and Assessment District Annual Update is statutorily exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline Section 15273(a)(4) because the purpose of the annual assessment is to provide funding to maintain existing public landscaping and streetlights within the City of Claremont; and

WHEREAS, pursuant to CEQA Guideline Section 15061(b)(3), this item is exempt from CEQA because there is no potential for causing a significant effect on the environment because the action will simply provide funding to maintain existing public landscaping and streetlights.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein.

SECTION 2. Intention. The City Council hereby declares that it is their intention to levy and collect assessments for Landscape and Lighting District No. LL001 for the Fiscal Year 2022/23 pursuant to the Landscaping and Lighting Act of 1972. The area to be assessed is located in the City of Claremont, County of Los Angeles. The boundaries of Landscape and Lighting District No. LL001 are described in the Fiscal Year 2023/24 Annual Engineer's Report (on file in the City Clerk's office). No assessments shall be imposed upon a federal or state government agency (county, city, and/or special district) located within the boundaries except when such property is not devoted to a public use.

SECTION 3. Purpose. The purpose of Landscape and Lighting District No. LL001 is for maintenance and servicing of street lighting, street trees, parkways, median islands, and city parks.

SECTION 4. Report. The Willdan Financial Services report is on file with the City Clerk and is hereby approved, as filed, by the City Council. All interested persons are referred to the Willdan Financial Services report for a full and detailed description of the work, the boundaries of the proposed assessment district, and the proposed assessments upon assessable lots and parcels of land within Landscape and Lighting District No. LL001.

SECTION 5. Time and Place of Hearing. On Tuesday, June 13, 2022, at the hour of 7:00 p.m., during the course of its regular scheduled meeting, the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held at the City Council Chamber, 225 Second Street, Claremont, California.

SECTION 6. Notice. The City Clerk shall give notice of the time and place of said hearing by publishing a copy of this Resolution once in the Claremont Courier and once in the Daily Bulletin not less than ten (10) days before the date of the hearing.

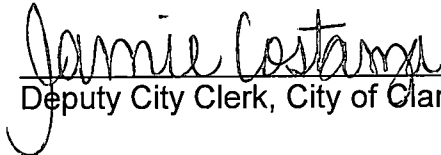
SECTION 7. Pre-Approved CPI Increase of Annual Assessment. The proposed annual assessment shall be based on actual total costs, as delineated by Streets and Highways Code § 22569. In accordance with Section 5 of Ordinance No. 97-1 ("Measure A"), which a majority of voters of the City of Claremont approved on March 4, 1997, the City Council has declared its intention to use the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside-Orange County area (1982-1984=100), published by the United States Department of Labor, Bureau of Labor Statistics (the "CPI") to increase the assessments for Landscape and Lighting District No. LL001 for Fiscal Year 2023/24; provided, however, that such increase in assessments shall not exceed ten percent (10%). Based on the CPI, the proposed 2023/24 assessment represents a 5.09% increase over the previous year. The 2023/24 assessment is not increasing above the annual CPI adjustments that Claremont voters approved in 1997.

PASSED, APPROVED AND ADOPTED this 9th day of May, 2023.



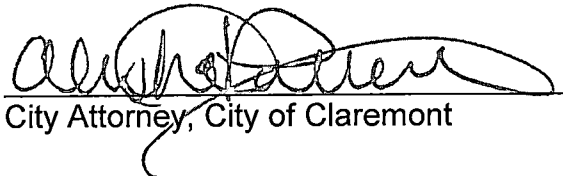
Mayor Pro Tem, City of Claremont

Attest:



Deputy City Clerk, City of Claremont

Approved as to form:



City Attorney, City of Claremont

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)ss.
CITY OF CLAREMONT)

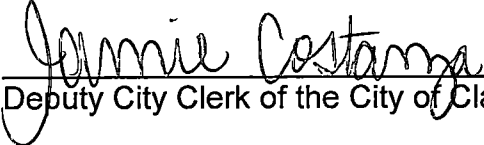
I, Jamie Costanza, Deputy City Clerk of the City of Claremont, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2023-29 was regularly adopted by the City Council of said City of Claremont at a regular meeting of said Council held on the 9th day of May, 2023, by the following vote:

AYES: COUNCILMEMBERS: CALAYCAY, LEANO, MEDINA, STARK

NOES: COUNCILMEMBERS: NONE

ABSTENTIONS: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: REECE



Deputy City Clerk of the City of Claremont

Commissioner Naticchia stated that he pulled Item #3 to allow for public comment.

Chair Silva invited public comment.

Barnabas Path, Claremont resident, suggested bringing proposed removals of trees for reasons other than being dead, diseased, or hazardous (e.g., infrastructure conflict) through the Tree Committee and Commission to offer opportunities for the community to provide comments, to provide for full discussion, and to give full transparency to the process.

The Commission thanked Mr. Path for attending the meeting and offering his comments. The Commissioners agreed with the need to involve the public in making decisions regarding trees, as there are many residents who are very invested in the subject.

Director Swan responded to questions from the Commission regarding authority for removals based on infrastructure conflict, the status of the pine trees on Kemper Avenue, and removals due to drought-based water restrictions.

The Commission received and filed the report.

ADMINISTRATIVE ITEMS

4. Landscape and Lighting District Engineer's Report and Annual Levy for Fiscal Year 2023-24

This item starts at 01:02:00 in the archived video.

Director Swan presented a report on the annual levy of the LLD Assessment for FY23-24. The assessment of 5.09% (\$10.30) will cover maintenance of parks, street medians and rights-of-way, trees, and street lighting. Associated revenue of \$3.16 million will fund approximately 80% of the total maintenance costs. General Fund contributions will fund the remaining 20%.

Director Swan responded to questions from the Commission regarding previous grants, the possibility of the LLD assessments fully funding the maintenance of the district, projected water costs given weather conditions, and possible future plans to improve equipment or infrastructure efficiency to lower utility costs.

Chair Silva invited public comment.

Barnabas Path spoke regarding the history of the creation of landscape and lighting districts as a legislative tool that allowed communities to increase funding to pay for certain services.

Commissioner Naticchia moved to recommend that the City Council adopt a Resolution approving the Engineer's Report and ordering a levy of \$212.19/AU for Fiscal Year 2023-24, seconded by Commissioner Kane, and carried on a roll call vote as follows:

AYES: *Commissioner – Brower, Glass, Kane, Naticchia, Scott Toux, Sifuentes, Silva*
NOES: *Commissioner – None*

REPORTS

Commission/Committee

Commissioner Brower attended the Committee on Aging meeting at which they announced a new Chair and Vice Chair. The Committee will be sending out fewer fundraising letters than in years past, because many letters in previous years were returned. More seniors are in crisis mode now, and there are only two full-time staff positions at the Joslyn Center. Hiring is more difficult due to budget limitations, and many people are only looking for full-time work.

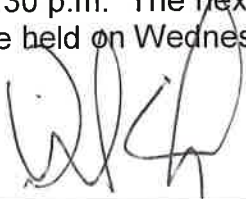
Commissioner Sifuentes reported that the Independence Day Committee met on March 23, 2023, at which two new Committee Members were introduced. The theme for this year's event has been set, and auditions for the National Anthem will be held April 26, 2023. There are still spots open for volunteers.

Chair Silva reported that the Youth Sports Committee met on March 21, 2023. A new Chair and Vice Chair were elected, and reports were given on the status of the athletic fields. All of the fields are flooded and need to dry out before beginning the aeration and seeding process. The Committee is asking the public to minimize use of the fields while they dry. Public comment was made complaining about the lack of available fields for adult soccer. The Committee will look into working with staff to try to accommodate these requests, but demand for youth sports programs doesn't leave much time for adult groups.

Chair Silva reminded the Commission that the Commission's priorities should align with the City Council's priorities, as listed in the agenda packet for the March meeting.

ADJOURNMENT

Chair Silva adjourned the meeting of the Community and Human Services Commission at 8:30 p.m. The next meeting of the Claremont Community and Human Services Commission will be held on Wednesday, May 3, 2023, at 7:00 p.m.



Dirk Silva, Chair



Dawn Bonnell Ross, Recording Secretary



Claremont City Council

Agenda Report

File #: 4727

Item No: 12.

TO: ADAM PIRRIE, CITY MANAGER

FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AMENDMENT TO TITLE 5 OF THE CLAREMONT MUNICIPAL CODE REPEALING SECTION 5.52.100 TITLED "TERM OF PILOT PROGRAM" TO CONVERT THE EXISTING THREE-YEAR SHARED MOBILITY PROGRAM INTO A PERMANENT SHARED MOBILITY PROGRAM AND UPDATE REGARDING THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS BIKE SHARE PILOT PROGRAM

SUMMARY

Since the fall of 2018, the City of Claremont has been working on a Shared Mobility Ordinance to regulate the operation of micro-mobility devices like scooters, bicycles, and e-bikes. Electric scooters in particular have drawn considerable attention and controversy regarding safety and enforcement, and in other cities, the proliferation of scooters has resulted in litigation. The Claremont Colleges and the Village merchants have shared concerns with scooters and other rolling devices on Village sidewalks. In response, on September 11, 2018, the City Council adopted an urgency ordinance to declare a temporary moratorium prohibiting the establishment or operation of any electric scooter rental business in Claremont.

To address these concerns, the City Council directed staff to prepare a Shared Mobility Ordinance to provide the framework to regulate the deployment of micro-mobility devices. On June 23, 2020, City Council approved a Shared Mobility Ordinance (Chapter 5.52) that included a three-year pilot program (Chapter 5.52.100). This pilot program is set to expire on August 6, 2023. Throughout the term of the pilot program, the City of Claremont has not received any applications from a shared mobility provider to establish a presence in Claremont.

Although the City of Claremont has yet to process any shared mobility program applications, staff recommends adopting the proposed amendment to Chapter 5.52 Shared Mobility Ordinance (Attachment A), converting the existing three-year pilot program to a permanent program. The proposed program details of Chapter 5.52 are contained in Attachment B.

RECOMMENDATION

Staff recommends that the City Council:

- A. Introduce for first reading of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ADOPTING AN AMENDMENT TO TITLE 5 OF THE CLAREMONT MUNICIPAL CODE REPEALING SECTION 5.52.100 TITLED "TERM OF PILOT PROGRAM" TO CONVERT THE EXISTING THREE-YEAR SHARED MOBILITY PILOT PROGRAM INTO A PERMANENT SHARED MOBILITY PROGRAM FOR THE SHARED MOBILITY SYSTEMS AND DEVICES, SUCH AS BICYCLES, E-BIKES, AND ELECTRIC SCOOTERS; and
- B. Direct staff to continue to work with the San Gabriel Valley Council of Governments on the implementation of its Bike Share Program in Claremont.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- A. Do nothing. This will result in the Shared Mobility Program sunseting on August 6, 2023.
- B. Extend the term of the temporary Shared Mobility Pilot Program. This will require revisions to the Shared Mobility Ordinance.
- C. Make other revisions to the proposed language of the Shared Mobility Ordinance.
- D. Request additional information from staff.

FINANCIAL REVIEW

The proposed amendment to the Claremont Municipal Code is not expected to have any direct financial or budgetary impact to the City's General Fund.

The staff cost to prepare this report is estimated at \$905 and is included in the operating budget of the Community Development Department.

ANALYSIS

The City Council, at its regular meeting of September 11, 2018, adopted an urgency ordinance declaring a temporary moratorium, prohibiting the establishment or operation of any electric scooter rental business in Claremont. The moratorium placed an express prohibition on the granting or issuance of a license, certificate, or permit (including a "finding of similar use," which would allow for the issuance of a license, certificate, or permit) to any electric scooter rental business. Subsequently, the moratorium was extended by the City Council to the maximum allowable extension to September 10, 2020.

The City Council also directed staff to draft guidelines to regulate shared mobility options to develop a set of rules to regulate shared bikes, electric scooters, and alternative micro-mobility trends. This process moved forward through the Traffic and Transportation Commission ("TTC") and a TTC Subcommittee process. On May 28, 2020, the TTC reviewed and approved the draft ordinance and recommended adoption by the City Council.

On June 23, 2020, the City Council approved a Shared Mobility Ordinance (Chapter 5.52) that included a three-year pilot program (Chapter 5.52.100). The three-year term of this pilot program is set to expire on August 6, 2023. The pilot program was put in place to facilitate the implementation of

a regional micromobility program sponsored by the San Gabriel Valley Council of Governments (SGVCOG). More details on this program are provided in the following section of the report. The intent was to have the SGVCOG selected vendor operate a program in Claremont and neighboring participating cities, however, numerous obstacles precluded this program from taking off. At the same time, other companies that specialize in and operate bike-share programs have expressed interest; however, the City of Claremont has not yet received any formal applications.

Although the City of Claremont has not received shared mobility program applications, staff recommends adopting the proposed amendment to Chapter 5.52 Shared Mobility Ordinance, converting the existing three-year pilot program to a permanent program. Doing so will allow the City to vet any potential future applications for shared mobility programs or services.

SGVCOG Regional Bike Share Update

In August 2017, the San Gabriel Valley Council of Governments (SGVCOG) received \$4.6 million in Greenhouse Gas Reduction Fund-Active Transportation Program (“GGRF-ATP”) funds from the California Transportation Commission to launch a regional e-bike share program in the San Gabriel Valley.

In 2019, the SGVCOG completed a competitive procurement process for the implementation of this program. As part of the process, Gotcha Media Holdings, LLC (Gotcha) was selected to operate the program. The SGVCOG staff prepared to launch the program in March 2020, but unfortunately, this timeline corresponded with the start of the COVID-19 pandemic. Despite the pandemic, the SGVCOG was still able to launch its initial program in the summer of 2020.

However, like most bike share programs nationwide, ridership was low and it was difficult for operators to cover their true operational costs. This resulted in the halted operations of many programs across the country, and resulted in the dissolution of Gotcha in January 2021.

In the spring of 2021, SGVCOG staff convened discussions with regional stakeholders, including local non-profits, and participating cities to discuss how the program could be re-launched. Along with the coordination of ActiveSGV, the SGVCOG was able to re-imagine the bike share program, providing a strong foundation and valuable tool for a subsequent program. SGVCOG staff determined that a better approach to the bike share program should include a focus on longer-term bike rentals at selected locations that were primarily located off the public right-of-way. The intent was for local businesses and community partners to serve as the selected locations where users could rent e-bikes.

Additionally, the program was meant to target those users who would be the most likely to use an e-bike to replace existing drive-alone vehicular trips, thus maximizing the vehicle miles traveled (“VMT”) reduction goal of the program. These targeted users include students at colleges/universities, employees at large businesses and campus environments (including business parks), and other community members who may be inclined to try an e-bike for active transportation, but may not have the funds to purchase, as e-bikes are costly. For a monthly fee, users are able to rent an e-bike for an extended period of time through the new GoSGV program, and, during that time, have exclusive access to that e-bike as their own.

In September 2021, SGVCOG staff released a request for qualifications (RFQ) for the purchase of 840 e-bikes. This included traditional e-bikes and cargo e-bikes. As part of the process, the following were purchased to serve the program:

- B-Cycle: purchase of 828 e-bikes; and
- Pedal Movement, LLC: purchase of 12 cargo e-bikes.

Claremont is one of the Southern California communities that has expressed an interest in this regional pilot program, using hybrid commuter and cargo types e-bikes with pedal assist. In California, bikes are sorted into three classifications, based on top speeds and whether pedaling is a necessary function. Class 1 e-bikes have pedal assist technology that works when the pedals are engaged. Class 1 e-bikes can only get a pedal assist boost up to 20 mph. Class 2 e-bikes are suitable for extra surface terrain types. Class 2 e-bikes have pedal assistance up to 20 mph and throttle-only mode, where the motor can work independently. Class 3 e-bikes offer pedal assist up to 28 mph, they have throttle, helping to get to destinations faster. The SGVCOG program uses Class 1 e-bikes. The SGVCOG and the participating cities have agreed that no scooters will be allowed under this regional pilot bike share program.

In October 2021, SGVCOG staff released a request for proposals (“RFP”) to select an operator to run this modified program. Upon technical review of the proposals, it was recommended that ActiveSGV, a local non-profit that supports the expansion of bike ridership and other forms of active transportation in the San Gabriel Valley, be selected as the program operator.

This new program (GoSGV) was officially launched on September 29, 2022. Under this re-imagined program, San Gabriel Valley residents can check out an e-bike for monthly use. For the duration of their rental period, the participant will have exclusive use of that e-bike for their daily use. Participants can sign-up for the program and pick-up an e-bike from various program locations across the region, or for an additional cost, have the e-bike delivered to their homes. The SGVCOG re-imagined program was presented to the TTC October 27, 2022, with positive feedback from the Commission.

There are a total of 840 e-bikes available for the new SGVCOG bike rental program (GoSGV), of which 12 are cargo e-bikes. Cargo e-bikes have been in limited supply from the start, and there is a growing list of reservations for this style of e-bike. Currently, 150 e-bikes are being rented throughout the region as part of this program.

Current Claremont resident participation in the SGVCOG program is as follows:

Claremont Participation

- 3 residents currently have a GoSGV e-bikes (2 commuter, 1 cargo)
- 4 residents have dropped out of the program
- 1 resident currently needs to make an appointment for pick up
- 1 resident is currently on the waitlist for a Cargo e-Bike

The program is moving forward, and with the summer months approaching, ActiveSGV is attending more community events and more community rides to encourage participation in the program. The SGVCOG has noted that they are actively seeking grant opportunities that would subsidize memberships to community members that live in affordable housing, as well as potential rebates to be used towards the purchase of e-bikes. Grants are also being pursued to increase the number of cargo e-bikes due to their limited supply, and the wait list for this style of e-bike.

If the City Council adopts this proposed amendment to the Shared Mobility Ordinance, staff will be looking at possible events where ActiveSGV can attend to continue promoting participation in this

regional program.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: General Plan, Sustainability Plan, Council Priorities, and the 2022-2024 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act. (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Brad Johnson
Community Development Director

Prepared by:

Vincent Ramos
Associate Engineer

Reviewed by:

Maria B. Tipping, P.E.
City Engineer

Attachments:

- A - Draft Shared Mobility Ordinance
- B - Proposed Chapter 5.52 Shared Mobility Ordinance

ORDINANCE NO. 2023-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ADOPTING AN AMENDMENT TO TITLE 5 OF THE CLAREMONT MUNICIPAL CODE REPEALING SECTION 5.52.100 TITLED "TERM OF PILOT PROGRAM" TO CONVERT THE EXISTING THREE-YEAR SHARED MOBILITY PILOT PROGRAM INTO A PERMANENT SHARED MOBILITY PROGRAM FOR THE SHARED MOBILITY SYSTEMS AND DEVICES, SUCH AS BICYCLES, E-BIKES, AND ELECTRIC SCOOTERS

WHEREAS, City of Claremont ("City") consists of just over 13.9 square miles of land, which is home to approximately 36,000 residents, the job site of 16,500 workers, and a destination for thousands of visitors on weekends and holidays; and

WHEREAS, the City's public rights-of-way are designed to accommodate a multimodal transportation system and are heavily utilized by residents, workers, students, and visitors; and

WHEREAS, the City is committed to the long-range goal of protecting the natural environment, increasing sustainability efforts, and improving overall quality of life; and

WHEREAS, in recent years, shared mobility businesses have exploded globally offering several different types of devices including but not limited to bikes, e-bikes, and electric scooters; and

WHEREAS, without proper regulation, the rapid proliferation of such devices creates safety hazards for pedestrians, bicyclists, motorists, and passengers; and

WHEREAS, to date, the City does not have any permitted and/or licensed shared mobility businesses operating within its jurisdiction; and

WHEREAS, between September 11, 2018 and August 13, 2020 (the "Moratorium Period"), a City moratorium was in effect (through the City Council's adoption of Ordinances No. 2018-08, 2018-09, and 2019-05) that suspended the establishment, location, or operation of an electric scooter rental business within the City, and prohibited the granting or issuance of any finding of similar use (pursuant to Chapter 16.339 of the Claremont Municipal Code), license (including a business license), certificate (including a tax certificate), or permit (including a business permit, conditional use permit, or special use permit) by the City to any electric scooter rental business; and

WHEREAS, during the Moratorium Period, City staff investigated many challenges relating to the potential siting and operation of electric scooter rental business within the City, such as the compatibility of electric scooters rentals in

various zoning districts, City regulations that could mitigate or minimize the safety and traffic circulation problems other cities have experienced after they allowed electric scooter rental businesses to operate in their jurisdiction, and financial challenges that could be posed by increased administrative costs and law enforcement activity associated with lawfully permitted electric scooter rentals; and

WHEREAS, in addition to electric scooters, the City also evaluated the compatibility of bike sharing systems; and

WHEREAS, on July 14, 2020, the City Council adopted Ordinance No. 2020-04 that added Chapter 5.52 to the Claremont Municipal Code to establish a three-year shared mobility pilot program allowing shared mobility devices, such as unpowered bicycles and/or "Class 1" or "Class 2" electric powered bicycles within the City, subject to licensing and operational requirements; and

WHEREAS, the goals of the shared mobility pilot program were as follows:

1. Make mobility options available to residents, employees, students, and visitors;
2. Establish minimum operating requirements in the categories of maintenance, education, safety, customer service, data sharing, and insurance/indemnification;
3. Reduce sidewalk and pathway impediment;
4. Maintain access for individuals with disabilities;
5. Educate users about the proper rules and etiquette;
6. Create a user-friendly and enforceable framework for managing shared mobility in the public right-of-way;
7. Build good working partnerships with shared mobility service providers; and
8. Identify a broader list of recommended program components through which participating shared mobility service providers can be evaluated; and

WHEREAS, to date, no shared mobility service providers have participated in the City's shared mobility pilot program; and

WHEREAS, per Section 5.52.100 of the Claremont Municipal Code, the shared mobility pilot program will automatically terminate on August 6, 2023 unless the City Council extends it or makes it permanent; and

WHEREAS, the City Council now desires to repeal Section 5.52.100 of the Claremont Municipal Code to convert the temporary shared mobility pilot program into a permanent program; and

WHEREAS, the City Council directs the City Manager or his, her, or their designee to monitor and assess the overall performance of the permanent shared mobility program and provide City Council with reports on an as needed basis.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby finds that all of the foregoing recitals and the statements in the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that the shared mobility program is not a "project" under the California Environmental Quality Act ("CEQA"). The CEQA regulations exempt "administrative activities of governments that will not result in direct or indirect physical changes in the environment" from its definition of "project." (14 CCR § 15378(b)(5).) Even if this pilot program were a "project," it is exempt from CEQA under the "common sense" exemption because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (14 CCR § 15061(b)(3).)

SECTION 3. Code Amendment. Section 5.52.100 (Term of pilot program) of Chapter 5.52 (Shared Mobility Program) to Title 5 (Business Regulation) of the Claremont Municipal Code is hereby repealed in its entirety. This code amendment makes no changes to any other sections of Chapter 5.52.

SECTION 4. Performance Reports on Shared Mobility Program. The City Council directs the City Manager or his, her, or their designee to monitor and assess the overall performance of the shared mobility program and provide City Council with reports on an as needed basis.

SECTION 5. Amendments, Suspension, or Termination of Shared Mobility Program. The City Council reserves the right to amend, suspend, or terminate the Shared Mobility Program at any time for any reason.

SECTION 6. Severability. In the event that any court of competent jurisdiction holds any section, subsection, paragraph, sentence, clause or phrase in this Ordinance to be unconstitutional, preempted, or otherwise invalid, the invalid portion

shall be severed from this Ordinance and shall not affect the validity of the remaining portions of this Ordinance. The City hereby declares that it would have adopted each section, subsection, paragraph, sentence, clause or phrase in this Ordinance irrespective of whether any one or more sections, subsections, paragraphs, sentences, clauses or phrases in this Ordinance might be declared unconstitutional, preempted or otherwise invalid.

SECTION 7. Conflicts with Prior Ordinances. In the event that any City ordinance or regulation, in whole or in part, adopted prior to the effective date of this Ordinance, conflicts with any provisions in this Ordinance, the provisions in this Ordinance will control.

SECTION 8. Posting of Ordinance. The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the passage and adoption of it, and within fifteen (15) days, publish a summary of the ordinance in the Claremont Courier, a semi-weekly newspaper of general circulation, printed, published, and circulated in the City of Claremont and thirty (30) days thereafter it shall take effect and be in force.

SECTION 9. Effective Date. This ordinance shall take effect and be in force thirty (30) days after its adoption.

PASSED, APPROVED and ADOPTED this _____ day of _____

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:



City Attorney

5.52.010 Purpose.

The purpose of this shared mobility program is to enhance mobility and access, ease traffic congestion, promote sustainability, and ensure the protection of public health and safety, including the safety of the public traveling by foot, bicycle, wheelchair, or any vehicle on public sidewalks, streets, other public rights-of-way and adjacent private property. (20-04)

5.52.020 Definitions.

For the purpose of this chapter, unless the context clearly requires otherwise, the words and phrases defined in this section shall have the following meanings:

“Abandon” means leaving any mobility device unattended in a public area without the City’s permission for any length of time.

“City Manager” means the City Manager or designee.

“Director” means the Community Development Director or designee.

“Mobility device” means any device by which a person can be transported, propelled, moved, or drawn, such as an electric bicycle, a standard bicycle, or an electric scooter.

“Operator” means a person or business entity that has obtained the City’s approval and a license from the City to rent, locate, display, offer, or place for rent shared mobility devices in any public area in accordance with this shared mobility program and any related administrative regulations.

“Prohibited mobility device” means any shared mobility device that has not been approved by City staff in accordance with this shared mobility program and any corresponding administrative regulations.

“Public area” means any outdoor area that is open to the public for public use, and owned or operated by the City, including, without limitation, the public right-of-way.

“Public right-of-way” means any alley, parkway, transportation path, roadway, sidewalk, trail, pathway, or street that is owned, dedicated by easement, operated, or controlled by the City.

“Restricted areas” means any areas within the City that the City has designated as off limits to the use or placement of shared mobility devices.

“Shared mobility device” means any mobility device that is rented or offered for rent in any public area. “Shared mobility device” does not include:

1. Any mobility device that is owned by the person using it;
2. Any mobility device that is being used with the owner’s permission, free of charge;
3. A rental car;
4. A taxicab;
5. Any mobility device for people with disabilities, such as a wheelchair; or
6. Any other device excluded pursuant to the City’s administrative regulations.

“Shared mobility program” means the program set forth in this chapter allowing one or more operator(s) to place shared mobility devices in public areas within City boundaries so the shared mobility devices may be rented by members of the public. (20-04)

5.52.030 Administrative regulations.

A. The Director may adopt administrative regulations to implement the provisions of this chapter, which may include regulations relating to lawful conduct, prohibited conduct, public safety, data sharing, data privacy, and/or the timely removal of hazards. Any administrative regulations shall be published on the City’s website and available upon request at City Hall.

B. Violation of any administrative regulation issued pursuant to this chapter shall constitute a violation of this Code and shall subject the violator to the penalties set forth in this Code. (20-04)

5.52.040 Prohibited conduct.

Notwithstanding any other provision of this Code, persons (including operators) shall not:

A. Rent or offer for rent any mobility device in any public area without an operator’s license issued pursuant to this chapter.

B. Deploy, drop, abandon, leave, dock, park, or otherwise place (for any length of time) any mobility device in any public area in a manner that:

1. Obstructs or blocks access to a path of travel, including, without limitation, a sidewalk, curb ramp, crosswalk, or doorway;

2. Violates disability access laws, requirements, and/or regulations, such as the Americans with Disabilities Act (ADA) and its implementing regulations;
3. Poses a public safety hazard or nuisance; or
4. Is otherwise prohibited by applicable local, state or federal laws or the City's administrative regulations.

C. Operate any mobility device at a speed that exceeds the limits set forth in the California [Vehicle Code](#) and the Claremont Municipal Code, including Claremont Municipal Code Sections [10.48.010](#) (Speed limits for certain streets) and [11.02.100](#) (Speed limits for public parks).

D. Deploy, drop, abandon, leave, dock, park, or otherwise place (for any length of time) or use, rent, or offer for rent any prohibited mobility device in any public area.

E. Deploy, drop, abandon, leave, dock, park, or otherwise place (for any length of time) or use, rent, or offer for rent any shared mobility device or prohibited mobility device in any restricted area. (20-04)

5.52.050 Operator license, fees, and other requirements.

A. Operator's License. An operator's license is required to use any public area to rent out or offer for rent any mobility device.

B. Application Processing. An application for an operator's license shall be made on forms provided by the Director and shall be submitted with an application fee. The application shall include all information needed to determine compliance with this chapter and any administrative regulations. The application fee shall be established by resolution of the City Council. The Director shall have the authority to approve, conditionally approve, or deny an application for an operator's license.

C. Approval Criteria. An operator's license shall not be approved or conditionally approved unless all of the following findings can be made:

1. The operator's shared mobility devices are safe, legal, clean, and well-maintained.
2. The number of shared mobility devices the operator seeks to rent or offer for rent will not result in an oversaturation of shared mobility devices in the City or otherwise have an adverse impact on the public health, safety and welfare.
3. The operator has rules, protocols, and staffing to ensure its shared mobility devices will not be used in restricted areas.

4. The operator has rules, protocols, and staffing to ensure its shared mobility devices will not be used or abandoned in public areas in a manner that interferes with pedestrian or vehicular travel or disability access, or otherwise creates a safety hazard or public nuisance.

5. The operator has one or more representatives that will be responsive to City concerns twenty-four hours a day, seven days a week.

6. The operator has agreed to uphold the indemnification requirements set forth in this chapter and has provided proof of the insurance required by this chapter.

7. The operator has obtained or has concurrently applied for a tax certificate in accordance with Chapter [4.10](#) of this Code and, if necessary, a business permit in accordance with Chapter [5.20](#) of this Code.

8. The Director has approved a finding of similar use pursuant to Chapter [16.339](#) of this Code.

D. Ongoing Operator's License Fees. The City Council may establish license fees by resolution, which shall both defray the City's costs of administering and enforcing the provisions of this chapter and compensate the City for allowing an operator to use public areas to rent, locate, display, offer, or place for rent shared mobility devices.

E. Term and Renewals of Operator's License. The term of an operator's license shall not exceed one year. The Director may create a streamlined application process for requests to renew an operator's license.

F. Revocation or Suspension of Operator's License. Failure to comply with the requirements of this chapter (including the approval criteria listed above), any administrative regulations issued pursuant to this chapter, or any federal, state, or local law shall be grounds for revocation or suspension of an operator's license. The Director shall provide the operator with written notice of the revocation or suspension that set forth the basis for his or her decision.

G. Appeals. An applicant for or holder of an operator's license may appeal a Director decision regarding issuance, denial, revocation, or suspension of an operator's license to the City Council. Appeals must be submitted to the City Clerk within ten calendar days of the decision on which the appeal is based. The appeal shall be in writing and the appeal shall be submitted with an appeal fee in the amount established by resolution of the City Council. The appellant shall set forth his or her reason(s) for asserting that a decision or action was in error, or in violation of this Code, or any other applicable law. Unless the Director determines the public health or safety requires otherwise, any decision that is being appealed shall be suspended until a decision on the appeal has been made. (20-04)

5.52.060 Operator indemnity and insurance requirements.

A. By accepting an operator's license and/or renting or offering to rent shared mobility devices in the City, an operator shall indemnify, defend (at operator's sole cost and expense with counsel of the City's choosing), and hold harmless the City, and its officers, officials, employees, representatives, and agents from any and all claims, damages, injuries, liabilities or losses which arise out of, or in any way relate to, the City's issuance of the operator's license or the operator's activities and operations in the City, including, without limitation, any alleged violation of any federal, state or local laws by the operator or by the users of the operator's shared mobility devices, and any and all claims, damages, injuries, liabilities or losses to claimed by the users of operator's shared mobility devices or any third party, arising out of, or in any way related to, operator's activities and operations. The City and operator may enter into an indemnification agreement to refine the scope and terms of this indemnification obligation, which agreement must be approved by the City Manager in a form acceptable to the City Attorney. The lack of an indemnification agreement does not relieve an operator of the indemnification obligations set for this section.

B. An operator shall maintain insurance at coverage limits, and with conditions thereon, as determined by the Director as necessary and appropriate. The operator's insurance policies shall name the City of Claremont as an additional insured. Prior to commencing operations, the operator shall provide proof of insurance to the Director. The operator shall notify the City within ten days if its insurance coverage is reduced or terminated. Failure to maintain adequate insurance coverage shall be grounds for suspension or revocation of an operator's license. The insurance coverage required by this paragraph shall not in any way limit an operator's indemnification obligations set forth in the previous subsection. (20-04)

5.52.070 Impoundment of mobility devices.

A. Mobility devices that are deployed, dropped, abandoned, left, docked, parked, or otherwise placed (for any length of time) or used, rented, or offered for rent, in any manner that violate this chapter constitute a public nuisance and shall be subject to immediate impoundment by the City.

B. The City Council may adopt impound fees by resolution, which shall not exceed the costs of enforcement, investigation, administration, storage, and impoundment.

C. No person shall retrieve any impounded mobility device except upon demonstrating proper proof of ownership of the device and payment of applicable impound fees.

D. Any mobility device not retrieved from impound after more than thirty calendar days shall be deemed abandoned and may, in the City Manager's discretion, be destroyed or auctioned in accordance with applicable state law. (20-04)

5.52.080 Docking stations, bike racks, or other parking facilities for mobility devices.

A. Advance approval of the Director is required to place a docking station, bike rack, or any other kind of parking facility for shared mobility devices in a public area. The City may immediately remove and impound an unauthorized docking station, bike rack, or parking facility from a public area.

B. The City Council may adopt impound fees by resolution, which shall not exceed the costs of enforcement, investigation, administration, storage, and impoundment.

C. No person shall retrieve any impounded docking station, bike rack, or parking facility except upon demonstrating proper proof of ownership and payment of applicable impound fees and any costs the City incurred restoring the public area to its original condition.

D. Any docking station, bike rack, or parking facility not retrieved from impound after more than thirty calendar days shall be deemed abandoned and may, in the City Manager's discretion, be destroyed or auctioned in accordance with applicable state law. (20-04)

5.52.090 Enforcement and remedies.

A. Criminal Fines and Penalties. Any person responsible for violating any provision of this chapter is guilty of an infraction or a misdemeanor at the discretion of the City Attorney and/or district attorney. Upon conviction, the person shall be punished as prescribed in Chapter [1.12](#).

B. Administrative Fines and Penalties. Whenever an officer charged with the enforcement of any provision of this Municipal Code determines that a violation of this chapter has occurred, the officer shall have the authority to issue an administrative citation to any person responsible for the violation in accordance with Chapter [1.14](#).

C. Public Nuisance. Any use or condition caused, or permitted to exist, in violation of any provision of this chapter shall be, and is hereby declared to be, a public nuisance and may be summarily abated by the City pursuant to California [Code of Civil Procedure](#) Section 731 or any other remedy available at law.

D. Civil Action. In addition to any other enforcement permitted by the City's Municipal Code, the City Attorney may bring a civil action for injunctive relief and civil penalties

against any person who violates any provision of this chapter. In any civil action that is brought pursuant to this chapter, a court of competent jurisdiction may award civil penalties and costs to the prevailing party.

E. License Revocation. Any violation of this chapter may result in revocation of an operator's license in accordance with Section [5.52.050](#). (20-04)

~~5.52.100 Term of pilot program.~~

~~This chapter is originally adopted as a temporary pilot program that the City Council may suspend or terminate at any time. This chapter shall be automatically repealed in its entirety on August 6, 2023 unless the City Council amends the Municipal Code to remove this section. (20-04)~~



Claremont City Council

Agenda Report

File #: 4746

Item No: 13.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JAMIE EARL, ASSISTANT CITY MANAGER

DATE: JUNE 13, 2023

Reviewed by:

City Manager: AP

SUBJECT:

AUTHORIZATION TO AMEND THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH CPS HR CONSULTING FOR DIVERSITY, EQUITY, AND INCLUSION PROGRAMMING AND CONSULTING SERVICES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

Last year, the City Council added a new City Council Priority focused on developing anti-racist, anti-discrimination policies and plans to achieve community and organizational diversity, equity, and inclusion (DEI). Specifically, the City Council directed staff to pursue an evaluation of current DEI practices to establish a baseline and to implement the recommended improvements.

In November 2022, the City Council authorized the City Manager to enter into a professional services agreement with CPS HR Consulting in the amount of \$42,150 for a DEI Evaluation and consulting services. The initial evaluation and consulting services consisted of employee focus groups and survey assessment; one-on-one meetings with the Mayor and City Councilmembers; and a comprehensive policy review and analysis. CPS HR Consulting produced a written report on their findings, which is included as an attachment to this report.

Based on CPS HR Consulting's findings and recommendations, which are consistent with the new City Council Priority, staff recommends that the City Council receive an oral report from CPS HR Consulting and authorize the City Manager to amend the existing contract with CPS HR Consulting for a total not-to-exceed amount of \$112,150. If approved, the additional \$70,000 in compensation to CPS HR Consulting will fund DEI training for City Councilmembers and staff; community DEI workshops and forums; and consulting services to conduct a comprehensive equity analysis of City operations.

RECOMMENDATION

Staff recommends that the City Council:

- A. Receive an oral report from CPS HR Consulting on the findings of their diversity, equity, and inclusion evaluation; and
- B. Authorize the City Manager to amend the existing professional services agreement with CPS HR Consulting adding \$70,000 in additional compensation for a total not-to-exceed amount of \$112,150 to implement recommended improvements/trainings and conduct community outreach.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- Reject staff's recommendation.
- Request additional information.

FINANCIAL REVIEW

As part of the 2022-24 Budget development process, the City Council appropriated a total of \$150,000 for a DEI evaluation, consulting services, and educational programs/training. In November 2022, the City Council authorized the City Manager to enter into a professional services agreement with CPS HR Consulting for a DEI Evaluation and consulting services in the amount of \$42,150.

If the City Council authorizes the City Manager to amend the existing contract with CPS HR Consulting for a total not-to-exceed amount of \$112,150, the additional \$70,000 will fund DEI training for City Councilmembers and staff; community DEI workshops and forums; and consulting services to conduct a comprehensive equity analysis of City operations. The amount of the proposed contract amendment is within the City's adopted 2022-24 Budget for DEI consulting services.

The staff cost to prepare this report and manage this contract is estimated at \$2,940, and is included in the operating budget of the Administrative Services Department.

ANALYSIS

After citizen requests to conduct a more robust Council Priorities-setting process with community input prior to the development of the 2022-24 Budget, the City of Claremont engaged a consultant to facilitate a City Council Priorities process. The process included a community survey, three community focus groups, and a City Council workshop. The goal of the workshop was for the City Council to discuss priorities for the next three to five years, as well as determine specific objectives related to each priority.

At the workshop, the City Council added a new priority focused on developing anti-racist, anti-discrimination policies and plans to achieve community and organizational diversity, equity, and inclusion (DEI). In addition to the seven long-term priorities, the City Council identified 31 objectives that include policies, projects, and programs that staff will work on over the next two years (2022-24). Specifically, one of the objectives identified by the City Council was to pursue an evaluation of current DEI practices to establish a baseline and to implement the recommended improvements.

In November 2022, the City Council authorized the City Manager to enter into a professional services agreement with CPS HR Consulting in the amount of \$42,150 for a DEI evaluation and consulting

services. The initial evaluation and consulting services are described in more detail below. Established in 1985 as a self-supporting public agency, CPS HR Consulting provides a full range of integrated solutions to government agencies, public safety, and nonprofit organizations. They have assembled a team of expert consultants who have worked successfully with several other local government agencies to establish and achieve their DEI goals. CPS HR Consulting produced a written report on their findings to share with the greater community, which is included as an attachment to this report. In addition to the attached report, as part of their existing contract, CPS HR conducted the following work:

- CPR HR administered a DEI employee survey in February 2023. All City employees were encouraged to participate in the survey, which was designed to provide information in two key areas: a current assessment of the City's DEI program elements and a view of the employee experience in a series of personal and organizational DEI experience statements. The results of the employee survey were compiled by CPS HR and shared with City staff in a way that protected identifying factors such as an employee's age, gender, tenure, and job classification.
- CPS HR held focus groups with the City's executive leadership team; supervisors/managers; frontline employees; and one-on-one meetings with the Mayor and City Councilmembers. During these focus groups, survey results were shared with participants. The focus group sessions not only provided CPS HR key insights into how City staff are perceiving this initiative, they also allowed CPS HR to identify areas of strength as well as growth opportunities. The focus group participants were vocal in acknowledging that they feel supported in the areas of DEI, and the City's serious commitment to this effort. The acknowledgement of the City's efforts was captured in quotes and sentiments shared with the CPS HR team as they engaged the participants in dialogue and a review of the employee survey results.
- Based on CPS HR's findings from the employee survey and focus groups, CPS HR made recommendations to staff regarding strategies for operationalizing DEI into all of its organizational planning, policies and practices. The greatest response was the desire for more DEI-related communication and dialogue to continue as well as DEI-related training opportunities.
- Lastly, CPS HR performed an analysis of the City's administrative policies. Of the 119 policies that the CPS HR team reviewed through this analysis, 109 appeared to contain clear, equitable, balanced language that is consistent with the City's Core Values and Mission Statement, and reflective of "best practices" as it relates to Diversity, Equity, Inclusion, and Belonging. This finding is consistent with the quantitative and qualitative data from the DEI assessment and the employee focus groups. CPS HR identified ten policies that present growth opportunities for the City, which will be updated by staff to reflect DEI best practices.

Based on their experience and expertise, CPS HR Consulting provided staff with numerous considerations pertaining to the advancement of Claremont's DEI efforts. As such, staff recommends that the City continue to work with CPS HR Consulting to navigate expanded DEI trainings, community outreach, and operational improvements as highlighted below:

- **Community Involvement and Outreach:** The flat rate for CPS HR Consulting to hold 3-5 community forums within the City of Claremont to receive feedback from citizens and share the City's vision and initiatives as it relates to building a welcoming and inclusive community culture for all residents is \$25,000. These forums will be appropriately disbursed throughout all segments of the community and be inclusive of multiple cultures and multiple languages and socioeconomic backgrounds. CPS HR Consulting will generate a report with their findings and recommendations based on the community's feedback during the forums.

- **Strategic Imperative and Strategic Direction:** The flat rate for CPS HR Consulting to convene a public study session of the City Council to measure success or take pulse on how the City is progressing is \$3,500. This public study session will take place after the community forums are held so that the study session can effectively incorporate participant feedback and report findings.
- **Training/Education Opportunities:** CPS HR Consulting offers a variety of training that focuses on DEI topics such as cultural intelligence, crucial conversations, and managing conflict through the lens of equity. The cost of trainings range from \$850 - \$5,500 based on training format and length. Staff estimates that training for City Councilmembers and City staff, including the purchase of prerecorded (non-audience) presentations that can be more broadly shared, will cost \$19,000.
- **Operationalizing Equity and Inclusion within the City Organization:** CPS HR Consulting charges an hourly rate of \$150 for consulting services related to equity analysis of city operations. Specifically, these consulting services may include internal operations (i.e., human resources) and external operations (i.e., departmental services). Staff estimates that such projects will take approximately 150 hours, which will cost \$22,500.

Based on these cost estimates totaling \$70,000, staff recommends that the City Council authorize the City Manager to amend the existing contract with CPS HR Consulting for a not-to-exceed amount of \$112,150. If approved by the City Council, staff will work with CPS HR Consulting and the City's Committee on Human Relations to identify a timeline for the trainings and community forums, and will continue to keep the public informed on how they can become involved in the City's ongoing DEI efforts.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

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Attachment:
DEI Evaluation

City of Claremont

Comprehensive DEIB Roadmap

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Comprehensive DEI Roadmap

City of Claremont

Based on the initial Diversity, Equity, Inclusion, and Belonging (DEIB) engagement work for the City of Claremont, which included a DEIB assessment; employee focus groups; one-on-one meetings with the Mayor and City Councilmembers; and a comprehensive policy review and analysis, CPS HR has developed the following Comprehensive DEIB Roadmap to support the City of Claremont continuing its organizational and community DEIB journey. The roadmap is divided into four (4) principal themes:

- ❖ Strategic Imperative and Strategic Direction
- ❖ Community Involvement and Outreach
- ❖ Training and Education
- ❖ Operationalizing Equity and Inclusion within the City Organization

Strategic Imperative and Strategic Direction

The first thematic area focused on the strategic direction focusing on enhancing the diversity, equity, and inclusion within the City's services. Overall, there was a general agreement that it was important to understand and incorporate DEI values into the workplace values for the City and participants indicated interest in seeing how the City integrates the DEI framework and feedback into City operations and outreach efforts. Moving forward, participants in the feedback focus groups expressed that they would like to see the City clearly articulate and share the direction for the DEI journey. This includes identifying milestones and/or key desired outcomes and defining a way to measure progress, sharing successes and challenges so the community remains informed.

Clearly articulating the strategic imperative is an important "first step" of explaining to all internal (employees) and external (community members and the business community) stakeholders the business justification of investing public resources in the DEIB initiative.

Considerations:

1. Convene a public study session of the City Council as needed to measure success or take pulse on how the City is progressing.
2. Articulate a DEIB guiding statement or proclamation by the Mayor and the City Council. This statement or proclamation will clearly define "DEIB" and clearly define the business justification for making public investments to create a welcoming and inclusive organization for all people. These are not partisan or political conversations; rather, this is an initiative designed to promote maximum engagement and connection with employees and community stakeholders alike.
3. Evaluate the City's vision and mission statement to ensure it aligns with the City's DEIB guiding statement or proclamation.

4. The City's Executive Leadership Team may wish to facilitate its own discussions among itself to define how identified DEIB goals and objectives can be operationalized and support a high-performing organization. This process should be in alignment with the efforts of the City Council and clearly define the business justification for the investment of public resources to achieve these goals and objectives.
5. The City may wish to update its Communications and Public Engagement Plan to ensure that it is in alignment with the City's DEIB guiding statement or proclamation.
6. Both the City Council and the Executive Leadership Team should become "champions" of this initiative.

Community Involvement and Outreach

The second thematic area focused on the importance of continued community involvement and outreach. The participants in the focus groups expressed gratitude and appreciation for the City's outreach efforts to have a forum to freely discuss and generate ideas. Participants emphasized the importance and value of seeking community feedback and ensuring that the community is kept informed of efforts with a suggestion to explore more effective ways of communicating and enhancing outreach to all groups on both DEI and other community matters.

Moving forward, participants encouraged the City to continue having more open forums, where discussion and collaborative idea generation can help the City move forward. Specifically, participants identified the value of having DEI subject matter experts that could bring personal lived experiences to the concepts, moving them beyond theoretical concepts and making them more real with a personal level of awareness to help the message "hit home."

Participants also identified a desire for more collaboration opportunities with other public agencies, including Claremont Unified School District, to help enhance outreach and increase awareness and understanding of diversity, equity, and inclusion.

Considerations:

1. Establish regular community forums within the City of Claremont to receive feedback from citizens and share the City's vision and initiatives as it relates to building a welcoming and inclusive community culture for all residents. These forums should be appropriately disbursed throughout all segments of the community and be inclusive of multiple cultures and multiple languages and socioeconomic backgrounds.
2. When updating the City's Communications and Public Engagement Plan, consider which segments of the community are being left out by traditional communication methods. Identify opportunities to reach those people.
3. Establish and maintain collaborative partnerships with community-based organizations, civil rights organizations, faith-based organizations, local chambers of commerce and the business community, and public-public

partnerships to promote greater collective understanding and awareness of DEIB within the City of Claremont.

4. Task the Committee on Human Relations to undertake community engagement around DEIB matters.
5. Promote inclusivity within public spaces and employee workplaces, such as City Hall and public parks. Consider implementing updates to the City Council Chamber to start since this prime location serves as the main location where City Council, staff and community gather to conduct the business of the City.

Training/Education Opportunities

The third thematic area focused on expanding awareness and providing learning opportunities to enhance diversity, equity, and inclusion within the City. Aligning with the DEIB assessment findings, this included a suggestion to identify, promote, and provide training opportunities on how to apply the DEI lens and framework when interacting with the community, including customer service training. Additionally, participants in the focus groups indicated that they would like the City to promote and provide learning and educational opportunities for members of the community as well to continue expanding awareness of the different lived experiences and understanding of one another.

Considerations:

1. Facilitate DEIB training for members of the City Council.
2. Facilitate DEIB learning and educational opportunities for members of the Claremont community.
3. Facilitate DEIB training for all City of Claremont staff.
4. Facilitate regular and periodic effective customer service training for City staff, especially those staff who are external and community-facing, to ensure they have the skills and competencies to advance inclusive outreach and engagement. Work with various departments/divisions within the City to support unique training and development needs of those departments and divisions.
5. Establish informal learning and educational opportunities for all City staff such as DEIB “lunch and learns”, DEIB book clubs, affinity groups, podcasts, etc.
6. Establish a monthly calendar of cultural events and celebrations that acknowledges the contributions of the local and global community that positively impact the Claremont community.
7. Periodically assess and evaluate the effectiveness of the DEIB learning and education platform.

Operationalizing Equity and Inclusion within the City Organization

The fourth and final thematic area focused on operationalizing DEIB into every core function of City operations. The focus group participants felt strongly that if the City is truly embracing DEIB as a core value, then DEIB must become a part of the organizational “DNA” of the City. Focus group participants felt very strongly on this point, emphasizing the importance of “walking the talk”.

Considerations:

1. Become a member of the Local Government Alliance on Race and Equity (GARE) and other support networks, so City executives and managers have readily accessible tools and resources to support DEIB efforts.
2. Conduct a comprehensive equity analysis of every department in City operations.
3. Create a project or program management approach for staff that integrates equity at all stages (scoping, design, implementation, evaluation).
4. Promote open dialogue about DEIB within the organization and encourage freedom of expression (i.e., cultural/religious, clothing, hair, tattoos, preference for pronouns).
5. Conduct a comprehensive equity analysis of the recruitment, selection, and onboarding process of human resources operations. Consider opportunities to recruit through diverse channels to reach a broader spectrum of applicants. Also, consider redacting names and personal information from people being evaluated for city jobs.
6. Conduct a comprehensive equity analysis of all job descriptions and job classifications.
7. Conduct a comprehensive equity analysis of the City's vendor procurement process and explore DEIB metrics such as local hiring, minority-owned businesses, women-owned businesses, disabled veteran businesses, etc.
8. The City should continue to actively explore ways in which people of all socioeconomic backgrounds can live and thrive in the City of Claremont.