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
November 10, 2026
6:30 PM

COUNCILMEMBERS

JENNIFER STARK
MAYOR

JED LEANO **COREY CALAYCAY** **ED REECE** **SAL MEDINA**

City Council meetings are open to the public for in-person and remote participation in accordance with SB 707. If the City's two-way remote participation becomes disabled, the City Council shall recess for at least one hour, or until service is restored, whichever is earlier. If service is not able to be restored, the City Council may reconvene without remote participation. (City Council Resolution No. 2026-20)

To view and participate remotely in the meeting, use the following link: https://zoom.us/j/256208090. To listen via telephone dial (213)338-8477, Webinar ID: 256 208 090. The recorded meeting will be uploaded to the City website and archived.

OPTIONS FOR PUBLIC COMMENT

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

IN-PERSON - When public comment is announced, please proceed to the podium one by one.

REMOTE (VIA ZOOM) - When the item you wish to speak to is announced, use the "raise hand" feature.

TELEPHONE - Contact the City Clerk's office by 3 PM the day of the meeting to provide your contact number. You will be called when the item you wish to speak to is addressed.

WRITTEN CORRESPONDENCE - Comments sent to the City Clerk's office will be distributed to the City Council and imaged into the record of the meeting. Comments submitted after publication of the agenda will be made available in the document archive system as soon as possible - www.claremontca.gov.

For assistance, comments, or more information please contact the City Clerk's Office:
email: cityclerk@claremontca.gov; phone: (909) 399-5461 or (909) 399-5463;
mail: 207 Harvard Avenue, Claremont CA, 91711.

CALL TO ORDER THE MEETING OF THE CITY COUNCIL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

CLOSED SESSION REPORT

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

Announcements:

Claremont Helen Renwick Library Updates
Outside Public Agency Representative Updates

Recognition:

Sagehen Civic Scholars Interns

Staff Introduction:

Whitney Weisberg, Associate Planner

UPCOMING FEDERAL HOLIDAYS

Veterans Day, November 11 and Thanksgiving, November 26

MAYOR AND COUNCIL

Council Items - None

Council Assignment Reports

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

CITY MANAGER REPORT

PUBLIC COMMENT

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

Council considers those items.

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

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

CONSENT CALENDAR

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

1. ADOPTION OF A RESOLUTION APPROVING THE CITY WARRANT REGISTER

Recommendation: Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated November 5, 2026.

Attachment(s): Resolution Approving City Warrant Register Dated November 5, 2026

2. CITY COUNCIL MINUTES OF OCTOBER 27, 2026 (REGULAR)

Recommendation: Staff recommends the City Council approve the regular City Council meeting minutes of October 27, 2026.

Attachment(s): Draft Regular Meeting Minutes of October 27, 2026

3. ADOPTION OF AN ORDINANCE AMENDING CHAPTER 16.110 (SHORT-TERM RENTALS) OF THE CLAREMONT MUNICIPAL CODE PERTAINING TO HOME SHARING ELIGIBILITY, PERMIT SCOPE, AND SHORT-TERM RENTAL FACILITATOR REPORTING (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council waive further reading and adopt AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AMENDING CHAPTER 16.110 (“SHORT-TERM RENTALS”) OF THE CLAREMONT MUNICIPAL CODE TO EXTEND HOME SHARING ELIGIBILITY TO QUALIFYING TENANTS, CLARIFY THE SCOPE OF SHORT-TERM RENTAL PERMITS, INCORPORATE SHORT-TERM RENTAL FACILITATOR REPORTING REQUIREMENTS UNDER SENATE BILL 346, AND MAKE RELATED CLARIFYING AMENDMENTS.

Attachment(s): Short-Term Rental Ordinance

4. QUARTERLY FINANCIAL UPDATE - SEPTEMBER 30, 2026

Recommendation: Staff recommends the City Council receive and file the Quarterly Financial Update dated September 30, 2026.

5. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE AND REALLOCATION OF UNSPENT FUNDS (FUNDING SOURCE: AMERICAN RESCUE PLAN ACT FUND)

Recommendation: Staff recommends the City Council:

A. Receive and file the American Rescue Plan Act Final Expenditure Update;

B. Reallocate and reappropriate $114,498.64 of projected unspent ARPA funding from projects identified in this report to previously obligated projects authorized under existing Inter-Agency Agreements;

C. Authorize the City Manager to execute any necessary amendments to existing Inter-Agency Agreements to implement the recommended reallocations;

D. Authorize any necessary budget adjustments to facilitate the expenditure of remaining ARPA funding prior to December 31, 2026; and

E. Authorize the City Manager to execute any related contract amendments necessary to complete expenditure of obligated ARPA funds.

6. 2025 SUSTAINABILITY ANNUAL REPORT (FUNDING SOURCES: VARIOUS)

Recommendation: Staff recommends the City Council receive and file the 2025 Sustainability Annual Report.

Attachment(s): 2025 Sustainability Annual Report

7. AUTHORIZATION TO ENTER INTO A THREE-PARTY AGREEMENT FOR CLAREMONT MCKENNA COLLEGE ROBERTS CAMPUS SPORTS BOWL PUBLIC SAFETY OFFICE SEWER SERVICE (CLAREMONT/UPLAND/CLAREMONT MCKENNA COLLEGE) (FUNDING SOURCE: APPLICANT - CLAREMONT MCKENNA COLLEGE)

Recommendation: Staff recommends the City Council authorize the City Manager to execute the agreement for sewer service between the City of Upland, City of Claremont, and Claremont McKenna College, for limited domestic sewer service to the Public Safety Office located on the Claremont side of the Roberts Campus Sports Bowl.

8. PROPOSED RECLASSIFICATION OF A SENIOR PLANNER POSITION TO PRINCIPAL PLANNER IN THE COMMUNITY DEVELOPMENT DEPARTMENT (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council:

A. Authorize the reclassification of one Senior Planner position to a Principal Planner position in the Community Development Department; and

B. Appropriate $14,300 in 2026-27 and $31,500 in 2027-28 from the unassigned General Fund balance to fund this proposed staffing adjustment in the Community Development Department.

PUBLIC HEARINGS - None

ORDINANCES - None

ADMINISTRATIVE ITEM

9. UPDATE ON THE CLAREMONT TEMPORARY HOUSING STABILIZATION AND RELOCATION PROGRAM AND FEEDBACK ON POTENTIAL FUTURE STRATEGIES (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council:

A. Receive and file an update on the Claremont Temporary Housing Stabilization and Relocation Program, including HR&A Advisors' findings and preliminary recommendations; and

B. Provide feedback on potential approaches to supporting participating households and promoting housing stability beyond June 30, 2027.

Attachment(s): Presentation - Recommendations from HR&A

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/COMMITTEES

One Police Commission Vacancy

One Public Art Committee Vacancy

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT CITY COUNCIL WILL BE HELD ON, NOVEMBER 24, 2026, AT 6:30 PM, IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

A LOOK AHEAD – Upcoming Meetings and Tentative Agenda Items

Helen Renwick Library Program and Activities Update
Outside Public Agency Representative Updates
Resolution Approving the City Warrant Register Dated November 19, 2026
Draft Minutes of the November 10, 2026 Regular City Council Meeting
Cancellation of December 22, 2026 Regular City Council Meeting
Agreement for Padua Hills Theater Pergola Refurbishment
Motorola ALPR and Body-Worn Camera Purchase
Mills Act Agreement for Historic Property at 743 Harvard Avenue
Mills Act Agreement for Historic Property at 845 Indian Hill Boulevard
Southern CA Gas Company Easement Through City Right-of-Way at 1700 Danbury Road
Claremont Boulevard Complete Streets Project - Foothill Blvd. to 9th Street
Agreement for Gold Line Extension Engineering Support Services
Agreement for Colby Circle Storm Drain Improvement Project
Contract for Citywide Street Sweeping
Agreement for Recyclable Material Processing
Inclusionary Housing Ordinance

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT 0F 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 or 909-399-5463 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, SHELLEY DESAUTELS, CITY CLERK OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON NOVEMBER 5, 2026, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: November 11, 2026

Claremont City Council

Agenda Report

File #: 6221 **Item No:** 1.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

ADOPTION OF A RESOLUTION APPROVING THE CITY WARRANT REGISTER

RECOMMENDATION

Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated November 5, 2026.

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

Attachment:
Resolution Approving City Warrant Register Dated November 5, 2026

RESOLUTION NO. 2026-

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 November 5, 2026, totaling $2,015,935.45 has been audited as required by law.

SECTION 2. That warrant numbers 5281 through 5470 and 271404 through 271561 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 10th day of November, 2026.

_____
Mayor, City of Claremont

ATTEST:

_____
City Clerk, City of Claremont

Claremont City Council

Agenda Report

File #: 6222 **Item No:** 2.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

CITY COUNCIL MINUTES OF OCTOBER 27, 2026 (REGULAR)

RECOMMENDATION

Staff recommends the City Council approve the regular City Council meeting minutes of October 27, 2026.

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 October 27, 2026

CLAREMONT CITY COUNCIL
MEETING MINUTES
Tuesday, October 27, 2026 – 6:30 PM
Video Recording is Archived on the City Website
https://www.claremontca.gov/Government/City-Council/Watch-a-Meeting

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CALL TO ORDER

Mayor Stark called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

PRESENT COUNCILMEMBER: CALAYCAY, LEANO, MEDINA, REECE, STARK

ABSENT COUNCILMEMBER: NONE

ALSO PRESENT Adam Pirrie, City Manager; Katie Wand, Acting Assistant City Manager; Alisha Patterson, City Attorney; Mike Ciszek, Chief of Police; Jeremy Swan, Director of Community Services; Melissa Vollaro, Director of Recreation and Human Services; Jeremy Starkey, Director of Finance; David Crabtree, Interim Director of Community Development; Shelley Desautels, City Clerk

CLOSED SESSION REPORT

There was no closed session meeting.

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

This item starts at 03:30 in the archived video.

Katherine Loeser, Claremont Helen Renwick Library Librarian, provided an update on upcoming Library events.

Opanyi and Kathryn Nasiali presented a historic farm bell to the City.

Nicole Negron, Community Improvement Officer, and Max Gonzalez, Information Technology Administrator, were introduced.

UPCOMING FEDERAL HOLIDAYS – Veterans Day, November 11

MAYOR AND COUNCIL

Council Items – None

Council Assignment Reports

This item starts at 17:08 in the archived video.

Councilmember Medina announced the City recently hosted Dr. Daniel Chowell and Marcella Bombella from Guanajuato, Mexico, Claremont's Sister City.

Mayor Stark announced the conclusion of the Citywide Design Guidelines Committee and thanked all for their service to the Committee.

CITY MANAGER REPORT

This item starts at 22:25 in the archived video.

City Manager Pirrie reported on the upcoming November 3 election, that pothole construction is taking place on Mills Avenue, south of Base Line Road, and announced construction of retaining walls will commence at the Taylor Morrison development project.

PUBLIC COMMENT

This item starts at 26:26 in the archived video.

City Clerk Desautels announced two general written public comments had been received.

Mayor Stark invited public comment.

Eric Sorenson expressed safety concerns at College Park and asked the City Council to direct staff to monitor the park more frequently.

Unidentified speaker spoke in support of Jennifer Stark, City Council Candidate District 3.

There were no other requests to speak.

Mayor Stark closed public comment.

CONSENT CALENDAR

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

City Clerk Desautels announced no written public comment had been received on the Consent Calendar.

Mayor Stark invited public comment on the Consent Calendar.

There were no requests to speak.

Mayor Stark closed public comment.

Councilmember Calaycay moved to approve the Consent Calendar, seconded by Councilmember Medina, and carried on a roll call vote as follows:

AYES: ***Councilmember – Calaycay, Leano, Medina, Reece, Stark***
NOES: ***Councilmember – None***

1. Adoption of a Resolution Approving the City Warrant Register
   Adopted Resolution No. 2026-52, 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 October 22, 2026.

2. City Council Minutes of October 13, 2026 (Regular)
   Approved the regular City Council meeting minutes of October 13, 2026 as amended.

3. Investment Report – Quarter Ending September 30, 2026
   Accepted and filed the Investment Report for the quarter ending September 30, 2026.

4. Claremont Chamber of Commerce Visitor Center Services Annual Report 2025-26 (Funding Source: General Fund)
   Received and filed the Claremont Chamber of Commerce Annual Report for 2025-26.

5. Award of Contract to Fuel Equipment Services, Inc. for the Above-Ground Storage Tank Painting Project (Funding Source: Motor Fleet Fund)
   Authorized the City Manager to enter into a contract with Fuel Equipment Services, Inc. in the amount of $56,635 for the Above-Ground Storage Tank Painting Project.

6. Authorization to Amend the Existing Agreement with MCE Corporation to Increase Compensation for Right-of-Way Landscape Maintenance Services (Funding Source: Landscape and Lighting District Fund)
   A. Authorized the City Manager to execute an amendment to the existing agreement with MCE Corporation increasing compensation by $138,798, for a total not-to-exceed amount of $636,383 for right-of-way maintenance for the duration of the contract; and
   B. Appropriated $138,798 from the Landscape and Lighting District Fund to fully fund the agreement.

7. Authorization to Enter Into an Agreement with SHI International Corp. for Microsoft Office 365 Licensing and Appropriation of Funds (Funding Source: Technology Fund)
   A. Authorized the City Manager to enter into a 36-month agreement with SHI International Corp. to provide Microsoft Office 365 licensing in the amount of $265,832, plus a five percent contingency and applicable sales tax in the amount of $32,365, for a total contract amount of $298,197;
   B. Appropriated $36,067 from the Technology Fund balance to fully fund the first two years of the agreement; and
   C. Authorized the City Manager to execute the required documents to renew the City's enrollment with Microsoft Corporation as part of a joint Microsoft Enterprise Agreement.

8. Historical Property (Mills Act) Agreement Request #26-MA04, Between the City of Claremont and Alan C. Miller and Kirstin J. Miller, Property Owners of 1399 Via Zurita Street
   A. Authorized the City Manager to execute the Historical Property (Mills Act) Agreement between the City of Claremont and Alan C. Miller and Kristin J. Miller, property owners of 1399 Via Zurita Street; and
   B. Found this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

9. Adoption of a Resolution Approving Participation in the 2026-27 Department of Alcoholic Beverage Control – Office of Traffic Safety Grant Program (Funding Source: ABC-OTS Grant)
Adopted Resolution No. 2026-53, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING PARTICIPATION IN THE 2026-27 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL - OFFICE OF TRAFFIC SAFETY (ABC-OTS) GRANT PROGRAM.

10. Adoption of a Resolution Affirming the Appointment of an Interim Community Development Director (Funding Source: General Fund)
Adopted Resolution No. 2026-54, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA AFFIRMING THE INTERIM APPOINTMENT OF "RETIRED ANNUITANT" DAVID CRABTREE AS INTERIM COMMUNITY DEVELOPMENT DIRECTOR.

PUBLIC HEARING

11. Introduction of an Ordinance Amending Chapter 16.110 (Short-Term Rentals) of the Claremont Municipal Code Pertaining to Homesharing Eligibility, Permit Scope, and Short-Term Rental Facilitator Reporting (Funding Source: General Fund)

This item starts at 44:30 in the archived video.

Alex Cousins, Senior Management Analyst, gave a PowerPoint presentation, and responded to questions from the City Council regarding application/permit costs, clarification regarding a qualified tenant, facilitator reporting, permit number required in listing advertisement, notices of violation and associated fines, hosted stays, tenant hosts, and maximum number of short-term rentals allowed.

City Clerk Desautels announced one written public comment had been received.

Mayor Stark invited public comment.

Unidentified speaker expressed concerns that short term rentals are limiting access to permanent housing.

Unidentified speaker spoke in support of short-term rentals and encouraged the City Council to support the proposed ordinance

Andrew Alonzo, Claremont Courier, questioned the benefit of a tenant running a short-term rental instead of a landlord.

There were no other requests to speak.

Mayor Stark closed public comment.

Mr. Cousins and City Attorney Patterson responded to additional questions from the City Council regarding the process for a tenant to provide a short-term rental, law prohibiting the use of an ADU built after 2019, and updated statistics for stays in Claremont.

Councilmember Calaycay spoke in support of short-term rentals as they are a benefit to the community.

Councilmember Leano spoke in support of staff's recommendation; however, expressed concern regarding the notice of violations given versus the number of permits received.

Councilmember Medina spoke in support of short-term rentals and stated that he appreciates the thoughtful process.

Councilmember Reece spoke in support of the short-term rental program as it works for the City of Claremont.

Mayor Stark spoke in support of the comments made by her fellow Councilmembers as well as Senate Bill 346 which requires reporting of short-term rentals.

Councilmember Reece moved to:

A. Introduce for first reading, and that reading be by title only AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AMENDING CHAPTER 16.110 ("SHORT-TERM RENTALS") OF THE CLAREMONT MUNICIPAL CODE TO EXTEND HOMESHARING ELIGIBILITY TO QUALIFYING TENANTS, CLARIFY THE SCOPE OF SHORT-TERM RENTAL PERMITS, INCORPORATE SHORT-TERM RENTAL FACILITATOR REPORTING REQUIREMENTS UNDER SENATE BILL 346, AND MAKE RELATED CLARIFYING AMENDMENTS; and

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

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

AYES: Councilmember – Calaycay, Leano, Medina, Reece, Stark
NOES: Councilmember – None

ORDINANCES – None

ADMINISTRATIVE ITEM

12. 2025-26 General Fund Financial Update (Unaudited)

This item starts at 1:19:15 in the archived video.

Jeremy Starkey, Finance Director, provided a PowerPoint presentation.

Mr. Starkey and City Manager Pirrie responded to questions from the City Council regarding the Operating and Environmental Emergency Reserve, CalPERS discretionary payments, and permit and business license software.

City Clerk Desautels announced no written public comments had been received.

Mayor Stark invited public comment.

Unidentified speaker expressed concern regarding the State retirement system, CalPERS.

Eleanora Mazur questioned if the software upgrades as proposed will be on the City's server or hosted off-site.

There were no other requests to speak.

Mayor Stark closed public comment.

Councilmember Calaycay spoke in support of staff's recommendations, except for Staff Recommendation C, allocation to the City's Section 115 Pension Trust.

Councilmember Leano spoke in support of staff's recommendations; however, asked all to be mindful that a portion of the surplus is coming from the Utility User Tax collected and utility costs are at an all time high.

Councilmember Reece spoke in support of staff's recommendations.

Councilmember Medina spoke in support of staff's recommendations; however, looks forward to the next priority setting meeting to discuss use of funds.

Mayor Stark asked the City to be conscious of its reinvestments and supports staff's recommendations that promote efficiency.

Councilmember Reece moved to:

A. Allocate $688,415 of the 2025-26 General Fund surplus to the City's Operating and Environmental Emergency Reserve, bringing the reserve balance to $12,301,475 or thirty percent of budgeted 2026-27 General Fund operating expenditures and transfers out;

B. Allocate and appropriate $1,000,000 of the 2025-26 General Fund surplus for an additional discretionary payment to CalPERS to pay down the unfunded liability on the City's employee pension plans;

D. Allocate and appropriate $450,000 of the 2025-26 General Fund surplus to fund a permit and business license software implementation project; and

E. Allocate $601,578 or any remaining 2025-26 General Fund surplus after completion of the annual audit to the City's Equipment and Facility Revolving Reserve;

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

AYES: Councilmember – Calaycay, Leano, Medina, Reece, Stark
NOES: Councilmember – None

Councilmember Reece moved to approve Staff Recommendation C to allocate and appropriate $500,000 of the 2025-26 General Fund surplus for a contribution to fund the City's Section 115 Pension Trust, seconded by Councilmember Leano, and carried on a roll call vote as follows:

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

ADJOURNMENT

Mayor Stark adjourned the regular meeting of the Claremont City Council at 8:28 PM. The next regular meeting of the Claremont City Council will be held on November 10, 2026.

_____
Mayor

ATTEST:

Deputy City Clerk

Claremont City Council

Agenda Report

File #: 6223 **Item No:** 3.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

ADOPTION OF AN ORDINANCE AMENDING CHAPTER 16.110 (SHORT-TERM RENTALS) OF THE CLAREMONT MUNICIPAL CODE PERTAINING TO HOME SHARING ELIGIBILITY, PERMIT SCOPE, AND SHORT-TERM RENTAL FACILITATOR REPORTING (FUNDING SOURCE: GENERAL FUND)

SUMMARY

On May 13, 2025, the City Council adopted Ordinance No. 2025-04, adding Chapter 16.110 (Short-Term Rentals) to the Claremont Municipal Code (CMC) and establishing a one-year pilot program to regulate short-term rentals (STRs). The pilot program permitted only hosted home sharing rentals and capped the number of STR Permits at twenty per STR Zone, for a citywide maximum of one hundred permits. The ordinance took effect on June 12, 2025.

On June 23, 2026, staff presented the City Council with a one-year program evaluation required by CMC Section 16.110.140. Following that discussion, the City Council directed staff to prepare amendments to Chapter 16.110 to: (1) extend home sharing eligibility to qualifying primary-resident tenants with written landlord consent; (2) clarify the scope of what an STR Permit authorizes, including multi-room home sharing and eligible accessory structures on the same parcel; and (3) invoke Senate Bill 346 to authorize STR facilitator reporting and strengthen enforcement.

On September 15, 2026, the Planning Commission held a public hearing on the proposed Code amendment and voted 6-0-1 (Commissioner Callaway absent) to recommend that the City Council adopt the proposed Ordinance.

On October 27, 2026, the City Council conducted a public hearing. At the conclusion of the public hearing, the City Council placed the Ordinance on first reading and made the finding that the Ordinance is exempt from environmental review.

RECOMMENDATION

Staff recommends the City Council waive further reading and adopt AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AMENDING CHAPTER 16.110 (“SHORT-TERM RENTALS”) OF THE CLAREMONT MUNICIPAL CODE TO EXTEND HOME SHARING ELIGIBILITY TO QUALIFYING TENANTS, CLARIFY THE SCOPE OF SHORT-TERM RENTAL PERMITS, INCORPORATE SHORT-TERM RENTAL FACILITATOR REPORTING REQUIREMENTS UNDER SENATE BILL 346, AND MAKE RELATED CLARIFYING AMENDMENTS.

ALTERNATIVE TO RECOMMENDATION

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

- Request changes to the proposed ordinance. Per CMC Section 16.315.090(B), "The City Council shall not make any change or addition to the proposed amendment or Ordinance which has not been previously considered by the Planning Commission during its hearing until the proposed change or addition has been referred to the Planning Commission for a report." Approving changes that the Planning Commission considered but did not recommend generally requires a supermajority (4/5) vote of the City Council.

FINANCIAL REVIEW

During the first year of the pilot program, the STR Program generated $29,355 in Transient Occupancy Tax (TOT) and $15,215 in STR Permit fees, for a total of $44,570 in revenue.

The City uses Rentalscape, a compliance consultant and software program, to identify STRs, track usage, provide an online portal for permits and TOT payments, and operate a 24/7 bilingual hotline. The cost of these services is approximately $14,000 per year. The staff cost to manage the program is estimated at $12,600 and is included in the operating budget of the Community Development Department. Total annual program expenses of approximately $26,600 are covered by TOT and permit fee revenue.

The proposed amendments are not anticipated to result in a significant change to program costs or revenues. Extending eligibility to qualifying tenants may modestly increase permit applications, and facilitator reporting under Senate Bill 346 is expected to improve the City’s ability to verify TOT remittance.

The staff cost to prepare this report and administer this program is estimated at $1,500 and is included in the operating budget of the Community Development Department.

ANALYSIS

Background

The City of Claremont maintained a long-standing prohibition on residential rentals of fewer than thirty consecutive days. In April 2019, the Future Financial Opportunities Committee (FFOC) recommended that the City Council consider regulating STRs to enhance transparency and accountability and to generate revenue to offset enforcement costs. Staff presented an overview of STR regulations to the City Council in October 2019 and proposed regulations in March 2020, but the

ordinance development was delayed due to the pandemic.

In May 2024, the City Council reaffirmed STR regulation as a priority. The City conducted a community survey in August 2024, and the Planning Commission reviewed key regulatory decisions in September 2024 and a draft ordinance in November 2024. On February 4, 2025, the Planning Commission held a public hearing and recommended adoption of an ordinance regulating all STR types.

On April 22, 2025, the City Council held a public hearing and received 245 written public comments and extensive public testimony. The City Council voted 4-1 to introduce a revised ordinance that allowed only hosted home sharing rentals, capped permits at twenty per STR Zone (100 citywide), and structured the program as a one-year pilot. The City Council adopted Ordinance No. 2025-04 on May 13, 2025, and it took effect on June 12, 2025.

Pilot Program Evaluation

On June 23, 2026, staff presented the one-year evaluation required by CMC Section 16.110.140. The table below summarizes program activity through June 18, 2026.

Metric	Result
STR Permits Issued	16 of 100 citywide cap
Permits by STR Zone	Zone 1: 2; Zone 2: 1; Zone 3: 6; Zone 4: 2; Zone 5: 5
Permit Applications Denied	2
Hotline and Complaint Calls Received	8
Notices of Violation Issued	51
Administrative Citations Issued	30
Unpermitted Listings Removed	48

Notices of Violation were the primary enforcement tool and, in most cases, led to voluntary removal of unpermitted listings within about one week. However, staff lacked legal authority to compel hosting platforms to disclose information about hosts or properties.

The June report presented four policy discussion items. The City Council directed staff to prepare amendments for the first three: tenant eligibility, permit scope, and Senate Bill 346 facilitatory reporting. The City Council did not direct staff to pursue the fourth item, a limited unhosted rental category for primary residents who are temporarily absent; all unhosted rentals remain prohibited under the proposed ordinance.

Proposed Ordinance

The proposed ordinance (Attachment) amends Chapter 16.110, with additions shown in underline and deletions shown in strikethrough. The key changes are summarized below.

Home Sharing by Qualifying Tenants (new Section 16.110.045). A qualifying tenant may apply for and hold an STR Permit for a home sharing rental. A qualifying tenant is a natural person who occupies the dwelling unit as their primary residence under a written lease, is not in default under that lease, and has obtained written landlord consent. Primary residence means at least nine months of

occupancy, documented by at least two of the following: a lease, vehicle registration, voter registration, utility bill, or government-issued identification.

- The landlord consent must be signed by both parties on a City-approved form, identify the unit and any eligible accessory structures, acknowledge the landlord has reviewed Chapter 16.110, and state that consent may be revoked in writing at any time.
- The permit automatically terminates if consent is revoked or the tenancy ends, and the tenant must notify the City within seven days.
- All obligations and penalties that apply to an owner apply equally to a qualifying tenant. The permit may not be subleased, assigned, or transferred.
- Tenant-held permits count toward the existing STR Zone cap of twenty permits per zone, and the one-permit-per-person limit continues to apply.

Scope of the Home sharing Permit (Sections 16.110.030 and 16.110.040). The home sharing rental definition and permit requirement are revised to state that a permit authorizes a host to rent one or more bedrooms of the host's primary residence and/or one or more eligible accessory structures on the same legal parcel, such as an eligible accessory dwelling unit (ADU) or a permitted detached habitable structure like a guest house. The host must maintain and reside in at least one bedroom throughout each guest's stay. This resolves questions raised during the pilot year about multi-room rentals and detached structures. Existing prohibitions on STR use of State-mandated ADUs under Government Code Section 66323(e), junior ADUs, and units funded through the City's ADU Grant Program remain unchanged.

New "Host" Definition and Terminology. A new definition of "Host" means the owner or qualifying tenant who holds the permit and resides in at least one bedroom throughout the guest's stay. References to "Owner" are changed to "Host," so obligations apply consistently to owner-hosts and tenant-hosts. New definitions are also added for "Applicant," "Landlord Consent," "Qualifying Tenant," "Qualifying Tenant's Primary Residence," and "Short-Term Rental Facilitator." The obsolete definition of "Homeshare Interest" is deleted.

Short-Term Rental Facilitator Reporting (new Section 16.110.150). This section invokes California Government Code Chapter 4.6 (commencing with Section 50990) and authorizes the Enforcement Official to require facilitators to report the physical address of each STR in the City for which the facilitator processes a reservation or collects payment. Facilitators that fail to report may be subject to administrative fines. This section also prohibits facilitators from interfering with direct communication between a host and guest.

Dedicated Appeals Procedure (new Section 16.110.085). A permit denial, suspension, or revocation may be appealed to the Director within ten calendar days. The Director's decision may be appealed to the Planning Commission, and the Planning Commission's decision to the City Council, each within ten calendar days. Each level of review is de novo, and the City Council's decision is final. This replaces the cross-reference to Chapter 16.321, which is not well suited to permit-level enforcement decisions.

Removal of the Pilot Program Provision (Section 16.110.140). The pilot program section is deleted because the required one-year re-evaluation occurred on June 23, 2026. The program would continue as an ongoing regulatory program. Section 16.110.020(C) continues to reserve the City's right to amend the regulations or discontinue issuing permits at any time.

Administrative Streamlining (Section 16.110.090(L)). The requirement that a host file a summary

or abstract of each rental contract with the City before each occupancy is deleted. This requirement was a holdover from the original draft ordinance, which allowed unhosted vacation rentals, and staff has found it unnecessary for hosted stays. Hosts must still enter into a contract with a responsible person for each stay, collect guest and vehicle information, and retain contracts for four years.

Related Clarifying Amendments. The Agency (Section 16.110.070) and Application Requirements (Section 16.110.080) sections are revised to apply to qualifying tenants, and applicants who are tenants must submit their lease and landlord consent. The "Local contact person" definition is revised to include the host.

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, and the 2026-28 Budget.

CEQA REVIEW

It can be seen with certainty that the Code Amendment has no possibility of having a significant effect on the environment. Therefore, the adoption of this Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

At the October 27, 2026 meeting, the City Council made the finding that this Code amendment is not subject to California Environmental Quality Act (CEQA) review.

COMMISSION REVIEW

On September 15, 2026, the Planning Commission held a duly noticed public hearing on the proposed amendments. The Planning Commission voted 6-0-1 (Commissioner Callaway was absent) to adopt Planning Commission Resolution No. 2026-11, recommending that the City Council approve the amendments to Chapter 16.110.

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

Attachment:
Short-Term Rental Ordinance

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AMENDING CHAPTER 16.110 ("SHORT-TERM RENTALS") OF THE CLAREMONT MUNICIPAL CODE TO EXTEND HOMESHARING ELIGIBILITY TO QUALIFYING TENANTS, CLARIFY THE SCOPE OF SHORT-TERM RENTAL PERMITS, INCORPORATE SHORT-TERM RENTAL FACILITATOR REPORTING REQUIREMENTS UNDER SENATE BILL 346, AND MAKE RELATED CLARIFYING AMENDMENTS

WHEREAS, in recent years, technology and innovation have expanded the use of short-term rentals (stays of less than 30 consecutive days) as a form of temporary lodging to allow visitors to stay in and experience a local community;

WHEREAS, regulating short-term rentals is necessary to mitigate the risk of converting residential units into predominantly transient accommodations, which could negatively affect the local housing stock;

WHEREAS, the City is committed to protecting the character, tranquility, and livability of its residential neighborhoods;

WHEREAS, the regulation of short-term rentals seeks to ensure that such uses do not adversely impact surrounding properties or create nuisances in residential areas;

WHEREAS, ensuring that short-term rentals meet fire, building, and health codes is essential to protect the safety and welfare of both visitors and the community;

WHEREAS, short-term rentals can contribute to the local economy by supporting tourism, generating transient occupancy tax revenue, and providing property owners with supplemental income;

WHEREAS, the City recognizes the importance of effective enforcement mechanisms to ensure compliance with short-term rental regulations and to address violations promptly;

WHEREAS, this ordinance aligns with state and local policies aimed at addressing housing needs, promoting sustainable land use, and preserving quality of life for residents;

WHEREAS, on May 13, 2025, the City Council adopted Ordinance No. 2025-04, adding Chapter 16.110 to the Claremont Municipal Code and establishing a one-year pilot program regulating short-term rentals, which permits only hosted homesharing rentals, prohibits all other short-term rental types, and caps the program at twenty Short-Term Rental Permits per STR Zone, for a citywide total of 100 permits; the ordinance took effect on June 12, 2025;

WHEREAS, Section 16.110.140 of the Claremont Municipal Code requires the City Council to re-evaluate the short-term rental pilot program after one year of its effective date;

WHEREAS, on June 23, 2026, staff presented the City Council with a report on the pilot program's first year of performance, enforcement outcomes, and permit and revenue activity, along with policy discussion items regarding potential amendments to Chapter 16.110;

WHEREAS, based on that report and the City Council's discussion, the City Council directed staff to prepare amendments to Chapter 16.110 to: (1) extend homesharing eligibility to qualifying primary-resident tenants with written landlord consent; (2) codify the scope of what a Short-Term Rental Permit authorizes, including multi-room homesharing and the use of eligible accessory structures on the same parcel; and (3) incorporate provisions invoking California Senate Bill 346 to authorize short-term rental facilitator reporting and strengthen enforcement;

WHEREAS, Senate Bill 346 (Chapter 751, Statutes of 2025), codified at Government Code Section 50990 et seq. and effective January 1, 2026, authorizes a local agency that has adopted an ordinance invoking its provisions to require short-term rental facilitators to report specified property and reservation data, to require the display of permit numbers on listings, and to impose administrative fines for noncompliance;

WHEREAS, the City's staff used the City Council's direction to draft the Code Amendments set forth in Section 3 of this Ordinance ("Code Amendments");

WHEREAS, on September 15, 2026, the Planning Commission held a duly-noticed public hearing to consider the proposed Code Amendments, and after reviewing the staff report, staff presentation, and public testimony (both written and verbal), the Planning Commission voted with 6 ayes and 1 absence (Commissioner Callaway was absent) to recommend that the City Council adopt the proposed Code Amendments; and

WHEREAS, on October 27, 2026, the City Council held a duly-noticed public hearing to consider the proposed Code Amendments, and after reviewing the staff report, staff presentation, the Planning Commission's recommendation, and public testimony (both written and verbal), the City Council voted [VOTE] to approve this Ordinance;

THE CITY COUNCIL OF THE CITY OF CLAREMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The City Council hereby finds that all the facts set forth in the recitals are true and correct and are incorporated as substantive findings of this ordinance.

SECTION 2. CEQA. It can be seen with certainty that the Code Amendment has no possibility of having a significant effect on the environment. The Code Amendment will not result in the construction of any new structures. Rather the Code Amendment authorizes a small number of existing structures to be used for limited short term rental use, which is similar to the residential use that is already permitted in those structures. Therefore, the adoption of this Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

SECTION 3. Code Amendment. Based upon substantial evidence presented to the Planning Commission and City Council, including evidence presented to the Planning Commission at the public hearing on September 15, 2026, and evidence presented to the City Council at the public hearing on October 27, 2026, including written staff reports, staff presentations, written public comments, and verbal testimony, the City Council hereby adopts and approves the proposed Code Amendment as set forth:

Chapter 16.110, of the Claremont Municipal Code is hereby amended as set forth below (additions underlined; deletions struck):

Chapter 16.110 Short-Term Rentals

16.110.010 Title.

This ordinance shall be known as the Short-Term Rentals Ordinance ("Ordinance"). This Ordinance shall be applicable in the City of Claremont, California, which shall be referred to herein as "City."

16.110.020 Purpose.

A. The purpose of this chapter is to regulate privately-owned residential dwellings within the City used as short-term rentals, ensure transient occupancy taxes (TOT) are paid and collected, and minimize the potential adverse effects of short-term rentals on surrounding residential neighborhoods.

B. This chapter is not intended to allow any residential property owner or authorized agent to violate any private conditions, covenants, and restrictions applicable to the owner's property that may prohibit the owner from using their property as a short-term rental, as defined by this chapter.

C. The City reserves the right to change the regulations provided in this chapter at any time, including discontinuing the issuance of Short-Term Rental Permits, notwithstanding any impacts to existing or future Short-Term Rental Permit holders. Anyone accepting a Short-Term Rental Permit pursuant to this chapter acknowledges and accepts that possibility.

16.110.030 Definitions.

As used in this chapter, the terms and phrases below shall have the meanings defined below.

Accessory Dwelling Unit shall have the same meaning as that term is defined in Chapter 16.333 (Accessory Dwelling Units).

Apartment shall have the same meaning as that term is defined in Section 16.900.110. As used in this chapter, the term "apartment" includes developments with three or more dwelling units under single ownership or management but excludes individually

owned units within a condominium development.

Applicant shall mean the property owner, or a qualifying tenant pursuant to Section 16.110.045 (Qualifying Tenants).

Bedroom shall mean a private room within a short-term rental furnished with a bed and intended primarily for sleeping which is 70 square feet or greater in size. A bedroom must consist of four walls to the ceiling, at least one of which is located along an exterior wall with a window and must be separated from other rooms by a door. The bedroom must be accessible to a bathroom without crossing into or through another bedroom.

Business entity shall mean a corporation, partnership, or other legal entity that is not a natural person or a personal or family trust. In addition, the following shall not be considered a "business entity" under this chapter: any partnership, limited liability partnership, or limited liability company consisting solely of natural persons, the number of whom does not exceed four.

Change of property ownership shall mean the transfer of title from one person to another.

Contract shall mean an agreement or evidence of any tenancy that allows or provides for the short-term rental of property.

Daytime occupancy shall mean the hours between 8:00 a.m. and 10:00 p.m.

Daytime occupants shall mean the guest(s) who may occupy a vacation rental during daytime occupancy.

Enforcement official shall mean the Community Development Director or one or more of the Community Development Director's respective designees.

Good cause for the purposes of denial, suspension, revocation, imposition of conditions, renewal, and reinstatement of a Short-Term Rental Permit shall means: (1) the applicant, owner, the owner's agent, or the local contact person has failed to comply with any of the terms, conditions, or provisions of this chapter or any relevant provision of this code, state law, or any rule or regulation promulgated thereunder; (2) the applicant, owner, owner's agent, or local contact person has failed to comply with any special conditions that were placed upon the Short-Term Rental Permit by the enforcement official; or (3) the short-term rental has been operated in a manner that adversely affects the public health or welfare or the safety of the immediate neighborhood in which the short-term rental is located.

Good neighbor brochure shall mean a document prepared by the enforcement official that summarizes general rules of conduct, consideration, and respect, including without limitation provisions of the Claremont Municipal Code applicable to or expected of guests to the city.

~~*Homeshare interest* shall mean a portion of an owner's home that is subject to homesharing as provided in this chapter.~~

Homesharing rental shall mean an activity whereby, for compensation, ~~the owner hosts guests in the owner's primary residence, an eligible accessory dwelling unit, or a permitted habitable structure that is detached from the owner's primary residence (such as a guest house) for periods of less than 30 consecutive days while the owner lives on-site in the home or in the accessory dwelling unit throughout the guest's stay.~~ a Host houses guests in one or more bedrooms of the host's primary residence and/or in one or more eligible accessory structures located on the same legal parcel as the host's primary residence, including an eligible accessory dwelling unit or a permitted habitable structure detached from the host's primary residence (such as a guest house), for periods of less than 30 consecutive days, provided the host maintains and resides in at least one bedroom throughout the guest's stay.

Host shall mean the owner or qualifying tenant who holds a Short-Term Rental Permit for a homesharing rental and who maintains and resides in at least one bedroom of the short-term rental throughout a guest's stay.

Hotline shall mean the telephonic service operated for the purpose of receiving complaints regarding the operation of any short-term rental and the forwarding of such complaints to the appropriate city enforcement official or, if applicable, the local contact person. For the purposes of this chapter, the term "hotline" also includes any contact in person or by telephone, email, and digital or electronic communication, or correspondence of any kind to and/or from any enforcement official.

Landlord Consent shall mean the signed, written authorization of a property owner permitting a qualifying tenant to apply for and operate a Short-Term Rental Permit for homesharing rental purposes on the owner's property, in a form approved by the enforcement official.

~~*Limited vacation rental* shall mean a vacation rental that is un-hosted and rented for no more than six non-contiguous periods of less than 30 days per calendar year.~~

Local contact person shall mean the owner, a local property manager, Host, or agent of the owner, who is available 24 hours per day, seven days per week for the purpose of responding in-person within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental, or any agent of the owner authorized by the owner to take remedial action and who responds to any violation of this code.

Owner shall mean the natural person or persons who is/are the owner of record of the property. The term "owner" also includes a personal or family trust consisting solely of natural persons and the trustees of such trust or the members of any partnership, limited liability partnership, or limited liability company consisting solely of natural persons, the number of whom does not exceed four. The term "owner" does not include a business entity.

Owner's primary residence shall mean a residential property lived in by the owner for at least nine months, which is documented by at least two of the following: motor vehicle registration, voter registration, homeowner's exemption on their property taxes, utility bill, or tax documentation.

Property shall mean a residential, legal lot of record on which a short-term rental is located.

Qualifying tenant shall mean a natural person who: (a) occupies a dwelling unit as the qualifying tenant's primary residence pursuant to a written lease or rental agreement; (b) is not in default under the terms of that lease or rental agreement; and (c) has obtained landlord consent to operate a homesharing rental on the property in accordance with Section 16.110.045 (Qualifying Tenants).

Qualifying tenant's primary residence shall mean the dwelling unit lived in by a qualifying tenant for at least nine months pursuant to a written lease or rental agreement, which is documented by at least two of the following: a valid lease or rental agreement, motor vehicle registration, voter registration, utility bill, or government-issued identification listing the property address.

Rental term shall mean the period of time a responsible person rents or leases a short-term rental.

Responsible person shall mean an occupant of a short-term rental who is at least 21 years old and who shall be legally responsible for compliance of all occupants of the short-term rental and/or their guests with provisions of this chapter.

Single-family dwelling shall mean a residential unit designed and intended for occupancy by one household, which may be located in a standalone structure or within a development where each unit is independently owned. This includes detached homes and condominiums, whether detached or attached, but excludes multi-unit buildings containing more than two dwelling units under single property ownership or with shared access corridors.

Short-Term Rental Permit shall mean a permit, issued by the city to allow the use of a single-family dwelling as a short-term rental.

Short-term rental shall mean a privately-owned residential dwelling, or portion thereof, unless otherwise prohibited, that is offered or provided to a guest by an owner for less than 30 consecutive days. The term short-term rental includes vacation rentals, limited vacation rentals, and homesharing rentals; however, it shall not include hotels, motels, inns, or bed and breakfasts.

Short-term rental facilitator shall have the same meaning as set forth in Government Code Section 50990, as may be amended from time to time.

STR zone shall mean a City recognized zone or area within the City. The City Council may for the purpose of this chapter only, determine the boundaries of STR zones by resolution. The City Council by resolution may recognize, for purposes of this chapter only, a new STR zone.

STR zone cap shall mean the maximum number of Short-Term Rental Permits that the City can approve in each STR zone. The STR zone cap shall be twenty (20) Short-Term

Rental Permits per STR zone and shall be the same for all STR zones. The STR zone cap may be adjusted by the City Council by ordinance amending this chapter.

Vacation rental shall mean a single-family dwelling, or portion thereof, utilized for occupancy for dwelling, lodging, or sleeping purposes for a period of less than 30 consecutive days without the owner being present. An ongoing month-to-month tenancy granted to the same renter for the same unit for a period of 30 days or more is not a "vacation rental."

16.110.040 Short-Term Rental – Permit Required for Homesharing; All Other Short-Term Rentals Prohibited.

A. An owner or qualifying tenant must obtain a Short-Term Rental Permit for a homesharing rental. This Permit allows the owner or qualifying tenant to host guests in ~~their primary residence, their eligible accessory dwelling unit, or a permitted habitable structure that is detached from the owner's primary residence (such as a guest house)~~ one or more bedrooms of the host's primary residence and/or in one or more eligible accessory structures located on the same parcel as the host's primary residence, including an eligible accessory dwelling unit or a permitted habitable structure detached from the host's primary residence (such as a guest house)~~-~~ for a period of less than 30 consecutive days, provided the ~~owner resides on-site site~~ host maintains and resides in at least one bedroom throughout the guest's stay. The holder of a Short-Term Rental Permit shall be responsible for complying with all requirements of this chapter.

B. All other short-term rentals, including vacation rentals and limited vacation rentals, are prohibited. In accordance with subdivision (e) of California Government Code Section 66323, as amended from time to time or replaced by a successor statute, short-term rentals are prohibited in accessory dwelling units that were approved as State-mandated ADUs pursuant to California Government Code Section 66323.

16.110.045 Qualifying Tenants.

A. A qualifying tenant may apply for and hold a Short-Term Rental Permit to operate a homesharing rental.

B. Prior to submitting an application for a Short-Term Rental Permit, a qualifying tenant shall obtain landlord consent, in a form approved by the enforcement official. At a minimum, the landlord consent shall: (1) be signed by the property owner and the qualifying tenant; (2) identify the dwelling unit and eligible accessory structure(s) authorized for homesharing rental use; (3) acknowledge that the landlord has reviewed the requirements of this chapter; and (4) state that the landlord consent may be revoked in writing by the property owner at any time.

C. Upon written revocation of landlord consent by the property owner, or upon termination of the qualifying tenant's tenancy for any reason, the Short-Term Rental Permit issued to the qualifying tenant shall automatically terminate, and the qualifying

tenant shall notify the enforcement official of any such revocation or termination within seven days.

D. Except where this chapter expressly requires evidence of property ownership, all obligations, standard conditions, and penalties applicable to an owner under this chapter shall apply equally to a qualifying tenant operating a homesharing rental, and a qualifying tenant's landlord consent and lease or rental agreement shall be accepted in lieu of proof of ownership.

E. A qualifying tenant shall not sublease, assign, or otherwise transfer the qualifying tenant's Short-Term Rental Permit, and shall not use the permit to authorize homesharing rental activity in any dwelling unit other than the qualifying tenant's primary residence and any eligible accessory structure(s) identified in the landlord consent.

16.110.050 Short-Term Rental – Permit Required.

A. The operation of any kind of short-term rental without a Short-Term Rental Permit is prohibited. Only homesharing rentals are eligible for a Short-Term Rental Permit.

B. A Short-Term Rental Permit shall not be issued to any business entity. A natural person, personal or family trust, or a partnership, limited liability partnership, or limited liability company that does not qualify as a "business entity" shall not maintain any financial interest in more than one short-term rental. For this purpose, financial interest includes both legal and beneficial ownership and any arrangement that provides for receipt of any portion of revenue generated by the short-term rental. For purposes of this section, a person shall be deemed to have a financial interest in any short-term rental that is owned by their spouse or registered domestic partner regardless of the terms of any contractual arrangement, such as any transmutation (i.e., pre- or post-nuptial) agreement. An owner or qualifying tenant shall only be issued and can only maintain one Short-Term Rental Permit at any time.

C. Each owner or qualifying tenant of a short-term rental who rents, exchanges, trades, gifts, or grants such short-term rental for a period of less than 30 consecutive days shall fully comply with all provisions of this chapter related to the use and occupancy of a short-term rental, and the operational requirements provided in this chapter.

D. No owner or qualifying tenant of residential property in the City shall rent any short-term rental for a period of less than 30 consecutive days without a valid short-term rental Permit pursuant to this chapter.

E. A copy of the current Short-Term Rental Permit as issued by the City and the maximum number of guests allowed on the premises shall be displayed in a clear and legible manner in a conspicuous and easily accessible location in the short-term rental and on all advertising related to the short-term rental, including without limitation, web-based advertising, hosting platform, print media, and television.

F. The issuance and/or renewal of a Short-Term Rental Permit shall be deemed

evidence that the holder of such Permit has registered a short-term rental with the City and that holder acknowledges the holder's obligation to comply with all provisions of this chapter and the code. The issuance of a Permit shall not be construed as bestowing or granting any vested right of entitlement.

16.110.060 Caps on Short-Term Rental Permits based on STR Zone.

A. The City shall not issue any new Short-Term Rental Permits in any STR zone in which the STR zone cap has been exceeded or would, with the issuance of any such Permit, be exceeded. In the event the STR zone cap has been exceeded for a particular STR zone, and more than one additional complete applications are on file with the City for Short-Term Rental Permits within that STR zone, if and when the Permits issued for that STR zone falls below the applicable STR zone cap, any additional Short-Term Rental Permits for that STR zone shall be issued in order of the date on which complete applications were received by the City (i.e., on a "first in time, first in right" basis).

16.110.070 Agency.

A. An owner or qualified tenant may retain an agent with an exclusive listing arrangement or representative to assist in the compliance with the requirements of this chapter, including, without limitation, the filing of a complete application for a Short-Term Rental Permit, the management of the short-term rental unit, and compliance with the requirements of this chapter including the collection and payment to the City of all transient occupancy taxes due and payable on the short-term rental. The owner and any such agent or representative of the owner must have the authority to remove any guest of the short-term rental for violation of any provision of this chapter or regulation thereof. Except as provided in subsection (B) of this section and notwithstanding any agency relationships between an owner and an agent or representative, the owner of the short-term rental shall execute all applications and documentary requirements as provided in this chapter and shall remain responsible for compliance with the provisions of this chapter. The failure of an agent to comply with this chapter shall not relieve the owner of the owner's obligations under the provisions of this chapter.

B. In the event an owner or qualified tenant enters into an exclusive listing arrangement, the Short-Term Rental Permit may be secured, and the transient occupancy registration certificate requirements provided in this chapter may be performed by the agent or representative and not by the owner or qualified tenant; however, the agent or representative shall separately account all revenues and costs on a per property basis, including without limitation transient occupancy taxes and the gross rent amounts used to calculate such taxes.

16.110.080 Short-Term Rental Permit Application Requirements.

A. An applicant for a Short-Term Rental Permit shall apply for the Permit on an application form furnished by or acceptable to the enforcement official and signed by the applicant under penalty of perjury. Each application shall contain the following

information:

1. The name, address, and telephone number of the Host of the property for which the Short-Term Rental Permit is to be issued. The name, address and telephone numbers of any other natural persons, limited liability companies or personal or family trusts that hold any financial interests in the short-term rental as well as copies of legal documents creating such financial interests.
2. The name, address, and telephone number of the exclusive listing agent, if any, of the Host of the unit.
3. The name, address, and 24-hour telephone number of the local contact person and verification that the local contact person can respond in person to the short-term rental property within 30 minutes. The local contact person may only use the address of the short-term rental if the local contact person will be present at the unit for the duration of each rental period.
4. The address of the residential property proposed to be used as a short-term rental.
5. The number of bedrooms and the applicable overnight and daytime occupancy limit of the unit consistent with the provisions of 16.110.090(B).
6. Evidence of a valid transient occupancy registration certificate issued by the City for the short-term rental.
7. Acknowledgment of receipt and inspection of a copy of all regulations pertaining to the operation of the short-term rental type.
8. Executed indemnification and hold harmless agreement in a form approved by the City Attorney, agreeing to indemnify, save, protect, hold harmless, and defend the City of Claremont, the City Council of the City of Claremont, individually and collectively, and the City of Claremont representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of owner's actions or inaction in the operation, occupancy, use, and/or maintenance of the property.
9. Evidence of insurance coverage as required under Section 16.110.090(~~v~~Y) of this chapter.
10. Completion of building, fire, and safety inspection and completion of any corrections identified by an enforcement official. Such inspections shall include a review of the premises for compliance with the operational requirements of this chapter, including without limitation determining the total number of qualified bedrooms.
11. Written acknowledgement in a form approved by the enforcement official of distribution of a neighbor notice. The ~~Owner~~ host of a detached unit shall distribute a neighbor notice to properties abutting, directly, and diagonally across the street from their property. The owner of an attached unit shall distribute a neighbor notice to properties that directly share a wall, ceiling, or floor with their unit.
12. Written acknowledgement in a form approved by the enforcement official that there are no covenants or other deed restrictions on the property that prohibit or limit the use of the property as a short-term rental. The enforcement official may accept a written consent from the governing board of a homeowners' association

with jurisdiction over the property in satisfaction of this requirement.

13. Such other information as the enforcement official deems reasonably necessary to administer this chapter.
14. If the applicant is a qualifying tenant, a copy of the applicant's written lease or rental agreement and the landlord consent required under Section 16.110.045 (Qualifying Tenants).

B. The application for a Short-Term Rental Permit shall be accompanied by a fee established by resolution of the City Council; provided, however, the fee shall be no greater than necessary to defer the cost incurred by the city in administering the provisions of this chapter.

C. A Short-Term Rental Permit application shall be denied if a Permit for the same unit or issued to the same owner has previously been revoked pursuant to Section 16.110.120 ~~130~~. The denial of a Short-Term Rental Permit for any reason may be appealed in accordance with the provisions of ~~Chapter 16.321 of the Municipal Code~~ Section 16.110.085 (Appeals).

D. Short-Term Rental Permits do not run with the land. Upon change of property ownership, the Short-Term Rental Permit shall automatically terminate, and the property shall not be used as a short-term rental until the new or successor owner or qualified tenant is issued a Short-Term Rental Permit. The provisions of Section 16.110.050(b) shall be applicable to any such new or successor owner or qualified tenant. In the event of a change in agent or the occurrence of any other material fact set forth in the annual registration, a new Short-Term Rental Permit shall be required to continue the operation of the short-term rental and within seven days of said change the owner or qualified tenant or their exclusive listing agent shall submit the required registration and fee.

E. The recipient of a Short-Term Rental Permit must notify the enforcement official within seven days of the date the short-term rental property is sold or otherwise disposed of or after an event that results in the unit no longer being used as a short-term rental.

16.110.085 Appeals.

A. This section applies to any denial, suspension, or revocation of a Short-Term Rental Permit under this chapter.

B. Any applicant or permit holder aggrieved by a denial, suspension, or revocation of a Short-Term Rental Permit may appeal the decision to the Director by filing a written appeal with the enforcement official no later than close of business on the tenth calendar day following the date of the decision. The Director shall review the matter de novo and issue a written decision.

C. Any applicant or permit holder aggrieved by the Director's decision under subsection (B) may appeal the decision to the Planning Commission by filing a written appeal with the enforcement official no later than close of business on the tenth calendar

day following the date of the Director's decision. The Planning Commission shall review the matter de novo and issue a written decision.

D. Any applicant or permit holder aggrieved by the Planning Commission's decision under subsection (C) may appeal to the City Council by filing a written appeal with the City Clerk no later than close of business on the tenth calendar day following the date of the Planning Commission's decision. The decision of the City Council shall be final.

16.110.090 Operational Requirements and Standard Conditions.

A. The ~~owner~~ host shall use reasonably prudent property ownership/management practices to ensure that the short-term rental complies with all applicable codes regarding fire, building and safety, health and safety, and all other relevant laws.

B. The ~~owner~~ host shall limit overnight occupancy of the short-term rental to no more than two persons per bedroom plus one (e.g., for a two-bedroom short-term rental, the maximum occupancy would be five guests), and no more than eight occupants total (regardless of the number of bedrooms). The ~~owner~~ host may allow up to two minor children, age 12 or under, to occupy the short-term rental in addition to the maximum number of occupants otherwise permitted under this subsection. For the purposes of this section, a studio shall be considered a one bedroom. The number of bedrooms in a short-term rental shall be verified by the enforcement official using county assessor records, city building records, and/or a physical inspection of the premises prior to the issuance of a Short-Term Rental Permit.

C. The ~~owner~~ host shall limit daytime occupancy of the short-term rental to no more than double the overnight occupancy limit (e.g., for a two-bedroom short-term rental, the maximum daytime occupancy would be ten guests), and no more than sixteen occupants total. Daytime occupancy shall include visitors or guests who are not staying on the property overnight.

D. A maximum of one vehicle per bedroom, plus one additional vehicle (e.g. for a two bedroom short-term rental, the maximum number of vehicles is three vehicles), is allowed for each short-term rental. Overnight parking for all vehicles must be provided on-site. For the purposes of this section, a studio shall be considered a one bedroom.

E. Advertising and/or renting one or more short-term rentals as part of a cluster or compound is prohibited.

F. Reserved.

G. Reserved.

H. If the ~~owner~~ host of a homesharing rental does not live on-site in the home, and/or is not able to respond within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the homesharing rental, the property shall be

deemed a vacation rental, which is not permitted.

I. During the rental term each short-term rental is rented, the ~~owner~~ host, their agent, and/or the local contact person designated by the ~~owner~~ host, after being contacted by the enforcement official, shall be available 24 hours per day, seven days per week, for the purpose of: (1) responding by telephone within 15 minutes of complaints from or through the hotline; and (2) responding in-person within 30 minutes to any additional or successive complaints regarding the condition, operation, or conduct of occupants of the short-term rental.

J. The ~~owner~~ host shall use reasonably prudent property ownership/management practices to ensure that the occupants and/or guests of the short-term rental do not create unreasonable noise disturbances, engage in disorderly conduct, or violate provisions of the municipal code or any state law.

K. Notwithstanding the provisions of Section 16.154.020, any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or any machine or device for the producing or reproducing of any sound shall be conducted within a fully enclosed structure and shall not be audible at the property line of the short-term rental.

L. Prior to occupancy pursuant to each separate occasion of rental of a short-term rental, the ~~owner~~ host or the ~~owner's~~ host's agent or representative shall enter into a digital or hard copy written contract with a responsible person where: (1) the responsible person will provide the responsible person's name, age, address, and a copy of a government issued identification; (2) establishes and sets out the terms and conditions of the contract, including without limitation, occupancy limits, noise prohibitions, and vehicle parking requirements; (3) requires the responsible person to acknowledge and agree that he or she is legally responsible for compliance of all occupants of the short-term rental or their guests with all provisions of this chapter and/or the municipal code; (4) the ~~owner~~ host or the ~~owner's~~ host's agent provides a copy of the "Good Neighbor Brochure" to the responsible person; (5) the responsible person provides a list of all guests by name; and (6) the responsible person provides a list of all guests' vehicles, including license plate numbers. Each contract shall be maintained by the ~~owner~~ host or the ~~owner's~~ host's agent for a minimum of four years and shall be readily available for inspection upon request of the enforcement official. ~~A summary or abstract of the contract, in a form approved by the enforcement official, shall be filed with the enforcement official prior to each applicable occupancy, in a manner approved by the enforcement official.~~

M. In the event the enforcement official notifies the ~~owner~~ host or their agent that the responsible person, including any occupant and/or guest of the short-term rental unit, has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed one or more other violations of provisions of the City's Municipal Code or any state law, the ~~owner~~ host shall promptly respond in a timely and appropriate manner to prevent a recurrence of such conduct by those occupants or guests, and remove one or more of the guests when requested by the enforcement official. For the purpose of this subsection and subsection (M) below, the phrase "in a timely and appropriate manner" shall mean in-person contact within 30 minutes for any call from

the enforcement official.

N. Failure of the ~~owner~~ host or their agent to respond to calls or complaints regarding the condition, operation, or conduct of occupants of the short-term rental in a timely and appropriate manner shall be grounds for imposition of penalties as set forth in this chapter. It is not intended that an ~~owner~~ host , agent, or local contact person act as a peace officer or place himself or herself in an at-risk situation.

O. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the collectors in compliance with section 8.08.220. The ~~owner~~ host shall use reasonably prudent property ownership/management practices to ensure compliance with all the provisions of Chapter 8.08 of the Municipal Code (Garbage and Solid Waste).

P. All home repairs (external and internal), garden and yard maintenance, and pool cleaning and maintenance shall comply with all provisions of Chapter 16.154 of the Claremont Municipal Code (Environmental Protective Standards).

Q. The ~~owner~~ host or the ~~owner's~~ host's agent or representative shall meet and greet the responsible party at the short-term rental and obtain their name, address, and a copy of a valid government identification. The ~~owner~~ host or ~~owner's~~ host's agent shall explain and describe all rules and regulations applicable to the use of the property as a short-term rental and the responsibilities of the responsible party to the neighbors and the City as well as the ~~owner~~ host. If an in-person meeting is not feasible, the ~~owner~~ host or the ~~owner's~~ host's agent may communicate with the responsible party through digital written or verbal means, provided all required information is shared, including the rules, regulations and responsibilities of the responsible party.

R. The ~~owner~~ host of the short-term rental shall post a copy of the Short-Term Rental Permit and a copy of the conditions set forth in this section, including all rules and regulations applicable to the use of the property as a short-term rental, in a conspicuous and easily accessible location in the unit. For the purposes of a homesharing rental unit, this may be located in the rented room or portion of the home.

S. The ~~owner~~ host shall provide each occupant of a short-term rental with the following information prior to occupancy of the unit and/or post such information in a conspicuous place within the unit:

1. The name of the managing agency, agent, rental manager, local contact person, or owner of the unit, and a telephone number at which that party may be reached on a twenty-four-hour basis;
2. The maximum number of occupants permitted to stay in the unit during the day and overnight;
3. The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property;
4. Notification that any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or any machine or device for the producing or

reproducing of any sound shall only be operated within a fully enclosed short-term rental and shall not be audible at the property line of the short-term rental;

5. Notification that the occupant may be cited or fined by the city and/or immediately removed by the owner, in addition to any other remedies available at law, for creating a disturbance or for violating any provision of this chapter;
6. Notification that failure to conform to the occupancy requirements of the short-term rental is a violation of this chapter;
7. A copy of this chapter of the Claremont Municipal Code, as may be amended from time to time.

T. The use of a short-term rental shall not violate any applicable conditions, covenants, or other restrictions on real property.

U. The ~~owner~~ host shall comply with all provisions of Chapter 3.28 of the Municipal Code concerning transient occupancy taxes, including, but not limited to, submission of a monthly return for each short-term rental in accordance with Section 3.28.060. The monthly return shall be filed each month regardless of whether the short-term rental unit was rented or not during each such month.

V. The enforcement official shall have the authority to impose additional standard conditions, applicable to all short-term rentals, as necessary, to achieve the objectives of this chapter. A list of all such additional standard conditions shall be maintained and on file in the office of the City Clerk and such offices as the City Manager designates.

W. Notwithstanding the provisions of subsection (~~W~~T) ~~below~~ above, upon a determination of good cause, the enforcement official may impose additional or special standards or requirements for placement or imposition of special conditions or performance standards for ~~owner~~ host, ~~owner's~~ host's agents, local contact persons, and their affected short-term rentals. The standard conditions may be modified by the enforcement official upon request of the ~~owner~~ host or their agent based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term rental. All requests must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property as a short-term rental would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications ~~of~~ to the standard conditions shall not further exacerbate an already existing problem.

X. The enforcement official shall have the authority to establish administrative rules and regulations, which may include, but are not limited to, permit conditions, reporting requirements, inspection frequencies, enforcement procedures, advertising restrictions, disclosure requirements, or insurance requirements consistent with the provisions of this chapter, for the purpose of implementing, interpreting, clarifying, carrying out, furthering, and enforcing the requirements and the provisions of this chapter. No person shall fail to comply with any such regulation. A copy of such administrative rules and regulations shall be on file in the office of the City Clerk.

Y. ~~owner~~ Host shall procure, maintain, and pay premiums for commercial insurance policies that cover short-term rental of property for each short-term rental with minimum limits as may be established by the city manager from time to time. Proof of a short-term rental platform's standard coverage may be sufficient for this section.

Z. ~~owner~~ Host in good standing shall secure a biannual building, fire and safety inspection prior to renewal of the Short-Term Rental Permit. ~~owner~~ Host with one or more violations shall secure an annual building, fire and safety inspection prior to renewal of the Short-Term Rental Permit.

16.110.100 Specific Prohibitions.

A. No person or entity shall place or caused to be placed or maintain or cause to be maintained any advertisement of a short-term rental that is in violation of any provision of this chapter.

B. Short-term rentals are prohibited in units in multifamily housing. No person or entity shall offer or provide an apartment, or any portion thereof, as a rental for less than 30 consecutive days to any person. This prohibition shall not apply to duplexes.

C. No landlord shall evict any tenant or otherwise terminate a lease for the purpose of converting the rental unit to a short-term rental or in anticipation of converting the rental unit to a short-term rental. In addition to any other remedy provided under the Claremont Municipal Code, failure to comply with this provision may be asserted as an affirmative defense in an action brought by or on behalf of the landlord to recover possession of the rental unit.

D. No person shall offer to rent ~~or rent~~ an junior accessory dwelling unit (JADU) for a rental period of less than 30 consecutive days.

E. Reserved.

F. Reserved.

G. No person who received funding through the City's ADU Grant Program or other city-provided funds for an ADU or JADU shall offer or provide an ADU, JADU, or primary residence for a rental period of less than 30 consecutive days during the terms of the covenant.

H. No person shall use, or allow the use of, a short-term rental property for commercial and/or social events, including but not limited to weddings, receptions, baby showers, corporate gatherings, parties, or similar events that exceed the approved occupancy limits or generate income, sponsorship, or promotional benefits for the host. This prohibition applies regardless of whether the event is advertised, ticketed, or privately hosted. Short-term rental properties shall be used solely as temporary lodging accommodation.

16.110.110 Audit.

Each ~~owner~~ host and agent or representative of any ~~owner~~ host shall provide the enforcement official with access to each short-term rental and the books, records, documents, papers, tax returns, and financial records at any time during normal business hours as the enforcement official may determine are necessary or convenient for the purpose of inspection or audit to determine that the objectives and conditions of this chapter are being fulfilled.

16.110.120 Violations.

A. Any person who violates a provision of this chapter is subject to criminal sanctions and administrative penalties pursuant to Chapter 16.406 and the specific penalties as provided in this chapter. Any person who uses, or allows the use of, residential property in violation of the provisions in this chapter is guilty of a misdemeanor for each day in which such residential property is used, or allowed to be used, in violation of this chapter. An administrative citation issued pursuant to Chapter 16.406 for a first violation shall be $100, for a second violation $200 and each subsequent violation shall be $500. Each administrative citation for a violation of any provision of this chapter shall be levied or assessed against the ~~owner~~ host or responsible person.

B. Upon the third violation in any twelve-month period, the enforcement official shall suspend the Short-Term Rental Permit for two years. Notwithstanding the preceding sentence, failure by any person who is responsible to remit to the city the city's transient occupancy tax pursuant to Chapter 3.24 following written notice to do so, shall result in a suspension for 12 months of that person's Short-Term Rental Permit for the applicable property.

C. Any person who operates a short-term rental without the required Short-Term Rental Permit, shall be liable to the City for the payment of transient occupancy tax pursuant to the provisions of the Claremont Municipal Code Chapter 3.24, including, without limitation, penalties and interest, payment of an administrative fine in the amount of $100, and permanent ineligibility to operate a short-term rental in the city. In the event the person continues to operate a short-term rental without a Short-Term Rental Permit, the person shall be liable for an administrative fine in the amount of $200 for the second violation and $500 for each subsequent day the short-term rental is operated without a certificate.

D. Any person who advertises a short-term rental without including the Short-Term Rental Permit number in any advertising for such short-term rental or without timely tendering full monthly payments of transient occupancy tax, shall pay a fine in the amount of $100 and the ~~owner's~~ host's Short-Term Rental Permit may be suspended for six months for a first offense and shall pay a fine in the amount of $200 and the ~~owner's~~ host's Short-Term Rental Permit may be revoked for a second offense. For each subsequent violation the City may impose a fine in the amount of $500.

E. The failure of an ~~owner~~ host or the ~~owner's~~ host's agent or representative to comply with an order of any police officer may result in the revocation of the Short-Term

Rental Permit.

F. The appeal ~~and hearing provisions of Chapter 16.321~~ provisions of Section 16.110.085 (Appeals) shall apply to any revocation or suspension of a Short-Term Rental Permit.

G. Any person who fails to pay any fee or charge provided in this chapter within the time required shall pay a penalty in the amounts established by the City Council by resolution. Such penalty may also include interest from the date on which the fee or charge became due and payable to the city until the date of payment.

H. The filing of knowingly false claims against a short-term rental or the guests staying in a short-term rental is prohibited and shall be punishable by administrative fines as provided in Chapter 16.406 of this code.

I. In addition to, and not in lieu of, any other remedy allowed by law, all remedies prescribed under this chapter are cumulative and the election of one or more remedies does not bar the city from the pursuit of any other remedy, criminal, civil, or administrative which may be pursued by the city to enforce this chapter and/or address any violation of this code or to remedy any other public nuisance.

16.110.130 Requirements Not Exclusive.

The requirements of this chapter shall be in addition to any license, permit, or fee required under any other provision of this code. The issuance of any permit pursuant to this chapter shall not relieve any person of the obligation to comply with all other provisions of this code pertaining to the use and occupancy of Short-term rental or the property on which it is located.

~~**16.110.140 Pilot Program**~~

~~This chapter is a pilot program that shall be re-evaluated by the City Council after one year of its effective date. The City makes no commitment to renew Short-Term Rental Permits if it discontinues this pilot program.~~

16.110.150 Short-Term Rental Facilitator

A. Pursuant to, and consistent with, Government Code Chapter 4.6 (commencing with Section 50990), as added by Senate Bill 346 (Chapter 751, Statutes of 2025) and as may be amended from time to time or replaced by a successor statute, the City is authorized to require a short-term rental facilitator to report to the enforcement official, in the form and manner prescribed by the enforcement official, the physical address, including the nine-digit ZIP Code, of each short-term rental located within the City for which the facilitator processes a reservation or collects payment during a reporting period established by the enforcement official.

B. The enforcement official may request additional information from a short-term rental facilitator when the physical address provided is not sufficient to identify a specific

short-term rental unit within the City, consistent with Government Code Section 50990 et seq.

C. A short-term rental facilitator that fails to timely file a report required under this section may be subject to an administrative fine or penalty, as established by resolution of the City Council in addition to any other remedy available under this chapter.

D. A short-term rental facilitator shall not prohibit, restrict, or otherwise interfere with direct communication between a host and a guest, and shall not require a host or guest to use the facilitator's internal messaging system as the exclusive means of communication.

SECTION 4. If any provision of this Ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect the remaining provisions of this Ordinance which can be implemented without the invalid provisions, and to this end, the provisions of this Ordinance are declared to be severable. The City Council hereby declares that it would have adopted this Ordinance and each provision thereof irrespective of whether any one or more provisions are found invalid, unconstitutional or otherwise unenforceable.

SECTION 5. 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 in the Claremont Courier, a 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.

PASSED, APPROVED, AND ADOPTED this __ day of _____, 2026.

_____
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 #: 6227 **Item No:** 4.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY STARKEY, FINANCE DIRECTOR

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

QUARTERLY FINANCIAL UPDATE - SEPTEMBER 30, 2026

SUMMARY

Staff provides the City Council with quarterly updates to apprise them and the community of the status of the current fiscal year's budget.

This update focuses on financial results through September 30, 2026, the end of the first quarter of the 2026-27 fiscal year.

The next quarterly report will be provided for the quarter ending December 31, 2026.

RECOMMENDATION

Staff recommends the City Council receive and file the Quarterly Financial Update dated September 30, 2026.

ALTERNATIVE TO RECOMMENDATION

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

- Request additional information.

FINANCIAL REVIEW

While first quarter financial information may not be a reliable indicator of annual financial performance, preliminary financial data through September 30, 2026 suggests that for the full-year, revenues are likely to meet or exceed budgetary estimates, and that expenditures are expected to remain within the constraints of the budget. Any significant variances from the budget will be reviewed at mid-year for budget amendments where applicable.

The staff cost to prepare this report and administer this project is estimated at $1,500 and is included in the operating budget of the Financial Services Department.

ANALYSIS

In June 2026, the City Council adopted an operating and capital improvement budget for 2026-27 that included $72,596,059 in revenues and transfers in from other funds. The amended revenue budget of $72,882,114 includes transfers between funds for a project to repair the basketball courts at various parks.

The total revenue budget is spread across several fund categories, representing more than thirty distinct funds that are used to account for a wide variety of programs and activities. Total City revenues by fund category are shown in the figure below.

Revenues/Transfers In	2026-27 Adopted Budget	2026-27 Adjusted Budget	2026-27 Actual Through September	2026-27 % Through September
General Fund	41,276,472	41,276,472	4,507,876	10.92%
Special Revenue Funds	13,042,813	13,042,813	1,279,789	9.81%
Capital Projects Funds	1,073,950	1,360,005	100,230	7.37%
Enterprise Funds	11,892,780	11,892,780	2,571,684	21.62%
Internal Service Funds	4,040,532	4,040,532	990,382	24.51%
Successor Agency/Debt Service Funds	1,269,512	1,269,512	-	0.00%
Total	**72,596,059**	**72,882,114**	**9,449,961**	**12.97%**

Through September 30, 2026, $9,449,961 in total revenues and transfers in had been received, representing 12.97% of the full-year budget. This is typical for this point in the fiscal year as much of the City's revenue is received towards the end of the fiscal year.

Total expenditures and transfers out to other funds reflected in the original adopted budget amounted to $78,222,996. The amended budget of $79,891,061 includes appropriations for the Successor Housing funded rental assistance program, various capital improvement projects, and repairs for the CNG fueling station at the City Yard.

Expenditures through September 30, 2026 totaled $19,914,198 or 24.93% of the full-year budget. Given the status of expenditures, it is expected that the City will remain within the constraints of the current budget.

The figure below shows total expenditures and transfers out to other funds as of September 30, 2026.

Expenditures/Transfers Out	2026-27 Adopted Budget	2026-27 Adjusted Budget	2026-27 Actual Through September	2026-27 % Through September
General Fund	41,004,916	41,351,501	13,353,918	32.29%
Special Revenue Funds	12,084,072	13,029,497	2,135,758	16.39%
Capital Projects Funds	1,004,750	1,290,805	559,864	43.37%
Enterprise Funds	18,344,644	18,344,644	2,635,377	14.37%
Internal Service Funds	4,501,206	4,591,206	1,203,399	26.21%
Successor Agency/Debt Service Funds	1,283,408	1,283,408	25,882	2.02%
Total	**78,222,996**	**79,891,061**	**19,914,198**	**24.93%**

General Fund

General Fund revenues and transfers in for 2026-27 were originally budgeted at $41,276,472.

As of September 30, 2026, $4,507,876 of budgeted revenues had been received, representing 10.92% of adjusted budget for the year. This is typical for General Fund revenues, as most of the major sources of revenue are received in the latter part of the fiscal year.

The figure below shows 2026-27 General Fund revenues and transfers in as of September 30, 2026.

Revenues/Transfers In	2026-27 Adopted Budget	2026-27 Adjusted Budget	2026-27 Actual Through September	2026-27 % Through September
Property Tax	15,257,500	15,257,500	-	0.00%
Sales Tax	9,514,000	9,514,000	893,700	9.39%
Transient Occupancy Tax	2,020,000	2,020,000	344,554	17.06%
Business License Tax	1,250,000	1,250,000	278,412	22.27%
Utility User Tax	5,880,000	5,880,000	1,148,906	19.54%
Other Taxes	999,000	999,000	38,900	3.89%
Licenses & Permits	2,040,800	2,040,800	686,004	33.61%
Fines & Forfeitures	502,125	502,125	35,363	7.04%
Use of Money & Property	953,495	953,495	362,962	38.07%
Charges for Services	1,896,140	1,896,140	544,699	28.73%
Miscellaneous Revenues	963,412	963,412	174,375	18.10%
Total	**41,276,472**	**41,276,472**	**4,507,876**	**10.92%**

The major General Fund revenues, and their budgetary highlights as of September 30, 2026, are as follows:

1. Property Tax - Property taxes received during the first quarter of the fiscal year relate to the prior year and were accrued to June 30 of 2026; therefore, no property tax revenues are recognized for the current fiscal year in the first quarter. The bulk of property tax revenues are received during the second and fourth quarters of the fiscal year.

2. Utility User Tax (UUT) - As of September 30, 2026, UUT revenues totaled $1,148,906. Through the first quarter of the prior fiscal year, these revenues totaled $1,039,308. Revenues reflect an increase of approximately 10.5% over the same period in the prior year.

3. Sales Tax - Sales tax revenues received during the first quarter of the fiscal year amounted to $893,700. During the same quarter in the prior fiscal year, $785,494 in sales tax revenues were received. Year-to-date revenues reflect an increase of approximately 13.8% over the prior year.

4. Charges for Services - Revenues through the end of the first quarter totaled $544,699, compared with prior year revenues for the same period of $307,850. These revenues represent an increase $236,849 over the prior year. This increase is attributed to higher plan check and development review fees collected in the current year compared with the same period in the prior fiscal year.

5. Transient Occupancy Tax (TOT) - TOT revenues through September 30, 2026 were $344,554 compared with $156,255 through the first quarter of 2025-26. This represents an increase of $188,299 over the prior year for the same period. This increase can be attributed to timely remittances of TOT from our lodging facilities, the addition of the Residence Inn by Marriott, and the new Short Term Rental TOT tax being collected.

6. Other Taxes - Other taxes include franchise fees and property transfer taxes. Through September 30, 2026, these revenues amounted to $38,900. Much of this revenue comes from franchise taxes paid by utility companies, which is typically received in the latter part of the fiscal year.

7. Fines and Forfeitures - Revenues from parking, traffic, and code enforcement citations amounted to $35,363 as of September 30, 2026. Current year revenues reflect a decrease of 49.9% over the prior year, due primarily to the reduction in code enforcement citations on short-term rental properties now compliant with our ordinance.

8. Business License Tax - With first quarter revenues of $278,412, business license tax revenues for the current year are 23.2% higher than the $225,914 received in the first quarter of the prior fiscal year.

9. Licenses and Permits - Revenues from public works, grading, and building permits totaled $686,004 as of September 30, 2026, reflecting a decrease of 4.2% in revenues over the first quarter of the prior year. Although revenues were lower, they still represent 33.61% of full-year budgeted revenues. Accordingly, staff is confident that the full-year budget of $2,040,800 for license and permits will be met or exceeded.

10. Use of Money & Property - Revenues from the rental or lease of city-owned facilities and interest received from investments totaled $362,962 as of September 30, 2026, reflecting an increase of 29.9% over the first quarter of the prior year. The increase can be attributed to the investment of available funds and the growth in interest earnings.

General Fund expenditures and transfers out for 2026-27 were originally budgeted at $41,004,916. The figure below shows 2026-27 General Fund expenditures and transfers out as of September 30, 2026.

Expenditures/Transfers Out	2026-27 Adopted Budget	2026-27 Adjusted Budget	2026-27 Actual Through September	2026-27 % Through September
Administrative Services	3,575,257	3,627,479	945,112	26.05%
General Services	4,597,478	4,597,478	5,061,681	110.10%
Financial Services	1,193,820	1,193,820	285,789	23.94%
Community Development	5,031,113	5,031,113	1,066,364	21.20%
Police	17,073,119	17,081,427	4,173,644	24.43%
Community Services	3,130,066	3,130,066	877,516	28.04%
Recreation & Human Services	3,632,571	3,632,571	943,811	25.98%
Transfers Out to Other Funds	2,771,492	3,057,547	-	0.00%
Total	**41,004,916**	**41,351,501**	**13,353,918**	**32.29%**

As of September 30, 2026, total General Fund expenditures and transfers out amounted to $13,353,918 or 32.29% of the adjusted budget for the year. One would typically expect 25% of the budget to have been expended by this point in the fiscal year.

Of the City's operating departments, General Services, with 110.10% of its budget expended, significantly exceeded the 25% threshold for the first quarter. This was primarily due to the payment in July of approximately $5.4 million towards the City's general liability, workers' compensation, and property insurance deposits for the year. These costs are distributed throughout the year to the City's operating departments and it is expected that by the end of the fiscal year, General Services' expenditures will be in line with the budget. Expenditures in Administrative Services were also higher than 25% due to the expenditure of rental assistance payments using proceeds from the sale of City-owned property that is administered by that department. Expenditures in Community Services were also higher than 25% due to increased spending in utility costs and contractual services, some of which are related to carryforward maintenance items from the prior year.

All other departments expended between 21.20% and 25.98% of their General Fund budgets through the first quarter of 2026-27. Given these year-to-date figures, General Fund expenditures appear likely to remain within budgeted amounts for the full year.

Special Revenue Funds

Special Revenue Funds include those funds whose revenues are committed to specific purposes or projects. The City has nineteen active Special Revenue Funds that provide funding for a variety of activities, including supplemental public safety services, street repairs and upgrades, transportation programs, landscaping and streetlight maintenance, senior meal program, housing rehabilitation, the operation of the City's impound lot, and economic development.

Revenues for the City's Special Revenue Funds totaled $1,279,789 compared with a full-year budget of $13,042,813. Receipts through September 30, 2026 represent 9.81% of the budget for the full year.

Expenditures for the Special Revenue Funds total $2,135,758 against a full-year budget of $13,029,497. These figures represent 16.39% of the 2026-27 budget expended through September 30, 2026. All Special Revenue Funds' expenditures through September 30 indicate that they will not exceed budgetary constraints by the end of the year.

Capital Projects Funds

Capital Projects Funds, as their name suggests, are restricted in use to the funding of capital projects. The City has four active capital projects funds.

Capital Projects Funds received $100,230 in revenues as of September 30, 2026, against a full-year budget of $1,360,005. Expenditures in the first quarter of this fiscal year amounted to $559,864, compared with a full-year budget of $1,290,805.

Enterprise Funds

The City operates four Enterprise Funds to provide transportation, sewer, sanitation, and cemetery services. The activities of these funds are intended to be supported solely by revenues from fees charged for services provided.

As of September 30, 2026, the City's Enterprise Funds had generated revenues of $2,571,684 versus estimated revenues for 2026-27 of $11,892,780. These revenues represent 21.62% of full-year budgeted revenues. All of the City's Enterprise Funds are on track to meet budgetary revenue estimates by the end of the fiscal year.

Expenditures in the Enterprise Funds stand at $2,635,377 as of September 30, 2026. This figure represents 14.37% of the full-year budget of $18,344,644. Given year-to-date expenditures, it is anticipated that the Enterprise Fund expenditures will end the year within the constraints of the current budget.

Internal Service Funds

The City's Internal Service Funds provide motor fleet and technology services to support each of the City's operating departments. Revenues for Internal Service Funds come from fees charged internally to each department for services provided.

As of September 30, 2026, Internal Service Fund revenues totaled $990,382 out of a total revenue budget of $4,040,532. This amounted to 24.51% of the full-year budget.

Expenditures through the end of the first quarter of the fiscal year totaled $1,203,399, representing 26.21% of the full-year budget of $4,591,206. Internal Service Fund expenditures are expected to remain within budgeted amounts for the full year.

Successor Agency/Debt Service Funds

In addition to the funds already discussed, the City also operates a Debt Service Fund and a Successor Agency Fund. The Debt Service Fund, as its name suggests, is used to account for the expenditure of funds to make payments on outstanding debt obligations of the City. The Successor Agency Fund was established in the wake of the dissolution of redevelopment agencies in California to begin the wind down of the affairs of the former Claremont Redevelopment Agency.

No revenues in the Successor Agency/Debt Service Funds are recognized in the first quarter of the fiscal year. The bulk of the revenues in the Successor Agency/Debt Service Funds come from property tax remittances received in January and June of each fiscal year, and transfers in processed at the end of the fiscal year.

Expenditures totaled $25,882 of a budgeted $1,283,408 representing 2.02% of the full-year budget.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds the item is consistent with Council Priorities, the General Plan, and the 2026-28 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 Starkey
Finance Director

Claremont City Council

Agenda Report

File #: 6226 **Item No:** 5.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY STARKEY, FINANCE DIRECTOR

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

AMERICAN RESCUE PLAN ACT (ARPA) UPDATE AND REALLOCATION OF UNSPENT FUNDS (FUNDING SOURCE: AMERICAN RESCUE PLAN ACT FUND)

SUMMARY

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) program to assist local governments in responding to the impacts of the COVID-19 pandemic. The City of Claremont received a total allocation of $8,675,598 from the U.S. Treasury in two installments received in July 2021 and July 2022. The City subsequently elected to utilize the standard allowance for revenue replacement pursuant to the Treasury's Final Rule, allowing the full amount of the City's allocation to be used for government services.

Beginning in May 2022, the City Council appropriated ARPA funding to numerous community programs, infrastructure improvements, technology modernization efforts, public safety projects, economic development initiatives, and human services programs. Throughout the 2022-24 and 2024-26 budget cycles, the City Council approved additional allocations and reallocations of ARPA funds.

In November 2024, the City Council formally confirmed the City's use of the revenue replacement provision, approved additional reallocations of unspent funds, and authorized a series of Inter-Agency Agreements (IAAs) to obligate all remaining ARPA funding prior to the December 31, 2024 federal obligation deadline. These agreements were executed in accordance with the Treasury's Obligation Interim Final Rule and established the criteria for projects and programs eligible to utilize ARPA funding through December 31, 2026.

On April 28, 2026, the City Council approved additional reallocations of projected savings from several programs and projects to the Police Department Women's Locker Room Addition Project and authorized a contract amendment associated with implementation of the City's Enterprise Resource Planning (ERP) system. At that time, staff reported that $7,537,839 had been expended and

$1,137,759 remained to be spent prior to the federal expenditure deadline.

The purpose of this report is to provide the City Council with a final update regarding the expenditure status of ARPA funding, identify any remaining balances projected to be unspent by December 31, 2026, and recommend reallocations among previously obligated projects to maximize expenditure of available federal funds and avoid returning any funding to the U.S. Treasury.

RECOMMENDATION

Staff recommends the City Council:

A. Receive and file the American Rescue Plan Act Final Expenditure Update;
B. Reallocate and reappropriate $114,498.64 of projected unspent ARPA funding from projects identified in this report to previously obligated projects authorized under existing Inter-Agency Agreements;
C. Authorize the City Manager to execute any necessary amendments to existing Inter-Agency Agreements to implement the recommended reallocations;
D. Authorize any necessary budget adjustments to facilitate the expenditure of remaining ARPA funding prior to December 31, 2026; and
E. Authorize the City Manager to execute any related contract amendments necessary to complete expenditure of obligated ARPA funds.

ALTERNATIVE TO RECOMMENDATION

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

- Request additional information from staff.

FINANCIAL REVIEW

The staff cost to prepare this report is estimated at $1,012 and is included in the operating budget of the Financial Services Department.

ANALYSIS

ARPA Program Overview

The City of Claremont received a total allocation of $8,675,598 in ARPA funding through the SLFRF program. In November 2024, the City Council confirmed the City's election to utilize the standard allowance for revenue replacement under the Treasury's Final Rule. As a result, the City's full allocation qualified for use on government services with streamlined reporting requirements.

Prior to the December 31, 2024 obligation deadline, the City Council approved Inter-Agency Agreements with multiple City departments to obligate all remaining ARPA funding in accordance with Treasury guidance. These agreements provide the mechanism for reallocating funds among already obligated projects or programs but do not allow creation of new projects after the obligation deadline.

Current Expenditure Status

As of November 10, 2026, the status of ARPA funding is summarized below:

Status of Funds	Amount
Total ARPA Allocation	$8,675,598
Funds Expended	$8,003,455
Remaining Obligated Funds	$672,143
Projected Additional Expenditures Before 12/31/2026	$672,143
Projected Unspent Balance	$0
Total	$8,675,598

ARPA Expenditure Progress

Category	Allocation	Expended	Remaining
Public Safety Projects	$3,222,333	$2,753,273	$469,060
Housing & Community Assistance	$1,392,290	$1,332,290	$60,000
Technology & ERP Projects	$1,326,857	$1,326,857	$0
Economic Development Programs	$738,141	$738,141	$0
Transportation & Traffic Calming	$662,605	$622,923	$39,682
Human Services & CBO Programs	$613,300	$517,599	$95,701
Workforce Support & COVID Response	$469,322	$469,322	$0
Community Facilities & Recreation	$225,320	$225,320	$0
Other Programs	$25,430	$17,730	$7,700
Totals	$8,675,598	$8,003,455	$672,143

ARPA Closeout and Expenditure Review

As the December 31, 2026 federal expenditure deadline approaches, staff conducted a comprehensive review of each project and program obligated through the City's Inter-Agency Agreements to evaluate expenditure progress, implementation status, and the likelihood that allocated funding will be fully expended prior to the deadline.

Projects reviewed included:

- ERP Financial System Implementation and related consulting services.
- Police Department Women's Locker Room Addition Project.
- Police Department Seismic Retrofit and ADA Improvements Project.
- Community Based Organization Funding programs.
- Homeless Services Funding.
- Commuter Rebate program.
- Traffic Calming and Transportation Projects.
- ADU Grant program.

Based upon current expenditure projections, staff has identified several projects that may not fully expend their allocation prior to the federal expenditure deadline. The estimated savings are reflected in the following table.

Projects Generating Available Balances for Reallocation

Department	Program/ Project	Projected Unspent Balance
Community Development	Commuter Rebate Program	$2,350.11
Community Development	ADU Program	$60,000.00
Community Development	Traffic Calming Projects	$34,331.42
Financial Services	ARPA Funding Administration	$7,700.00
Recreation & Human Services	CBO Funding Program	$10,117.11
TOTAL AVAILABLE FOR REALLOCATION:		**$114,498.64**

Recommended Reallocation of Funds

Staff recommends reallocating projected savings of $114,498.64 from projects that are either substantially complete or not expected to fully expend their remaining allocations prior to the federal expenditure deadline.

Consistent with Treasury guidance and the City's established ARPA obligation framework, staff recommends consolidating these available balances and appropriating them to the Police Department Women's Locker Room Addition Project. The project was obligated prior to the December 31, 2024 obligation deadline, is currently under construction, and has demonstrated the ability to fully expend additional funding prior to the December 31, 2026 expenditure deadline.

The proposed reallocation will maximize the City's utilization of available ARPA funding, reduce the risk of unspent federal funds at closeout, and ensure that all expenditures remain within projects previously authorized by the City Council and obligated through the approved Inter-Agency Agreements.

Staff recommends these reallocations because the recipient project:

- Was previously obligated through approved IAAs;
- Has active contracts or approved work scopes;
- Demonstrate sufficient expenditure capacity before the federal deadline; and
- Represent the lowest risk of ARPA funds remaining unspent.

Staff will continue monitoring all remaining expenditures through year-end and coordinate with departments responsible for implementation of obligated projects.

Based on current expenditure forecasts, staff projects the full utilization of available ARPA funding prior to December 31, 2026.

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 2026-28 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 Starkey
Finance Director

Claremont City Council

Agenda Report

File #: 6228 **Item No:** 6.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

2025 SUSTAINABILITY ANNUAL REPORT (FUNDING SOURCES: VARIOUS)

SUMMARY

In April 2021, the Claremont City Council approved the updated Sustainable City Plan (Plan). The revised Plan includes updated, quantifiable indicators to track progress. As part of the Implementation Plan, the Sustainability Committee and City staff collaborate to prepare an Annual Report each year. The Annual Report provides an update on all indicators to track progress towards achieving the Plan's goals. The Annual Report also provides a brief summary of notable accomplishments and highlights any challenges that occurred during the year. The 2025 Annual Report is now available for review and is included as an Attachment to this report.

RECOMMENDATION

Staff recommends the City Council receive and file the 2025 Sustainability Annual Report.

ALTERNATIVE TO RECOMMENDATION

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

- Request additional information from staff.

FINANCIAL REVIEW

The staff cost to research, collect data, and prepare this report is estimated at $8,520 and is included in the operating budget of the Community Services Department.

ANALYSIS

Report Summary Findings

The Annual Report summarizes progress toward achieving key targets and notable accomplishments for each Goal Area. The Annual Report also includes an appendix with updated indicator tables for each Goal Area. The indicator tables feature the baseline data (typically from calendar year 2018 unless otherwise noted), metrics from Calendar Years 2023 and 2024, and updated data from Calendar Year 2025.

Notable accomplishments include:

- Through collaboration between the Claremont Wildlands Conservancy and the City, two additional parcels of land totaling 80 acres were incorporated into the Claremont Hills Wilderness Park, thanks to the generous support of the Rivers and Mountain Conservancy, Los Angeles County Regional Park and Open Space District, and many other supporters. The parcels will be preserved as open space in perpetuity.
- The City utilized 100% renewable electricity for its municipal accounts.
- The City installed a solar photovoltaic system at the City Yard.
- The City updated the City Tree Policies and Guidelines Manual to improve transparency and public involvement.
- The City began tracking Edible Food Recovery and Donations from Claremont grocery stores and large dining establishments, recovering 341,634 pounds of edible food.
- The City purchased four fully-electric work trucks.
- Ridership across Claremont Dial-a-Ride, Get About, Metrolink, and Foothill Transit increased significantly compared to 2024 levels. The Bernard Field Station continued developing demonstration gardens along Foothill Boulevard.
- The City implemented the GoSGV E-Bike Subsidy Program, with 77 residents participating.
- Sustainable Claremont worked with all CUSD schools to expand school composting programs and implement a trash-free lunch day.
- Solar permitting activity increased substantially in 2025, with approximately five times the solar generation capacity installed compared to 2024.
- The City secured grant funding from the Rivers and Mountains Conservancy to prepare a Habitat Restoration Plan for the Claremont Hills Wilderness Park, which will include an Invasive Species Management Plan.

Some targets were not achieved in 2025. Water consumption increased compared to 2024, although it remained within historical averages. Additionally, the City's tree inventory declined due to the removal of dead trees.

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, 2026-28 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).

COUNCIL COMMITTEE/COMMISSION REVIEW

The Sustainability Committee received and filed the draft 2025 Sustainability Annual Report at its April 20, 2026 meeting.

The Community and Human Services Commission received and filed the draft 2025 Sustainability Annual Report at its November 4, 2026 meeting.

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

Attachment:
2025 Sustainability Annual Report

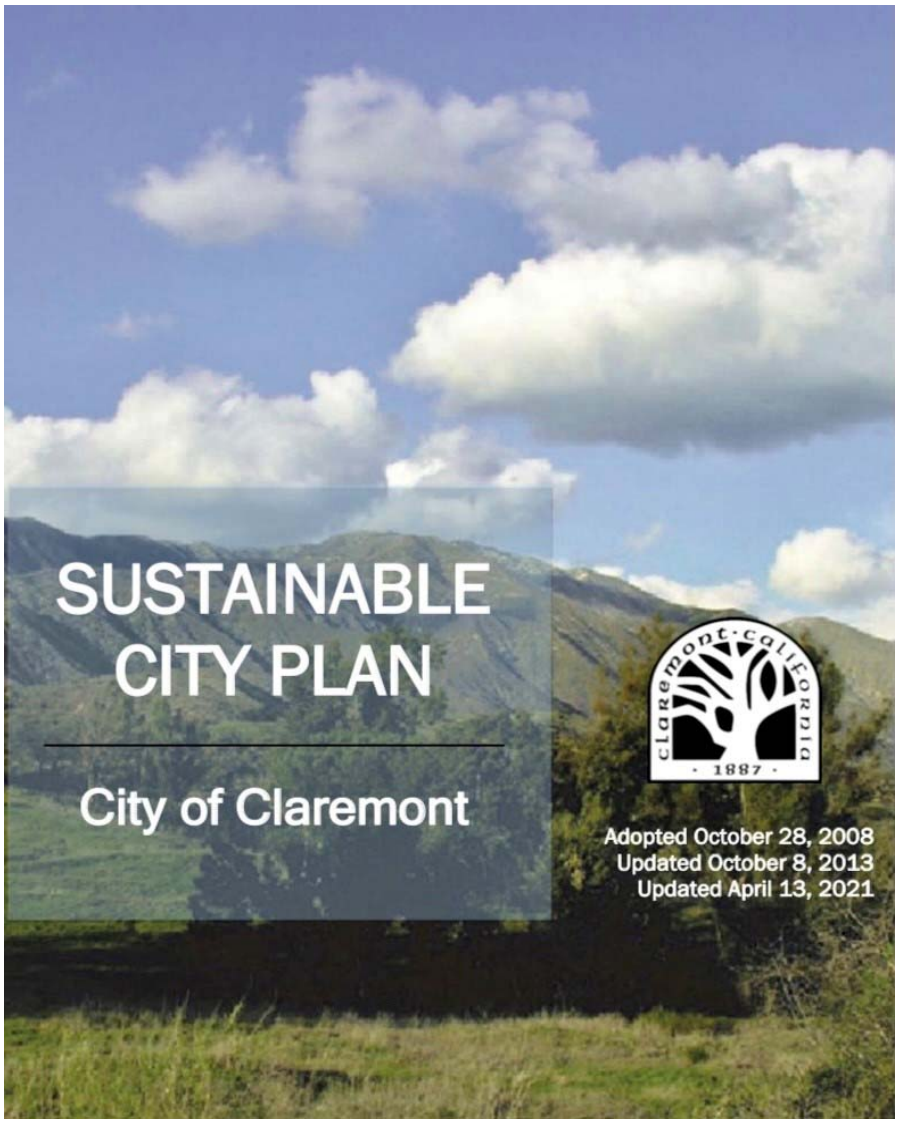
ATTACHMENT

City of Claremont Sustainability Annual Report 2025



Purpose of Report

The City of Claremont's Sustainable City Plan is a living document, providing a continuous guide for both municipal and community efforts. Annual reports allow us to determine, in as close to real time as possible, if we are meeting our goals and if any changes to the Plan are needed. The report assesses which of the previous year's targets we have met and which we have not, and identifies problems and highlights major accomplishments in each Goal Area during the year.



A comprehensive update to the Sustainable City Plan was adopted by the City Council in April 2021, and the updated Plan created a set of indicators with baseline data and targets. The baseline data collected is mostly from Calendar Year 2018.

An Annual Report will be prepared each year to continue to monitor progress. The Annual Report tracks each indicator, comparing baseline data from the Plan to updated metrics. This annual report compares baseline data to data from Calendar Year 2025.

There is a section in this report for each of the seven Goal Areas. Each section contains summary statements regarding how well the targets were reached, along with a list of notable accomplishments in that area. At the end of the report, there is an appendix that includes an updated indicator table for each of the Goal Areas.

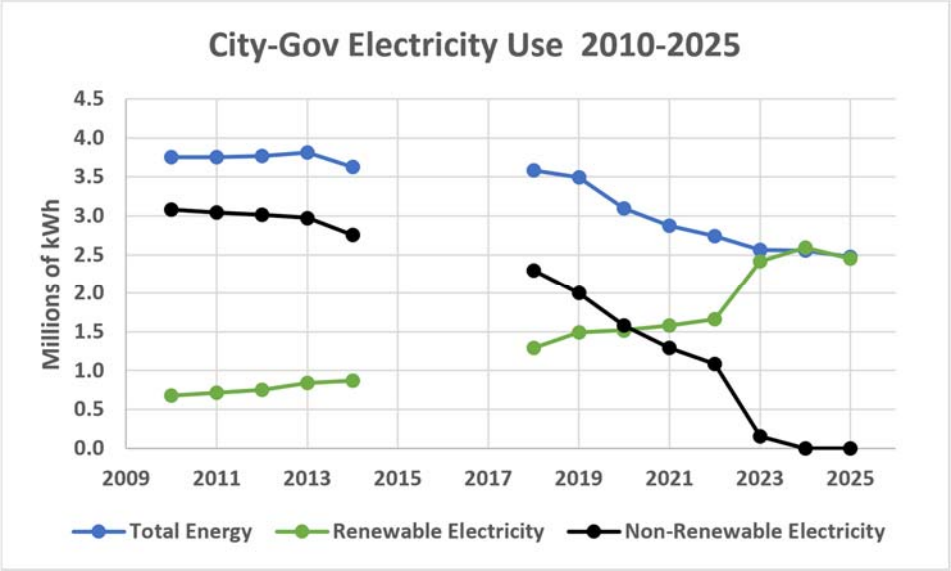
Each indicator table lists baseline data from 2018, with targets and updated metrics from 2025.

Goal Area 1: Resource Conservation

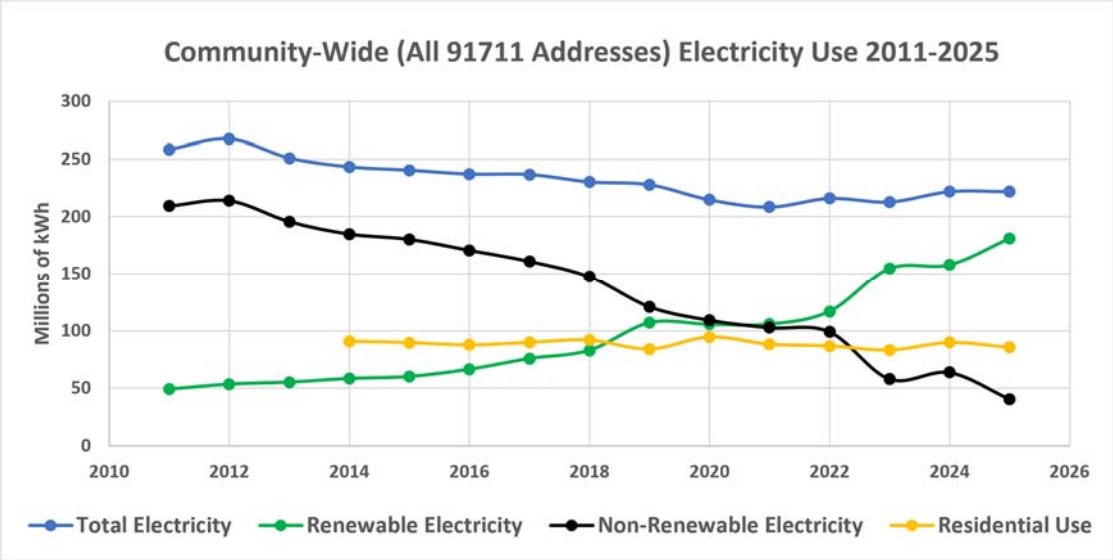
Notes on the Targets

Energy / Electricity

- The City's municipal electricity usage decreased in 2025 versus prior years, showing a long-term downward trend. The City continues to utilize 100% renewable electricity sources.

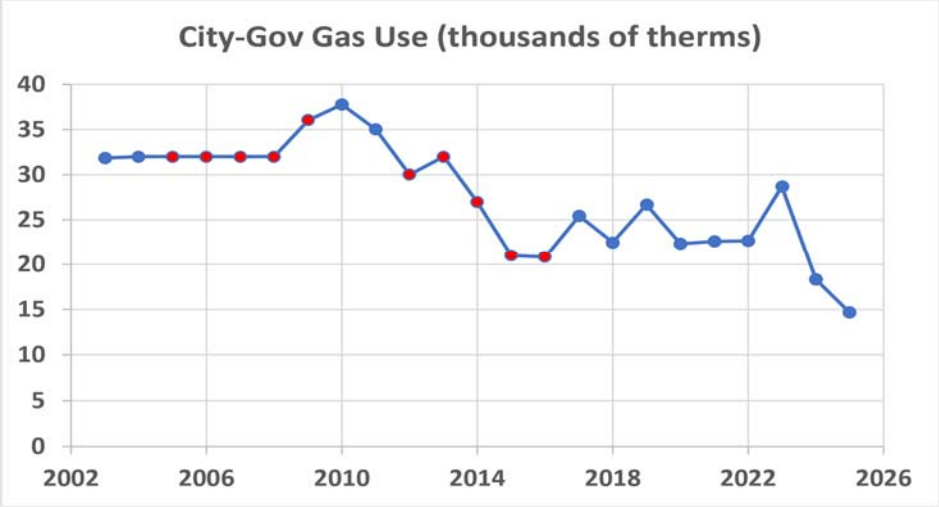


- The community's electricity usage in 2025 was down slightly from 2024 but in line with historic averages. Electricity for renewable sources continues to increase.

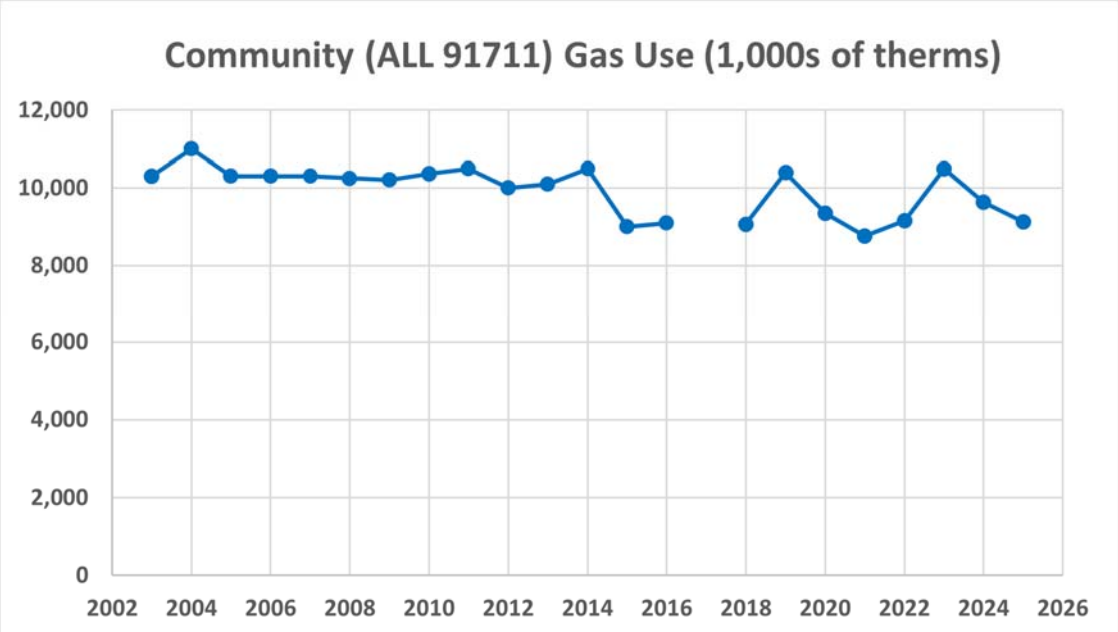


Natural Gas

- Natural Gas usage from the City's municipal accounts was down nearly 20 percent versus 2024.

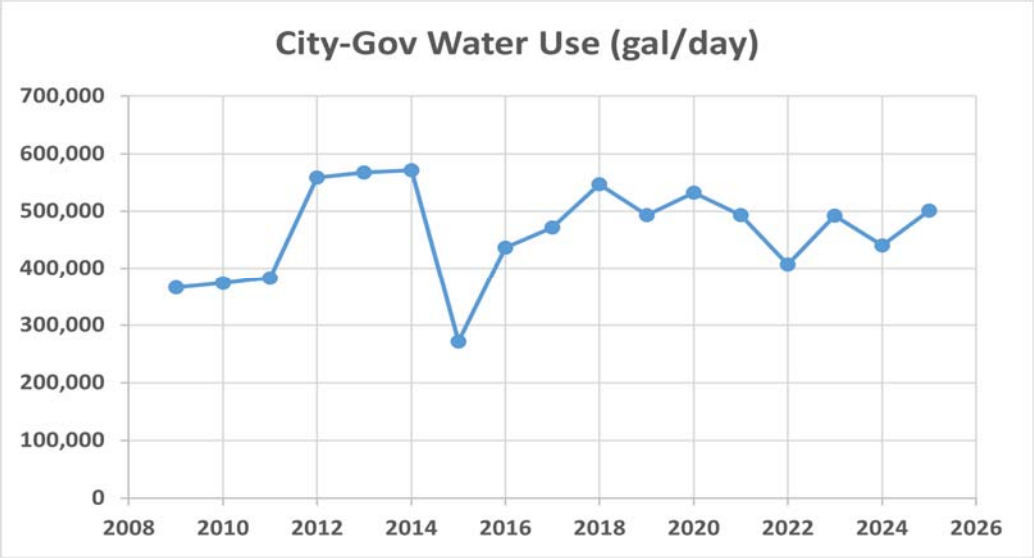


- The Community's natural gas usage is down approximately 8 percent versus 2024 but remains in the same general range as in past years. The Sustainability Committee and Sustainable Claremont have identified this as a priority focus for 2026 and beyond.

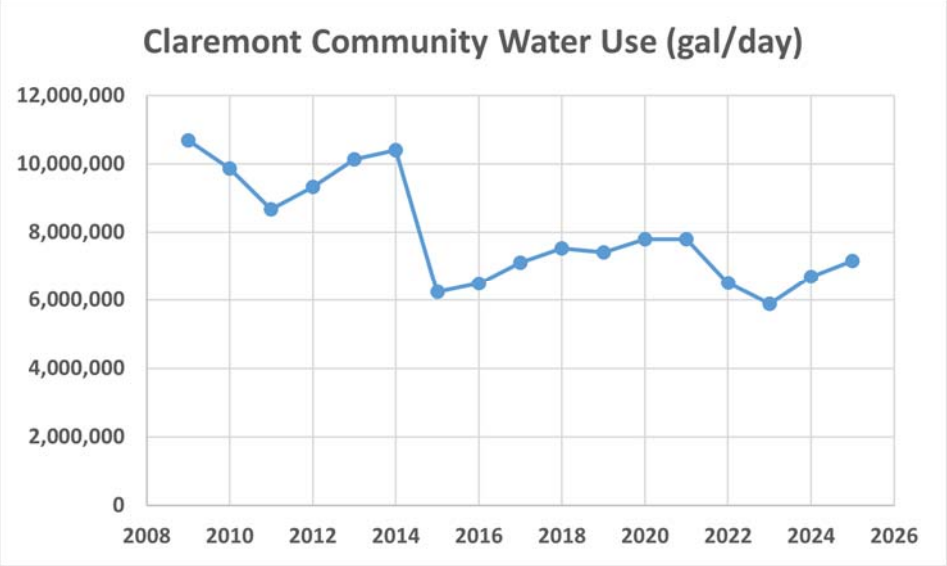


Water

- Potable water used by the City's municipal accounts increased versus 2024 usage but remains in the same general range as in past years.



- Community water usage increased to 105 gallons per capita per day in 2025. While this is an increase versus 2024, it remains slightly below the historic average of 109 gallons per capita per day.



Solid Waste and Recycling

- Solid waste disposal decreased to 3.9 pounds per person per day, the lowest level since tracking began in 2018.
- Recyclable material tonnage decreased versus the prior year. Recycling is down versus the 2018 baseline likely due to a global decline in recycling markets and associated restrictions to what is classified as a recyclable material. In 2025, the City focused on outreach to minimize contamination.
- Organic material recycling tonnage decreased versus the prior year but is in line with historical averages.

Notable Accomplishments

- The City initiated an Electric Fleet Transition Program in partnership with the Clean Power Alliance. The Clean Power Alliance will provide technical services to support the City's electric fleet transition, valued at $250,000.
- The City purchased four fully-electric work trucks.
- The Edible Food Recovery Program recovered 341,634 pounds of edible food from participating Claremont businesses.
- The City conducted organic recycling outreach, including letters and in-person site visits for all food service establishments, aimed at increasing commercial organic recycling.
- In 2025, the City continued its $6.5 million Comprehensive Facility Energy Improvement Project. The project will decrease the City's municipal electricity usage through numerous energy improvements. New solar systems will generate approximately 829,500 kWh annually and the total program will reduce energy the City purchases from the Clean Power Alliance by approximately 60 percent, a significant step forward. Construction continued in 2025, including installing solar panels at the City Yard. Upcoming work will include installing the final solar panel system at the Alexander Hughes Community Center.
- Sustainable Claremont collaborated with CUSD schools to expand school composting programs at seven sites, composting over 23,000 lbs. of food waste. In addition, Sustainable Claremont built three school gardens and implemented a trash-free lunch day.



Goal Area 2: Environmental Public Health

Notes on the Targets

- The number of education events and articles related to organic, locally-grown foods and the environmental aspects of public health increased when compared to baseline data and prior years.

Goal Area 3: Transportation

Notes on the Targets

- Transit ridership on Claremont Dial-a-Ride, Get About, Metrolink, and Foothill Transit increased significantly.

Notable Accomplishments

- The City initiated the Active Transportation Plan which will continue into 2026.
- The City implemented the GoSGV E-Bike Subsidy Program, with 77 residents participating.



GoSGV E-Bike

- The City completed the First Street Paving Project, improving approximately 6,000 linear feet of Class II bike lanes.
- The City completed the design for the Mountain Avenue Complete Streets Project in 2024 and is currently exploring grants needed for construction.
- The City designed the Mills Avenue Improvement Project. Improvements will include upgrades to approximately 1,200 linear feet of existing bike lane to include striping with green thermoplastic for improved visibility as well as installation of 500 feet of Class II bike lane. Pedestrian improvements include three new ADA accessible ramps, a thermoplastic ladder crosswalk, and a raised intersection to improve pedestrian visibility. The project will be completed in 2026.
- The City designed the Claremont Boulevard Complete Streets Project, including Class IV bike lanes, a new signalized intersection with accessible improvements for pedestrians, new sidewalk on the east side of Claremont Boulevard, and sustainable plantings and irrigation. The project will be completed in 2026.
- The City performed infrastructure improvements at the City Yard in preparation for a future EV charger to support a pilot Claremont Dial-a-Ride EV bus.

Goal Area 4: Sustainable Built Environment

Notes on the Targets

- The number of solar permits issued by the City more than doubled versus 2024. In addition, kW capacity from new solar installation is approximately 5 times the capacity that was installed in 2024 due to several large commercial installations.

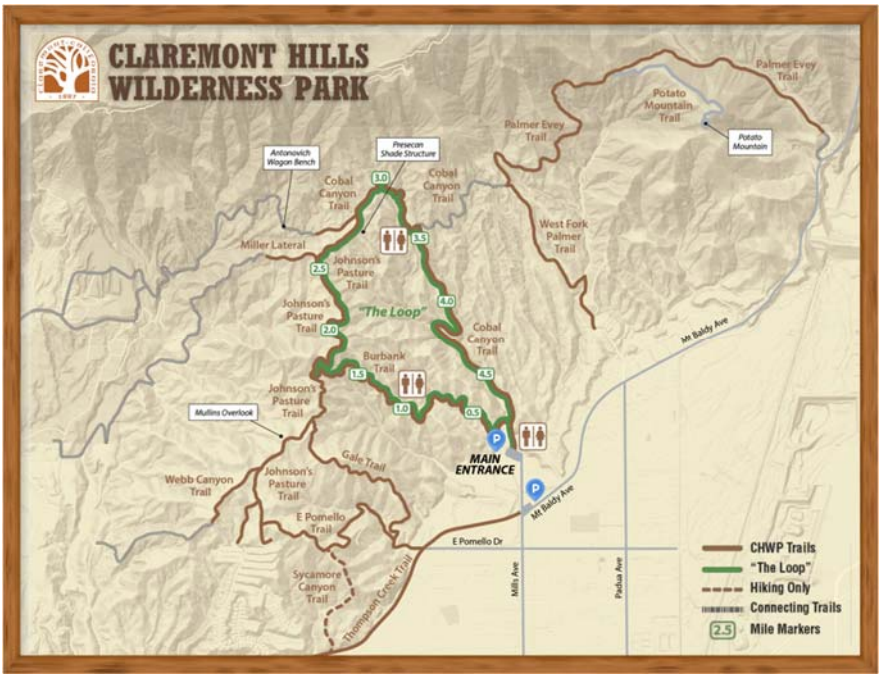
Notable Accomplishments

- The City continued its $6.5 million Comprehensive Facility Energy Improvement Project with Trane, Inc. In 2025, Trane installed a photovoltaic system at the City Yard.
- The City of Claremont issued 278 solar permits in 2025, producing a total of 4,820 kW of installed capacity. This is more than double the solar permits issued in 2024, possibly due to increased demand driven by expiring Federal tax credits.

Goal Area 5: Open Space and Biodiversity

Notes on the Targets

- The City expanded the Claremont Hills Wilderness Park, adding 80 acres of protected open space.



- CalFire and the US Forest Service released the California Urban Tree Canopy Viewer, an interactive mapping tool showing California's urban tree canopy. According to the data, 18 percent of Claremont is under tree canopy.

Notable Accomplishments

- Through collaboration between the Claremont Wildlands Conservancy and the City, an additional two parcels of land totaling 80 acres were incorporated into the Claremont Hills Wilderness Park thanks to generous support from the Rivers and Mountain Conservancy, Los Angeles County Regional Park and Open Space District, and many other supporters. These parcels will be preserved in perpetuity for the public's enjoyment.
- The City updated its Tree Policy and Guidelines Manual in January 2025, increasing transparency and opportunities for public involvement.
- The City began inspecting all City tree nursery stock prior to planting to ensure that newly planted trees are good specimens.
- Sustainable Claremont received grant funding to build 10 rain gardens at CUSD schools, as well as to provide rainwater education to CUSD students. Sustainable Claremont will also work with Claremont homeowners, businesses, and schools to replace turf with rain gardens.
- Sustainable Claremont and California Botanic Garden gave away more than 200 native plants and trees at its 2025 Earth Day Celebration. The California Botanic Garden provides access to native plants through its Grow Native Nursery October–May, along with classes, workshops, and small group tours.

Goal Area 6: Housing and Economic Development

Notes on the Targets

- The City issued building permits for the following new housing units:
  - 15 new extremely-low- and very-low-cost housing units
  - 7 new low-cost housing units
  - 7 new moderate-cost housing units
  - 6 new above-cost housing units
- The City made four sustainable capital equipment purchases.

Notable Accomplishments

- The City continued to work with a design firm to finalize ADU Pre-Approved Designs, which are anticipated to be available in early 2026.



PLAN 1 - CALIFORNIA RANCH

Goal Area 7: Public Outreach and Education

Notes on the Targets

- The number of public talks related to sustainability increased versus 2024, based primarily on many reported talks at the Claremont Colleges.
- The reported number of major festivals and tours related to sustainability increased substantially, based primarily upon the number of tours provided at the California Botanic Garden.

Notable Accomplishments

- The Claremont City Council adopted the 2024 Annual Sustainability Report.
- Sustainable Claremont produced a video, the *ABCs of Composting*, to help members of the community implement compost solutions at home.

Upcoming Initiatives

In 2025, the City of Claremont and community partners will continue to pursue actions in line with our sustainability goals. The City will:

- Complete Comprehensive Energy Improvement Project, including solar panel installation at the Alexander Hughes Community Center
- Update Urban Forest Management Plan
- Complete Electric Vehicle Transition Plan for City fleet utilizing grant funding from the Clean Power Alliance
- Pursue funding to install EV Chargers for City fleet vehicles at City Yard and City Hall
- Secure funding for and construct Mountain Avenue Complete Streets Improvement Project
- Continue to develop Active Transportation Plan
- Construct Mills Avenue and Claremont Boulevard Complete Streets Projects, including bike and pedestrian improvements
- Expand Edible Food Recovery Program to include an expanded group of food service establishments
- Conduct ongoing invasive plant species eradication in Claremont Hills Wilderness Park
- Utilize grant funds from Rivers and Mountains Conservancy to develop a Habitat Restoration Plan for the Claremont Hills Wilderness Park, including an Invasive Species Management Plan (IVMP) prepared in partnership with California Botanic Garden
- Prepare 2025 Sustainability Annual Report

APPENDIX – INDICATOR TABLES

GOAL 1 INDICATORS: RESOURCE CONSERVATION

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
1.1.1	Amount of non-renewable electricity used by City-Gov	2,295,453 kWh (64% of all use)	Average of 2% reduction for years before next update	150,916 kWh (5.9% of all use)	0 KwH	0 KwH	City
1.1.2	Amount of non-renewable electricity consumed by community (ALL 91711 Addresses)	147,369,998 kWh (64% of all use)	Average of 2% reduction for years before next update	58,159,339 kWh (27% of all use)	63,776,967 (29% of all use)	40,726,261 kWh (18% of all use)	City
1.1.3	Amount of natural gas consumed by City-Gov	22,494 therms (659,232 kWh)	Average of 2% reduction for years before next update	28,715 therms (841,349 kWh)	18,338 therms (537,433 kWh)	14,678 therms (430,067 kWh)	City
1.1.4	Amount of natural gas used by community (ALL 91711 Addresses)	246 therms per capita usage (7,209 kWh)	Average of 2% reduction for years before next update	282 therms per capita usage (8,262 kWh)	267 therms per capita usage (7,824 kWh)	245 therms per capita usage (7,178 kWh)	City
1.1.5	Amount of gasoline used by City vehicles	60,482 gallons	Average of 2% reduction for years before next update	44,319 gallons	58,269 gallons	54,654 gallons	City
1.1.6	Amount of electricity from renewable sources consumed by City-Gov	1,291,192 kWh (36% of all use)	Average of 2% increase in years before next update	2,414,744 kWh (94% of all use)	2,589,578 kWh (100% of all use)	2,453,903 kWh (100% of all use)	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
1.1.7	Amount of electricity from renewable sources consumed by community (ALL 91711 addresses)	82,895,624 kWh (36% of all use)	Average of 2% increase for years before next update	154,625,645 kWh (73% of all use)	157,983,077 (71% of all use)	181,058,036 (82% of all use)	City
1.2.1	Amount of potable water consumed by City-Gov	454,419 gal/day (10-yr average: 2009–2018)	Average of 2% reduction for years before next update	492,464 gal/day	440,544 gal/day	501,268 gal/day	City, GSWC, MWD
1.2.2	Community residential daily per capita water use	109 CPCD (5-yr average: 2015–2019	Average of 2% reduction for years before next update	87 GPCD	100 GPCD	105 GPCD	City, GSWC, MWD
1.2.3	Storm water capture, infiltration, and treatment to meet MS4 requirements	Data will begin to be tracked annually	Increase	8.61 ac-ft	8.73 ac-ft	8.82 ac-ft	City
1.3.1	Total amount of solid waste sent to landfill by City and community, including CUSD	27,314 tons	Decrease	30,807 tons	31,173 tons	27,304 tons	City
1.3.2	Amount of solid waste generated by community, including CUSD	4.1 lbs/ person/day	< 5.3 lbs/ person/day	4.5 lbs/ person/day	4.6 lbs/ person/day	3.9 lbs/ person/day	City
1.3.3	Amount of recyclable waste diverted from landfills (without CUSD)	5,560 tons	Increase or maintain	4,928 tons	4,446 tons	4,387 tons	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
1.3.4	Amount of organic waste diverted from landfills (without CUSD)	7,028 tons	Increase	8,198 tons	7,708 tons	7,041 tons	City

Abbreviations:
Ac-ft (acre-feet) CCF (hundred cubic feet), CUSD (Claremont Unified School District), GPCD (gallons per capita per day), GSWC (Golden State Water Company), kWh (kilowatt-hours), MWD (Metropolitan Water District)

Notes/Lists:
- *1.2.3 – Increase in storm water capture capacity vs. previous calendar year*

GOAL 2 INDICATORS: ENVIRONMENTAL PUBLIC HEALTH & LOCAL AGRICULTURE

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
2.1.1	Number of chemicals in City facility hazardous materials inventories	93	Maintain or reduce	84	82	84	City
2.1.2	Amount of unwanted/expired medication collected	600 lbs.	Increase	156 lbs.	364 lbs.	475 lbs.	City
2.2.1	Number of venues for purchase of locally grown food	3	Maintain or increase	3	3	3	SusCom

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
2.2.3	Number of schools with fruit/vegetable areas	10 public, 3 private	All	10 public, 2 private	10 public, 2 private	10 public, 2 private	CUSD, private schools
2.2.4	Number of institutions growing food for their own use	3	Maintain or increase	3	3	3	SusCom
2.3.1	Number of education events/articles related to organic/locally grown/healthy foods	7	Increase	10	4	20	SC, CUSD
2.3.2	Number of events/articles that address environmental aspects of public health	6	Increase or maintain	2	0	0	SC

***Abbreviations**:*
CUSD (Claremont Unified School District), GC (Garden Club), SC (Sustainable Claremont), SusCom (Sustainability Committee)

Notes/Lists:

- *2.2.1 Venues to purchase locally grown food*
  - Claremont Farmer's Market, Pomona College Farm, Uncommon Good
- *2.2.2 Organizations collecting excess private garden produce*
  - Inland Valley Hope Partners, Uncommon Good
- *2.2.3 Number of schools with fruit/vegetable areas*
  - 2023: All CUSD, Webb, Foothill Country Day
  - 2024: All CUSD, Webb, Foothill Country Day
- *2.2.4 Institutions using food they grow*
  - Pilgrim Place, Pomona College Farm, Uncommon Good
- *2.3.1 Events/articles related to healthy food*
  - *2023: GC (2)*
  - *2024: CUSD 1 – (Nutrition Services Department); FCDS 2 (Nut awareness campaign at all schools), preschool and kindergarten curriculum; Webb 1 (Trips to local farms.)*
- *2.3.2 Events/articles related to environmental public health*
  - *2023: SC(7), GC (3)*
  - *2024: SC(9), GC (1 newsletters)*

GOAL 3 INDICATORS: TRANSPORTATION

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
3.1.1	Number of Dial-a-Ride/ Get About/ Claremont Group trips	45,144	Year-over-year increase	88,676	97,971	118,521	Dial-a-Ride, Get About, Claremont Group
3.1.2	Average Vehicle Ridership for Claremont Institutions in Employee Commute Reduction Program (ECRP reporting required by AQMD Rule 2202 for businesses/orgs larger than 250 employees)	2.07	1.5 or above	1.53	No Updates Currently Available	No Updates Currently Available	AQMD
3.1.3	Number of vehicles entering/exiting freeways in Claremont (Entrances to I-10 at Indian Hill Blvd.)	25,062	Year-over-year decrease	22,488 (2022 data)	21,255 (2023 data)	21,453 (2024 data)	Caltrans
3.2.1	Signals with pedestrian features (e.g. audible push buttons)	18 of 43 intersections	Completion of projects	28 of 43 intersections	28 of 43 intersections	28 of 43 intersections	City
3.2.2	Number of walking guides	8	Increase	10	11	13	CH, SC

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
3.3.1	Miles of bike lanes (of all kinds)	36.8 miles	Increase	36.8 miles	38.5 miles	38.5 miles	City
3.3.2	New miles of on-street bicycle infrastructure: Class I, Class II, Class III, Class IV	Track new installations after 2019 per Complete Streets Policy Performance Measures.	Increase	No new projects in 2022	1.9 miles (Towne Avenue Complete Streets Project - Class III and Class IV)	No new projects in 2025	City
3.3.3	Number of City bike racks	96	Maintain or Increase	96	96	96	City
3.3.4	Total miles of street/infrastructure with new pedestrian accommodations to account for network completeness (sidewalks, ADA ramps, amenities)	Track new installations after 2019 per Complete Streets Policy Performance Measures	Increase	No new projects in 2022	1.9 miles (Towne Avenue Complete Streets Project - Rehabilitation)	No new projects in 2025	City
3.4.1	Number of synchronized signals	15 of 43 intersections	Completion of Projects	15 of 43 intersections	15 of 43 intersections	15 of 43 intersections	City
3.5.1	Number of electrical vehicle charging stations	2 dual-port stations (City property)	Increase	5 dual-port stations	5 dual-port stations	5 dual-port stations	City, Charging Companies
3.5.2	Number of Metrolink boardings/alightings	26,446 boardings and 25,775 alightings	Increase	61,541 boardings and 62,018 alightings	60,312 boardings and 60,095 alightings	66,608 boardings and 64,965 alightings	Metrolink
3.5.3	Number of Foothill Transit boardings/alightings	227,474 (2020)	Increase	238,698	294,759	526,866	Foothill Transit

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
3.6.1	Peak parking usage in the Claremont Village Parking Structure	No Current Data	Downward Trend	No Current Data	No Current Data	No Current Data	City

***Abbreviations**:*
AQMD (Air Quality Management District), CH (Claremont Heritage), ECRP (Employee Commute Reduction Program), SC (Sustainable Claremont)

Notes/Lists:

- *3.2.2 Number of Walking guides:*
  - *2024 CH (Village Historic Sites, College Historic Sites, Colleges Public Art + Architecture, Murals of Claremont, Annual Home Tour, Self-Guided Tours of Russian Village, Arbol Verde, Mid-Century Modern, Millard Sheets, Foothill Modern Bike Tour, and Murals of Claremont)*
  - *2025: CH (10), SC (3, Foraging Walk, Tree Walk, Pomona Farm)*
- *3.3.2 Class I (Bike Paths, non-motorized), Class II (Bike Lanes, defined portion of roadway for bikes marked by striping/signage), Class III (Bike Routes, shared use with motor vehicle traffic in same travel lane), Class IV (Cycle Tracks, protected bike lane separated from motor traffic by on-street infrastructure.)*

GOAL 4 INDICATORS: SUSTAINABLE BUILT ENVIRONMENT

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
4.1.1	Number of City facilities that are Zero Net Energy	0	Increase	0	0	0	City
4.1.2	Number of City facilities retrofitted to improve sustainability (energy efficiency, waste reduction, water use reduction, improve occupant health)	11	Increase	12	12	12	City
4.2.1	Number of private facilities meeting updated California Energy Code	0	All new	110	73	52	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
4.2.2	Number of private facilities permit applications in each reporting year that include retrofits to improve sustainability measures (energy efficiency, waste reduction, water use reduction, improve occupant health)	234 (2020)	Increase	271	357	284	City
4.3.1	Number of new City building projects completed each reporting year that include measures which improve sustainability (energy efficiency, waste reduction, water use reduction, improve occupant health)	0	All	All	All	All	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
4.3.2	Number of reports during the year designed solely to update the City Council and Sustainability Committee about new City street projects with significant sustainability features (swales, LED streetlights, etc.)	0	1	6	7	7	City
4.3.3	Number of new City landscaping projects in the reporting year with significant sustainability features	8	All	1	0	0	City
4.4.1	Number of single-family homes built or retrofitted to meet ZNE (Zero Net Energy) per CPUC standards in the reporting year	0	All	0	0	0	City
4.4.2	Number of multi-family buildings built new or retrofitted to meet ZNE (Zero Net Energy) per CPUC standards in the reporting year	0	All	0	0	0	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
4.6.1	Number of City facilities operated and maintained according to best sustainable practices as far as infrastructure allows	All	All	All	All	All	City

Notes/Lists:

- *4.1.2 City facilities retrofitted to improve sustainability:*
  As of 2024:
  - Hughes Center: LED lights, air scrubbers, waterless urinals, motion sensors for lights, new HVAC units and controls, cool roof
  - City Hall: Cool roof, motion sensors in four locations, air scrubbers, waterless urinals, LED lights, new HVAC units and controls
  - Police Department: LED lights, motion sensors, T-12 bulbs retrofit to T-8s, new HVAC units and controls, solar panels
  - Parking Structure: LED lighting, three dual-port electric vehicle charging stations
  - Joslyn Center: Waterless urinals, air scrubbers, LED lighting, cool roof
  - YAC: Waterless urinals, air scrubbers, LED lights
  - Taylor Hall: Waterless urinals, adjustable timer air conditioning controls, LED lights
  - Wheeler Park Building: Waterless urinals
  - Oak Park Cemetery Building: Adjustable timer for HVAC.
  - City Yard: Solar PV installation, air scrubbers, LED lights, new HVAC units and controls
- *4.2.2 Number of private facilities permit applications in each reporting year that include retrofits to improve sustainability measures*
  - Includes solar, HVAC, and water heater projects
- *4.3.1 City Building Projects to Improve Sustainability*
  - Contract with Trane, Inc. to implement Comprehensive Energy Efficiency Improvement Project in 2022-23
- *4.3.2 Number of Reports designed solely to update City Council and Sustainability Committee on new Street Projects with Significant Sustainability Features*
  - *9 Council Reports and 9 Traffic and Transportation Commission Reports*
- *4.3.3 Landscaping projects:*
  - 2018-21: Turf removal at Wheeler, Blaisdell, Memorial, Cahuilla, Lewis, Larkin, Griffith, Jaeger, Joat, and Lewis Parks

GOAL 5 INDICATORS: OPEN SPACE AND BIODIVERSITY

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
5.1.1	Acreage and location	4,070 acres	Maintain or expand	4,090 acres	4,090 acres	4,170 acres	City
5.1.2	Number of groups engaged in maintaining natural open spaces	3	Maintain or increase	3	4	3	FCHWP, BFS, City
5.2.1	Number, location, size of parks, total area	21 parks, totaling 155 acres	Maintain or increase	21 parks, totaling 155 acres	21 parks, totaling 155 acres	21 parks, totaling 155 acres	City
5.2.2	Number of water-wise demonstration gardens	3	1 more; label plants	3	5	5	City, CalBG
5.2.3	Use of native plants in City-owned areas	Foothill Master Plan	Include in all median upgrades	No change	No change	No change	City
5.2.4	Number of groups engaged in maintaining constructed open spaces	4	Increase	5	5	5	SC, City
5.3.1	Native species richness; number documented	BFS: 406 CHWP: 457 (2019-20)	Prevent decline	BFS: 409 CHWP: 824	BFS: 409 CHWP:870+	BFS – 409 CHWP:1,004+	BFS, FCHWP
5.3.2	Number of initiatives/activities/actions using both abundance and richness to assess native biodiversity	1	Maintain or increase	6	4	1	BFS, FCHWP

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
5.3.3	Number of initiatives/activities/actions aimed at identifying, monitoring, and preserving sensitive species	0	Increase	3	3	3	BFS, FCHWP
5.3.4	Number of volunteer hours spent monitoring or managing invasive species	2,800	Maintain or increase	1,194	2,811	1,637	BFS, FCHWP, CHWP Rangers
5.3.5	Number of acres restored to native plant communities or undergoing restoration	0.24	Maintain or increase	>1	Foothill Blvd.	Foothill Blvd.	BFS
5.3.6	Number of areas where the community can engage with and learn about the natural flora and fauna	3	Increase	3	3	6	CalBG, BFS, FCHWP
5.4.1	% of land under tree canopy	Still waiting for tree canopy assessment from CAL FIRE	Maintain or Increase	Still waiting on CAL FIRE assessment	Still waiting on CAL FIRE assessment	18%	City
5.4.2	Number of City-owned trees	26,000 (approx.)	Increase or maintain	25,065	24,641	24,301	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
5.4.3	Diversity in City-owned trees	Crape Myrtle: 8.19% Coast Live Oak: 7.19%, California Sycamore: 5.58%	No species more than 5% of urban forest.	Crape Myrtle: 8.35% Coast Live Oak: 7.47% California Sycamore: 5.76%	Crape Myrtle: 8.25% Coast Live Oak: 7.56% California Sycamore: 5.88%	Crape Myrtle: 8.17% Coast Live Oak: 7.58% CA Sycamore 5.93%	City
5.4.4	Tree coverage in private parking lots	Still waiting for tree canopy assessment from CAL FIRE	50% lot coverage	Still waiting on CAL FIRE assessment	Still waiting on CAL FIRE assessment	Parking Lot Coverage not Individually Analyzed	City
5.5.1	Number of groups providing public events related to biodiversity/ benefits of ecosystems/ open space/trees	7 (counting Colleges as one)	Increase	6	6	9	City, SC, CalBG, BFS, FCHWP, Colleges
5.5.2	Number of ways to engage public in open space/urban forest issues	12+	Maintain or increase	14+	12+	14+	City, Assorted Non-Profits
5.5.3	Number of K-12 schools with opportunity to engage in open space or biodiversity issues	All CUSD	Add private schools	All CUSD and two private	All CUSD and two private	All CUSD and two private	CUSD, Private Schools, CWC

Notes/Lists:

- *5.1.2 Number of groups engaged in maintaining natural open spaces:*
  - City, FCHWP, BFS, California Conservation Corps
- *5.2.2 Number of waterwise demonstration gardens*
  - CalBG, Shelton Park, City Hall, Foothill Frontage to Bernard Field Station (2)

- *5.2.4 Number of groups engaged in maintaining constructed open spaces*
  - 2022-23: Friends of CHWP, Sustainable Claremont, Friends of the Bernard Field Station, Claremont Wildlands Conservancy, California Botanic Garden
- *5.3.1 Number of species richness, number documented*
  - 2023-24: BFS No Change; FCHWP: (18 mammals, 139 birds, 10 reptiles, 6 amphibians, 281 vascular plants in CHWP only, not including Evey Canyon. In addition, 370 "other native species" such as invertebrates, non-vascular plants, and fungi.)
- *5.3.2 Number of initiatives/activities/actions using both abundance and richness to assess native biodiversity*
  - 2023: BFS 6 (bio-monitoring program and 5 manuscripts.)
  - 2024: BFS 4 (bio-monitoring program and 3 manuscripts.)
  - 2025: BFS 1 (bio-monitoring program)
- *5.3.3 Number of initiatives/activities/actions aimed at identifying, monitoring, or preserving sensitive species*
  - 2023: BFS (1 - bio-monitoring program), FCHWP 2 (1 - Monarch and Milkweed Monitoring and 2 - CHWP Biota Project.)
  - 2024-25: BFS (1 – bio-monitoring program + numerous research projects regarding sage scrub ecosystem), FCHWP (2 – Monarch and milkweed Monitoring and CHWP Biota Project.)
- *5.3.4 Number of volunteer hours spent monitoring or managing invasive species*
  - 2023: BFS - 40-60 hours, CHWP - 1,154 hours
  - 2024: CHWP: 2,688 hours including California Conservation Corp project., BFS – 100 hours, FCHWP – 23 hours
- *5.3.5 Number of acres restored to native plant communities or undergoing restoration*
  - BFS is actively restoring areas along Foothill Blvd to create an interpretive walk
- *5.3.6 Number of areas where the community can engage and learn about natural flora/fauna*
  - CHWP, Bernard Field Station, California Botanic Garden
- *5.5.1 Number of groups providing public events related to biodiversity/benefits of ecosystems/open space/trees*
  - 2023: 2022 list plus Claremont Wildlands Conservancy
  - 2024: FCHWP, SC, FBFS, CalBG, CWC, LEEP Program at BFS (Leadership in Environmental Education)
  - 2025: FCHWP (1), SC (5), CalBG (1), CWC (1), Colleges (1)
- 5.5.4 Number of K-12 schools with opportunity to engage in open space and biodiversity issues
  - 2024-25: All CUSD, FCSD, Webb (multiple clubs)

GOAL 6 INDICATORS: HOUSING AND ECONOMIC DEVELOPMENT

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
6.1.1	Movement towards RHNA requirements	1711 units needed	Meet (or exceed where appropriate)	1,462 units needed	1,462 units needed	1,395 units needed	City
6.1.2	Number of extremely low and very-low-cost housing units	3 units (2019)	554 units by 2029	34 new units, 76 total units added	34 new units, 76 total units added	15 new units, 91 total units added	City
6.1.3	Number of low-cost housing units	2 units (2019)	309 units by 2029	37 new units, 52 total units	37 new units, 52 total units	7 new units, 59 total units	City
6.1.4	Number of moderate-cost housing units	41 units (2019)	297 units by 2029	11 new units, 114 total units	11 new units, 114 total units	6 new units, 220 total units	City
6.1.5	Number of above-moderate-cost housing units	346 units (2018)	547 units by 2029	7 units added, 925 total units	7 units added, 925 total units	24 new units, 949 total units	City
6.1.6	Number of applications to build ADUs	30 units (2020)	40 units	59	59	44	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
6.1.7	Equitable distribution of affordable (extremely low, Very low, and low-cost) housing throughout City	ADU Map in Sustainable	Increase	3 ADUs built in Norther Claremont, 5 ADUs built in Central Claremont, 2 ADUs built in Claremont Core, 3 ADUs built in South Claremont	3 ADUs built in Northern Claremont, 48 ADUs built in Central Claremont, 6 ADUs built in Claremont Core, 2 ADUs built in South Claremont	5 ADUs built in North Claremont, 6 ADUs built in Central Claremont, 4 ADUs built in Claremont Core, 3 ADUs built in South Claremont	City
6.1.8	Number of affordable (extremely low, very low, and low-cost) houses with easy access to bus or train transportation every 15 minutes during peak hours	231	430 units by 2029	253	301	312	City
6.2.1	Ratio of instances of retention and/or adaptive reuse of existing residential, commercial, and industrial buildings as opposed to demolition	50 to 1	Increase or maintain	50 to 1	50 to 1	50 to 1	City

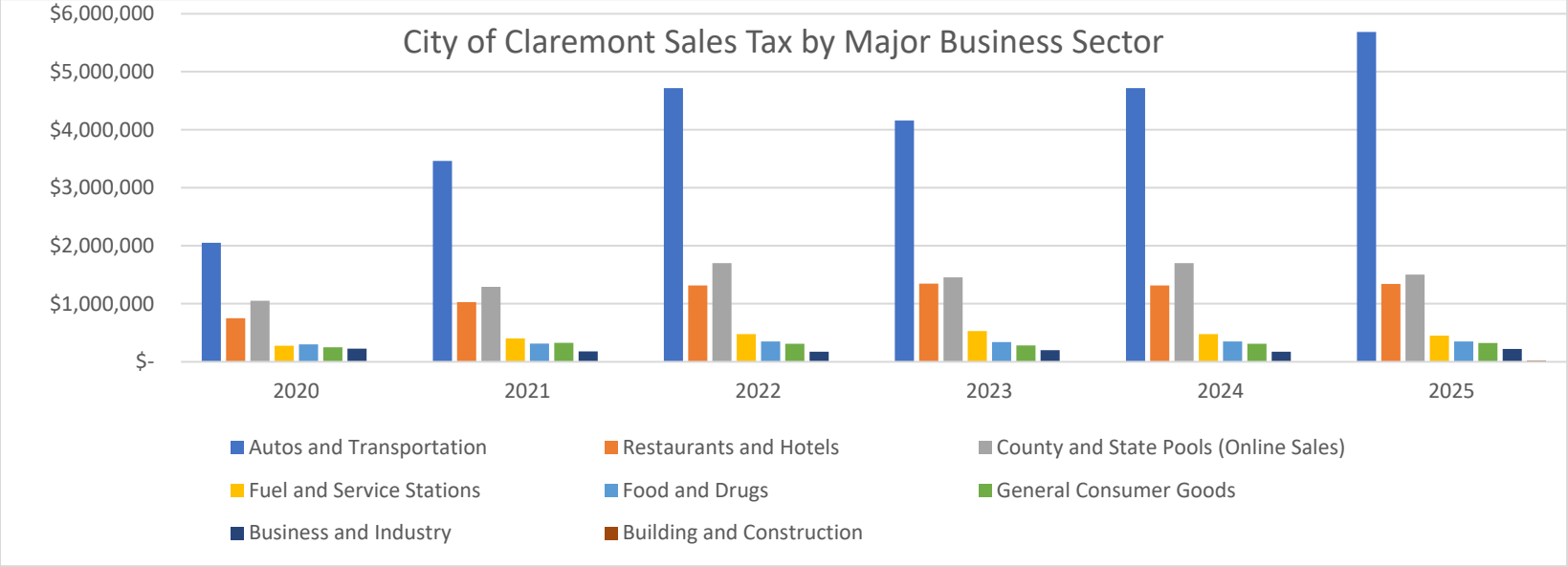
GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
6.3.1	Improvement in balance of economic activity by business sector	See sales tax chart in Sustainable City Plan	Improve balance	See sales tax chart in 2023 Annual Report	See sales tax chart in 2024 Annual Report	See sales tax chart below	City
6.3.2	Number of key commercial sites having some development recently completed or in progress	5	6	6	6	6	City
6.4.1	Number of developments that include a significant mixed-use component	2	Increase	4	0	0	City
6.4.2	Ratio of # of jobs to # of residential units	1:5 ratio	Maintain 1:5 ratio	1:1.5 Ratio	1:1.5 Ratio	1:1:5 Ratio	SCAG
6.4.3	% of residents employed in community	18.20%	Increase	18%	18%	18%	SCAG
6.5.1	Number of City capital and equipment purchases that are sustainable	1	Increase	1	10	4	City

Abbreviations:
ADU (Accessory Dwelling Units), RHNA (Regional Housing Needs Assessment), SCAG (Southern California Association of Governments)

Notes/Lists:

- *6.1.2 Number of very-low-cost housing units*
  - Per the Annual Element Progress Report, units serving extremely-low-income households are included in the very-low-income unit totals.
- *6.1.2–6.1.5 Number of very-low to above-moderate housing units added*
  - Reported number of Publicly Assisted Housing Units based upon 2018-21 Housing Element, see below.
  - California State Department of Housing and Community Development income categories:
    - Extremely Low-Income Households earn up to 30 percent of the Median Family Income (MFI).
    - Very Low-Income Households earn up to 50 percent of the MFI.

    - Low-Income Households earn between 51 and 80 percent of the MFI.
    - Moderate-Income Households earn between 81 and 120 percent of the MFI.
    - Above Moderate-Income Households earn over 120 percent of the MFI.
- 6.1.7 North Claremont – North of Base Line Road; Central Claremont – Between Base Line Road and Foothill Boulevard; Claremont Core – Between Foothill Boulevard and Metrolink ROW; South Claremont – Between Metrolink ROW and Southern City Border.
- *6.3.1 Improvement in balance of economic activity by business sector*



    - The County and State pool system is utilized primarily for online purchases from out-of-state companies who ship merchandise to California. Tax is reported by the taxpayer to the countywide pool and then distributed to each jurisdiction in that county on a pro-rata share of taxable sales. If the county of use cannot be identified, the allocation goes to the state pool for pro-rata distribution on a statewide basis.
- *6.3.2 Number of key commercial sites that include some development recently completed or in progress*
    - Olson Company Foothill Project, City Ventures Project, Residence Inn, Bonita Avenue Lofts, Super King
- *6.4.3 Percent of residents employed in community.*
    - 2017 SCAG data -18%. No more current data available.
- 6.5.1 *Number of City capital and equipment purchases that are sustainable.*
    - 2024 – Three Ford Lightning Electric Trucks and seven hybrid police patrol vehicles.
    - 2025 – Three Chevrolet Silverado EV Trucks and one Rizon EV Truck.

GOAL 7 INDICATORS: PUBLIC OUTREACH AND EDUCATION

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
7.1.1	Number of Sustainability Committee meetings	Irregular	Quarterly meetings	3 meetings	5 meetings	3 meetings	City
7.1.2	Regularity of Annual Sustainability Report	Last done in 2014	Annual	2022 report adopted in 2023	2023 report adopted in 2024	2024 report adopted in 2025	City
7.2.1	Visits to Sustainability page on City website	764 users with 951 page views	Increase	2,025 users with 2,340 page views	2,010 users with 2,256 page views	1398 users with 2,176 page views	City
7.2.2	Size of Sustainable Claremont mailing list	6,300 users; Mailing List 2,200	Increase	11,000+ website sessions; 2,000+ email subscribers	Website data no longer tracked; 2,100 email subscribers	Growing	SC
7.2.4	Number of public talks related to sustainability	17	At least 10/year	125	8	56	SC, Colleges
7.2.5	Post reach for City social media posts	106,632 post reach; 50,412 post engagement, 408 likes	Increase	136,097 post reach; 124,765 post engagement, 3,256 likes	168,009 post reach; 134,674 post engagement, 2,137 likes	176,007 post reach; 137,743 post engagement; 3,289 likes	City

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
7.2.6	Number of local newspaper articles/ op-eds related to sustainability	12	At least 10/year	0	0	0	SC
7.2.7	Number of City newsletters with articles about sustainability	All	All	All	All	3	City
7.2.8	Number of City Manager Weekly Updates with sustainability info or links to it	Most	All	All	All	All	City
7.3.1	Number of active non-profit community and Sustainable Claremont programs, working groups	9	Maintain or increase	11	8	7	SC, FBBFS, CHWP
7.3.2	Number of educational institutions with programs related to sustainability	15	Increase	14	12	16	CUSD, Colleges
7.3.3	Number of major festivals and tours related to sustainability	8	Increase or maintain	497	1057	2,693	City, SC, CalBG
7.3.4	Number of sustainability workshops/classes offered	14	At least 10	20	15	15	SC, CalBG

GOAL	INDICATOR	BASELINE (2018)	TARGET	2023	2024	2025	AGENT(S)
7.4.1	Number of stakeholder groups involved in sustainability efforts	15	Increase or maintain	13	13	13	SC, CH
7.4.2	Number of occasions City has been recognized for sustainability efforts	3	Increase or maintain	1	0	0	City
7.4.3	Non-profits related to sustainability that report an increase over last year in members/volunteers	4	Increase or maintain	3	2	2	SC, FCHWP, BFS, FBBFS

Abbreviations:
BFS (Bernard Field Station), CalBG (California Botanic Garden, formerly Rancho Santa Ana Botanic Garden), CH (Claremont Heritage), CHWP (Claremont Hills Wilderness Park), CUSD (Claremont Unified School District), CWC (Claremont Wildlands Conservancy), FBBFS (Friends of the Bernard Biological Field Station), FCHWP (Friends of the Claremont Hills Wilderness Park), SC (Sustainable Claremont)

- *7.2.4: Number of public talks related to sustainability*
  - 2023: GC - 3, SC - 4, Pomona College - 98, Claremont McKenna – 20
  - 2024: SC – 8
- *7.3.1: Number of active non-profit community and Sustainable Claremont programs, working groups*
  - 2021/22: SC - 6 (Water Action Group, School Action Group, Green Crew, Raised Bed Garden Program, Plant a Tree Program, Community Compost Program), FBBFS, FCHWP, Active Claremont, FBFS
  - 2023-24: SC added School Compost Program to above list
- *7.3.2 Number of educational institutions with programs related to sustainability*
  - 2023: All CUSD elementary schools, CHS, Foothill Country Day, OLA, Webb, Pomona College, Claremont McKenna College, and Harvey Mudd College self-reported
  - 2024-25: All CUSD schools, FCDS, Webb
- *7.3.3 Number of major festivals and tours related to sustainability*
  - 2022: City - 1 (Arbor Day), SC - 3 (Earth Day, Green Home Tour, Waterwise Expo with CalBG), GC - 2 (Flower Show and Garden Tour), CalBG - 50 tours
  - 2023: City - 2 (Heart of the Foothills and Arbor Day), SC - 3 (Earth Day, Green Home Tour, Waterwise Expo with CalBG), GC - 1 (Garden Tour), CalGB - 2 festivals and 489 tours
  - 2024: City – 1 (Arbor Day); SC (Earth Day and Green Home Tour); CalBG – 3 festivals and 1,051 tours
  - 2025 – SC – 3, CalGB – 3 festivals, 2,687 tours

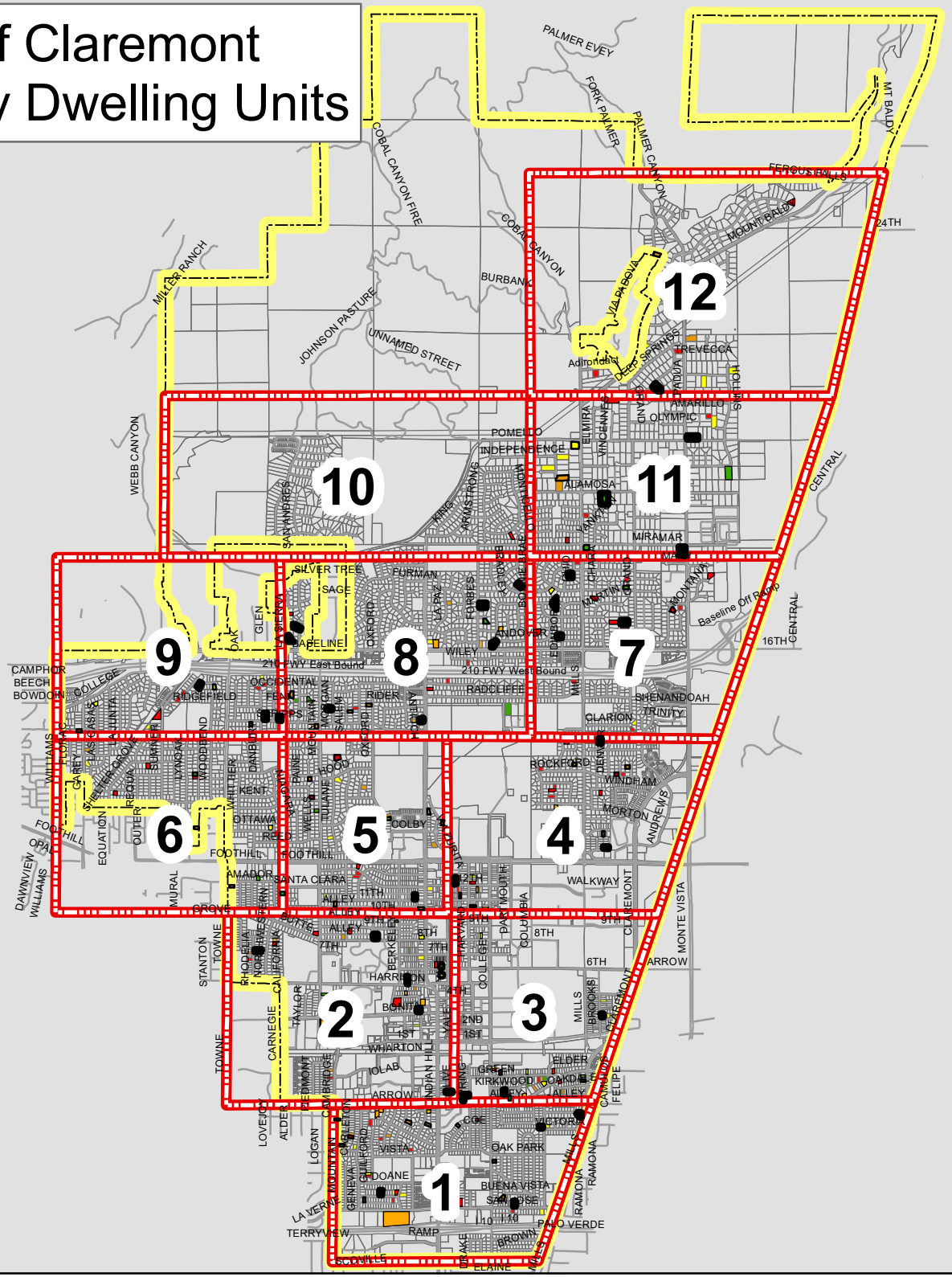
- 7.4.1 *Number of stakeholder groups involved in sustainability efforts*
    - SC, FCHWP, BFS, FBBFS, CWC, CalBG, Claremont Change, Housing Claremont, Claremont Democratic Club, Inclusive Claremont, Claremont Streets for People, Garden Club, Claremont Heritage
- *7.4.3 Non-profits related to sustainability that report an increase over last year in members/volunteers*
    - 2023: Sustainable Claremont, Garden Club, FCHWP
    - 2024-25: Sustainable Claremont, FCHWP

AFFORDABLE HOUSING AND ACCESSORY DWELLING UNIT MAP BOOKS

City of Claremont Accessory Dwelling Units

NOTES:

ADU's Prior to 2015 & Un-Permitted Are Not Shown. ADU's are all single units.



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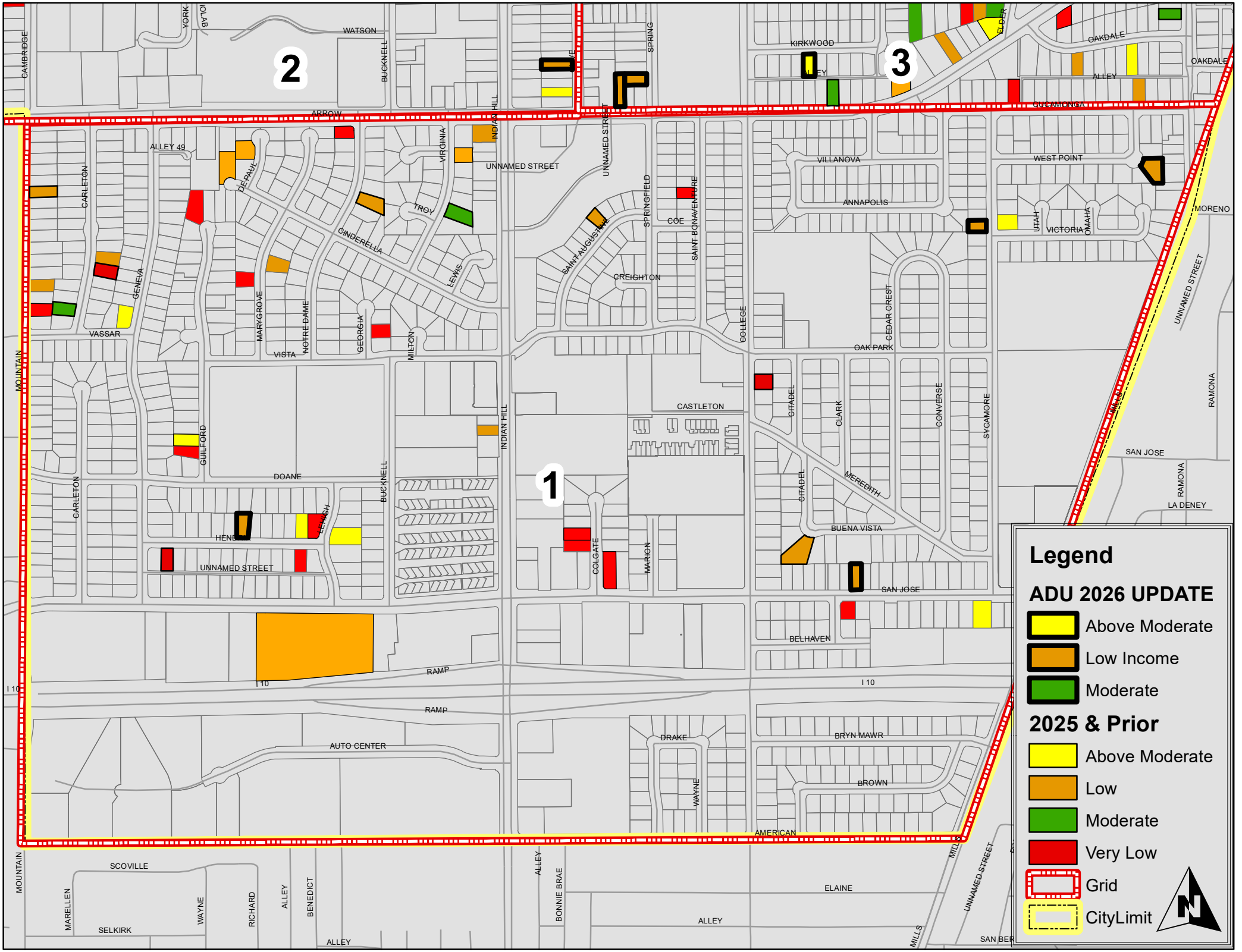

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BUENA VISTA
SAN JOSE
BELHAVEN
RAMP
AUTO CENTER
DRAKE
BRYN MAWR
BROWN
AMERICAN
ELAINE
SCOVILLE
SELKIRK
MOUNTAIN
CARLETON
GENEVA
MARYGROVE
NOTRE DAME
GEORGIA
MILTON
LEWIS
TROY
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INDIAN HILL
BUCKNELL
GUILFORD
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HENDRIX
COLGATE
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SAINT AUGUSTINE
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VILLANOVA
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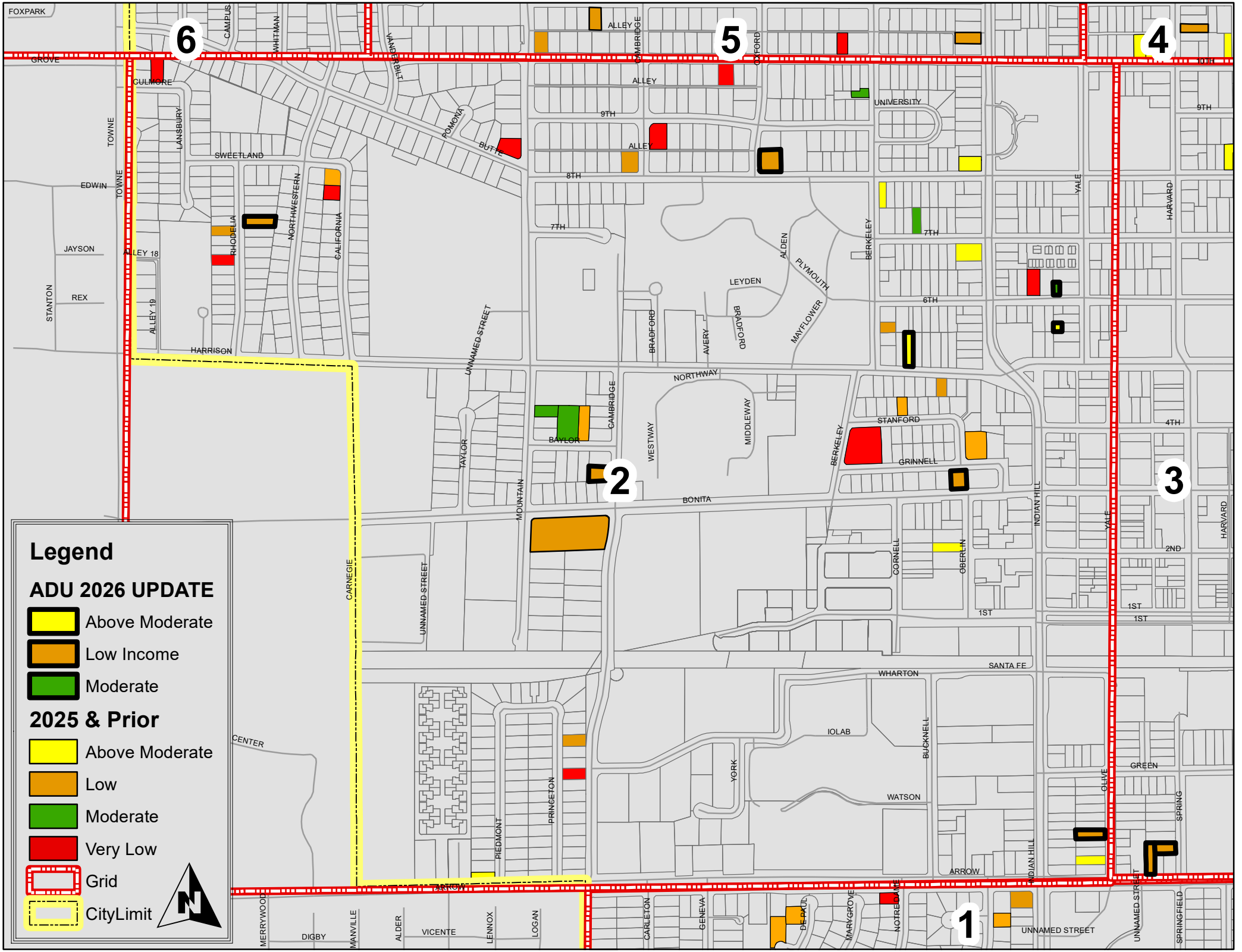
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MOUNTAIN
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BUCKNELL
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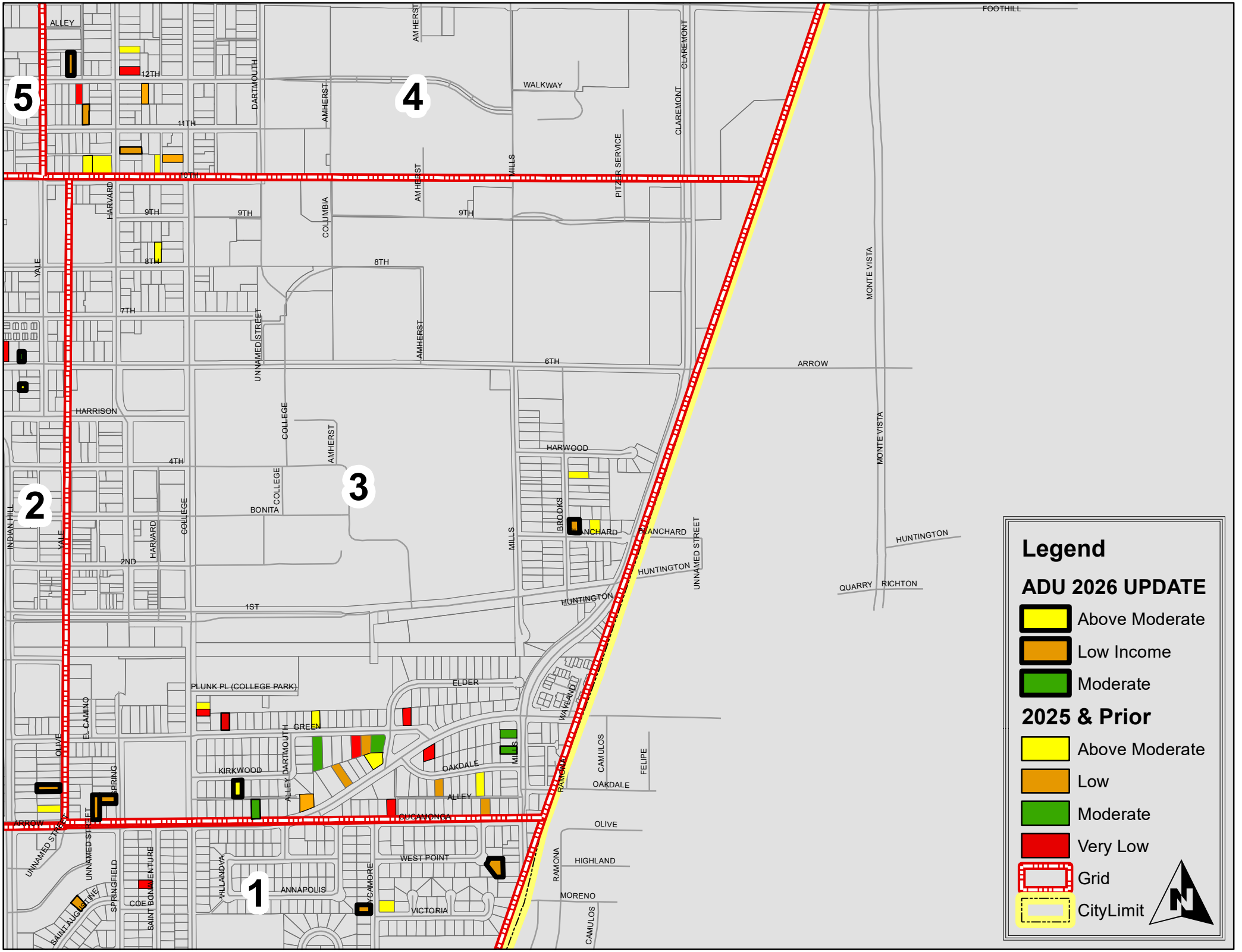

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KIRKWOOD
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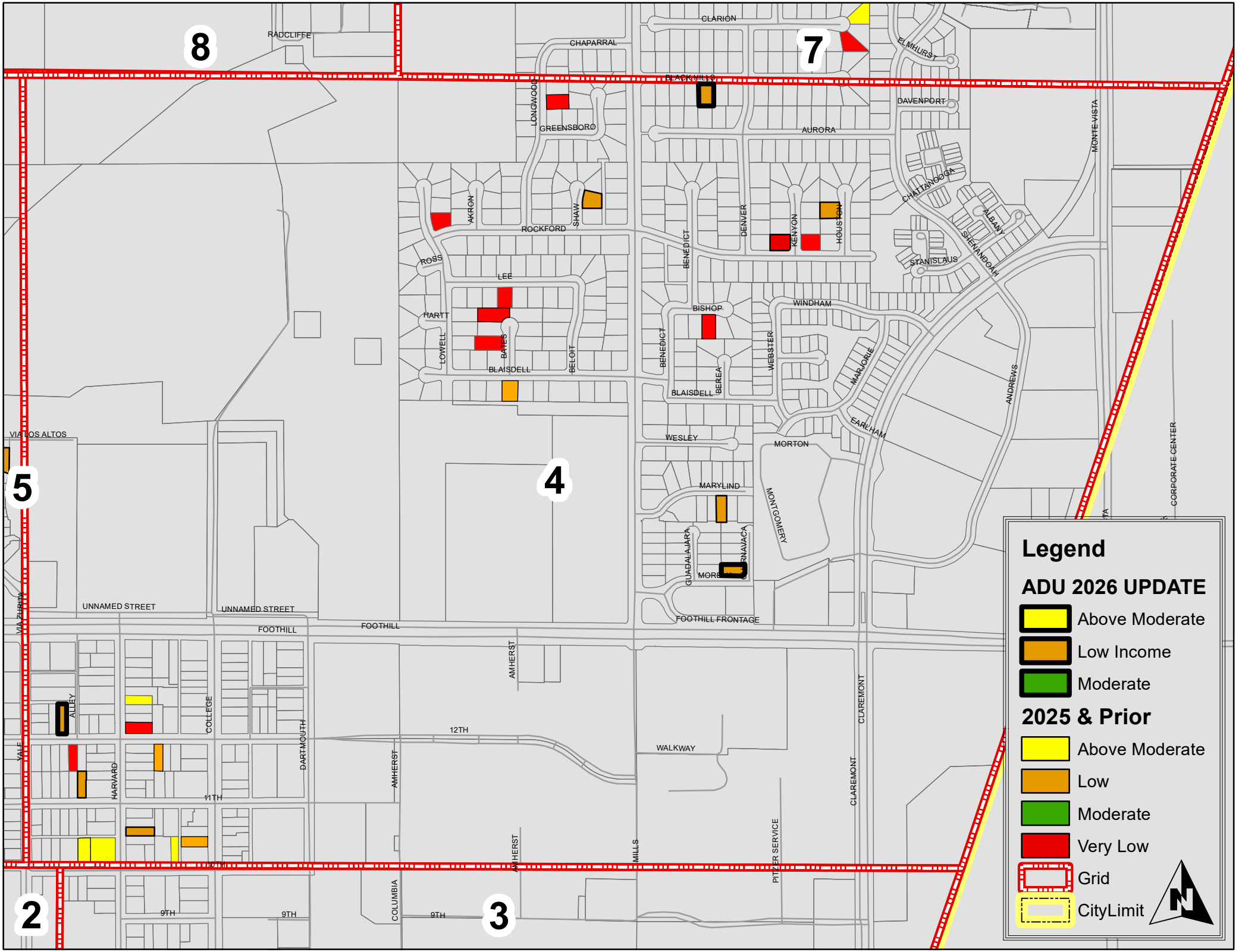
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MONTE VISTA
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SHENANDOAH
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ROCKFORD
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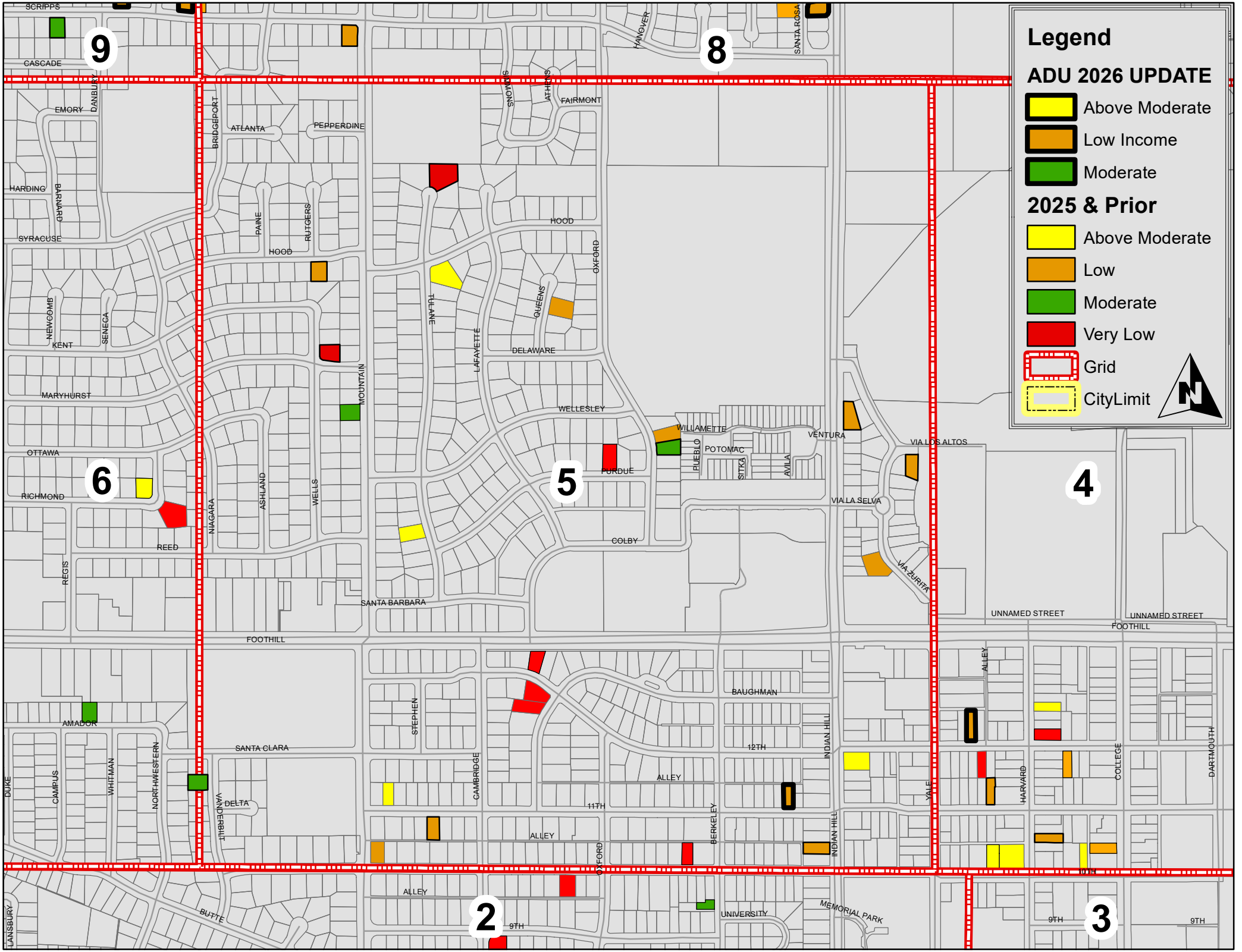
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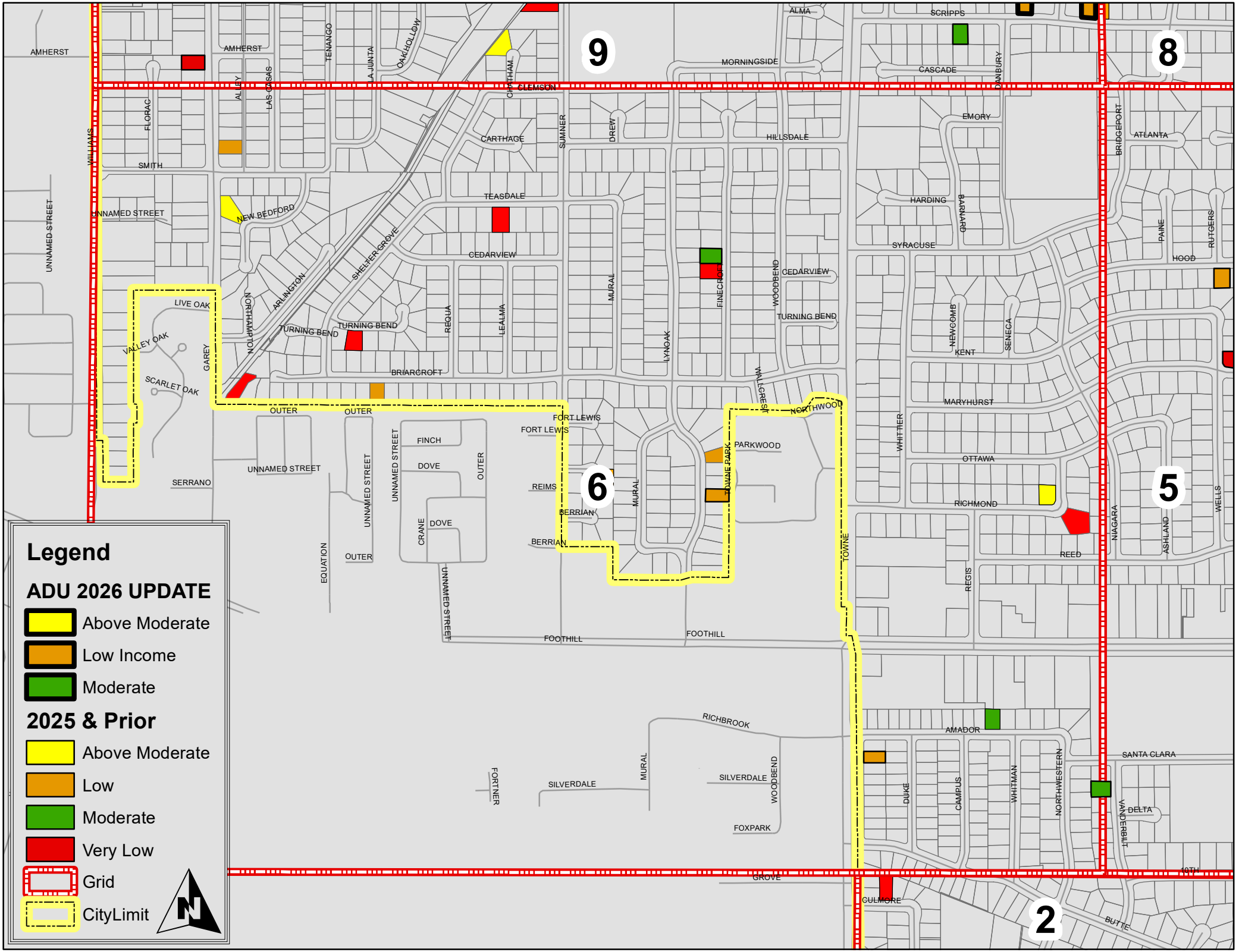

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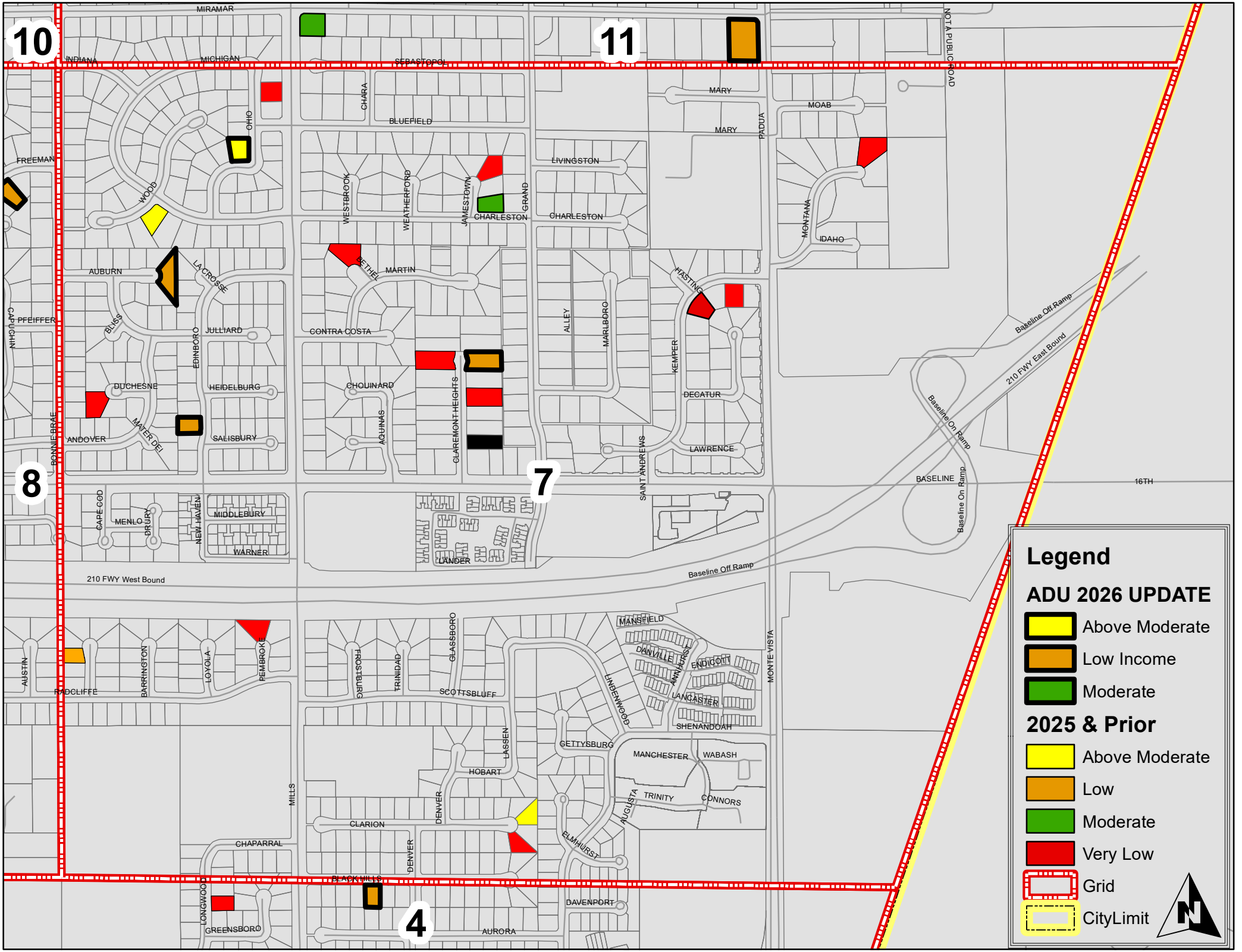
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FENN
KNOX
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EMERSON
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MORGAN
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OXFORD
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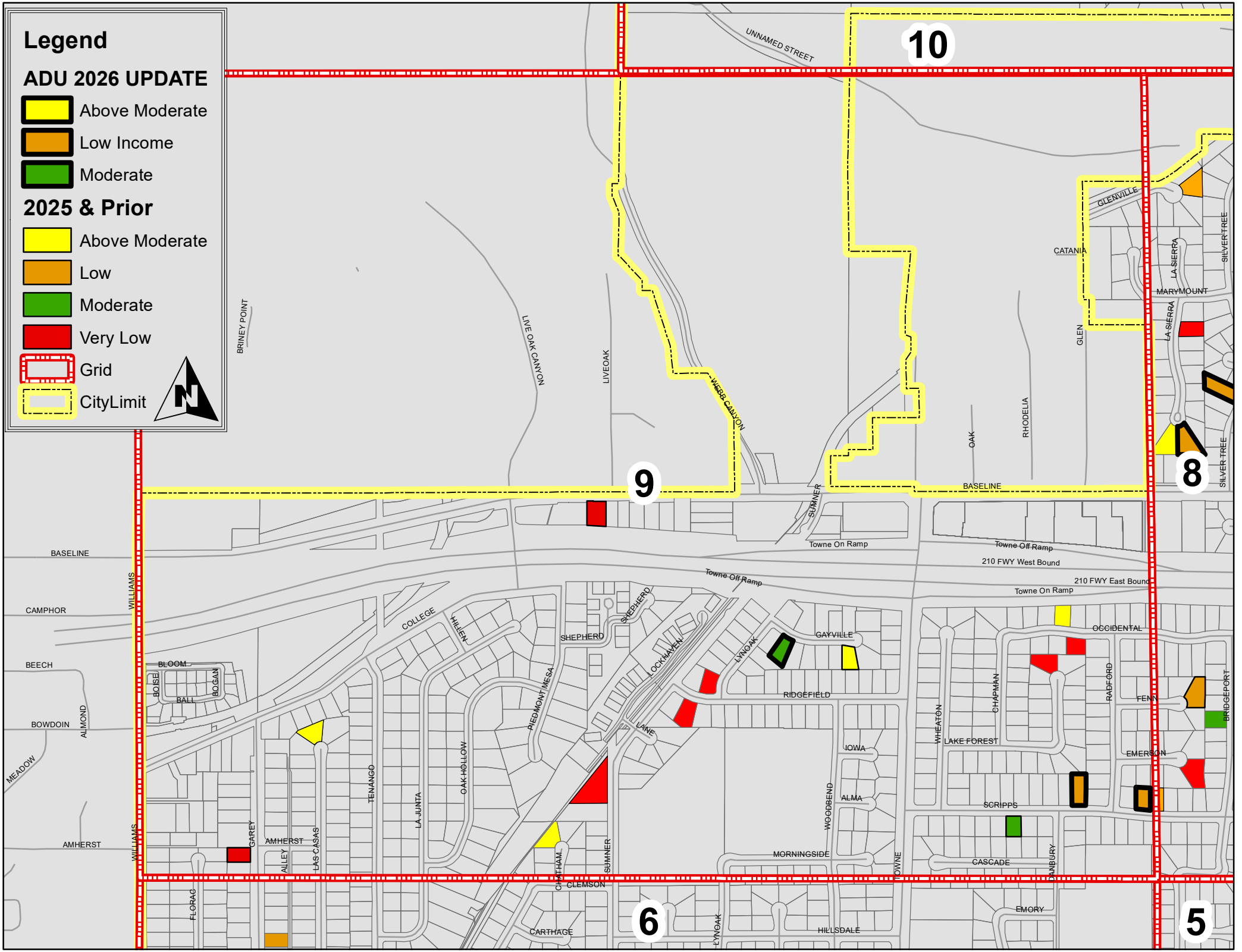
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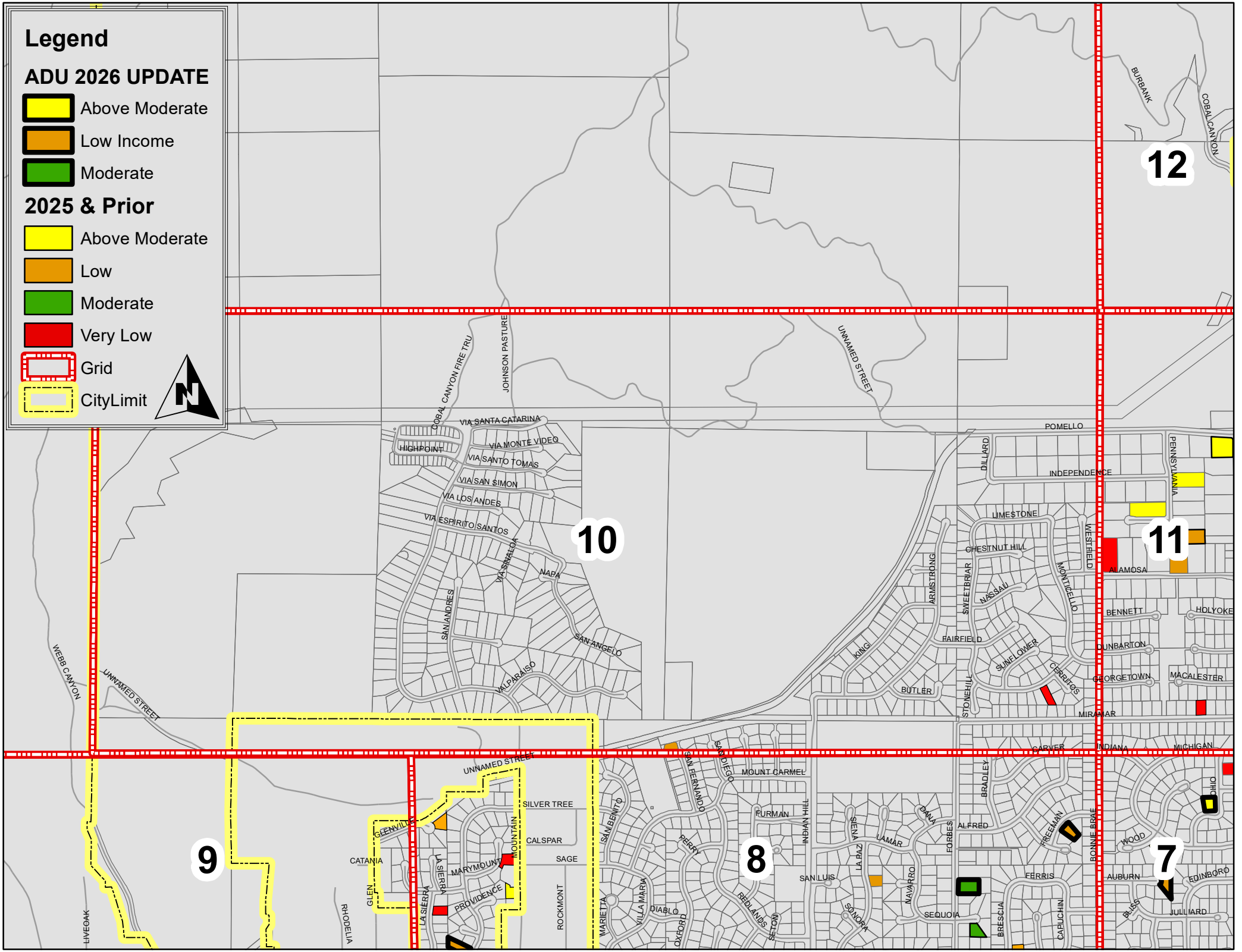
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VIA SANTO TOMAS
VIA SAN SIMON
VIA LOS ANDES
VIA ESPIRITO SANTOS
VIA SINALOA
NAPA
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CERRITOS
GEORGETOWN
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GLENVILLE
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CATANIA
LA SIERRA
MARYMOUNT
PROVIDENCE
GLEN
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ROCKMONT
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PERRY
FURMAN
INDIAN HILL
SIENA
LA PAZ
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NAVARRO
FERRIS
AUBURN
EDINBORO
MARIETTA
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SONORA
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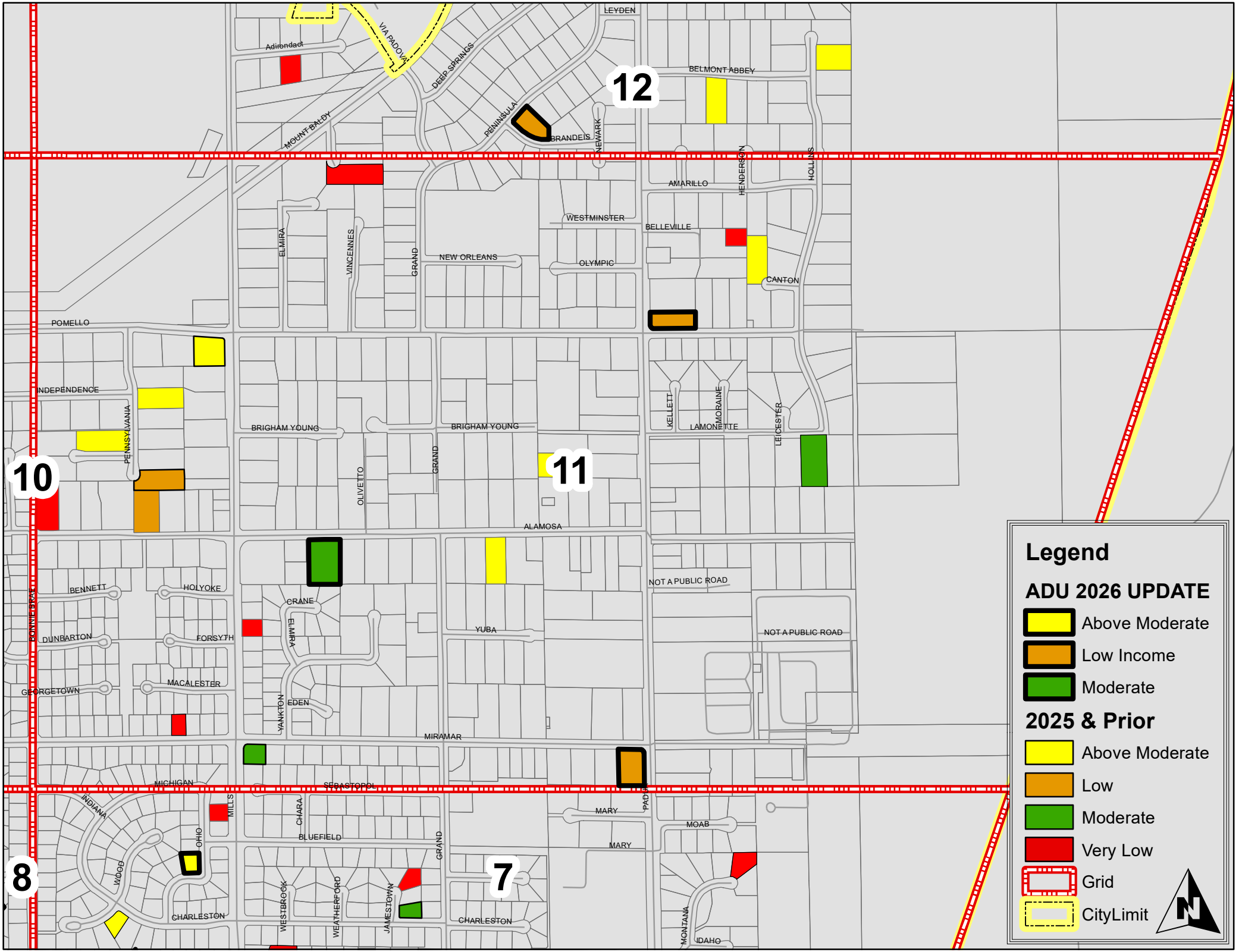
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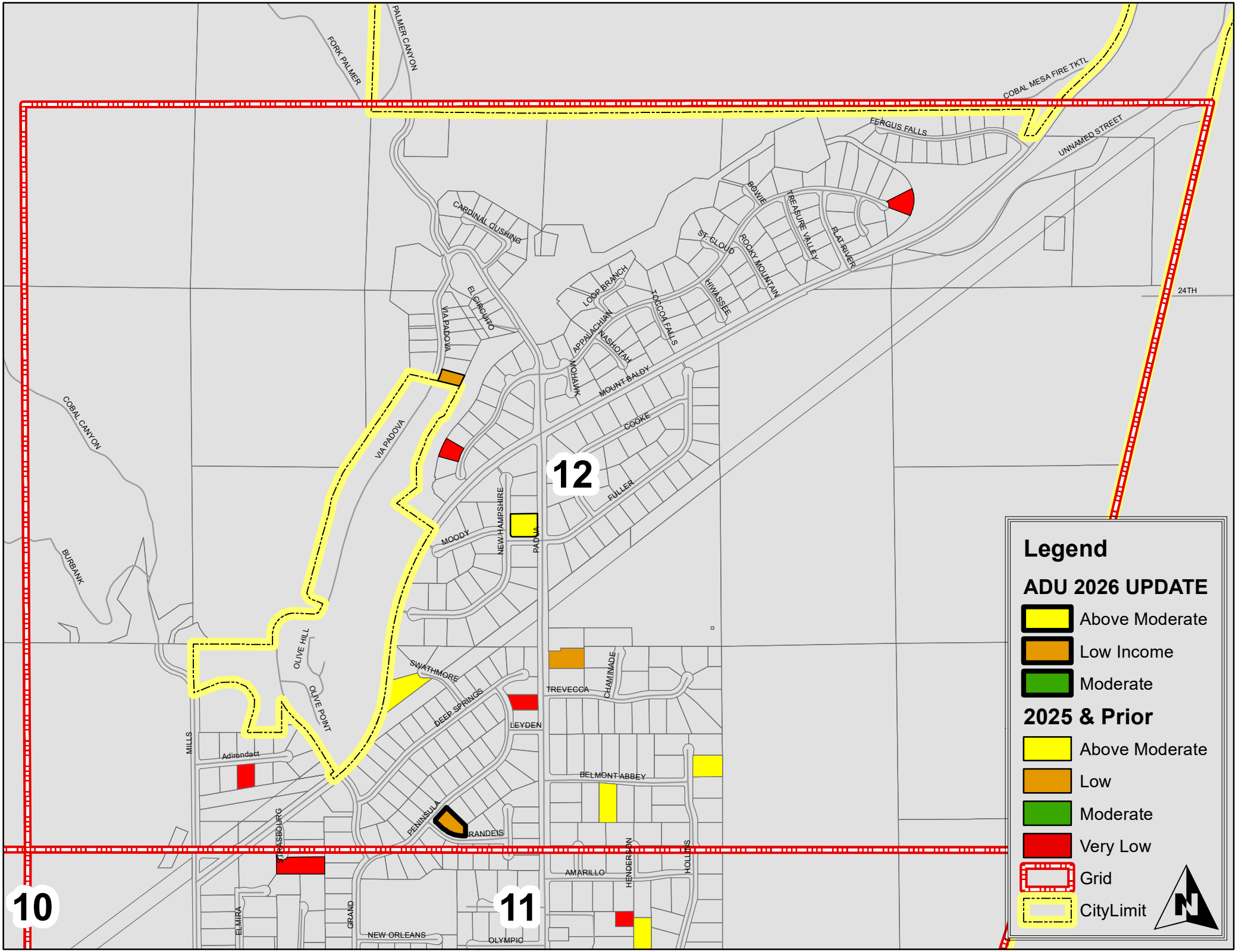
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Claremont City Council

Agenda Report

File #: 6220 **Item No:** 7.

TO: ADAM PIRRIE, CITY MANAGER

FROM: DAVID CRABTREE, INTERIM COMMUNITY DEVELOPMENT DIRECTOR

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

AUTHORIZATION TO ENTER INTO A THREE-PARTY AGREEMENT FOR CLAREMONT MCKENNA COLLEGE ROBERTS CAMPUS SPORTS BOWL PUBLIC SAFETY OFFICE SEWER SERVICE (CLAREMONT/UPLAND/CLAREMONT MCKENNA COLLEGE) (FUNDING SOURCE: APPLICANT - CLAREMONT MCKENNA COLLEGE)

SUMMARY

Claremont McKenna College (CMC) is completing construction of the Roberts Campus Sports Bowl. Most of the project lies within the City of Upland, in San Bernardino County. The Public Safety Office restrooms, kitchenette, and janitor sink are in the City of Claremont, in Los Angeles County, outside the City of Upland's jurisdiction.

Wastewater from fixtures within these facilities will be discharged to an existing and readily available City of Upland sewer main, on Arrow Route. Extending the City of Claremont's sewer system to serve this limited fixture count was determined to be cost prohibitive.

The San Bernardino County Local Agency Formation Commission (LAFCO) and the Los Angeles County LAFCO have both confirmed that the appropriate path is an agreement between two public agencies, processed by the San Bernardino County LAFCO, as the LAFCO of the agency providing the service.

As part of this process, the agreement was prepared as a three-party instrument among the City of Upland, the City of Claremont, and Claremont McKenna College to memorialize the facts and terms of this connection.

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to execute the agreement for sewer service between the City of Upland, City of Claremont, and Claremont McKenna College, for limited

domestic sewer service to the Public Safety Office located on the Claremont side of the Roberts Campus Sports Bowl.

ALTERNATIVE TO RECOMMENDATION

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

- Request additional information from staff.

FINANCIAL REVIEW

The staff cost to prepare this report is estimated at $1,012 and is included in the operating budget of the Community Development Department.

All expenses associated with the preparation and legal review of this agreement will be borne by the applicant, Claremont McKenna College.

ANALYSIS

Claremont McKenna College is completing construction of the Roberts Campus Sports Bowl. Most of the project lies within the City of Upland, in San Bernardino County. A limited portion of the parking structure, specifically, the Public Safety Office restrooms, kitchenette, and janitor sink, is in the City of Claremont, in Los Angeles County, outside the City of Upland's jurisdiction.

Wastewater from the fixtures within these facilities will be discharged to an existing City of Upland sewer main, at Arrow Route and College Park Drive, and ultimately, to the Inland Empire Utilities Agency (IEUA) treatment facilities. Claremont's closest sewer main is located on Sixth Street, west of Claremont Boulevard, approximately 800 feet away from the Public Safety Office. Extending the City of Claremont's closest sewer main to serve this limited fixture count was determined to be cost prohibitive.

Because the area to be served is outside of the City of Upland's jurisdiction, the standard Government Code Section 56133(b) path (service in anticipation of annexation) is not available. The San Bernardino County Local Agency Formation Commission (LAFCO) and the Los Angeles County LAFCO have both confirmed that the appropriate path is an agreement between two public agencies under Government Code Section 56133(e), processed by the San Bernardino County LAFCO, as the LAFCO of the agency providing the service. The out of agency/exemption application and associated fee have been already submitted to the San Bernardino County LAFCO.

The Inland Empire Utilities Agency (IEUA) and the Regional Sewage Service Contract separately require IEUA Boad approval for extra territorial service. IEUA will require the San Bernardino County LAFCO determination as part of its Board package.

The next San Bernardino LAFCO Commission hearing is November 18, 2026. LAFCO staff has indicated that the item can be placed on that agenda, if the agreement, signed by at least one of the two cities, is received by November 10, 2026. The City of Upland City Council considered and approved the agreement at its October 26, 2026, meeting. This date meets the LAFCO deadline. Claremont's timely action is also important because LAFCO and IEUA approvals are necessary for the certificate of occupancy of the Claremont side fixtures, which CMC is expected to obtain this fall.

The agreement was prepared as a three-party instrument among the City of Upland, City of Claremont, and Claremont McKenna College to memorialize the facts and terms of this connection. Claremont's role is to authorize the extra territorial connection within its boundary. Once LAFCO and IEUA approve the extra territorial service, the agreement will be recorded in Los Angeles County so that it runs with the land.

LEGAL REVIEW

The proposed agreement has been approved as to form by the City Attorney.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that this item does not relate to any planning document.

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:
David Crabtree Interim Community Development Director	Maria B. Tipping, P.E. City Engineer

Claremont City Council

Agenda Report

File #: 6230 **Item No:** 8.

TO: ADAM PIRRIE, CITY MANAGER

FROM: KATIE WAND, ACTING ASSISTANT CITY MANAGER

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

PROPOSED RECLASSIFICATION OF A SENIOR PLANNER POSITION TO PRINCIPAL PLANNER IN THE COMMUNITY DEVELOPMENT DEPARTMENT (FUNDING SOURCE: GENERAL FUND)

SUMMARY

To strengthen the City's ability to attract and retain qualified professional planning staff, and to support succession planning in the Planning Division, staff proposes reclassifying one authorized Senior Planner position in the Community Development Department to a Principal Planner position.

The proposed reclassification will not add to the City's number of full-time employees. The change affects only the classification and salary range of an existing authorized position. The Principal Planner classification is already part of the City's classification plan and salary schedule.

RECOMMENDATION

Staff recommends the City Council:

A. Authorize the reclassification of one Senior Planner position to a Principal Planner position in the Community Development Department; and
B. Appropriate $14,300 in 2026-27 and $31,500 in 2027-28 from the unassigned General Fund balance to fund this proposed staffing adjustment in the Community Development Department.

ALTERNATIVES TO RECOMMENDATION

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

A. Do not authorize the reclassification.
B. Request additional information.

FINANCIAL REVIEW

The full-year 2026-27 cost of a new Principal Planner is approximately $193,900, approximately $28,600 more than the annual cost of the currently authorized Senior Planner position ($164,700). Since the new Principal Planner position is likely to be filled on or after January 1, 2027, the prorated additional cost for 2026-27 will amount to approximately $14,300. The full-year 2027-28 cost of a new Principal Planner compared to the budgeted cost of a Senior Planner is approximately $31,500. After 2027-28, the additional annual costs of the proposed reclassification of the existing position will be included in the development of subsequent City budgets.

The staff cost to prepare this report is estimated at $1,360 and is included in the operating budgets of the Administrative Services and Community Development Departments.

ANALYSIS

The Planning Division is currently budgeted for one City Planner, two Senior Planners and two Associate Planners. Both Associate Planner positions are filled. One Senior Planner position became vacant following a resignation, and staff is currently recruiting an Assistant Planner to underfill the open position.

The City has run ongoing recruitments for the second Senior Planner position since it was authorized by the City Council in September 2025. These recruitments have drawn experienced, qualified planners, and multiple job offers have been extended. In each case, the candidate's experience and expectations aligned with the Principal Planner salary range rather than the Senior Planner range and offers were not accepted. Staff views this as a helpful signal about where the market places the level of experience the Planning Division needs to manage the volume and complexity of development applications under rapidly changing State housing laws.

Reclassifying the position to Principal Planner will allow the City to compete for candidates with a higher level of experience. The Principal Planner classification already exists, so no new classification is needed. Since the Principal Planner position was reclassified to City Planner in 2025, the Division has not had a position between its Division Head and its Senior and Associate Planners. A Principal Planner would take on the most complex projects, support the City Planner, and mentor newer planners to support continuity in the Division’s operations.

As noted in the September 2025 report, contract planning staff has not provided the continuity the City needs. A competitive classification that helps the City recruit and retain in-house planners supports stable, consistent processing of development applications for residents, developers and the Claremont Colleges.

This change aligns with City Council Objective 2.2, to develop and implement succession planning efforts throughout the municipal organization, as part of Goal 2 (Strengthen Long-Term Fiscal and Organizational Health). A Principal Planner position strengthens internal growth by creating a step between Senior Planner and City Planner, so staff can progress within Claremont and the Division is better prepared for future leadership transitions.

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 2026-28 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:
Katie Wand Acting Assistant City Manager	Christi Giannone Human Resources Manager

Claremont City Council

Agenda Report

File #: 6234 **Item No:** 9.

TO: CITY COUNCIL

FROM: ADAM PIRRIE, CITY MANAGER

DATE: NOVEMBER 10, 2026

Reviewed by:
City Manager: AP

SUBJECT:

UPDATE ON THE CLAREMONT TEMPORARY HOUSING STABILIZATION AND RELOCATION PROGRAM AND FEEDBACK ON POTENTIAL FUTURE STRATEGIES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

The Claremont Temporary Housing Stabilization and Relocation Program (Program) currently provides monthly rental assistance to 191 households, including many seniors, individuals with disabilities, and residents with extremely low incomes.

On October 13, 2026, the City Council appropriated an additional $360,000 to continue providing assistance to existing Program participants through June 30, 2027. This extension provides time for the City and participating households to plan for the conclusion of the current funding period and evaluate longer-term housing stability strategies.

With technical assistance funded by the Los Angeles County Affordable Housing Solutions Agency (LACAHSA), HR&A Advisors have assessed the Program, analyzed participant needs, evaluated available regional resources, and researched approaches to promoting housing stability. Its preliminary recommendations outline a two-phased framework: individualized transition support during the current funding period, followed by consideration of a one-year, more targeted rental assistance pilot beginning in July 2027.

This report presents HR&A Advisors' initial findings and proposed framework for City Council discussion. Staff is not requesting approval of a new program, eligibility criteria, or additional funding at this meeting. Following City Council feedback, staff and HR&A Advisors will further develop implementation options, costs, and funding strategies for future consideration.

RECOMMENDATION

Staff recommends the City Council:

A. Receive and file an update on the Claremont Temporary Housing Stabilization and Relocation Program, including HR&A Advisors' findings and preliminary recommendations; and
B. Provide feedback on potential approaches to supporting participating households and promoting housing stability beyond June 30, 2027.

ALTERNATIVES TO RECOMMENDATION

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

A. Take no action, in which case the Claremont Temporary Housing Stabilization and Relocation Program will sunset on June 30, 2027.
B. Direct staff to take other action regarding the Claremont Temporary Housing Stabilization and Relocation Program.

FINANCIAL REVIEW

At its October 13, 2026 meeting, the City Council approved an additional $360,000 in funding to continue the Claremont Temporary Housing Stabilization and Relocation Program through June 30, 2027. The appropriation included $140,000 from the Successor Housing Fund and $220,000 from the Inclusionary Housing Fund. Accordingly, no additional appropriation for monthly rental assistance is requested as part of this report.

HR&A Advisors' preliminary recommendations include case management during the transition period, potential one-time emergency assistance, and consideration of a one-year targeted rental assistance pilot beginning July 2027. The scope, costs, funding sources, and administrative requirements of these strategies have not yet been established.

After receiving direction from the City Council, staff will return with detailed cost estimates, potential funding sources, and implementation recommendations for consideration before requesting authorization for any additional expenditures.

The staff cost to prepare this report and administer this contract is estimated at $3,000, and is included in the operating budget of the Administrative Services Department.

ANALYSIS

Background

The Claremont Temporary Housing Stabilization and Relocation Program was established to provide temporary financial assistance to eligible renters experiencing housing instability. Under the existing Program, eligible households receive monthly rental assistance based on their income classification, as established by the U.S. Department of Housing and Urban Development (HUD):

- Low-income households receive assistance equivalent to 10 percent of their base rent.
- Very low-income households receive assistance equivalent to 15 percent of their base rent.
- Extremely low-income households receive assistance equivalent to 20 percent of their base rent.

Payments are issued directly to participating property managers or housing providers and applied toward each household's monthly rent.

At its January 31, 2026, Priorities Workshop, the City Council provided direction to discontinue accepting new applications while staff evaluated potential funding and program options. Subsequently, on April 14, 2026, the City Council approved additional funding to continue assistance to existing participants through December 31, 2026.

HR&A Advisors

In June 2026, City staff met with representatives of LACAHSA and the San Gabriel Valley Council of Governments (SGVCOG) to discuss support for households beyond the existing Program. Following that discussion, LACAHSA committed approximately $150,000 in technical assistance funding to retain HR&A Advisors to help develop a longer-term renter support strategy for Claremont.

These technical assistance funds cannot be used for direct rental subsidies. The agreement for these services is between LACAHSA and HR&A Advisors; the City is not a party. The City separately entered into a data-sharing agreement with HR&A Advisors to facilitate analysis of current Program participants. HR&A Advisors is coordinating with the City and regional partners, including LACAHSA and the Los Angeles Homeless Services Authority (LAHSA), to identify other assistance for which participants may be eligible.

Most recently, on October 13, 2026, the City Council approved funding to continue assistance to existing participants through June 30, 2027. The extension allows additional time to explore a structured transition and potential future Program models; it does not constitute approval of a successor program.

Current Program Structure

The Program currently serves 191 households, many of whom are older adults or have extremely low incomes. HR&A Advisors' preliminary analysis identifies the following participant characteristics:

Current number of participating households	191 households
Average monthly rental subsidy	~ $288
Participants age 62 and older	Approximately 63% of program participants (or 120 households)
Households at or below 30% of Area Median Income	Approximately 72% of program participants (or 138 households)
Households that would be rent-burdened without assistance	Approximately 90% of program participants (or 172 households)

These findings illustrate the significant financial vulnerability of participating households. Many participants have limited opportunities to increase their income, particularly seniors and individuals who rely on fixed incomes.

Case Management

HR&A Advisors has examined opportunities to connect participants with resources that could improve

financial stability and reduce their need for ongoing City assistance. Based on information voluntarily provided in Program applications, HR&A estimates that approximately 60 percent of households may qualify for public benefits they are not currently receiving. These may include Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), CalFresh, CalWORKs, Medicare, Medi-Cal, General Relief, unemployment benefits, and In-Home Supportive Services (IHSS). Participant eligibility for these assistance programs would need to be verified individually.

Benefits enrollment may help participating households meet essential expenses, but applications and eligibility rules can be difficult to navigate. The City currently partners with Spring Street Center for senior case management; however, the Program also serves non-seniors, and Spring Street Center supports other clients in the community.

HR&A Advisors therefore recommends exploring dedicated case management and benefits navigation. Case managers could help participants assess eligibility, submit applications, develop individualized housing stability plans, and identify appropriate services. Regional rental assistance options remain constrained by limited capacity and waiting lists and cannot be assumed to replace City assistance for every household. Five case managers providing problem solving support could cost $167,500 for three months of support or $335,000 for six months of support. Case managers can also leverage a benefits navigation tool to provide streamlined support to participants at a cost of $1,500 per license, or $7,500 for licenses for five case managers. These initial costs are meant to offer an order of magnitude estimate and are not the final program cost. Staff and HR&A Advisors will return with a finalized program cost based on the City Council’s feedback.

Recommended Approach to Program Transition

HR&A Advisors recommends transitioning the City's existing Program toward a more targeted, time-limited approach that incorporates individualized case management and other resources to promote longer-term housing stability. The proposed framework consists of two phases:

Phase 1 - Transition Period: November 2026 through June 2027

During the first phase, HR&A Advisors proposes helping existing participants plan for the end of the current subsidy period and identifying households that may be able to maintain housing stability with other support. Its preliminary model contemplates up to six months of case management for participating households, potentially requiring up to 10 case managers. Staffing levels, administration, and funding have not yet been determined.

Potential services include individualized housing plans, benefits enrollment, financial literacy, employment-related assistance when appropriate, and connections to alternative housing resources. The approach would focus particularly on households with existing Section 8 vouchers, potential unclaimed benefits, or needs that might be resolved through limited one-time assistance.

HR&A Advisors estimates that at least 112 households may qualify for additional public benefits. Its analysis also identifies 17 households receiving Section 8 vouchers who may be able to request adjustments and 10 additional households that may be able to transition without becoming rent-burdened. These are preliminary screening estimates, not confirmed outcomes. The objective would be to identify realistic pathways to housing stability and distinguish households requiring longer-term support.

Phase 2 - One-Year Targeted Pilot Program: July 2027 through June 2028

The second phase is a potential one-year pilot for households with the greatest ongoing needs. Under HR&A Advisors' preliminary concept, eligible households could receive time-limited assistance at a reduced subsidy amount together with case management and an individualized housing plan. The City Council has not approved or funded this pilot. The proposed model would focus limited resources on households with substantial rent burdens and few viable alternatives for increasing income or obtaining other support.

HR&A Advisors has identified potential prioritization criteria that would focus on:

- Extremely low-income seniors and individuals with disabilities who rely on fixed incomes.
- Very low-income households with fixed incomes and severe rent burdens.
- Extremely low-income households with children or transition-aged youth.
- Other extremely low-income households with demonstrated ongoing housing needs.

HR&A Advisors estimates that approximately 141 current households could qualify under the preliminary criteria. This estimate requires validation and does not establish eligibility, enrollment, or a City funding commitment. Further work is needed to define eligibility, subsidy levels, participant requirements, administration, costs, and potential funding sources. Staff is presenting this concept for discussion only and will return with more developed options before seeking any authorization to establish a pilot program.

Emergency Rental Assistance

HR&A Advisors also recommends exploring one-time emergency rental assistance for households facing an imminent risk of housing loss due to a temporary, potentially resolvable hardship, such as job loss, medical expenses, or interrupted benefits. This type of assistance was previously available under the Program before new applications closed on January 31, 2026. Reintroducing it would require further City Council direction to reopen applications for this purpose, along with defined eligibility criteria, administrative procedures, and available funding. Staff and HR&A Advisors will evaluate these considerations as part of their ongoing work.

Next Steps

Over the coming months, staff and HR&A Advisors will refine the preliminary framework, informed by City Council feedback and with an emphasis on participant stability, fiscal sustainability, and practical administration. Areas for further evaluation include:

- Modeling the anticipated costs of case management, transitional assistance, and the proposed one-year pilot program.
- Evaluating potential reduced subsidy amounts and eligibility requirements.
- Developing individualized transition strategies for existing Program participants.
- Identifying appropriate agencies or organizations to administer case management and other services.
- Evaluating the feasibility of one-time emergency rental assistance.
- Developing longer-term recommendations to address the needs of vulnerable renters in Claremont.

Staff anticipates returning to the City Council with more detailed options, implementation

considerations, and associated costs before the current Program funding period ends on June 30, 2027.

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, 2026-28 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:

Adam Pirrie
City Manager

Prepared by:

Katie Wand
Acting Assistant City Manager

Attachment:
Presentation - Recommendations from HR&A

ATTACHMENT

A Sustainable Future for the **Claremont Temporary Housing Stabilization and Relocation Program**

City of Claremont Council Meeting
November 10, 2026

Planning for the Future of Claremont's Temporary Housing Stabilization and Relocation Program

- As Claremont looks to the future, the City is developing a plan to **align support for vulnerable renters to the availability of City resources**.
- The City, with technical assistance from HR&A Advisors, is developing recommendations:

1.	Gradually **transition participants out of the Rental Assistance program, with** a plan for participants to stay stably housed beyond June 2027.
2.	Develop recommendations for how the City can **sustain renter stability and support low income residents** long-term with the City's current resources.

Programmatic Context and Background Research

Objectives for HR&A's Technical Assistance Support to the City of Claremont

COMPLETE:

- Develop a **strong working understanding** of how Claremont's program is currently serving participants
- Identify **other possible resources** in the County that could be leveraged to support participants
- Conduct **best practice research** to identify opportunities to strengthen and sustain Claremont's approach

TO COME:

- **Match currently participants** to other possible support opportunities
- Provide **implementation support** for strategies selected by Claremont's Council this fiscal year
- Develop recommendations, for Council's consideration, for **possible future investments** in addressing the emergency needs of vulnerable renters in Claremont

WHO IS REACHED BY CLAREMONT'S CURRENT PROGRAM

Claremont's program is currently supporting 191 households, the majority of whom are extremely low income, seniors, or are earning a fixed income.

$288

Average subsidy amount for current participants

AGE

0-26	5%
27-43	13%
44-61	19%
62+	**63%**

HOUSEHOLD SIZE

1	**60%**
2	20%
3-4	14%
5+	7%

HUD INCOME TIER (AMI)

Acutely (15%)	7%
Extremely (30%)	**65%**
Very (50%)	23%
Low (80%)	5%

INCOME SOURCE

Working	36%
SSI	**66%**
Retirement	12%
Other benefit	3%

WHO IS REACHED BY CLAREMONT'S CURRENT PROGRAM

While Claremont's program has been a vital lifeline for participants, it currently serves a small proportion of eligible renters

- Nearly **40% (4,600)** of Claremont households are low income. The rental assistance program serves just **4% of this population.**

Claremont Rental Assistance Program Eligibility Criteria	**Claremont Population*** (35,640 people)	**Current Program Participants** *(191 Households)*
Low Income *(80% of AMI)*	39% of households	100% of households
Extremely Low Income (30% of AMI)**	14% of households	72% of households
Rent Burdened *(30%+ of income is spent on rent)*	54% of population	90% would be rent burdened without rental assistance
Unemployed for 60+ days	5% of the labor force	116 households are seniors (62+) on a fixed income

*Based on American Community Survey 2020-2024 Data: The 2024 Low-income limit for Claremont's average household size (2.59 persons) interpolated from the two- and three-person limits ($95,349). Households below this limit (~4,617, or 38.6%), assuming even distribution within the $75,000–$99,999 bracket, and that income does not vary with household size. Low income and Rent Burdened Claremont population percentages do not account for overlap in data.
**Extremely Low Income is the highest priority criteria for the the current rental assistance program.

BEST PRACTICE RESEARCH

Cities can leverage many different models of emergency rental assistance to prevent evictions and strengthen housing stability.

Ongoing rental assistance	For households with acute, ongoing needs
One-time cash infusion	Provide a single payment to cover arrears, utilities, or stabilize a household in crisis
Case management tailored for income growth	Support financial planning, benefits enrollment, and household income growth strategies through regular case management
Landlord incentives	Encourage landlords to freeze or maintain lower rents through fee waivers or other incentives
Rent Reasonable Units	Support rent-burdened households to identify more affordable units

Opportunities to Leverage Other Resources to Support Current Program Participants

CASE MANAGEMENT AND BENEFITS ENROLLMENT

Case managers can support benefit enrollments, helping more than half of program participants reduce their need for longer-term rental assistance.

- **60% of participants could be eligible for additional benefits** they do not currently receive, including SSI, SSDI, CalFresh, CalWORKs, Medicare/Medi-Cal, unemployment (EDD), General Relief, and In-Home Supportive Services (IHSS)*
- **10** case managers could support the 191 program households, using a benefits navigating tool, to help participants assess their eligibility and benefits cliffs
- Increasing household income could lessen current participants' need for ongoing rent support from the City of Claremont

**The numbers are estimates based on income, age, and other data that was voluntarily shared in the application for the Temporary Housing Stabilization and Relocation Program.*

LIMITED ABILITY TO LEVERAGE OTHER REGIONAL PROGRAMS

Regional rental support programs like Section 8 or the SGV Home program have limited capacity.

- **17 participants with Section 8 vouchers** could be eligible for increased voucher support when they ramp down from this benefit. Case managers can help participants submit the income change form.

- **Over half** of program participants who are not receiving Section 8 could be eligible for Section 8 vouchers, however waitlists have recently closed again.

- **The SGV Home program (RenterAid)** is reserved primarily for people in need of emergency intervention capacity is distributed across the entire region. Based on proportional need, Claremont is already oversubscribed for their slots.

Recommended Approach to Evolving the Rental Assistance Program

Claremont's emergency rental assistance should be time-bound and include problem solving support.

By June 2027, we recommend:

Funding up to 10 case managers to provide 6 months of assistance to all 191 participant households for transitional support, including:

Developing housing plans, financial literacy, job search support, and crisis resolution for **all 191 households**

Identify whether a one-time payment could help

Supporting the **17 households with Section 8 vouchers** to apply for a voucher adjustment

Ramping down 10 additional households that would not be rent burdened without City assistance

Identifying any **unclaimed benefits for the 112+ households** that may qualify for additional benefits

Work with select participants to identify **lower-cost housing** options

Identify eligible youth-serving programs for the the **10 transition-aged youth-led households**

A TWO-PHASED TRANSITION

The Claremont Rental Assistance program can evolve in two-phases: an initial transition by June 2027 for lower-acuity participants, and a one-year pilot program for priority residents needing additional, targeted support.

Phase 1

Transition Period

November 2026 - June 2027

With the support of case management, implement a structured transition out of the program for participants who can reasonably achieve housing stability in 7 months. Households may include:

- *Households with other rental assistance supports (e.g., Section 8)*
- *Households able to raise their income through additional benefit enrollment*
- *Households that would not be rent burdened without the program*
- *Participants who could be served by a one-time infusion of financial assistance and may not need ongoing, monthly support*

Phase 2

One-Year Targeted Pilot

July 2027 - June 2028

Launch a one-year pilot for a more tailored version of the rental assistance program. This pilot would serve priority participants with the greatest need, offering mandatory case management and time-limited rental assistance of up to one year (at a reduced voucher amount) for participants needing more time to stabilize

PROPOSED PRIORITIZATION FOR EXTENDED SUPPORT

To qualify for the targeted pilot program support after June 2027, we recommend prioritizing participants based on the highest need, ability to identify alternative support, and distinguishing between one-time and longer-term need.

Current Prioritization Criteria:

1. Extremely low-income and/or fixed income
2. Exigent circumstances *(illness, job loss)*
3. Low Income *(80% of AMI)*
4. Rental increase imposed on already rent-burdened household, or will become rent-burdened
5. Need to move as a result of a no-fault eviction

Proposed Prioritization for One-Time Assistance:

1. Households at imminent risk of housing loss *(eviction notice, rent arrears)*
2. Extremely low income *(30% AMI)* with temporary, resolvable hardship *(job loss, medical expense, benefit loss)*
3. Very low income *(50% AMI)*, likely to stabilize in one month, no access to other assistance

Proposed Prioritization for Extended Rental Assistance:

1. Seniors or people with disabilities who are extremely low income with fixed income *(105 HH)*
2. Very low income, on a fixed income, and severely rent burdened *(1 HH)*
3. Extremely low income with children or youth-led households, and rent burdened *(3 HH)*
4. Households with other recent qualifying events requiring extended support *(N/A)*
5. Any other household at or below 30% AMI *(34 HH)*

Under these criteria, ***141 current participating households*** *could qualify for the pilot program.*

NEXT STEPS

Over the next few months, we will model transition costs, design the program evolution process, and develop recommendations for long-term renter support.

Program Transition	• Model the full cost of program evolution, including case management costs for Phases 1 and 2, costs for one-time emergency support in Phase 2, and a new maximum subsidy for the pilot program year • Design the case management program for the transition through June 2027 and the pilot program, with a clear path for every participant • Develop criteria for who qualifies for one-time cash assistance or extended rental support in the pilot program • Identify who can administer the program transition phases
Future Vulnerable Renter Support	• Develop longer-term recommendations for the City to support vulnerable renters and increase affordability