

CLAREMONT ARCHITECTURAL AND PRESERVATION COMMISSION

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**

**Wednesday
January 28, 2026
7:00 PM**



COMMISSIONERS

**JOHN NEIUBER
CHAIR**

MILES BENNETT LISA CASTILLO

JENNIFER DEAL ROBERT PERRY GEORGEANN SPIVACK LAUREL TUCKER

Meetings are open to the public for in-person attendance. The meeting will be live streamed via Zoom, technology permitting. Members of the public will not be able to provide public comment via Zoom. To watch the meeting via Zoom, use the following link: <https://zoom.us/j/98460848259>. To listen via telephone dial (213)338-8477, Webinar ID: 984 6084 8259. The recorded meeting will be uploaded to the City website and archived.

OPTIONS FOR PUBLIC COMMENT:

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

IN-PERSON LIVE COMMENTS

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

E-MAIL/MAIL

Written comments sent to the Architectural and Preservation Commission will be distributed to the Commission and imaged into the record of the meeting. Email: msanabria@claremontca.gov. Mail: PO Box 880, Claremont, CA 91711. Written comments submitted after publication of the agenda will be made available in the document archive system on the City website as soon as possible - www.claremontca.gov.

**For assistance, comments, or more information please contact Melissa Sanabria, Commission
Secretary, (909)399-5499.**

CALL TO ORDER THE MEETING OF THE ARCHITECTURAL AND PRESERVATION COMMISSION**PLEDGE OF ALLEGIANCE****ROLL CALL****CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS****PUBLIC COMMENT**

The Commission 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 Commission. Members of the public will have the opportunity to address the Commission regarding all items on the agenda at the time the Commission 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 Commission from taking action on oral requests relating to items that are not on the agenda. The Commission 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 Commission may act on these items by one motion following public comment. Only Commissioners may pull an item from the Consent Calendar for discussion, reading of resolutions and ordinances will be waived.

1. ARCHITECTURAL AND PRESERVATION COMMISSION MEETING MINUTES OF DECEMBER 10, 2025

Recommendation: Staff recommends the Architectural and Preservation Commission approve and file the regular Architectural and Preservation Commission meeting minutes of December 10, 2025.

Attachment(s): [Draft Architectural and Preservation Commission Meeting Minutes of December](#)

2. PRESENTATION OF RECENTLY-ADOPTED CITY OF CLAREMONT EMERGENCY OPERATIONS PLAN

Recommendation: Staff recommends the Architectural and Preservation Commission receive and file this report and adopted City of Claremont Emergency Operations Plan (EOP).

Attachment(s): [January 13, 2026, City Council Staff Report](#)

[Adopted City of Claremont Emergency Operations Plan \(EOP\)](#)

PUBLIC HEARING

3. REVIEW OF HISTORICAL PROPERTY (MILLS ACT) AGREEMENT REQUEST #25-MA02 BETWEEN THE CITY AND THE OWNER OF THE PROPERTY LOCATED AT 746 HARVARD AVENUE. APPLICANT AND PROPERTY OWNER(S) - MEGAN AND ANTHONY CLARK

Recommendation: Staff recommends the Architectural and Preservation Commission:

- A. Adopt a RESOLUTION OF THE ARCHITECTURAL AND PRESERVATION COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF HISTORICAL PROPERTY (MILLS ACT) AGREEMENT #25-MA02 BETWEEN THE CITY AND THE OWNER OF THE PROPERTY LOCATED AT 746 HARVARD AVENUE - APPLICANT AND PROPERTY OWNER(S): MEGAN AND ANTHONY CLARK; and
- B. Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

Attachment(s):

[Draft Mills Act Contract](#)

[Draft APC Resolution](#)

[Estimated Tax Savings Calculation](#)

[Adopted Procedures for Review and Approval of Historic Property Contracts](#)

[Photo Survey of the Subject Property](#)

[Improvement Plan](#)

[Historical Documents](#)

ADMINISTRATIVE ITEMS - None

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.

REPORTS

Staff

Commission/Committee

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT ARCHITECTURAL AND PRESERVATION COMMISSION WILL BE HELD ON FEBRUARY 11, 2026, AT 7:00 PM, IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET.

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

I, MELISSA SANABRIA, ADMINISTRATIVE ASSISTANT OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON JANUARY 22, 2026, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: JANUARY 29, 2026



Claremont Architectural and Preservation Commission

Agenda Report

File #: 5851

Item No: 1.

TO: ARCHITECTURAL AND PRESERVATION COMMISSION
FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: JANUARY 28, 2026

SUBJECT:

ARCHITECTURAL AND PRESERVATION COMMISSION MEETING MINUTES OF DECEMBER 10, 2025

RECOMMENDATION

Staff recommends the Architectural and Preservation Commission approve and file the regular Architectural and Preservation Commission meeting minutes of December 10, 2025.

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 Commission Secretary, Melissa at msanabria@claremontca.gov.

Submitted by:

Reviewed by:

Brad Johnson
Community Development Director

Christopher Veirs
Principal Planner

Prepared by:

Melissa Sanabria
Administrative Assistant

Attachment:

Draft Architectural and Preservation Commission Meeting Minutes of December 10, 2025

**ARCHITECTURAL AND PRESERVATION COMMISSION
REGULAR MEETING MINUTES**

Wednesday, December 10, 2025 – 7:00 PM

Video Recording is Archived on the City Website

<https://www.claremontca.gov/Government/City-Council/Watch-a-Meeting>

CALL TO ORDER

Chair Neiuber called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONER: BENNETT, CASTILLO, DEAL, NEIUBER,
PERRY, SPIVACK, TUCKER

ABSENT

COMMISSIONER: NONE

ALSO PRESENT

Chris Veirs, City Planner; Catherine Lin, Senior Planner; Melissa
Sanabria, Administrative Assistant

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

There were no ceremonial matters, presentations, or announcements.

PUBLIC COMMENT

This item starts at 0:01:10 in the archived video.

Commission Secretary Sanabria announced that no written, general public comment had been received.

Chair Neiuber invited public comment.

There were no requests to speak.

Chair Neiuber closed public comment.

CONSENT CALENDAR

This item starts at 0:03:05 in the archived video.

Chair Neiuber invited public comment.

There were no requests to speak.

Chair Neiuber closed public comment.

Vice Chair Castillo moved to approve the Consent Calendar, seconded by Commissioner Deal; and carried on by roll call vote as follows:

AYES: *Commissioner - Castillo, Deal, Neiuber, Spivack, Tucker*
NOES: *Commissioner - None*
ABSTENTION: *Commissioner - Bennett, Perry*

1. Architectural and Preservation Commission Meeting Minutes of November 13, 2025
Approved and filed.

PUBLIC HEARING

This item starts at 0:05:05 in the archived video.

2. Architectural and Site Plan Review #25-A08, Review of Proposed Addition and Exterior Remodel, New Covered Porch, New Hardscape and Landscape of the Existing Register-Listed Single-Story Residence Located at 319 West Sixth Street. Applicants - Shawn Hubler and Robert Magnuson

Senior Planner Lin presented a PowerPoint presentation and addressed Commissioners' inquiries about the items on the project description slide that do not fall under the Commission's purview. City Planner Veirs also provided additional clarification regarding the arbor, garden walls, and new landscaping, explaining that Commissioner input is welcomed on those items. While these items can be approved by staff on their own, when they are part of a larger application that requires Commission review, the Commission has purview.

Maureen Cunningham (Epic Design Build, Architect) and Robert Magnuson (Applicant) provided oral presentations and responded to questions from the Commission regarding the garden walls, porch, front yard, and fruit trees.

Chair Neiuber invited public comment.

Mike Hardy spoke in support of the project, as it makes sense, it is reasonable and will enhance the street. He looks forward to meeting up with neighbors at the new deck.

Public comment was closed.

Commissioner Bennett addressed the home's identity issues related to lot size, seeking clarification on the square footage that exceeds the limit. He supported the design, noting that it improves the home's appearance and makes sense.

City Planner Veirs provided clarification regarding the Minor Exception Permit (MEP) and increasing the lot coverage.

Commissioner Perry supported the home expansion but raised concerns about the mass, weight, and scale of the stone garden walls, which he felt altered the character of the property. He also advised caution regarding the size of the proposed plants and the use of citrus trees, which are experiencing disease issues in the region and noting that there is an advisory not to plant citrus in residential settings to help control the disease.

Commissioner Deal shared her experience of visiting the home and that it was difficult to find due to its small size. She praised the beauty of the proposed design and how well it complemented the neighborhood and agreed with other Commissioners that the garden walls felt somewhat "heavy." Commissioner Deal shared her appreciation for the importance of a front area and her belief that the project will enhance the community.

Commissioner Tucker supported the project after noting that she was surprised that the gable was not being made symmetrical. She commended the beautiful drawings and noted that the garden wall should match the front porch style for better integration with the sidewalk. She also recommended removing the concrete cap, as most homes have smaller walls, and that removing the cap would make the walls feel more like landscape and less like architecture.

Commissioner Spivack appreciated the home's existing beauty, noting that it is well-maintained and that she liked the color scheme. She shared her surprise that a second-story addition was not in the plan to add balance and agreed that perhaps river rock is not appropriate for the walls, as it directs focus away from the charming bungalow architecture.

Vice Chair Castillo supports the applicants' design and believes the Commission should direct staff to allow an additional four inches to square it off. She shared her concern about the garden walls but voiced her understanding of their necessity for the small house's presence. However, she warned that the wall's proximity to the driveway could risk vehicle damage when entering or exiting, suggesting the use of hedges as an alternative.

Chair Neiuber agreed with Commissioner Bennett's comments about the property's appearance and need for identity. He shared his approval for the tapered columns, supported returning the four inches, and liked the arbor framing the front entrance. Chair Neiuber shared that he did not have a problem with the rock walls but suggested using just the pilasters with wood fence between, noting it would look more open but require more maintenance. He also recommended setting the wall along the driveway further back, agreeing with Vice Chair Castillo. Overall, he commended the design and highlighted the house's need for an identity.

City Planner Veirs clarified the language for amending the Resolution to include the direction that staff work with the applicant to grant a four-inch reduction in the side yard setback to align the addition's east wall with the existing east wall of the home.

Commissioner Perry moved to adopt Resolution No. 2025-21, a RESOLUTION OF THE ARCHITECTURAL AND PRESERVATION COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING ARCHITECTURAL AND SITE PLAN REVIEW #25-A08, FOR A PROPOSED ADDITION AND EXTERIOR REMODEL, NEW COVERED PORCH, NEW HARDCAPE AND LANDSCAPING OF THE EXISTING REGISTER-LISTED SINGLE-STORY RESIDENCE LOCATED AT 319 WEST SIXTH STREET. APPLICANTS - SHAWN HUBLER AND ROBERT MAGNUSON, with a revision to Condition of Approval D.1 directing the applicant to work with staff to gain approval of a Minor Exception Permit for a 4" reduction in the side yard setback in order to align the east wall of the addition with the existing east wall of the home; and find this item is exempt from environmental review under the California Environmental Quality Act (CEQA). Seconded by Vice Chair Castillo; and carried on a roll call vote as follows:

AYES: *Commissioner – Bennett, Castillo, Deal, Neiuber, Perry, Spivack, Tucker*
NOES: *Commissioner - None*

Chair Neiuber announced this decision can be appealed within ten calendar days.

ADMINISTRATIVE ITEMS – None

REPORTS

This item starts at 00:49:30 in the archived video.

Staff

City Planner Veirs reported on items of interest from the previous City Council meeting and described future items coming before the Commission.

Commission/Committee

Commissioner Bennett provided information about the selected artist, Jose Antonio Aguirre, for the Arbol Verde El Barrio Park art project. He described the project's design and its historical significance. Commissioner Bennett also shared photos of street art that he compiled into a calendar.

ADJOURNMENT

Chair Neiuber adjourned the meeting at 8:06 PM.

Chair

ATTEST:

Administrative Assistant



Claremont Architectural and Preservation Commission

Agenda Report

File #: 5852

Item No: 2.

TO: ARCHITECTURAL AND PRESERVATION COMMISSION
FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: JANUARY 28, 2026

SUBJECT:

**PRESENTATION OF RECENTLY-ADOPTED CITY OF CLAREMONT EMERGENCY OPERATIONS
PLAN**

SUMMARY

Following the devastating Easton and Pacific Palisades Fires in January 2025, Mayor Corey Calaycay convened an Ad Hoc Committee to review the City's emergency management policies and practices. The Committee was also tasked with developing recommendations for future emergency preparedness and response measures. The committee met five times and heard presentations from a variety of City Staff and staff from other agencies potentially involved in emergency responses for the Claremont community.

The effort resulted in The City of Claremont Emergency Operations Plan (EOP), an approximately 80-page document that organizes emergency operations, identifies roles and responsibilities of various staff and organizations, and establishes operational concepts aimed at improving coordination and effectiveness in responding to future emergencies.

The City Council adopted the EOP on January 13, 2026. At that meeting, the City Council also directed staff to present the adopted EOP to each City Commission. The January 13, 2026, Council Staff report and adopted EOP have been attached to this staff report for review by the commission.

RECOMMENDATION

Staff recommends the Architectural and Preservation Commission receive and file this report and adopted City of Claremont Emergency Operations Plan (EOP).

FINANCIAL REVIEW

The costs to staff the Ad-Hoc Committee, prepare the EOP, and draft this report are estimated to be approximately \$17,250 and have been included in the operating budgets of each of the City's Departments.

CEQA REVIEW

This item, an administrative report regarding the Emergency Operations Plan, 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 Melissa Sanabria at msanabria@claremontca.gov.

Submitted by:

Christopher Veirs
City Planner

Attachment:

A - January 13, 2026, City Council Staff Report
B - Adopted City of Claremont Emergency Operations Plan (EOP)



Claremont City Council

Agenda Report

File #: 5821

Item No: 8.

TO: CLAREMONT CITY COUNCIL
FROM: ADAM PIRRIE, CITY MANAGER
DATE: JANUARY 13, 2026

Reviewed by:
City Manager: AP

SUBJECT:

ADOPTION OF A CITY EMERGENCY OPERATIONS PLAN (FUNDING SOURCE: GENERAL FUND)

SUMMARY

Following the devastating Eaton and Pacific Palisades Fires in January 2025, during his tenure as Mayor, Councilmember Corey Calaycay convened an Ad Hoc Committee to review the City's emergency management policies and practices. The Committee was also tasked with developing recommendations for future emergency preparedness and response measures.

After receiving several presentations from City staff and community partners regarding coordinated emergency response efforts, the Ad Hoc Committee approved a draft Emergency Operations Plan (EOP) for City Council consideration (Attachment). If adopted by the City Council, the plan will be distributed to City departments, supporting agencies and community organizations having primary responsibilities with the EOP, as necessary. The EOP will also be available to the public via the City's website, and printed copies will be made available by request at City Hall.

RECOMMENDATION

Staff recommends the City Council:

- A. Adopt the proposed Emergency Operations Plan; and
- B. Authorize the City Manager to make non-substantive changes to the document, with the understanding that any future substantive changes must be approved by the City Council.

ALTERNATIVES TO RECOMMENDATION

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

- A. Provide staff with direction to modify the proposed Emergency Operations Plan.

- B. Request additional information.
- C. Do not adopt an Emergency Operations Plan.

FINANCIAL REVIEW

The cost to prepare this report and material for the 2025 Emergency Preparedness Ad Hoc Committee meetings is estimated at \$17,000 and is included in the operating budgets of the Administrative Services, Police, Community Development, and Community Services Departments.

ANALYSIS

2025 Emergency Preparedness Ad Hoc Committee

Following the devastating Eaton and Pacific Palisades Fires in January 2025, during his tenure as Mayor, Councilmember Corey Calaycay convened an Ad Hoc Committee to review the City's emergency management policies and practices. The Committee was also tasked with developing recommendations for future emergency preparedness and response measures. All meetings were open to the public and meeting recordings are publicly available on the City's website.

Councilmember Calaycay appointed the following members to serve on the 2025 Emergency Preparedness Ad Hoc Committee:

- Jennifer Stark, Vice Mayor/Committee Chair
- Ed Reece, Councilmember/Committee Vice Chair
- Jason Wong, Representative from Planning Commission
- John Neiuber, Representative from Architectural & Preservation Commission
- Deborah Scott Toux, Representative from Community & Human Services Commission
- Richard Weiner, Representative from Traffic & Transportation Commission
- Tim Dunfee, Representative from Police Commission
- Kevin Ward, Representative from Claremont Unified School District (CUSD)
- Reco Sanders, Representative from Webb Schools
- Bob Kern, Retired Senior Volunteer Program (RSVP)
- Larry Grable, Representative from Service Center for Independent Life (SCIL)
- Leif Cameron, Representative from Pilgrim Place
- Richard Rivera, Citizen Representative
- Robert Grimes, Citizen Representative

It should also be noted that Mike Hallinan, former Assistant Vice President and Director of Campus Safety & Emergency Services from The Claremont Colleges Services (TCCS) also served on the Committee until he left his position with TCCS in July.

The Committee met five times between May and October 2025, during which time the following topics were discussed:

Monday, May 12

- Staff provided copies of the City's existing emergency plan and asked for feedback/recommendations from Committee members.
- The Committee discussed its goals, including review of the City's Local Hazard Mitigation Plan

(LHMP) and the development of a City Emergency Operations Plan (EOP).

Monday, June 23

- Various partner agencies came to speak about their respective emergency plans:
 - Golden State Water Company
 - So Cal Gas
 - Southern California Edison
 - San Gabriel Valley Council of Governments (SGVCOG)
 - Metrolink.

Monday, July 28

- Committee members received the first draft of the EOP framework.
- Two partner agencies came to speak about their respective emergency plans:
 - Clean Power Alliance
 - LACoFD Forestry Division (including “Zone Zero” and “Home Hardening” recommendations).
- The Committee received a presentation from City staff on a recently-adopted Fire Hazard Severity Zone Map.

Monday, September 22

- Various partner agencies came to speak about their respective emergency plans:
 - California Department of Transportation (Caltrans)
 - LA County Department of Public Works
 - Service Center for Independent Life
 - Community Organized Relief Effort (CORE).
- The Committee received presentations from City staff on:
 - City/State Building Codes related to wildfire preparedness, as well as incorporating new developments into emergency planning efforts.
 - City tree policies and tree-related safety concerns, including the concept of using goats to assist with brush clearance.
- Committee members provided feedback on the draft EOP framework.

Monday, October 20

At its final meeting, the Committee received presentations from Foothill Transit and from City staff regarding emergency communication and coordination efforts. The Committee also approved a draft Emergency Operations Plan for City Council consideration. The Committee asked that staff do the following:

- Finalize formatting/structure of draft EOP document.
- Provide a report on the work of the Emergency Preparedness Ad Hoc Committee during the joint City Council/CUSD Board of Education meeting on November 13, 2025.
- Present a formal staff report and EOP for City Council consideration in January 2026.
- Present the formally adopted EOP to each City Commission in 2026.
- Coordinate future “tabletop exercises” (larger-scale emergency drills) with some of our partner

agencies, including CUSD and those who presented to the Emergency Preparedness Ad Hoc Committee.

Emergency Operations Plan

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City of Claremont must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Emergency Operations Plan is a general plan and is not intended to present detailed procedures or solutions to every possible emergency that may occur in Claremont. It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City personnel to perform their duties and tasks before, during, and after an emergency.

The proposed EOP (Attachment) was developed for City departments and community partners with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES). In keeping with the whole community approach, this plan was developed with representation from City departments and various other stakeholders, including:

- City staff members serving on the City's Emergency Management Team (CEMT)
- Members of the 2025 Emergency Preparedness Ad Hoc Committee
- Other community partners:
 - Golden State Water Company
 - SoCalGas
 - Southern California Edison
 - San Gabriel Valley Council of Governments
 - Metrolink
 - Clean Power Alliance
 - Los Angeles County Fire Department
 - CalTrans
 - Los Angeles County Department of Public Works
 - Community Organized Relief Effort
 - Service Center for Independent Living
 - Disaster Management Area D
 - Foothill Transit

The City is solely responsible for the development of its own EOP, just as outside agencies are responsible for the development of their respective emergency planning documents; however, understanding how partner agencies plan to respond to emergencies is imperative. It is also important to note that emergency response, including coordinated responses involving multiple agencies, will always depends on the type of emergency that has occurred and the scale of the emergency.

To ensure that agencies are prepared to work together, systems have been created to help streamline communication and documentation during emergencies. Agencies in California utilize the Standardized Emergency Management System (SEMS), the National Incident Management System

(NIMS), and the Incident Command System (ICS). Below is a brief description of each of these systems.

Standardized Emergency Management System

- SEMS is California's official system for managing emergency responses.
- Purpose: To ensure state and local agencies in California work together efficiently during emergencies.
- Key Features:
 - Organizes emergency response into five levels: field, local, operational area, regional, and state.
 - Requires use of ICS.
 - Promotes clear communication and coordination across agencies.

National Incident Management System

- NIMS is a national framework developed by the Federal Emergency Management Agency (FEMA) to standardize how all levels of government and non-governmental organizations respond to emergencies across the U.S.
- Purpose: To provide a consistent structure and language for incident management across the country.
- Key Components:
 - Uses ICS as its core operational system.
 - Focuses on preparedness, resource management, communication, and command structures.

Incident Command System

- ICS is the on-scene management system used to organize emergency response teams.
- Purpose: To provide a clear chain of command, defined roles, and scalable organization during any kind of incident.
- Key Features:
 - Assigns roles such as Incident Command, Operations, Planning, Logistics, and Finance/Administration.
 - Flexible and can expand or contract based on the size of the incident.

Emergency Preparedness and Resident Engagement

If an emergency were to occur in Claremont, the following is a general overview of the initial steps that the City would take:

- The City activates its Emergency Operations Center (EOC). The City Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City.
- The City determines appropriate staffing levels and resources needed to respond to the emergency. If resources are not available within the City, requests for mutual aid will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through Disaster Management Area Coordinators (DMACs), who are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary.
- Information and updates will frequently be shared by the City to the community (emergency communications/alerts). During an emergency, residents should monitor emergency communications and carefully follow direction from authorities.

The City of Claremont and the Claremont Police Department encourage residents and business owners to prepare for all emergencies. People can reduce the impact of disasters by preparing for these events ahead of time with supplies, a plan, and training. In addition to the EOP, the City's website contains several files that can be downloaded to assist people in preparing for an emergency or critical incident. These files can help people develop emergency plans for themselves, their families, their pets, as well as businesses. There is also a checklist for personal contact information and a listing of supplies that will assist users in putting together an emergency kit that includes food, water, and emergency supplies. To access these forms, visit <https://www.claremontca.gov/City-Services/Public-Safety/Emergency-Management> and click on "Emergency Preparedness Forms." The adopted version of the City's EOP will be posted on this webpage as well.

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, and General Plan.

CEQA REVIEW

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

COUNCIL COMMITTEE REVIEW

The proposed Emergency Operations Plan was reviewed and approved by the 2025 Emergency Preparedness Ad Hoc Committee on October 20, 2025. If adopted by the City Council, staff will present the formally adopted EOP to each City Commission in 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:

Adam Pirrie
City Manager

Prepared by:

Katie Wand
Deputy City Manager

Attachment:

Proposed Emergency Operations Plan

CITY OF CLAREMONT EMERGENCY OPERATIONS PLAN (EOP)

Adopted by the Claremont City Council on
January 13, 2026

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1.1 Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City of Claremont ("City") must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The EOP is a general plan and is not intended to present detailed plans or solutions to every possible emergency that may occur in Claremont. It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for City departments and community partners with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES). The intent of the plan is to provide direction on how to respond to an emergency from the onset, through an extended response, and into the recovery process.

Once adopted, this plan is an extension of the County of Los Angeles Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary, to meet changing conditions such as lessons learned from an actual disaster or emergency; and/or changes in State/Federal guidance.

This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City's support for emergency management, and a safe and resilient community.


City Manager

1.2 Approval & Implementation

The City's EOP addresses the City's planned response to extraordinary emergency situations associated with natural or man-made disasters under an all-hazards approach. This plan does not apply to normal day-to-day emergencies incidents or the established departmental procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the city.
- Identifies the roles and responsibilities required to protect the health and safety of city residents, public and private property, and the environment, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

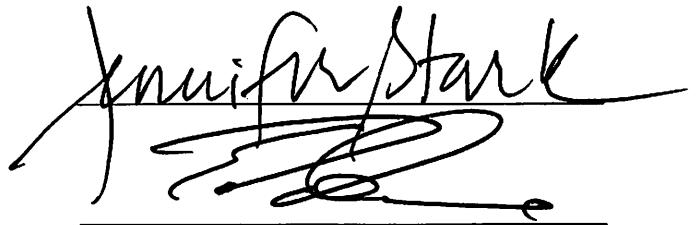
Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page and the plan will be distributed to City departments, supporting agencies and community organizations having primary responsibilities with the EOP, as necessary.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council.

1.3 Plan Concurrence

The following list of signatures documents each City Council Member's concurrence and receipt of the City Emergency Operations Plan that was adopted on January 13, 2026. Per City Council direction, this document will be revisited approximately every five years, during the Local Hazard Mitigation Plan (LHMP) update process.

Mayor

A handwritten signature in black ink that reads "Jennifer Stark". The signature is fluid and cursive, with "Jennifer" on the top line and "Stark" on the bottom line.

Vice Mayor

Council Member

A handwritten signature in black ink that reads "Corey Caloyean". The signature is cursive and written over two lines.

Council Member

A handwritten signature in black ink that reads "Sue M. H.". The signature is cursive and written over two lines.

Council Member

Council Member

2 Purpose, Scope, Situation and Assumptions

2.1 Purpose

The purpose of the City's EOP is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community.
- Identify the organizational framework for the overall management and coordination of emergency operations in the city by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the City.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders
- Facilitate mutual aid to supplement local resources.
- Facilitate multi-agency and multi-jurisdictional coordination between local government, the private sector, operational area (OA), state, and federal agencies.
- Support the provision for emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprise, and volunteer organizations that have roles and responsibilities in this plan are encouraged to develop operating protocols and emergency action checklists to support their responsibility to this plan.

2.2 Scope

The policies, procedures and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the [Federal Emergency Management Agency \(FEMA\) Comprehensive Preparedness Guide \(CPG\) 101: Developing and Maintaining Emergency Operations Plans](#); the [CalOES Emergency Operations Plan Crosswalk - Local Government](#); the [Los Angeles County Operational Area Emergency Response Plan](#); and the [State of California Emergency Plan](#) best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the SEMS and NIMS for the City.

This plan will be used in coordination with the State of California Emergency Plan and the [National Response Framework](#).

2.3 Situation Overview

The City, situated within Los Angeles County, faces a variety of hazards. This plan was developed using an all-hazards planning approach and leverages the specific hazard and vulnerability findings that are identified in the [County of Los Angeles All-Hazards Mitigation Plan](#), which include, but are not limited to:

- Climate Change
- Dam Failure
- Earthquake
- Flood
- Landslide
- Tsunami
- Wildfire
- Windstorm

More detailed information regarding the hazards to the County and the City can be found in the current County of Los Angeles All-Hazards Mitigation Plan and the City's [Local Hazard Mitigation Plan](#).

2.4 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the City.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and the Incident Command System (ICS) are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disasters may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification; logistics; and agency coordination.
- The City is primarily responsible for emergency actions within City boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in large-scale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disaster may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies described here, within the capabilities and resources available at the time of an emergency or disaster.

This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from City departments and various other stakeholders, including:

- City staff members serving on the City's Emergency Management Team (CEMT):
 - Alex Cousins, Community Development Department
 - Andrew Erickson, Information Technology Division
 - Edgar Trenado, Information Technology Division
 - Eric Ey, Recreation & Human Services Department
 - Garrett Earl, Claremont Police Department
 - Jamie Earl, City Manager's Office
 - Jeremy Starkey, Finance Department
 - Katie Wand, City Manager's Office
 - Kristin Mikula, Community Services Department
 - Matt Hamill, Claremont Police Department
 - Robert "Buzz" Ewing, Claremont Police Department
 - Vince Ramos, Engineering Division
- Members of the 2025 Emergency Preparedness Ad Hoc Committee:
 - Jennifer Stark, Vice Mayor/Committee Chair
 - Ed Reece, Councilmember/Committee Vice Chair
 - Jason Wong, Representative from Planning Commission
 - John Neiuber, Representative from Architectural & Preservation Commission
 - Deborah Scott Toux, Representative from Community & Human Services Commission
 - Richard Weiner, Representative from Traffic & Transportation Commission
 - Tim Dunfee, Representative from Police Commission
 - Kevin Ward, Representative from Claremont Unified School District (CUSD)
 - Reco Sanders, Representative from Webb Schools
 - Mike Hallinan, Representative from The Claremont Colleges Services (TCCS)
 - Bob Kern, Retired Senior Volunteer Program
 - Larry Grable, Representative from Service Center for Independent Life (SCIL)
 - Leif Cameron, Representative from Pilgrim Place
 - Richard Rivera, Citizen Representative
 - Robert Grimes, Citizen Representative
- Other community partners:
 - Golden State Water Company
 - SoCalGas
 - Southern California Edison

- San Gabriel Valley Council of Governments
- Metrolink
- Clean Power Alliance
- Los Angeles County Fire Department
- CalTrans
- Los Angeles County Department of Public Works
- Community Organized Relief Effort (CORE)
- Service Center for Independent Living (SCIL)
- Area D
- Foothill Transit

The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving not only the city's resiliency to emergency disaster, but also the regions.

3 Concept of Operations

3.1 Response

During a major emergency response, the City will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

3.1.1 Goals, Priorities and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate hazards** –As soon as practical during the disaster response; suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

3.1.2 Plan Activation

The City Emergency Operations Plan may be activated by the City Manager or designated alternates under any of the following circumstances:

- By order of the City Manager as designated by the City Municipal Code or as needed on the authority of the City Manager or designee based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance under existing agreements or requesting assistance from agencies such as the American Red Cross, the Los Angeles County, or the State of California.

Local Emergency Proclamations:

In the case of the existence or likely existence of an emergency that threatens the people, property, or environment of the City; and the condition is beyond the capability of the City to control effectively; the City Manager can proclaim a Local Emergency.

A Local Emergency may be proclaimed to exist due to a specific situation, such as flood; fire; storm; pandemic; drought; sudden and severe energy shortage; or other condition.

If assistance will be requested through the [California Disaster Assistance Act](#) (CDA), a Local Emergency may be recommended by the City Manager as specified by the Municipal Code and issued within 10 days after the actual occurrence of a disaster.

A Local Emergency proclamation must be ratified by the City Council within 7 days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment; and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful order.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the [California Emergency Services Act](#) provides for certain privileges and immunities).

When the City proclaims a Local Emergency, it will:

- Notify the Office of Emergency Management (OEM) Duty Officer
- Notify the Disaster Management Area Coordinator (DMAC)

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act ([Stafford Act](#)). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

3.1.5 Emergency Management Response Levels

The City's EOP will be activated when an emergency occurs or threatens to exceed normal day to day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purpose, the California Office of Emergency Services has established three EOC activation "levels" which the City follows. The table below defines those levels:

TABLE 1: EOC ACTIVATION LEVELS

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	Level Three is a minimum activation. This level may be used for situations which initially only require a few people	<ul style="list-style-type: none"> Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2+ City departments Low risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> EOC Director Other Designees (Such as Section Coordinators)
Two	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing	<ul style="list-style-type: none"> Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outage and Stage 3 power emergencies Hazardous Material Incident involving large scale or possible large-scale evacuations 	<ol style="list-style-type: none"> EOC Director Section Coordinators Branches & Units as appropriate Liaison/Agency Representatives as appropriate Public Information Officer
One	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help.	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement 	<ol style="list-style-type: none"> All EOC as appropriate

3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

3.1.6.1 Before Impact

Before an emergency ever occurs, the City is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the EOC ready at all times.

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

Proclaiming an Emergency: In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the

condition is beyond the capability of the City to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effect of the disaster.

Below is a list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, Local 911 Centers, Local Emergency Operations Centers, Regional Emergency Operations Centers,

the State Emergency Operations Center, the Federal Emergency Operations Center, and National Response Framework organizational elements.

Local Emergency Operations Center Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated, the local EOC notifies the Operational Area (Disaster Management [Area D](#)) that the local EOC activated.

Communications between field and the Emergency Operations Center: When a jurisdiction's EOC is activated, communications and coordination are established between the Incident Commander and the Department Operations Center(s) (DOCs) to the EOC, or between the Incident Commander and the EOC.

Operational Area Emergency Operations Center Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area EOC is activated, the California Office of Emergency Services Regional Administrator will activate the Regional EOC within the affected region and will notify the California Office of Emergency Services Headquarters. The Regional EOC will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State EOC for coordination.

State Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports ("SITREPs") on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

State Operations Center Activation: The State EOC is activated when the Regional EOC activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers.

- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State EOC may also be activated independently of a Regional EOC to continuously monitor emergency conditions.

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

State Department Operations Center Activation: Each state agency may activate a Department Operations Center (DOC) to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency (FEMA) Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State EOC to monitor the situation and provide situational awareness to federal officials.

3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LAC) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals,

families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office (JFO): The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events**.

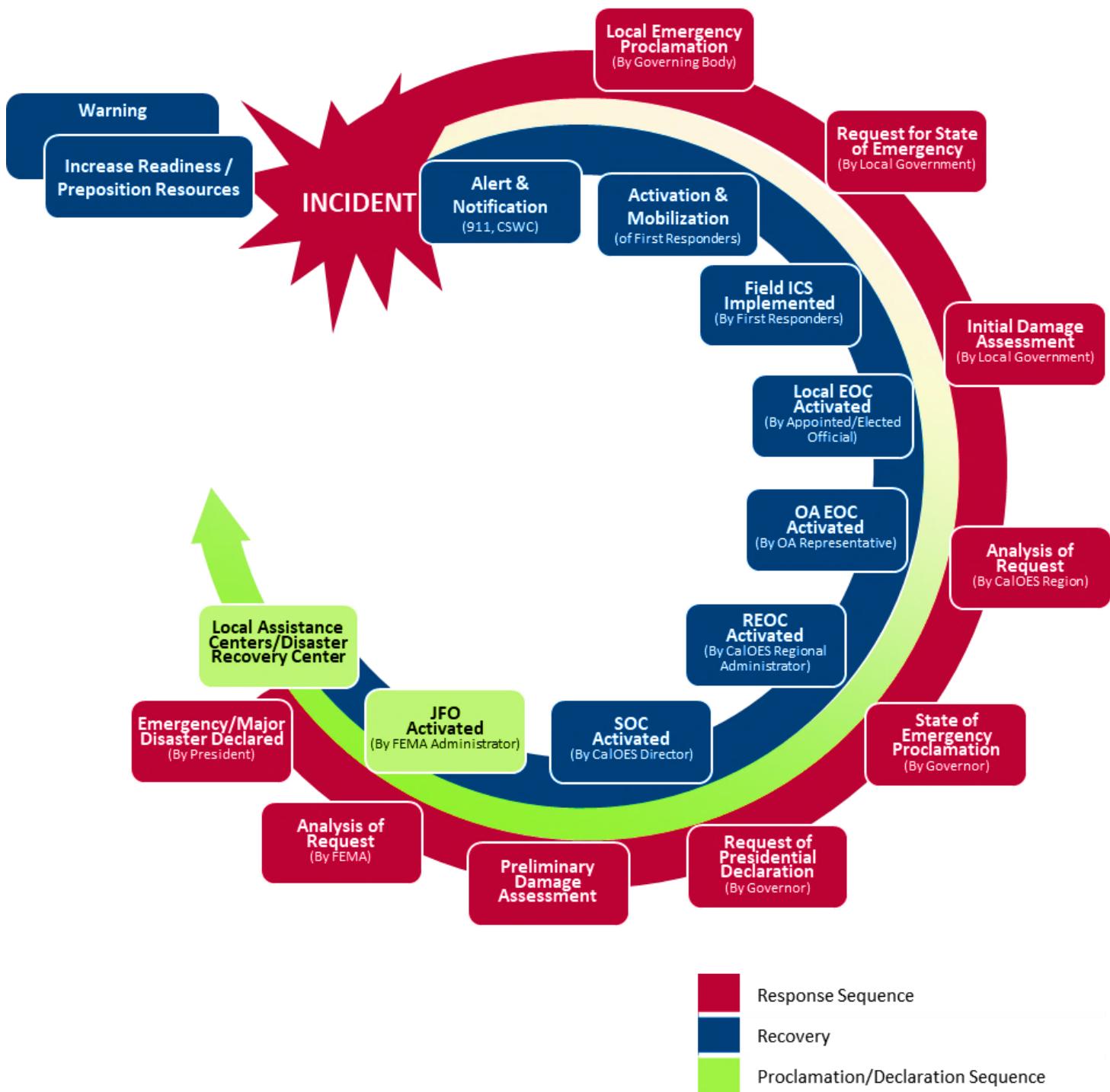


FIGURE 1 (ABOVE): RESPONSE PHASE SEQUENCE OF EVENTS

3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling due to mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as "short-term" recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems).
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers (DACS) may be established by FEMA to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City may provide sheltering for disaster victims until housing can be arranged.

3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

3.3 Continuity

Continuity of Operations and Government: A critical component of the City's emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.

- Authorize political subdivisions are to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies are to designate and appoint three standby officers for each member of a governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3.
- Authorize standby officers are to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies are to convene as soon as possible when a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

4 Organization and Assignment of Responsibilities

4.1 Use of SEMS, NIMS, and ICS

For the City, this basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the Standardized Emergency Management System (SEMS), The National Incident Management System (NIMS), and the Incident Command System (ICS), to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Los Angeles County.

The following sections list out the City's organizational structure as well as departmental roles and responsibilities during an EOC activation.

Additionally, it details out the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

4.2 Role of Elected Officials

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section details some of the local official's roles and responsibilities during and following a disaster.

Elected Officials Role During an Emergency Disaster: The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation before attempting to step in as a decision maker. Elected officials' role as decision makers will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and City EOC staff will do this. To help in this goal, an elected official's role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- As directed the City's Public Information Officer (PIO), communicate quickly, clearly, and effectively to constituents and work with partners to ensure a coordinated message.

- As directed by the City's PIO, get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.
- Provide direction for response-related activities, when appropriate.
- Trust and empower emergency management staff to make the right decisions.
- Serve citizens by allowing First Responders and EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning / training before a disaster and leadership during the recovery period is where they will have the greatest impact and be of most value.
- Use a designed EOC Staff Liaison or the City's PIO to help stay informed during the incident.

Elected Officials Role Following an Emergency Disaster: The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure the community is built back right. For a city to truly recover, diligent and firm adherence to the City's Codes and Regulations must be adhered to. To help in accomplishing this goal, elected officials can:

- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

4.3 Role of City Departments

In the event of an EOC activation, each City department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information to manage an incident that occurs in the City, and to communicate emergency efforts between departments and/or jurisdictions. City Departments may also coordinate with community partners to support these functions during an emergency.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to

support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the City departments.

City Manager's Office. The executive staff members of the City Manager's Office are responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager, or designee (e.g., Assistant City Manager, Police Chief), will serve as the EOC Manager/Director overseeing the direction and policy guidance of all EOC operations. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as appropriate. The City Manager's Office will also utilize the Public Information Officer (PIO) to staff the position of EOC PIO to support the collection, verification, and dissemination of emergency related information to the public and the media.

Claremont Police Department. The Claremont Police Department (CPD) is responsible for law enforcement operations and terrorism prevention within the City. Police officers will respond to the immediate threats and dangers associated with any emergencies in the city. CPD will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, and damage assessment. A CPD representative will be appointed to serve in the Law Branch of the Operations Section in the EOC.

Community Development Department. The Community Development Department is responsible for providing support on public infrastructure evaluation/damage assessment; providing GIS support upon request; identifying possible shelter locations (ensuring the structural safety of the buildings); providing staff to the EOC; and administering evaluations and permits in the recovery process. Department representatives from Community Development lead the Planning Section and may serve in a variety of EOC sections and branches, depending on the needs of the incident.

Community Services Department. The Community Services Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Community Services include, but are not limited to, damage assessment, sewer maintenance, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. If needed, Community Services would be responsible for working with the Inland Valley Humane Society to coordinate animal care services. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Community Services will assist emergency operations by deploying personnel into the incident area to assess damage, manage flood gates (if necessary), and begin emergency restoration efforts. These operations will be coordinated through their

Department Operations Center (DOC), which will communicate and coordinate with the EOC.

EOC, DOC and Responder Personnel. While this Emergency Operations Plan is focused on the City's organizational response, all City employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any City employee with responsibility to report to the EOC, a department operations center (DOC), or to field response operations should have a personal and family preparedness plan in place. [Personal and family preparedness planning](#) supports City employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their City emergency management responsibilities.

Finance Department. The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes, such as personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations.

Fire Department. Fire services in Claremont are provided by the Los Angeles County Fire Department (LACoFD). LACoFD is responsible for the management of fire operations within the City during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. LACoFD will coordinate all response efforts with the Claremont Police Department and will serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A LACoFD representative will be appointed to serve in the Fire Branch of the Operations Section in the EOC.

Human Resources Division. The City's Human Resources Division is responsible for managing all efforts associated with City personnel and volunteers. As emergency resources, City personnel and volunteers may be assigned to positions in the EOC or in the field to support City emergency management and response operations. Department

representatives will staff the Personnel Branch of the EOC, addressing issues such as workers' compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate.

Information Technology Division. The Information Technology (IT) Division is responsible for ensuring the operation of the City's critical IT infrastructure during an emergency and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC, and will provide support to GIS (Engineering Division), mapping (Engineering Division), and any other technical resources. IT will provide representatives to the EOC when activated.

Recreation & Human Services Department. The Recreation & Human Services Department (RHS) is responsible for supporting mass care operations, including the implementation of shelter operations in the city. Mass care and shelter operations include the mobilization and deployment of department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies. RHS will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC), if necessary. Along with staff from the City's Community Services Department, RHS personnel may be utilized to report damage assessment information related to park facilities, working within their departmental reporting structure. RHS will appoint department representatives to the City EOC to assist in the coordination of department operations. In addition, RHS also serves in a primary role for the provision of services for People with Access and Functional Needs (PAFN) during an emergency.

4.4 Role of Disaster Management Area Coordinators (DMACs)

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for Advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary, assist other Areas as requested; and staff City Liaison post at OAEOC. Along with 22 other cities, Claremont is part of Area D (East San Gabriel/Pomona Valley). DMACs are also responsible for:

- Checking in with Area cities to quickly determine the impact of the emergency/disaster.
- Providing a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be consider outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist

- the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Getting feedback from the OAEOC as to which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC of selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

Finally, the following sections list out the role and responsibilities of the private sector.

4.5 Role of the Private Sector

4.5.1 Contracted City Services

In the event of an EOC activation, each contract City service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum, contract City service partners will either provide a representative to the City EOC or provide a contact number for their Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the City, and to communicate emergency efforts between their organization and the City.

4.5.2 Residents

The residents of the city are primary beneficiaries of the city's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

4.5.3 Population with Access and Functional Needs

Populations with access and functional needs include those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation disadvantage; or
- Other situations that would require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers enable the movement of people with mobility impairments and those with transportation disadvantages
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act

4.5.4 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless

- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

4.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds, to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous materials within the county.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A list of critical products and services
- Production shutdown procedures

- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing emergency operations center.

4.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organization are the following:

- American Red Cross
- Community Emergency Response Teams within the City or County
- Amateur Radio Groups within the City or County

4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency

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5 Direction, Control and Coordination

5.1 Direction and Control

The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Manager/Director that is staffed by the City Manager or designee.

5.2 Coordination

The City Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If request exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through DMACs, who are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary. The Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are not available in the operational area, they will request from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies. Below is a visual of this coordination relationship.

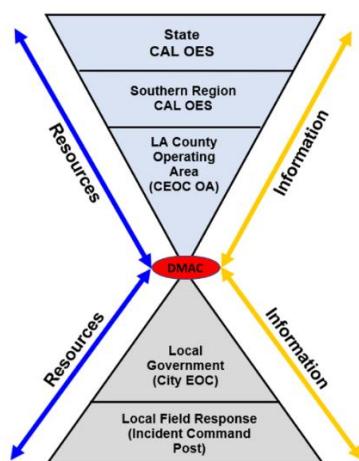


FIGURE 2: DMAC COORDINATION RELATIONSHIP

5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

Operational Area Coordination: In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, city representatives in the EOC will ensure that these external partners work within the designated organizational structure of the city EOC. The City EOC Manager/Director will designate the coordination procedures for new partners that are not already established as part of the city's emergency management operational systems.

Mutual Aid: California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management
(resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in **Figure 3: California Mutual Aid Regions**. The City is located in Mutual Aid Region I-A.

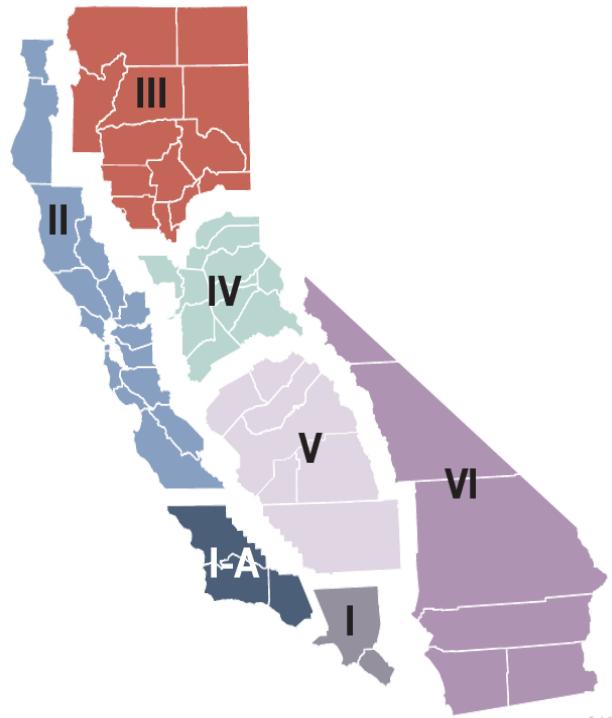


FIGURE 3: CALIFORNIA MUTUAL AID REGIONS

Mutual Aid Coordination: Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available.

When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

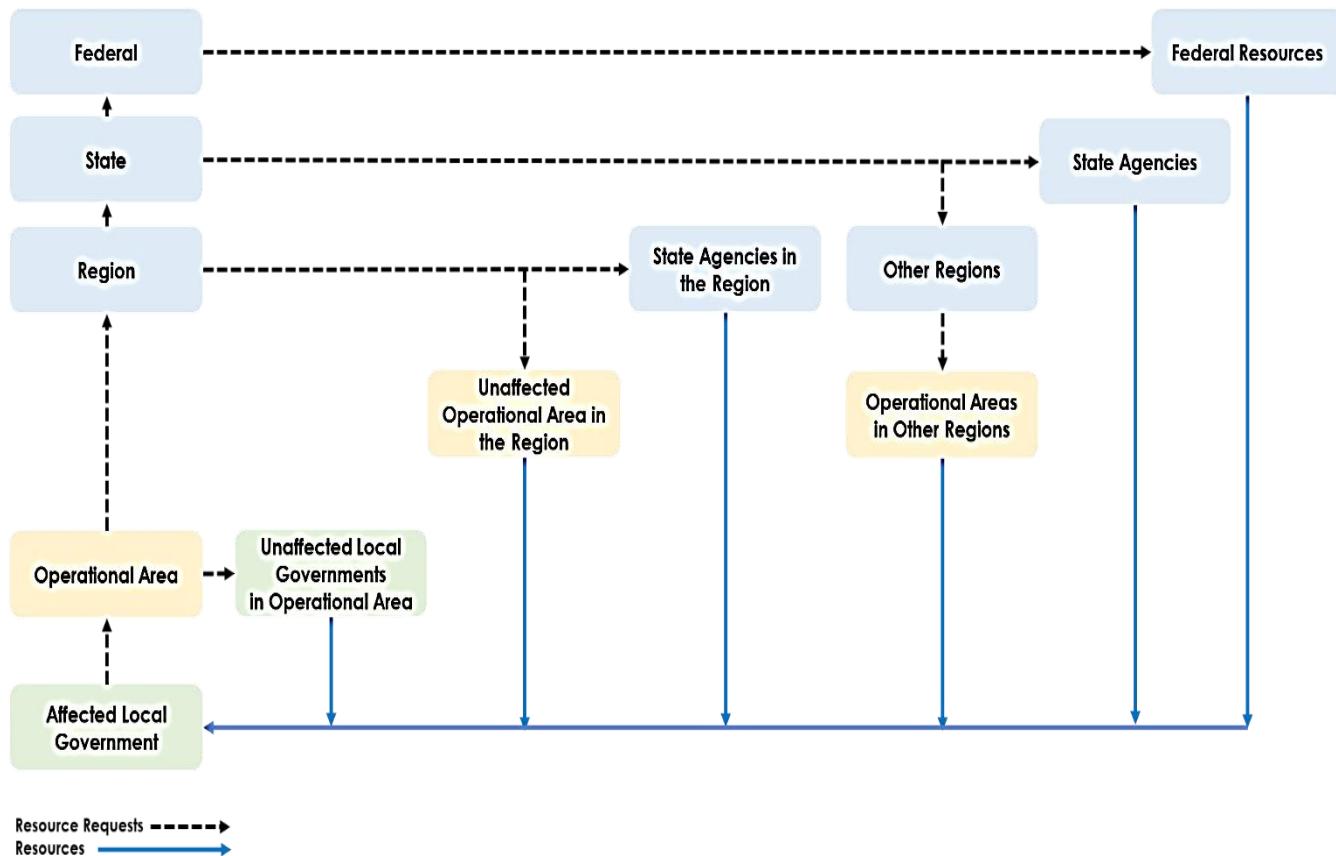


FIGURE 4: FLOW OF REQUEST AND RESOURCES

5.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, city management plan, and nests into and supports the Los Angeles County and Operational Area Response Plan.

The city will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the city EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section

- Logistics Section
- Finance Section

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the City by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the City for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

National Incident Management System: The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Standardized Emergency Management System: The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Standardized Emergency Management System Organization Levels: There are five Standardized Emergency Management System organizational levels.

- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (see figure 5); which are further divided into six mutual aid regions (see figure 3).
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.
- **Local Government (The City):** The Local Government Level includes cities, counties and special districts. Local governments are required to use the Standardized Emergency Management System when their Emergency Operations Center is



FIGURE 5: ADMINISTRATIVE REGIONS

activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

Standardized Emergency Management System Functions: The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in **Figure 6: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

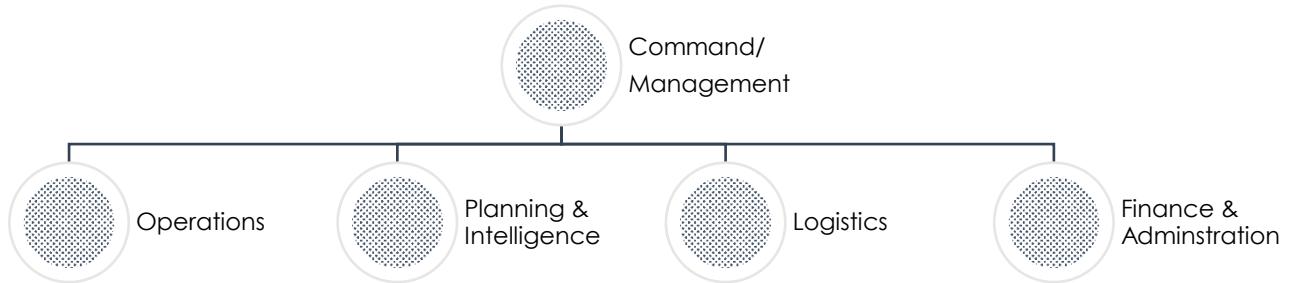


FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Command/Management: Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or

department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.

- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel; coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center are illustrated in **Table 2: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison.**

SEMS Function	Field Level	EOCs
Command Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON

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6 Communication

City EOC. Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the city, communications will be established between the City EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications (such as WebEOC) are used for direct communications with field responders or outside agencies.

The City EOC can communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's Regional EOC (REOC), and the State Operations Center (SOC). OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

City Operations and Responders. The City operational staff in the field implement interoperable communications through the use of radios to facilitate communications with all responding departments and city entities. Alternate forms of communications such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communications between DOCs, EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the city EOC when it is activated.

Notification and Warning. In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as the result of an emergency. There are three primary alert and warning systems designed to provide City residents with emergency information. These systems are the Emergency Alert System (EAS), Alert LA County System and Cal OES's Emergency Digital Information System (EDIS). Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens. Police and Fire may be required to disseminate emergency warning to public who cannot be reached by primary warning systems.

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7 Information Collection, Analysis and Distribution

Before an Incident. Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

During an Incident. Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan.

The use of Actions Plans in the City Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs/Coordinators (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period

- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief/Coordinator, with input from the EOC Manager/Director, EOC Coordinator, and the Operations Section Chief/Coordinator, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The City uses EOC forms found in part two of this plan to record and report information.

After an Incident. Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

Emergency Public Information. Emergency Public Information is a priority of most importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

8 Administration, Finance and Logistics

8.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses
- Document all actions taking during emergency operations
- Procure necessary equipment, resources, and additional support
- Track and document city employee working hours
- Manage continuity of operations (COOP) for the city
- Develop staff rotation schedules for extended operations
- Manage compensation and claims related to emergency operations
- Track and document the deployment and utilization of resources
- Manage additional staff and volunteers to support emergency operations
- Manage financial and in-kind donations
- Oversee and manage information technology components and issues as they arise
- Other actions as appropriate

8.1.1 City Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

8.1.3 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

8.2 Finance

In the case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding available unemployment benefits, worker's compensation, and insurance benefits.

8.2.1 Expenditure Tracking

The city may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator

- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of a disaster. The following section focuses on logistics and resource management, priorities, and requests.

8.3 Logistics

8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

8.3.2 Resource Priorities

When activated, the City Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

8.3.3 Resource Requests

Resource requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Request for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource request will be made through the logistics function at each level.

Resource request from the City will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the City Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center may be verbally requested and then documented. Available resources will be allocated to the requesting local government, if a request for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the City should be coordinated with the Los Angeles County Emergency Operations Center to the Southern Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches, is important for tracking the resources.

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9 Plan Development and Maintenance

This section of the City EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority of the City Manager's office in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and the Los Angeles County.

9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The City follows administrative practices required by state law and the SEMS Guidelines in Part III of the SEMS Guidelines documents California's Emergency Management administrative practices.

9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

9.3 Training and Exercises

All city department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan.

A multi-year training and exercise plan (MYTEP) will be developed and followed that will identify and prioritize the levels of training and exercises the city will follow. This MYTEP should, as best as possible, align with other trainings and exercises within the operational area to ensure practice and integration with OA partners as often as possible.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Additionally, the City may opt to include and have EOC personnel participate in the Cal OES EOC credentialing program, which credentials EOC staff in specific EOC positions and helps ensure that personnel possess the minimum knowledge, skills, and experience necessary to execute emergency management EOC activities safely and effectively. Additional information on the Cal OES EOC credentialing program can be found: <https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/credentialing-certificate-programs/eoc-position-credentialing-program>

Finally, training and exercises involve a variety of scopes, scales, and participation. Training can include the following:

Drills. A drill is a small, organized exercise that tests one specific action, such as evacuation of a building, or sheltering-in-place.

Tabletop exercises. A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional exercise. A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC, and as such includes time constraints on decision making and, by its nature, allows for a more stressful environment.

Full-scale exercise. A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercises multiple functions through the simulation of a realistic scenario. This exercise includes the mobilization and utilization of city resources.

9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the city's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

9.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the city EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.

10 Authorities and References

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government

- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY

Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- Public Draft - 2019 County of Los Angeles All-Hazards Mitigation Plan, 2019

CITY

- City Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on Month DD, YYYY.
- City, California Municipal Code, Chapter x, Article x, Section x

11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)

State Operations Center (SOC)

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12 Appendix B – Glossary of Terms

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activation: 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. **California Emergency Support Functions (CA-ESF):** The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme

peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See **Incident Command Post**.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Communications: Process of the transmission of information through verbal, written, or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted, including all levels of governments, across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures based on lessons learned from actual incidents or from training and exercises.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

Emergency: Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Management Community: The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local, and tribal governments.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Federal: Of or pertaining to the federal government of the United States of America. Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC Level, it is called the EOC Action Plan.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the "currency" that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified

before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. **Intelligence/Investigations:** Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: According to federal code³⁶a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for an incident or EOC activation.

Management Staff: See Command Staff.

Mitigation: Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National: Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management. Non-governmental Organization (NGO): An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

Officer: 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Operations Section: The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provide a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable

outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s))] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Standard Operating Procedure (SOP): Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX. Division 2. Chapter 1, Section 2400 et. seq.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

State Operations Center (SOC): The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

Strategy: The general plan or direction selected to accomplish incident objectives.

System: An integrated combination of people, equipment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Technical Assistance: Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or

other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.



Claremont Architectural and Preservation Commission

Agenda Report

File #: 5856

Item No: 3.

TO: ARCHITECTURAL AND PRESERVATION COMMISSION
FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: JANUARY 28, 2026

SUBJECT:

**REVIEW OF HISTORICAL PROPERTY (MILLS ACT) AGREEMENT REQUEST #25-MA02
BETWEEN THE CITY AND THE OWNER OF THE PROPERTY LOCATED AT 746 HARVARD
AVENUE. APPLICANT AND PROPERTY OWNER(S) - MEGAN AND ANTHONY CLARK**

SUMMARY

The owners of the property at 746 Harvard Avenue have submitted a request to enter into a Historic Property (Mills Act) Agreement with the City. The Mills Act is a preservation tool enacted by the state legislature to ensure the long-term preservation of eligible historic properties and other significant site features of such properties. In return, property owners receive a reduction in taxes, which in turn helps finance needed repairs and renovations for the property. The Architectural and Preservation Commission is the recommending body for Mills Act requests. The Architectural and Preservation Commission recommendation is then forwarded to the City Council for final action on the agreement. Staff has reviewed the application and finds that each of the required criteria for entering into a Mills Act agreement, as established by the City Council, can be met.

RECOMMENDATION

Staff recommends the Architectural and Preservation Commission:

- A. Adopt a RESOLUTION OF THE ARCHITECTURAL AND PRESERVATION COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF HISTORICAL PROPERTY (MILLS ACT) AGREEMENT #25-MA02 BETWEEN THE CITY AND THE OWNER OF THE PROPERTY LOCATED AT 746 HARVARD AVENUE - APPLICANT AND PROPERTY OWNER(S): MEGAN AND ANTHONY CLARK; and
- B. Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

ALTERNATIVES TO RECOMMENDATION

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

- A. Continue the discussion and request additional information.
- B. Express the intent to recommend denial of the Mills Act contract, specifically identifying the criteria that cannot be met, and continue the item to February 11, 2026, for adoption of the denial recommendation resolution.

FINANCIAL REVIEW

The costs associated with the review of this application have been borne by the applicant.

ANALYSIS

Upon approval of a Mills Act historical property contract (Attachment A), the value of the subject property is reassessed based on a formula that considers the rental income that could be expected from the property, the Federal home loan interest rate, a historic property risk component, and an amortization component to result in a special Mills Act capitalization rate. The total tax savings for the property owners is determined by using the formula outlined in Attachment C, which also estimates the anticipated tax savings for the property owners/applicants. With approval of a Mills Act contract, the value of property tax savings must be put towards the scope of work, identified in Attachment A, to preserve or rehabilitate the historic character defining elements of the property and ensure its ongoing historical and structural integrity. Approval of a Mills Act contract will also result in a minor loss of tax revenue to the City. This loss represents the City's contribution to ensuring the property's preservation for the benefit of the community.

Staff has prepared estimates of the anticipated tax savings (Attachment C) for the owner and the loss in tax revenue to the City if the Mills Act agreement is approved. The calculations estimate a potential tax savings to the owners of \$5,819 per year (\$58,188.42 for ten years), and a potential loss to the City in tax revenue of \$675 per year. In addition to the loss of revenue to the City, the contract will also result in a loss of tax revenue to the other local, regional, state agencies, and districts that receive a portion of property taxes paid.

Background

What is the Mills Act?

The Mills Act is a preservation tool created by the California state legislature in 1972 to encourage the preservation and restoration of historic properties. The Act enables cities to enter into historical property agreements with owners of qualifying properties to reduce owners' property taxes in order to incentivize investment in their historic properties. While resulting in some lost tax revenue, the agreements provide benefits to cities in that they ensure preservation, high-quality rehabilitation, and maintenance of historic properties that represent important cultural resources.

As provided for by State law, the Mills Act is administered and implemented by local governments. Mills Act contracts are executed between the property owner and the local government granting the tax reduction. Cities have considerable discretion in evaluating Mills Act requests and are not mandated to approve historical property agreements. Each local government establishes its own eligibility criteria, application procedures, and the number of contracts to allow within its jurisdiction.

The California Office of Historic Preservation (OHP) does not participate in the contract negotiations, is not a signatory to the contract, and has no authority over the administration of the Mills Act program.

City's Mills Act Program

In October 2000, the City Council approved procedures and review criteria for agreements for properties in Claremont. Initially, the program was restricted to historic properties suffering severe deterioration and in danger of near-term demolition or eventual demolition due to long term neglect. In January 2009, the City Council revised the review criteria to include all residential properties listed in the City's Register of Structures of Historic and Architectural Merit of the City of Claremont (Register). In addition, the Council limited the maximum number of Mills Act contracts that can be approved to six per year.

On October 9, 2012, the City Council amended the program once more to provide clarification to one of the review criteria and to establish an annual compliance review fee. These newly revised criteria and procedures are included as Attachment D (City Council Resolution 2012-75).

Property Description

The subject property is located on the southeast corner of Harvard Avenue and Eighth Street. The property has a General Plan Designation of Residential 6 and is zoned Historic Claremont - 7,500 square foot lot size (HC 7,500).

Located at 746 North Harvard Avenue and constructed in 1921, the residence is an example of Craftsman style architecture found in Claremont, which was a popular style built from 1905 to 1930.

The character-defining features of both the exterior and interior of the home were identified through a site visit to the property. The primary residence is a one-story, Craftsman bungalow-style structure with a natural stone foundation and shiplap siding. The front porch, which had been enclosed, was restored as a porch during the 2000's. The restored porch features stone walls and columns. Defining features of the exterior include the low-pitched, cross-gabled roof with 2-foot overhangs, front porch with sloping square columns made of native fieldstone, fieldstone foundation, multi-light windows, and decorative gable beams. The interior shows signs of multiple renovations completed over the years. Changes include the restoration of the porch, a retiled fireplace that does not appear to be period appropriate, replacement of dining room built-ins with new cabinets and granite counters, and an enlarged kitchen and laundry. Also, stained glass was added in several areas, such as entrance doors and windows. The original wood windows appear to have been replaced in the 2000's with double hung, faux multi-light windows that appear to be period appropriate, but are beginning to show their age as the faux muntins are detaching and the windows themselves are clearly not true multi-light windows.

Overall, the home is in relatively good shape and, with appropriate restoration and repair, can continue conveying its historical appearance and significance.

Proposed Work Plan

The applicants have proposed a sensible work plan that addresses both the home's exterior and interior and will rehabilitate some of the home's character defining features while also enhancing the structural integrity of the property and bringing portions of the home closer to their original historic

appearance. A detailed summary of the proposed improvements is included in the Draft Mills Act Contract (Attachment A), with a summary provided here. With approval of a Mills Act Contract, the applicant would complete a reroof, extensive plumbing and sewer fixes, exterior painting, attic bracing, grading and drainage, structural repairs from rodent damage, interior paint, replacement of wood privacy fences, tree trimming and restoration and repair of the backdoor, hardwood floors, foundation, chimney, brickwork, and front porch stonework. The cost of the proposed work items would well exceed the property tax savings over ten years.

Qualifying Criteria and Staff Evaluation

Pursuant to Section 130 of City Council Resolution No. 2012-75, a historical property contract may be approved only if all the following criteria (shown below in *italics*) are met:

- A. The subject property meets the eligibility requirements for a Mills Act contract pursuant to California Government Code Section 50280.1 in that it is a privately owned property which is not exempt from property taxation, and is listed on the National Register of Historic Places, located in a National Register or local historic district, listed in a state or county official register of historic or architecturally significant sites, places or landmarks, or listed in the Register of Structures of Historic and Architectural Merit of the City of Claremont.*

The subject property is privately owned by the applicants (Megan and Anthony Clark) and is not exempt from property taxation. The subject property is listed in the Register of Structures of Historic and Architectural Merit of the City of Claremont. The property's architectural significance satisfies the Mills Act eligibility requirements.

- B. The subject property contributes significantly to the quality, diversity, historical interest, and ambience of the community.*

The existing residence contributes significantly to the quality, diversity, and historical ambience of Claremont. Constructed in 1921, the residence represents a solid example of Craftsman bungalow architecture, especially given its location on Harvard Avenue within the Historic Claremont neighborhood.

- C. Significant features that defined the historical character of the subject property, and its buildings have not been destroyed or can be restored based on documentary, physical, or pictorial evidence.*

The significant character-defining features of the subject property have largely been preserved, though some repairs and restoration are needed to extend the life of the home and improve the historic integrity of the home. The more significant proposed work, such as the plumbing, sewer, foundation, and structural repairs in the ceilings, and grading/drainage work, will increase the livability of the residence and significantly reduce the potential for future damage to the residence. Furthermore, proposed work such as painting, door restoration, wood floor refinishing, stonework repair, and landscaping will further preserve the functionality and architecturally contributing features that define the property. The home exhibits a solid level of integrity in design, materials, workmanship, and setting. Its historic character has not been lost and, where necessary, can be restored using documentary and physical evidence such as that found in Attachment G.

D. The owner of the subject property proposes to make improvements that are related to preservation and/or rehabilitation of character defining elements and/or historical and structural integrity of the property. Additionally, the cost of such improvements must be equal to or greater than the expected property tax savings for the first ten years, which needs to be distributed into two five-year periods.

All improvements proposed by the applicant are related to either the preservation and/or rehabilitation of character defining elements, or the structural and historical integrity of the property, and improved livability of the home, and the estimated cost of these improvements exceeds the expected property tax savings. The details of the planned improvements are listed in Attachment F.

In completing the proposed work items with the benefit of a historical property contract, the property's ability to continue contributing to the historical interest and ambience of the Claremont community will be enhanced. The applicant has proposed a sensible work plan that would help ensure the home's long-term livability and restore some of its key historic features.

Based on estimates provided by the applicant, the total cost of the proposed scope of work is approximately \$120,770, 207% of the estimated savings of \$58,188 that would result from the historical property contract over a 10-year period. With the signing of the historical property contract, the applicant would be required to invest the avoided property tax into the work outlined in Attachment F. Additionally, based on the proposed scope of work, the applicant would be contributing more of their own funds into the proposed work than they would be saving through their reduced property taxes.

E. The subject property is residential.

The subject property is a single-family residential property located in the HC 7,500 zoning district. The property remains in residential use, consistent with the Mills Act's residential eligibility criteria.

CEQA REVIEW

The proposed scheduled improvements within the contract are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15331 in that these improvements are for the restoration and rehabilitation of a historical resource, will be conducted in a manner consistent with the Secretary of the Interior's Standards of the Office of Historic Preservation of the Department of Parks and Recreation, United States Secretary of the Interior's Guidelines for Rehabilitation of Historic Properties, and the State Historical Building Code and will be subject to applicable City permitting requirements. Therefore, no further environmental review is necessary.

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 Melissa Sanabria at msanabria@claremontca.gov.

Notice of this project was published in the Claremont Courier on January 9, 2026. Copies of this staff report have been sent to the applicant and other interested parties.

Submitted by:

Brad Johnson
Community Development Director

Reviewed by:

Christopher Veirs
City Planner

Prepared by:

Daniel Kim
Assistant Planner

Attachments:

- A - Draft Mills Act Contract
- B - Draft APC Resolution
- C - Estimated Tax Savings Calculation
- D - Adopted Procedures for Review and Approval of Historic Property Contracts
- E - Photo Survey of the Subject Property
- F - Improvement Plan
- G - Historical Documents

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

CITY OF CLAREMONT
Attn: City Clerk, City of Claremont
207 Harvard Avenue
P.O. Box 880
Claremont, CA 91711

HISTORICAL PROPERTY (MILLS ACT) AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2026 by and between the CITY OF CLAREMONT, a municipal corporation of the State of California ("City") and Megan Clark and Anthony Clark, owners of real property located at 746 Harvard Avenue, Claremont ("Owners").

RECITALS

WHEREAS, the City Council of the City of Claremont ("City Council") is authorized by California Government Code Section 50280 et seq. (known as "the Mills Act") to enter into contracts with the owners of qualified historical properties to provide for appropriate use, maintenance, and rehabilitation such that these historic properties retain their historic characteristics; and

WHEREAS, on October 24, 2000, the City Council adopted Resolution No. 2000-157 establishing review criteria and procedures for historical property (Mills Act) contracts to encourage historical preservation, and on January 13, 2009, the City Council adopted Resolution No. 2009-04 expanding the review criteria for historic property (Mills Act) contracts; and

WHEREAS, on October 9, 2012, the City Council adopted Resolution No. 2012-75 amending the review criteria for historic property (Mills Act) contracts that supersedes Resolution Nos. 2000-157 and 2009-04; and

WHEREAS, Owner possesses fee title interest in real property, together with associated structures and improvements thereon, generally located at 746 Harvard Avenue within the City and more particularly described in Exhibit A hereto attached and made a part hereof ("the Property"); and

WHEREAS, the Property is a qualified historic property within the meaning of Government Code Section 50280.1, in that it is a privately owned property that is not exempt from property taxation and is listed in the Register of Structures of Historical and Architectural Merit of the City of Claremont; and contains the character defining elements described in Exhibit "B"; and

WHEREAS, all of the required criteria of Section 130 of City Council Resolution No. 2012-75 are met; and

WHEREAS, both Owners and City, for their mutual benefit, desire to protect and preserve the Property so as to retain its characteristics of historical and architectural significance.

AGREEMENT

NOW, THEREFORE, both Owners and City, in consideration of the mutual promises, covenants and conditions contained herein and the substantial public benefits to be derived therefrom, do hereby agree as follows:

1. AUTHORITY: This Agreement is made pursuant to California Government Code Sections 50280-50290 and Article 1.9 (commencing with Section 439) of Chapter 3, Part 2, of Division 1 of the California Revenue and Taxation Code and is subject to all of the provisions of those statutes.
2. TERM: This Agreement shall be effective commencing on the date of this Agreement and shall remain in effect for a period of ten years therefrom. Such term shall be renewed pursuant to the provisions of paragraph six below.
3. PRESERVATION OF PROPERTY: During the term of this Agreement, the Property shall be subject to the following conditions, requirements, and restrictions:
 - a. Owners shall preserve and maintain the characteristics of historical significance of the Property, and, where necessary, restore and rehabilitate the Property and its character defining features, in accordance with the regulations of the Claremont Municipal Code Chapter 16.300 and in conformance with the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, United States Secretary of the Interior's Standards for Rehabilitation of Historic Properties, and the State Historical Building Code.
 - b. Prior to commencing work on physical changes to the property, Owners shall notify the Director of Community Development to ensure that the changes comply with all applicable standards and regulations. All significant exterior building and site changes, and changes to the interior character defining features described in Exhibit "B" shall be subject to prior review by the City.
 - c. Owners shall obtain building permits for all permitted work prior to commencing work. When applying for building permits, Owners shall inform Building Division staff that the Property is under a Mills Act contract so that the City can be assured all work will be done in the manner required by the City and federal historic preservation standards.
 - d. Owners agree to make several improvements to the Property and shall complete this work in accordance with the attached schedule of home improvements, drafted by Owners, attached hereto as Exhibit "C." In addition, the cost of these improvements shall be equal to or greater than the property tax savings received for the first ten years. The cost of these improvements may be distributed over two, five-year periods.
 - e. Owners shall maintain all buildings, structures, yards and other improvements in a manner that does not detract from the appearance of the immediate neighborhood. The following conditions are prohibited:

- i) Dilapidated, deteriorating, or unrepainted structures, such as fences, roofs, doors, walls, and windows;
- ii) Storage of scrap lumber, junk, trash or debris visible from adjacent properties and the public right-of-way;
- iii) Outside storage of abandoned, discarded or unused objects or equipment visible from adjacent properties and the public right-of-way;
- iv) Stagnant water or excavations, including pools or spas;
- v) Any device, decoration, design, structure, or vegetation, which is unsightly by reason of its height, condition, or its inappropriate location.

f. Owners shall agree to periodic public access to Property for a limited tour or special event in coordination with Claremont Heritage or other community group. The first such event may occur within approximately five years from the date of this Agreement, and subsequent events may occur approximately once every five to eight years thereafter.

g. Owners shall not be held responsible for replacement of the historic structures if damaged or destroyed through "Acts of God" such as flood, tornado, lightning or earthquake.

h. Appeals under this Section shall be made to the Architectural and Preservation Commission pursuant to the City's standard appeal procedures set forth in the Claremont Municipal Code, Chapter 16.321.

4. FURNISHING OF INFORMATION AND ANNUAL COMPLIANCE REVIEW FEE: Owners shall furnish City any and all information requested by City, which may be necessary or advisable to determine compliance with the terms and provisions of this Agreement. This shall include an annual letter from Owners describing the home improvements completed during the previous year, along with other necessary documentation (i.e. pictures, receipts). In addition, Owners shall furnish City the required annual compliance review fee, which is calculated at 2.2 hours of staff time at the prevailing hourly rate approved by the City Council.

5. INSPECTIONS: Owners agree to permit examinations of the interior and exterior of the Property by representatives of the City, County Assessor, the State Department of Parks and Recreation, and the State Board of Equalization, to determine Owners' compliance with this Agreement. Such examinations shall be scheduled by appointment in advance, with a mandatory examination being performed every five years along with periodic examinations on an as-needed basis.

6. AUTOMATIC RENEWAL: On each anniversary date of this Agreement, one year shall be automatically added to the then-remaining term of this Agreement, unless notice of nonrenewal is given pursuant to the provisions of Paragraph 7 below.

7. NOTICE OF NONRENEWAL: If, in any year, either Owners or City desire not to renew the Agreement, that party shall serve written notice of nonrenewal on the other party in advance of the annual renewal date of the Agreement. Unless such notice is served by Owners at least 90 days, or by City at least 60 days, prior to the renewal date, one year shall automatically be added to the term of this Agreement. Upon receipt by Owners of the notice

of nonrenewal from City, Owners may make written protest to the City Council. At any time prior to the renewal date, City may withdraw its notice to Owners of nonrenewal.

8. EFFECT OF NOTICE NOT TO RENEW: If, in any year, either party serves notice of intent not to renew this Agreement, this Agreement shall remain in effect for the balance of the original ten-year term or, if applicable, until the date that is ten years after the effective date of the last renewal, whichever is later. Thereafter, this Agreement shall terminate.

9. CANCELLATION: City may cancel this Agreement if City determines that the Owners have breached any of the conditions or covenants of the Agreement or have allowed the Property to deteriorate to the point that it no longer meets the standards for a qualified historic property. City may also cancel this Agreement if it determines Owners have failed to timely restore or rehabilitate the Property in the manner specified in this Agreement.

10. NOTICE OF CANCELLATION: This Agreement may not be canceled pursuant to paragraph nine above until after City has given notice of, and has held, a public hearing as required by Governmental Code Section 50285.

11. CANCELLATION FEE: If City cancels this Agreement in accordance with paragraph nine above, Owners shall pay a cancellation fee of 12½% of the full value of the Property at the time of cancellation. The full value shall be determined by the County Assessor, without regard to any restrictions imposed on the Property pursuant to this Agreement. The cancellation fee shall be paid to the State Controller at such time and in such manner as the Controller shall prescribe and shall be deposited in the State General Fund.

12. NOTICES: All notices required by or provided for in this Agreement shall be given in writing and may be mailed or delivered in person. If mailed, notice by mail shall be deemed to have been given upon deposit of notice in the mail, postage prepaid, addressed as appropriate, to Owners at Owners' last known address on City's records, or to City at P.O. Box 880, Claremont, CA 91711, Attention: City Clerk.

13. NO COMPENSATION: Owners shall not receive any payment from City in consideration of the obligations imposed under this Agreement, it being recognized and agreed that the consideration for the execution of this Agreement is the substantial public benefit to be derived therefrom and the advantage that will accrue to Owners as a result of the effect upon the Property's assessed value on account of the restrictions required for the preservation of the Property.

14. EMINENT DOMAIN PROCEEDINGS: In the event that during the term of this Agreement, the Property is acquired in whole or in part by eminent domain or other acquisition by any entity authorized to exercise the power of eminent domain, and the acquisition is determined by the City Council to frustrate the purpose of this Agreement, the Agreement shall be canceled, and no fee shall be imposed pursuant to paragraph 11 hereof. In such event, this Agreement shall be deemed null and void for all purposes of determining the value of the Property so acquired.

If, subsequent to the filing of any action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the Property subject to the Agreement, the restriction on the use of the Property included in this Agreement shall without

further agreement of the parties, be reinstated and the terms of this Agreement shall be in force and effect.

15. REMEDIES AND ENFORCEMENT OF AGREEMENT: In lieu of, and/or addition to, any provisions to cancel this Agreement herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement. In the event that it is determined this Agreement does not constitute an enforceable restriction within the meaning of the applicable provisions of the California Government Code and the California Revenue and Taxation Code, except for unenforceability arising from the cancellation of nonrenewal of this Agreement, for any tax year during the term or any renewal of this Agreement, then this Agreement shall be null and void and without further effect and the Property subject to this Agreement shall from that time be free from any restriction whatsoever under this Agreement, without any payment or further act of the parties to the Agreement.

16. GENERAL PROVISIONS:

a. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors, or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

b. Owners agree to, and shall hold City and its elected officials, officers, agents, employees, representatives, and volunteers harmless from, liability for damage or claims for property damage which may arise from the direct or indirect use of operations of Owners and those of their contractors, subcontractors, agents, employees, and other persons acting on their behalf which relate to the use, operation and maintenance of the Property. Owners hereby agree(s) to and shall defend the operation and maintenance of the Property. Owners hereby agree(s) to and shall defend City and its elected officials, officers, agents, employees, representatives, and volunteers with respect to any and all actions for damages suffered, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not City prepared, supplied, or approved the plans, specifications or other documents for the Property.

17. NOTICE OF RECORDATION OF AGREEMENT: No later than 20 calendar days after the parties execute and enter into the Agreement, City shall cause this Agreement to be recorded in the office of the County Recorder of Los Angeles and shall submit a certified copy of this Agreement to the County Assessor's Office. Owners or their agent shall provide written notice of the Agreement to the State Office of Historic Preservation within six months of entering into the Agreement.

18. SUCCESSORS AND ASSIGNS: This Agreement is binding upon Owners' successors and assigns in interest or title to the Property. A successor in interest or title shall have the same rights and obligations under the Agreement as Owners. Each and every contract, deed or other instrument hereinafter executed, covering or conveying the Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

19. NONWAIVER: No acts or admissions by City, or any agent(s) of City shall constitute a waiver of any or all of City's right under this Agreement.

20. AMENDMENTS: This Agreement may be amended in whole or in part, only by a written recorded instrument executed by the parties hereto.

21. ATTORNEY'S FEES: In the event legal proceedings are brought by any party or parties hereto, for breach of this Agreement, or to compel conformance under this Agreement, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding shall be entitled to an award of reasonable attorneys' fees and costs in addition to all other relief to which it may be entitled.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date shown below, but this Agreement is effective as of the date and year first above written.

Property Owner:

DATE: _____

Megan Clark
Property Owner

Property Owner:

DATE: _____

Anthony Clark
Property Owner

DATE: _____

THE CITY OF CLAREMONT

By _____
Adam Pirrie
City Manager

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Real property in the City of Claremont, County of Los Angeles, State of California, described as follows:

Portions of Lots 13 and 14 in Block 13 of the CLAREMONT TRACT, in the City of Claremont, County of Los Angeles, State of California, as per map recorded in Book 15 Page(s) 87 of miscellaneous records, in the office of the County Recorder of said county, and that portion of streets adjacent to said Lot 13, vacated by order of the board of supervisors of said county, as per certified copy thereof recorded in Book 107 Pages 104 and 108 of miscellaneous records, in the office of the County Recorder of said county, described as follows:

Beginning at the Northeast corner of said Lot 14; thence Southerly along the Easterly line thereof, 55 feet: thence Westerly parallel with the Northly line of said Lots 14 and 13 and the prolongation thereof to a point in the Westerly line of said Lot 13; thence North along said Westerly line and the prolongation thereof, 55 feet to the prolongation of the Northerly line of said Lot 13; thence Easterly to the Point of Beginning.

APN: 8309-023-012

EXHIBIT B

CHARACTER DEFINING ELEMENTS OF PROPERTY – 746 Harvard Avenue

Significant Exterior Features

- Low pitched cross gabled roof
- 2-foot overhangs with decorative rafter tails on gable ends
- Front porch with sloping square columns made of natural stones
- Stone foundation
- Multi-light windows
- Decorative gable beams

Significant Interior Features

- Hard wood floors
- Craftsman doors
- Central Fireplace

EXHIBIT C

SCHEDULE OF IMPROVEMENTS – 746 Harvard Avenue

DESCRIPTION OF IMPROVEMENTS

Reroof	\$27,450
- Replace with similar composition shingles	
Plumbing and Sewer	\$19,925
- Reroute and repair blocked sewer line	
Exterior Painting	\$17,775
- Includes wood siding, trim, fascia, eaves, corbels, soffits, windows, doors, front porch, and garage door and frames	
Restore Backdoor	\$1,900
- Repair/rehang door and install new hinges, strike plate, and hardware	
Refinish Hardwood Floors	\$8,400
- Sand and Refinish	
Attic Bracing	\$2,800
- Reinforce existing framing and install collar ties, purlin bracing, and structural brackets where needed	
Foundation	\$4,400
- Install foundation anchor bolts or retrofit steel plates including epoxy anchoring (if applicable), and re-securing sill plates and cripple walls where necessary	
Chimney and Brick	\$2,200
- Repair visible cracks on brick and mortar joints on the interior and exterior and replace chimney flashing to roof for waterproofing	
Front Porch Stonework	\$2,200
Grading and Drainage	\$1,950
- Backfill and grade around crawl space access area to prevent moisture entry during rainfall and install rain cover or barrier over access hatch	
Structural Repairs from Rodent Damage	\$1,420
Interior Paint	\$12,550
- Includes walls, ceilings, baseboards, crown molding, window and door trim, doors, and door casings	

Replace Wood Privacy Fence	\$17,800
Tree Trimming	TBD

- remove tree branch that is dangerously close to existing roof of home.

Note: All work must conform to standards of the Office of Historic Preservation of the Department of Parks and Recreation, United States Secretary of the Interior's Guidelines for Rehabilitation of Historic Properties, and the State Historical Building Code. All work subject to City of Claremont design review as required by the Claremont Municipal Code.

RESOLUTION NO. 2026-**A RESOLUTION OF THE ARCHITECTURAL AND PRESERVATION COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF HISTORICAL PROPERTY (MILLS ACT) AGREEMENT #25-MA02 BETWEEN THE CITY AND THE OWNER OF THE PROPERTY LOCATED AT 746 HARVARD AVENUE – APPLICANT AND PROPERTY OWNER(S): MEGAN AND ANTHONY CLARK**

WHEREAS, on August 6, 2025, the owners of 746 Harvard Avenue filed a request for approval of a Historical Property Agreement; and

WHEREAS, the historic property at 746 Harvard Avenue meets the established criteria for participating in the Mills Act program and the Historical Property Agreement will result in the preservation of the character defining features of the property; and

WHEREAS, notice of the proposed agreement and the Architectural and Preservation Commission meeting at which this matter was considered was duly given and published; and

WHEREAS, the Architectural and Preservation Commission considered the request at its meeting on January 28, 2026, at which time all persons wishing to testify in connection with said agreement were heard, and the agreement was fully studied.

NOW, THEREFORE, THE ARCHITECTURAL AND PRESERVATION COMMISSION DOES HEREBY RESOLVE:

SECTION 1. The Architectural and Preservation Commission has determined that the proposed scheduled improvements within the contract are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15331 in that these improvements are for the restoration and rehabilitation of a historical resource, will be conducted in a manner consistent with the Secretary of the Interior's Standards of the Office of Historic Preservation of the Department of Parks and Recreation, United States Secretary of the Interior's Guidelines for Rehabilitation of Historic Properties, and the State Historical Building Code and will be subject to applicable City permitting requirements. Therefore, no further environmental review is necessary.

SECTION 2. The Architectural and Preservation Commission of the City of Claremont recommends to the City Council approval of Historical Property Agreement #25- MA02.

SECTION 3. The Architectural and Preservation Commission Chair shall sign this Resolution and the Commission Secretary shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 28th day of January, 2026.

Resolution No. 2026-

Architectural and Preservation Commission Chair

ATTEST:

Architectural and Preservation Commission Secretary

Calculation of Estimated Reduced Property Taxes for Properties Subject to Historical Property Contracts

Address: 746 Harvard Avenue

Current Property Owners: Megan and Anthony Clark

Upon approval of a historical property contract, the county assessor determines the reasonable expected yield by analyzing rental income of similar properties in the area or, if available, what the property would yield under prudent management. Reasonable expected yield for income-producing property is based on rents actually received and typical rents received for similar property in similar use, less maintenance and operating expenses.

The Mills Act capitalization rate is calculated by adding four component percentages including:

- An interest rate based on the Federal Home Loan Bank rate on conventional mortgages (**6.06% for January 2026**)
- The historical property risk (4% for owner-occupied single-family dwellings)
- A percentage equal to the reciprocal of the remaining life of the structure. The typical remaining life for a wood frame building is 20 years ($1/20 = 5\%$) and for masonry building is 50 years ($1/50 = 2\%$); however, typical remaining life for most buildings is 50 years ($1/50 = 2\%$) if adequate care is applied.
- The percentage of the tax rate times the assessment ratio (typically 1%).

The Capitalization Rate is used to calculate the estimated annual savings to the homeowner and estimated annual cost to the City, as noted in the table below:

Existing Property Value Calculations

\$916,385	County Assessed Value
\$9,164	Property tax (1% of value)
\$1,063	Claremont's share of property tax (11.6% of property tax)

Estimated Rental Calculations

\$4,000	Estimated monthly rent
\$48,000	Annual rent
\$3,400	Annual rent expenses (M&O costs)
\$44,600	Annual rent less expenses

Capitalization Rate

6.06%	Federal home loan interest rate (State Board of Equalization 2025)
4.00%	Historical property tax
2.00%	Amortization - 50 year life
1.00%	Tax rate
13.06%	Capitalization rate

New Property Value Calculation Under Mills Act Contract

\$341,501	New estimated property value (Annual rent less expenses/capitalization rate)
-\$7,000	<u>Homeowner's Exemption</u>
\$334,501	Taxable Value
\$3,345	New estimated property tax (1% of new taxable value)
\$5,819	Owner's annual savings
\$58,188.42	Owner's savings for first 10 years
\$388	Claremont's share of reduced property tax (11.6% of new property tax)
\$675	Estimated annual loss to Claremont

Notes

This Calculation does not include any special assessment district fees included in annual tax

This Calculation is an estimate, and is for a reference purpose only

RESOLUTION NO. 2012-75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT AMENDING THE CITY'S PROCEDURES AND CRITERIA FOR APPROVAL OF HISTORICAL PROPERTY (MILLS ACT) CONTRACTS.

WHEREAS, the City of Claremont ("City") has established a policy of historic preservation by addressing historic preservation as part of the City's General Plan; and

WHEREAS, as set forth in the Land Use, Community Character, and Heritage Preservation, the City recognizes the importance of conserving and safeguarding the City's cultural, architectural, and historical resources that contribute to the special and unique character of the City, and create a recognizable identity for the community; and

WHEREAS, the Historic Preservation Element sets forth the following goal and policies:

Goal 2-14	Retain and celebrate Claremont's rich history and heritage, as evidenced through its development patterns, buildings and building materials, landscaping, street treatments, parks and open space, and civic architecture.
Policy 1-14.1	Continue to protect architectural, historical, open space, environmental, and archaeological resources throughout the City.
Policy 1-14.3	Continue to encourage pride in the quality and character of historic areas.
Policy 1-14.5	Continue to support the retention and/or adoptive reuse of existing residential, commercial, and industrial buildings where possible, particularly structures listed on the Register of Structures of Historical and Architectural Merit of the City of Claremont.
Policy 1-14.6	Strive to prevent the demolition of structures listed on the Register of Historical and Architectural Merit of the City.
Policy 1-14.8	Continue to offer historic preservation tools such as the Mills Act.
Policy 1-14.9	Explore and evaluate different approaches to protect and enhance historic resources throughout the community; and

WHEREAS, the State of California enacted the Mills Act (California Government Code Section 50820, et seq.) to allow cities to enter into contracts with owners of "qualified historical property" to preserve historical properties by reducing property taxes; and

WHEREAS, Mills Act contracts provide a benefit to the City in helping to ensure that important community resources are preserved and/or restored, and to help carryout the goals and policies of the City's General Plan; and

WHEREAS, in October, 2000, the City Council adopted Resolution 2000-157 that established a procedure and qualifying criteria for historical property contracts, which included a criteria that limited the number of properties that qualified for historical property contracts; and

WHEREAS, in January 2009, the City Council adopted Resolution 2009-04, which expanded the criteria for historic property contracts in order to encourage additional Mills Act contracts that will help to advance the City's historic preservation goals and policies, and to restrict the number of Mills Act contracts to no more than six per calendar year in order to limit the fiscal impact the Mills Act contracts will have on the City; and

WHEREAS, the City Council retains the final authority to approve, deny, or modify any Mills Act contract recommended by the Architectural Commission; and

WHEREAS, on February 29 and September 12, 2012, the Architectural Commission reviewed and analyzed the current procedures and criteria for the Mills Act Program, and adopted Resolution 2012-12 recommending approval to the City Council to amend the existing program to incorporate an annual review fee to recover the cost of staff time associated with annual reviews for contract compliance, which is calculated at 2.2 staff hours at the prevailing hourly rate approved by the City Council (current rate is \$98.50 making the annual review fee \$217), and to modify Criteria D to state that the proposed improvements be related to the preservation and/or the rehabilitation of character defining elements and/or historical and structural integrity of the property. Additionally, the cost of such improvements must be equal to or greater than the expected property tax savings for the first ten years, which needs to be equally distributed into two five-year periods; and

WHEREAS, on October 9, 2012, the City Council fully reviewed the subject matter at its regular meeting.

NOW, THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. The City Council has determined that amendment of procedures for approval of Mills Act contracts is not a project defined by Section 15378 of the California Environmental Quality Act (CEQA) guidelines. Therefore, no further environmental review is necessary.

SECTION 2. The procedure and qualifying criteria for approval of historical property contracts are amended to read as follows:

PROCEDURES FOR REVIEW AND APPROVAL OF HISTORICAL PROPERTY (MILLS ACT) CONTRACTS

110 PURPOSE OF MILLS ACT

In 1976, legislation was adopted in California that created an alternative method for determining assessed value of certain qualified historical properties. Commonly referred to as the Mills Act, the law provides an income-based tax formula for eligible properties subject to historical property contracts (Article 12, commencing with Section 50280, of Chapter 1, Part 1 Division 1, Title 5, of the California Government Code).

The use of the Mills Act gives communities the flexibility to deal with historical structures on a case-by-case basis. Local government has the option to choose which properties are suitable for the incentive by evaluating various factors. These contracts can be used both as a tool to rehabilitate and preserve an individual building, and as part of a broader community-wide program.

As a preservation incentive, historical property contracts offer advantages to both local government and property owners. The contracts provide property tax relief for owners of qualified historical properties who agree to abide by reasonable preservation requirements. For local government, the preservation requirements ensure an authentic rehabilitation and a high level of maintenance of a cultural resource that is important to the community.

120 APPLICATION FILING

Any residential property owner may file an application with the required submittal deposit of \$1,000 for a historical property contract with the Department of Community Development. The application shall be made on forms provided by the department and submitted to the department together with the application fee deposit, and such documentation, information, and photographs required by the department for a complete understanding of the qualities and characteristics of the property for which the historical property contract is requested, and a description of, and timeframe for, proposed improvements to the property. City costs in processing applications shall be charged against application fee deposits.

Prior to determining the completeness of an application, the Director shall provide a copy of the application and submitted materials to Claremont Heritage for review and comment. Prior to submittal of an application, the property owner is encouraged to discuss with City staff whether their property meets the criteria for historical property contracts.

130 CRITERIA FOR AN HISTORICAL PROPERTY CONTRACT

An historical property contract may be approved only if all the following criteria are met:

- A. The subject property meets the eligibility requirements for a Mills Act contract pursuant to California Government Code Section 50280.1 in that it is a privately owned property which is not exempt from property taxation, and is listed on the National Register of Historic Places, located in a National Register or local historic district, or listed in a state or county official register of historic or architecturally significant sites, places or landmarks, or in the Register of Structures of Historic and Architectural Merit of the City of Claremont;

- B. The subject property contributes significantly to the quality, diversity, historical interest, and ambience of the community;
- C. Significant features that define the historical character of the subject property, and its buildings have not been destroyed or can be restored based on documentary, physical, or pictorial evidence;
- D. The owner of the subject property proposes to make improvements that are related to preservation and/or rehabilitation of character defining elements and/or historical and structural integrity of the property. Additionally, the cost of such improvements must be equal to or greater than the expected property tax savings for the first ten years, which needs to be distributed into two five-year periods; and
- E. The subject property is residential.

140 PREPARATION OF HISTORICAL PROPERTY CONTRACT

Upon receipt of a complete application for a property meeting the above criteria, the Director of Community Development or his/her designee shall assist the property owner in preparing a draft historical property contract and agreement conditions, and an example of tax savings. The city attorney shall review the proposed contract to ensure it conforms to statutory guidelines.

As part of the contract, the owner of the property shall agree to periodic examinations, by appointment, of the interior and exterior of the property by representatives of the City, County Assessor, the State Department of Parks and Recreation, and the State Board of Equalization, to determine the owner's compliance with the contract. The owner shall also agree to conform to the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, United States Secretary of the Interior's Standards for Rehabilitation of Historic Properties, and the State Historical Building Code.

150 HEARING REQUIREMENTS

After the City Attorney has completed a review of a draft historical property contract, the matter shall be referred to the Architectural Commission at their next available meeting. Notice of the hearing by the Architectural Commission shall be given not less than ten days prior to any action taken on the application by publishing a notice in a local newspaper. Such notice shall include the date, time, and place of the hearing and general explanation of the matter to be considered. Notice of the hearing shall also be sent to the record owner(s) and to other persons who have requested to be notified of such matters, or whom staff determines may have an interest in the matter.

160 COMMISSION RECOMMENDATION AND COUNCIL DECISION

The Architectural Commission shall, by resolution, make a recommendation related to the application, and the resolution shall be forwarded to the City Council. The City

Council shall consider the recommendation of the Architectural Commission and make a decision on the proposed historical property contract. The City Council shall have complete and final authority to approve, deny, or modify any historical property contract recommended by the Architectural Commission.

170 EXECUTION OF CONTRACT

The City Manager shall have the authority on behalf of the City to execute historical property contracts approved by the City Council.

180 CONTRACT RECORDATION

Upon approval and execution of a historical property contract, the City Clerk shall submit a certified copy of the agreement for recording to the County Recorder of Los Angeles, and the County Assessor's Office. Written notice of the agreement shall also be provided to the State Office of Historic Preservation.

190 PERIODIC REVIEW OF CONTRACT

The Director of Community Development shall periodically review the historical property contract and inspect the property to determine the property owner's compliance with the contract. The owner of the property shall, on an annual basis, provide the Director with a letter describing the home improvements completed during the preceding year, along with the annual review fee (calculated at 2.2 staff time at the prevailing hourly rate approved by the City Council).

200 MAXIMUM NUMBER OF CONTRACTS PER YEAR

The City Council shall approve no more than six historical property contracts during any one calendar year period.

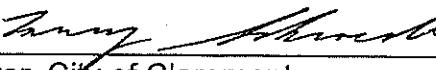
SECTION 3. If applicable, the applicant shall be notified when the City costs in processing the application exceed \$1,000 and advised of the estimated costs to continue/finish processing the application. If applicable, the applicant shall be notified again when the City costs in processing the application exceed \$1,500 and advised of the estimated costs to continue/finish processing the application.

SECTION 4. Resolution Nos. 2000-157 and 2009-04 are hereby repealed in their entirety and superseded by the provisions set forth in this Resolution.

SECTION 5. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

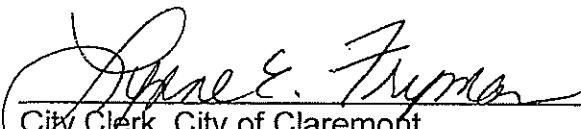
SECTION 6. This Resolution shall take effect immediately, provided that the fee for the annual review of the historical property contract shall not take effect until 60 days after the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of October, 2012.



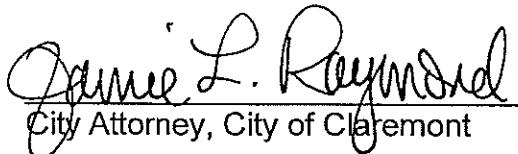
Mayor, City of Claremont

ATTEST:



Diane E. Flynn
City Clerk, City of Claremont

APPROVED AS TO FORM:



Jamie L. Raymond
City Attorney, City of Claremont

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

I, Lynne E. Fryman, City Clerk of the City of Claremont, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2012-75 was regularly adopted by the City Council of said City of Claremont at a regular meeting of said Council held on the 9th day of October, 2012, by the following vote:

AYES: COUNCILMEMBERS: NASALI, PEDROZA, CALAYCAY, LYONS, SCHROEDER

NOES: COUNCILMEMBERS: NONE

ABSTENSIONS: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

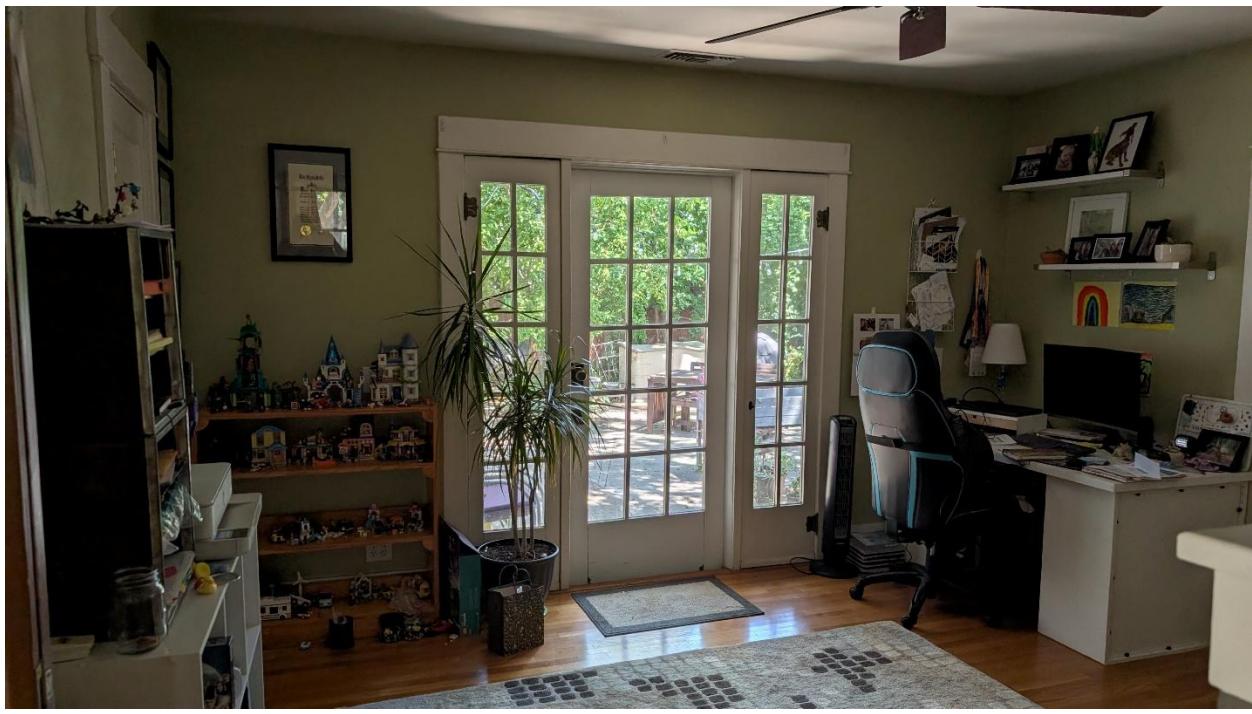
June E. Flynn
City Clerk of the City of Claremont

Photo Survey – 746 Harvard Avenue













746 Harvard 10-year Improvement Plan

Roof	\$27,450.00
Plumbing & Sewer	\$19,925.00
Exterior Painting	\$17,775.00
Restore Backdoor	\$1,900.00
Refinish Hardwood Floors	\$8,400.00
Attic Bracing	\$2,800.00
Foundation	\$4,400.00
Chimney & Brick	\$2,200.00
Front Porch Stone Work	\$2,200.00
Grading & Drainage	\$1,950.00
Structure Repairs for Rodent Damage	\$1,420.00
Interior Paint	\$12,550
Replace Wood Privacy Fence	\$17,800
Tree Trimming (to keep trees off house)	TBD
	\$120,770.00 Total

Sent by Joey Rasich on May 14, 2025

Sent

**Gold Coast Solutions Lic #1052473**

1164 Monte Vista Ave Ste 9 • Upland, CA 91786-8202 • Phone: (909) 686-1361

Megan CLark

Phone: [REDACTED]

Cell: [REDACTED]

Job Address:

746 Harvard ave
Claremont, Ca 91711**Print Date:** 5-19-2025**Proposal for Construction Services**

Thank you for considering Gold Coast Solutions for your home improvement project! My name is **Joey Rasich**, and I will be your main point of contact throughout this process. This proposal provides an overview of the scope of work, estimated pricing, and tentative scheduling. Please note that these details may be refined in the final **Home Improvement Contract**, which will include all required disclosures and finalize our mutual obligations. Feel free to reach out to me directly at joey@goldcoastsolutions.com if you have any questions.

Items	Description	Price
CH-05-RF 2401 Roofing	<p>Gold Coast will perform tear off and haul away of old roofing material. We will haul away the debris to the dump.</p> <p>We will inspect the existing roof sheeting.</p> <p>We will install new double layer 60 lb felt paper for water proofing.</p> <p>We will install new drip edge metal, flashing metal, and valley metal throughout the entire roof.</p> <p>We will install new Wwens corning tru definition duration cool roof shingles in a customer approved color throughout the entire roof.</p> <p>We will perform a nail sweep around the property and clean up our construction debris</p> <p>** We will install new roof sheeting as needed. The sheeting replacement portion of this project will be billed separately at \$120/ 8x4 plywood sheet. This cost will be in addition to this line item**</p>	\$27,450.00
CH-06-PC 2401 Plumbing Connections	<p>Gold Coast will dig up the old main sewer line and remove from the crawl space of the house.</p> <p>We will trench and dig in preparation for new main sewer line installation</p> <p>We will run and install a new 3" ABS main drain line under the house and through the yard in order to connect to the main sewer line at the street.</p> <p>We will make all new drainage connections from underneath the house to the new main line.</p> <p>We will backfill the trench</p> <p>—</p> <p>We will install a new tankless water heater (Noritz 1200) in place of the old water heater. We will test the new water heater and haul the old one away</p> <p>—</p>	\$19,925.00

Items	Description	Price
CH-16-EP 2401 Exterior Painting	Scope includes preparation and painting of all accessible exterior wood surfaces, including:	\$17,775.00
	All wood siding	
	Wood trim, fascia, eaves, corbels, and soffits	
	Exterior wood-framed windows and doors	
	Front porch woodwork and entry areas	
	Garage exterior wood doors and frames	
	Preparation Includes:	
	Pressure washing all exterior wood surfaces to remove dirt, peeling paint, and debris	
	Scraping, sanding, and priming all bare or weathered wood	
	Caulking gaps, joints, and seams around trim, doors, and windows to seal against moisture	
	Spot repair of minor surface imperfections (cosmetic only)	
	Masking and protecting all landscaping, hardscapes, and non-painted elements (fixtures, windows, etc.)	
	Painting Includes:	
	Application of two coats of premium exterior paint (Sherwin-Williams SuperPaint or equivalent) in customer-approved colors	
	Paint all wood siding, trim, fascia, eaves, corbels, windows, doors, and porch woodwork	
	Includes labor, paint, caulking, and standard materials	
OD - FC 2301 - Finish Carpentry	Gold Coast will re-hang and repair the existing french door existing into the backyard. We will install new hinges and strike plate and customer provided lockset/ hardware on the door	\$1,900.00
GC-FR 2301 attic bracing	Gold Coast will Install collar ties, purlin bracing, and structural brackets where needed and where visable to reinforce the existing conventional framing.	\$2,800.00
CH-03-FD 2401 Foundation	Gold Coast will Install foundation anchor bolts or earthquake retrofit steel plates at the sill plate where visible and accesible to properly secure the structure to the foundation.	\$4,400.00
	Work will include proper drilling, epoxy anchoring (if applicable), and re-securing of sill plates and cripple walls where necessary.	
FP-FBT 2301 chimney / brick repair	Gold Coast will repair visible Cracks on exterior aide of bricks and mortar joints of the chimney / fireplace	\$2,200.00
	We will also seal or replace damaged mortar and apply weatherproof sealant on the exterior of the chimney	
	We will also replace the chimney flashing to roof to maintain a watertight connection.	

Items	Description	Price
GB- CR 2401 - Hardwood flooring refinishing	<p>Gold Coast will perform hardwood flooring refinishing throughout the entire house. The following scope of work is included:</p> <p>1. Prep Work Remove all furniture and personal items from work areas (by homeowner or as agreed). Protect all surrounding areas, including wall baseboards, cabinets, vents, and adjacent flooring with plastic sheeting and painter's tape. Seal off doorways and vents with plastic to minimize dust migration. Inspect flooring for damaged boards, gaps, or nail pops. Repair or replace any loose or damaged boards as needed. Remove any existing finishes, adhesives, or surface contaminants.</p> <p>2. Sanding Sand entire wood floor surface using professional-grade floor sanders. Use a 3-stage sanding process: coarse, medium, and fine grits to remove old finish and smooth the surface. Hand-sand edges, corners, and hard-to-reach areas. Vacuum thoroughly and tack cloth all flooring to remove dust and debris.</p> <p>3. Staining (Optional) If staining is requested, apply approved stain color evenly with appropriate drying time. Conduct a sample color test if necessary and get client approval before full application.</p> <p>4. Finishing Apply first coat of polyurethane or water-based finish (satin, semi-gloss, or gloss, per client selection). Allow full dry time as recommended by manufacturer. Screen (lightly sand) the floor to remove raised grain or bubbles. Vacuum and tack cloth between coats. Apply second and third coats of finish with proper dry and cure time between each.</p> <p>5. Cleanup Remove all plastic sheeting and painter's tape. Dispose of all dust and debris from sanding. Final sweep, vacuum, and wipe-down of all work areas. Clean all flooring with microfiber mop and approved finish-safe cleaner. Provide care and maintenance instructions to the homeowner.</p> <p>Notes:</p> <p>Floors must remain undisturbed during drying/curing period (typically 24–48 hours for walking, 72+ hours for furniture, 7 days for rugs).</p> <p>All work to be completed in accordance with NWFA (National Wood Flooring Association) standards.</p>	\$8,400.00
CH-07-ELM 2401 Electrical Material & Labor	<p>Gold Coast will perform electrical work in the living room as described below:</p> <p>Replace existing electrical switches in the living room with updated switches Add new TV outlet (includes electrical box, wiring, and cover plate) Remove and replace existing light fixtures in the living room (customer to provide new fixtures). Rough and finish electrical work is included.</p>	\$1,800.00

Items	Description	Price
CH-12-RC 2401 RTA Cabinetry	<p>Gold Coast will Remove existing pedestal sink</p> <p>We will Install customer-provided vanity with integrated sink or countertop and separate sink</p> <p>Reconnect existing plumbing (supply lines and drain) to new vanity setup</p> <p>Apply caulking and secure vanity to wall</p>	\$950.00
CH-08-HVAC 2401 HVAC	<p>Laundry Dryer Vent Cleaning and Safety Upgrade Scope includes the following:</p> <p>Inspect and clean existing dryer vent to remove lint buildup and improve airflow</p> <p>Verify proper vent routing and termination</p> <p>Install new dryer vent duct or connectors if needed to ensure secure and fire-safe configuration</p>	\$800.00
CH-02-GF 2401 Grading, demo & drainage	<p>Scope includes the following:</p> <p>Add backfill and grading around crawl space access area to prevent moisture entry during heavy rains</p> <p>Compact soil to promote proper drainage away from the access point</p> <p>Install rain cover or barrier over access hatch TO REDUCE WATER INTRUSION</p>	\$1,950.00
OD-14-TW 2401 front porch Stone work	<p>Porch Stone Tuckpointing</p> <p>Scope includes the following:</p> <p>Clean and prep affected stone joints on front porch</p> <p>Remove deteriorated or loose mortar between stones</p> <p>Apply new mortar to match existing as closely as possible</p> <p>Tool and finish joints for a uniform appearance</p>	\$2,200.00
CH-17-IP 2401 Interior Painting	<p>Scope includes preparation and painting of all interior surfaces throughout the home, including:</p> <p>Walls in all rooms (bedrooms, bathrooms, kitchen, living areas, hallways, and laundry)</p> <p>Ceilings throughout the house</p> <p>All baseboards, crown molding, window and door trim</p> <p>All interior doors and door casings</p> <p>Preparation Includes:</p> <ul style="list-style-type: none"> - Light sanding of surfaces - Patching of minor nail holes, dents, and cosmetic imperfections - Caulking gaps at trim, baseboards, and moldings where needed - Masking and covering of flooring, fixtures, cabinetry, and furnishings (if present) to protect during painting <p>Painting Includes:</p> <ul style="list-style-type: none"> - Two coats of paint on walls and ceilings in customer-selected colors and finishes - Semi-gloss or satin finish on all trim, baseboards, and doors - Flat or matte finish on ceilings - Includes labor and high-quality paint (Sherwin-Williams super paint or equivalent) <p>Notes:</p> <p>Home must be accessible and reasonably cleared to allow painting crews to work efficiently</p> <p>Includes standard prep only—major wall repairs, drywall replacement, or stain blocking not included</p> <p>Final walkthrough included to identify and touch up any missed areas</p>	\$12,550.00

Total Price: \$105,100.00

We appreciate the opportunity to collaborate on your project. Once you approve this proposal, we will prepare the official Home Improvement Contract, which will include confirmed start and completion dates, a detailed payment schedule, and all other required provisions. We look forward to working with you!

General Contractor: Gold Coast Solutions

Address: 1164 Monte Vista Ave #9, Upland, CA 91786

Phone: (909) 686-1361

License Number: #1052473

Website: www.goldcoastsolutions.com

Email: admin@goldcoastsolutions.com

Proposal Price: [\$92,550.00]

By signing below, you indicate your approval of the scope and pricing outlined in this Proposal. However, this Proposal does not constitute a legally binding Home Improvement Contract. No work will begin, and no payment will be collected, until both parties sign the final Home Improvement Contract containing all finalized terms.

Signature: _____

Date: _____

Print Name: _____

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

HISTORIC RESOURCES INVENTORY

Ser. No. _____
HABS _____ HAER _____ NR _____ SHL _____ Loc _____
UTM: A _____ B _____
C _____ D _____

IDENTIFICATION

1. Common name: _____
2. Historic name: _____
3. Street or rural address: 716 Harvard
4. City Claremont Zip 91711 County LA
5. Parcel number: 8309-023-012 Present Owner: Patrick & Teresa Perry Address: 1010 HUASNA
City Arroyo Grande (A) Zip 93420 Ownership is: Public _____ Private _____
6. Present Use: residence Original use: same

DESCRIPTION

7a. Architectural style: _____

7b. Briefly describe the present *physical description* of the site or structure and describe any major alterations from its original condition:

One story shiplap sided house with natural stone foundation. Recessed, enclosed veranda of natural stone with stone columns on each side. Vent in gabled, low pitched roof of composition shingle with 2 ft. overhang and lookout beams. Brick chimney. N. side has 3 single light windows in row.



8. Construction date: Estimated _____ Factual 1921
9. Architect _____
10. Builder _____
11. Approx. property size (in feet)
Frontage 55' Depth 100'
or approx. acreage _____
12. Date(s) of enclosed photograph(s)
1978

13. Condition: Excellent Good Fair Deteriorated No longer in existence

14. Alterations: Front porch glassed in

15. Surroundings: (Check more than one if necessary) Open land Scattered buildings Densely built-up
Residential Industrial Commercial Other: _____

16. Threats to site: None known Private development Zoning Vandalism
Public Works project Other: _____

17. Is the structure: On its original site? Moved? Unknown?

18. Related features: _____

SIGNIFICANCE

19. Briefly state historical and/or architectural importance (include dates, events, and persons associated with the site.)

City directory lists Edith Rogers, cashier as the resident in 1922-23.
Claremont Courier 1/17/25 states Mrs. Mabel Hill (dtr. at Pomona) lives here.

20. Main theme of the historic resource: (If more than one is checked, number in order of importance.)

Architecture Arts & Leisure _____

Economic/Industrial Exploration/Settlement _____

Government Military _____

Religion Social/Education _____

21. Sources (List books, documents, surveys, personal interviews and their dates).

City directory
Claremont Courier

22. Date form prepared 4-85

By (name) Hart

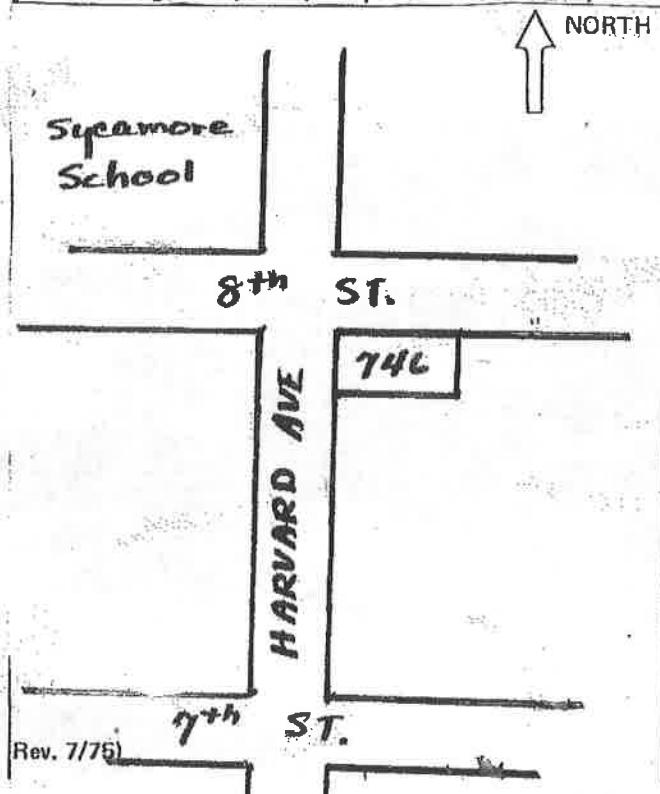
Organization Claremont Heritage

Address: 590 W. Bonita

City Claremont Zip 91711

Phone: 714-621-0848

Locational sketch map (draw and label site and surrounding streets, roads, and prominent landmarks):





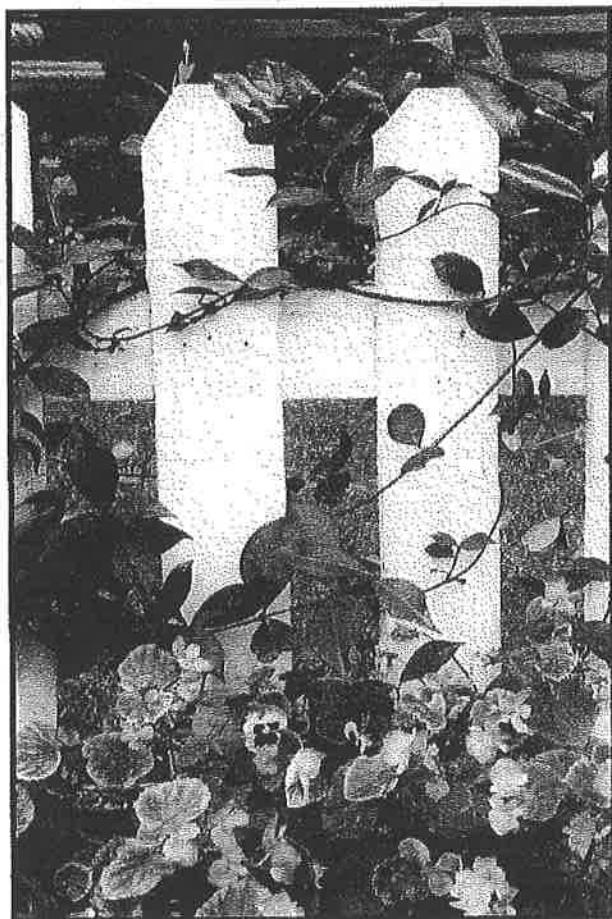
2

**746 Harvard Avenue
Built 1921
Home of Steven Holmes**

This one story small bungalow with its shiplap siding has a typical Claremont rock foundation. The veranda is also made of natural stone as are the columns on either side. The low pitched roof has a 2 foot overhang and lookout beams and on the north elevation the most distinctive feature are the three windows in a row which were part of the dining room design. Built in 1921 it is unclear whether it was built to be a rental or an owner occupied home. In that same year, 1921, The Claremont Courier had several articles about the need for new housing in town. Over 50 new houses were built in that year and it was by far the biggest increase ever in one year. Yet there was still a shortage of housing!

Carl Peter Schott built the house but immediately rented it out. Schott came to Pomona College in 1916 as an Assistant Professor of Physical Education and became chair of the department a few years later. He then went on to Columbia and Penn State where he was also Athletic Director. He rented the house to a series of single women- a cashier, a teacher, a "director" at Pomona College. In the 1930s a widow, Florence Picket owned the house along with her daughter, Lulu- a teacher. They remained through the 30s and 1940s. In 1957 Paul and Sara Waszink, who had emigrated from the Netherlands, bought the house. Here they raised their son Paul who attended Pomona College. In 1978 it was sold and again became a rental. Maintenance was not good and the house fell into disrepair.

In 2002 the present owner, Steve Holmes, purchased the house and began a two year renovation. The glassed-in front porch was opened up and the etched concrete flooring was restored. The huge fireplace was retiled on both sides and the rotted dining room built ins were removed and replaced this time with a granite counter. The kitchen was enlarged and completely redone and a laundry was added. The single car garage was enlarged and the bedrooms were reconfigured. Stained glass was added in several areas. New landscaping is the grace note that makes this a wonderful addition to the block.



3
4
5

746 N. Harvard Ave, - Research done April 2006 by Margaret Cooke.

Assessor records say this house built in 1921.

City Directories show the following:

1922-23- Edith Rogers- cashier- probably does not own the house.

1925 - *Courier* says Mrs. Mabel Hill, dtr. at Pomona, lives here.

1928- Emma E. Parker. Probably does not own the house. - *Dear Dennis (owns)*

1931- Mary L. Townsend- teacher-renting- (then built house on W. 7th St) *Booster Club*

1934- Samuel M. Fields and Beatrice- He is a vet. Seem to own the house. ?

1937-1938- Lulu Picket, teacher seems to own the house. Florence Picket, widow of F.W. also lives there.

1940-41-Same as above- but it seems that Florence is now listed as the owner.

1945-46- Same as above.

Assessor's Book:

1978-79- Paul and Sara H. Waszink. Built 1921. No date purchased. 1420 Square feet.

1984-Patrick and Theresa Perry. Bought March 1978.

Ginger: I think that houses were built as rentals at about that time, due to the severe housing shortage in Claremont. In May or June I'll check the Courier on this to see if I can find who built it. There may also be something about the housing shortage. Hope this helps. Margaret

*Sanborn map
1920?*