

# **CLAREMONT COMMUNITY AND HUMAN SERVICES 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."*

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City Council Chamber  
225 Second Street  
Claremont, CA 91711



**Wednesday  
September 03, 2025  
7:00 PM**

## **COMMISSIONERS**

**BRISA SIFUENTES  
CHAIR**

**RUSS BINDER**

**NANCY BROWER**

**KATHRYN MORA**

**LAUREN ROSELLE**

**DEBORAH SCOTT TOUX**

**DIRK SILVA**

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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/93017264737>. To listen via telephone dial (213)338-8477, Webinar ID: 930 1726 4737. 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 Community and Human Services Commission will be distributed to the Commission and imaged into the record of the meeting. Email: [pcisneros@claremontca.gov](mailto:pcisneros@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](http://www.claremontca.gov).

**For assistance, comments, or more information please contact Patricia Cisneros, Commission  
Secretary, (909)399-5336.**

## CALL TO ORDER THE MEETING OF THE COMMUNITY AND HUMAN SERVICES COMMISSION

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

#### Introductions:

Kathryn Mora, Community and Human Services Commissioner  
Luis Vaquera, Recreation and Human Services Supervisor

#### Announcement:

Claremont Helen Renwick Library Updates

### COMMISSION ITEMS

#### 1. SELECTION OF CHAIR AND VICE CHAIR AND COMMITTEE APPOINTMENTS

**Recommendation:** Staff recommends the Community and Human Services Commission:  
A. Nominate and select a Chair and Vice Chair; and  
B. Make committee appointments for the 2025-26 term.

**Attachment(s):** 2024-25 Committee Liaison Assignments

#### 2. ANNUAL TRAINING ON OPEN MEETING LAWS, PUBLIC RECORDS ACT, CONFLICT OF INTEREST RULES, AND CLAREMONT'S ELECTED AND APPOINTED OFFICIALS' HANDBOOK; PRESENTED BY ALISHA PATTERSON, CITY ATTORNEY

**Recommendation:** Staff recommends the Community and Human Services Commission receive a 20-minute presentation from the City Attorney on open meeting laws, public records act, conflict of interest rules, and Claremont's elected and appointed officials' handbook; and ask clarifying questions.

### 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 Community and Human Services 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 to be 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.

**3. COMMUNITY AND HUMAN SERVICES COMMISSION REGULAR MEETING MINUTES OF JUNE 4, 2025**

**Recommendation:** Staff recommends the Community and Human Services Commission approve and file the Community and Human Services Commission regular meeting minutes of June 4, 2025.

**Attachment(s):** 06-04-25 Draft C&HS Commission Regular Meeting Minutes

**4. COMMITTEE MEETING MINUTES**

**Recommendation:** Staff recommends the Community and Human Services Commission receive and file the various Committee meeting minutes.

**Attachment(s):** 03-12-25 CoA Meeting Minutes  
05-22-25 IDC Meeting Minutes

**5. TREE PLANTINGS AND REMOVALS FOR APRIL, MAY, AND JUNE 2025**

**Recommendation:** Staff recommends the Community and Human Services Commission receive and file the tree plantings and removals report for April, May, and June 2025.

**Attachment(s):** Trees Planted by Address - April, May, and June 2025  
Trees Removed by Address - April, May, and June 2025  
Photos of Removed Trees - April, May, and June 2025

**6. APPOINTMENTS AND REAPPOINTMENTS TO THE TEEN COMMITTEE**

**Recommendation:** The Ad Hoc Selection Committee recommends the Community and Human Services Commission make the following appointments and reappointments to the Teen Committee for a one-year term to expire on August 31, 2026:

Appointments:

- ☐ Katie Kwon
- ☐ Ainsley Tudor

Reappointments:

- ☐ Durham (Knox) Peng
- ☐ Brianna Stodghill
- ☐ Marc Zambrano
- ☐ Luciana (Lucci) Troendle
- ☐ Nika Crisostomo
- ☐ Pablo Guevara
- ☐ Mandana Mojaverian
- ☐ Madison Muhammad
- ☐ Fengxue (Fiona) Wu

**7. COMMITTEE REAPPOINTMENTS**

**Recommendation:** Staff recommends the Community and Human Services Commission reappoint Cynthia Barnes-Slater and Cathleen Crayton to the Committee on Human Relations and Charles Gale to the Independence Day Committee for terms set to expire on August 31, 2029.

**8. REVISIONS TO THE POLICIES AND PROCEDURES OF THE COMMITTEE ON AGING**

**Recommendation:** Staff recommends the Community and Human Services Commission approve the revisions to the Committee on Aging Policies and Procedures, reducing the membership from eleven to nine in total.

**Attachment(s):** CoA Policies and Procedures

**ADMINISTRATIVE ITEM****9. FRIENDS OF THE CLAREMONT HILLS WILDERNESS PARK 2024-25 ANNUAL REPORT**

**Recommendation:** Staff recommends the Community and Human Services Commission receive and file the Friends of the CHWP Annual Report.

**Attachment(s):** Friends of the CHWP Annual Report 2024-25

**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 COMMUNITY AND HUMAN SERVICES COMMISSION WILL BE HELD ON, OCTOBER 1, 2025, 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, PATRICIA CISNEROS, SENIOR 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 AUGUST 28, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: SEPTEMBER 4, 2025



# Claremont Community and Human Services Commission

## Agenda Report

**File #:** 5681

**Item No:** 1.

**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** JEREMY SWAN, COMMUNITY SERVICES DIRECTOR  
MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**SELECTION OF CHAIR AND VICE CHAIR AND COMMITTEE APPOINTMENTS**

**SUMMARY**

Each year, after the seating of new commissioners appointed by the City Council, the Community and Human Services Commission elects new officers and appoints members to its seven standing committees. Attached is a list of current committee assignments.

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission:

- A. Nominate and select a Chair and Vice Chair; and
- B. Make committee appointments for the 2025-26 term.

**ALTERNATIVES TO RECOMMENDATION**

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

- Request additional information from staff and postpone discussion of appointments to a subsequent meeting.

**FINANCIAL REVIEW**

This item does not have a direct financial impact. The staff cost to prepare this report is estimated at \$437 and is included in the operating budget of the Community Services and Recreation and Human Services Departments.

## **ANALYSIS**

### **Commission Chair and Vice Chair**

The Chair of the Community and Human Services Commission for the past year was Brisa Sifuentes, and the Vice Chair was Lauren Roselle. The Chair is responsible for conducting the monthly Commission meetings and working closely with staff to develop the agendas. The Chair also acts as the liaison between the City Council and the Commission, and the Vice Chair fulfills the Chair's role in their absence.

### **Committee Liaison Appointments**

The Community and Human Services Commission has established seven standing Committees with one to three Commission Members to address specific items or tasks. Recreation and Human Services-related Committees also include members of the public. Most Committee meetings are held on regularly scheduled dates and times or otherwise as needed. In accordance with the Brown Act, meeting agendas are prepared and posted, and the meetings are open to the public. Attached is a list of current committee assignments.

## **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 paper copy, please contact the Recreation and Human Services Department.

Submitted by:

Jeremy Swan  
Community Services Director

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

Attachment:

2024-25 Community and Human Services Commission Committee Liaison Assignments

COMMUNITY AND HUMAN SERVICES COMMISSION  
2024-25 Committee Liaison Assignments

- |  |   |
|--|---|
| 1. Committee on Aging                        | Brower / Scott Toux (alt)<br>2 <sup>nd</sup> Wed. @ 12:00 PM<br>March, June, Sept., Dec.<br>Joslyn Center               |
| 2. Independence Day Committee                | Sifuentes / Brower (alt)<br>4 <sup>th</sup> Thurs. @ 7:00 PM<br>Jan., March, May, July, Sept.<br>Hughes Center          |
| 3. Youth Sports Committee                    | Silva / Vacant (alt)<br>3 <sup>rd</sup> Tues. @ 7:00 PM<br>March, June, Sept., Dec.<br>Hughes Center                    |
| 4. Teen Committee                            | Scott Toux / Roselle (alt)<br>3 <sup>rd</sup> Wed. @ 3:45 PM<br>Jan. – May, Sept. – Nov.<br>Youth Activity Center (YAC) |
| 5. Committee on Human Relations              | Roselle / Brower (alt)<br>3 <sup>rd</sup> Monday @ 7:00 PM<br>Feb., May, Sept., Nov.<br>Hughes Center                   |
| 6. Tree Committee                            | Brower / Sifuentes / Binder<br>3 <sup>rd</sup> Wednesday @ 6:00 PM<br>January – December<br>City Hall                   |
| 7. Parks, Hillsides, and Utilities Committee | Silva / Roselle / Vacant<br>Meets as needed   |



# Claremont Community and Human Services Commission

## Agenda Report

**File #:** 5682

**Item No:** 2.

**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** JEREMY SWAN, COMMUNITY SERVICES DIRECTOR  
MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**ANNUAL TRAINING ON OPEN MEETING LAWS, PUBLIC RECORDS ACT, CONFLICT OF INTEREST RULES, AND CLAREMONT'S ELECTED AND APPOINTED OFFICIALS' HANDBOOK; PRESENTED BY ALISHA PATTERSON, CITY ATTORNEY**

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission receive a 20-minute presentation from the City Attorney on open meeting laws, public records act, conflict of interest rules, and Claremont's elected and appointed officials' handbook; and ask clarifying questions.

**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 Recreation and Human Services Department.

Submitted by:

Jeremy Swan  
Community Services Director

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director



# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5683

**Item No:** 3.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** JEREMY SWAN, COMMUNITY SERVICES DIRECTOR  
MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**COMMUNITY AND HUMAN SERVICES COMMISSION REGULAR MEETING MINUTES OF JUNE 4, 2025**

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission approve and file the Community and Human Services Commission regular meeting minutes of June 4, 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 paper copy, please contact the Recreation and Human Services Department.

Submitted by:

Jeremy Swan  
Community Services Director

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

**Attachment:**

06-04-25 Draft C&HS Commission Regular Meeting Minutes

**CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION  
REGULAR MEETING MINUTES**

Wednesday, June 4, 2025 - 7:00 PM

Video Recording is Archived on the City Website

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

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**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT**

COMMISSIONER: BINDER, BROWER, GLASS, ROSELLE,  
SCOTT TOUX, SIFUENTES, SILVA

**ABSENT**

COMMISSIONER: NONE

**ALSO PRESENT**

Patricia Cisneros, Senior Administrative Assistant  
Eric Ey, Recreation and Human Services Manager  
Kelly Love, Recreation and Human Services Coordinator  
Dawn Ross, Senior Administrative Assistant  
Jeremy Swan, Community Services Director  
Amber Tudor, Program Coordinator  
Melissa Vollaro, Recreation and Human Services Director

**CEREMONIAL MATTERS, ANNOUNCEMENTS, AND PRESENTATIONS**

***Announcements***

The Commission and staff acknowledged outgoing Commissioner Greg Glass and thanked him for his service to the Commission and the community.

Katherine Loeser, Claremont Helen Renwick Library Manager, shared Library updates and upcoming events during the month of June.

**PUBLIC COMMENT**

This item starts at 00:08:17 in the archived video.

Chair Sifuentes invited public comment.

Dawn Ross, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Chair Sifuentes closed public comment.

## **CONSENT CALENDAR**

This item starts at 00:10:29 in the archived video.

Commissioner Scott Toux pulled Item No. 4 from the Consent Calendar.

Commissioner Binder pulled Item No. 5 from the Consent Calendar.

Chair Sifuentes invited public comment on Consent Calendar Items No. 1, 2, 3, and 6.

Senior Administrative Assistant Ross announced that no written public comment had been received on Consent Calendar Items No. 1, 2, 3, and 6.

There were no requests to speak.

Chair Sifuentes closed public comment.

***Commissioner Brower moved to approve Consent Calendar Items No. 1, 2, 3, and 6, seconded by Commissioner Roselle, and carried on a roll call vote as follows:***

**AYES:**        ***Commissioner – Binder, Brower, Glass, Roselle, Scott Toux, Sifuentes, Silva***  
**NOES:**       ***Commissioner – None***

1.    Community and Human Services Commission Meeting Minutes of May 7, 2025  
Approved and filed the Community and Human Services Commission meeting minutes of May 7, 2025.
2.    Committee Meeting Minutes  
Received and filed the various committee meeting minutes.
3.    Tree Plantings and Removals for March 2025  
Received and filed the report.
4.    Gift to the City – Drinking Fountain  
Item removed from the Consent Calendar.
5.    Committee Member Resignations  
Item removed from the Consent Calendar.
6.    Revisions to the Teen Committee Policies and Procedures  
Approved the revised policies and procedures.

## **ITEMS REMOVED FROM THE CONSENT CALENDAR**

4.    Gift to the City – Drinking Fountain

This item starts at 00:13:55 in the archived video.



Commissioner Scott Toux asked how the water for the fountain will be filtered.

Jeremy Swan, Community Services Director, responded that the fountain will use an inline filter, contained within the fountain itself.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received on this item.

There were no requests to speak.

Chair Sifuentes closed public comment.

***Commissioner Scott Toux moved to approve and accept the proposed donation, and directed staff to move forward with requesting approval from the City Manager and to work with Claremont Sunrise Rotary to facilitate the donation, seconded by Commissioner Brower, and carried on a roll call vote as follows:***

**AYES:**        ***Commissioner – Binder, Brower, Glass, Roselle, Scott Toux, Sifuentes, Silva***

**NOES:**       ***Commissioner – None***

5.    Committee Member Resignations

This item starts at 00:15:50 in the archived video.

Commissioner Binder asked if the committee member resignations create a need for Commissioners to assist the Committees or to help with the 4<sup>th</sup> of July Celebration.

Melissa Vollaro, Recreation and Human Services Director, responded that there will be an opportunity to volunteer on the day of the event.

Commissioner Brower expressed appreciation for Randy Lopez and his contributions to the Independence Day Committee.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received on this item.

There were no requests to speak.

Chair Sifuentes closed public comment.

Commissioner Silva voiced concern that the City is losing committee members and struggling to find new volunteers to serve.

***Commissioner Binder moved to accept the resignations of David Myers, Committee on Human Relations, and Randy Lopez, Independence Day Committee, seconded by Commissioner Roselle, and carried on a roll call vote as follows:***

**AYES:**        ***Commissioner – Binder, Brower, Glass, Roselle, Scott Toux, Sifuentes, Silva***

**NOES:**        ***Commissioner – None***

## **ADMINISTRATIVE ITEMS**

### **7.     2025 Fourth of July Celebration Update**

This item starts at 00:21:00 in the archived video.

Amber Tudor, Program Coordinator, provided a PowerPoint presentation.

Coordinator Tudor and Eric Ey, Recreation and Human Services Manager, responded to questions from the Commission regarding replacement ideas for the balloons at Speakers Corner, giveaway items, the composition of the Blue Ribbon Committee responsible for selection of program honorees, and evening program ticket purchase options.

The Commission thanked staff for all of the hard work that goes into coordinating the event, especially given the vacancies on the Independence Day Committee.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received for this item.

There were no requests to speak.

Chair Sifuentes closed public comment.

***The Commission received and filed the report.***

### **8.     2025 Summer Special Events Update**

This item starts at 00:32:10 in the archived video.

Kelly Love, Recreation and Human Services Coordinator, provided a PowerPoint presentation.

Coordinator Love responded to questions from the Commission regarding whether public input is solicited regarding band selection for Monday Night Concerts.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received for this item.

There were no requests to speak.

Chair Sifuentes closed public comment.

***The Commission received and filed the report.***

## **REPORTS**

### **Staff**

### **DIRECTORS' REPORT**

This item starts at 00:37:28 in the archived video.

Melissa Vollaro, Recreation and Human Services Director, reported on:

- Youth Program Updates
- Recap of Memorial Day Ceremony
- Recap of Special Needs Ice Cream and Bingo Bonanza
- Senior Program Updates
- Summer Classes
- Wading Pools
- Camp Claremont
- Blood Drive

Jeremy Swan, Community Services Director, reported on:

- Tree City USA Designation
- Sidewalk and Sign Inventory and Assessments
- Get About Service Changes
- Multi-Family Bulk Item Pilot Program
- Recycle Center Guidelines
- HHW Round-Up
- Neighborhood Meeting – Coyotes
- Open/Upcoming Bids
- Cancellation of July Commission Meeting

### **Commission/Committee**

Commissioner Scott Toux reported that the Teen Committee toured City Hall on June 3, 2025, and the students asked questions about the City's finances, planning, and engineering.

Commissioner Roselle reported that the Teen Committee met on May 21, 2025, concluding the year, and that most of the members will be returning next year. The Committee discussed an upcoming project for a mural. They have funding for up to \$10,000 and have been approved for one 8' x 28'. The Committee will work with Arts Bridging the Gap, an organization that works with

communities throughout Los Angeles, to select a local artist to create the mural and find a location for it. The Committee also discussed some activities for the next academic year, including tree planting and Comfort with Cats.

## **ADJOURNMENT**

Chair Sifuentes adjourned the meeting of the Community and Human Services Commission at 8:03 PM. The next regular meeting of the Claremont Community and Human Services Commission will be held on Wednesday, September 3, 2025, at 7:00 PM.

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Brisa Sifuentes, Chair

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Dawn Bonnell Ross, Recording Secretary



# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5684

**Item No:** 4.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** JEREMY SWAN, COMMUNITY SERVICES DIRECTOR  
MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**COMMITTEE MEETING MINUTES**

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission receive and file the various Committee meeting minutes.

**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 paper copy, please contact the Recreation and Human Services Department.

Submitted by:

Jeremy Swan  
Community Services Director

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

**Attachments:**

A - 03-12-25 CoA Meeting Minutes  
B - 05-22-25 IDC Meeting Minutes

**COMMITTEE ON AGING  
MEETING MINUTES**

Wednesday, March 12, 2025 – 12:00 PM  
Joslyn Center, 660 N. Mountain Avenue, Claremont, CA 91711

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**CALL TO ORDER** Chair Pinter-Lucke called the meeting to order at 12:03 PM.

**ROLL CALL**

**PRESENT** PINTER-LUCKE (CHAIR), AMBROSE, COYE, ESCHLEMAN,  
HICKERNELL, LEONHARD, MOWBRAY, MUNSON, PASCUA (AN)

**ABSENT** RODRIGUEZ (VICE-CHAIR), PATTISON (CSF)

**ALSO PRESENT** Nancy Brower, Community and Human Services Commission Liaison  
Jennifer Helé, Senior Recreation and Human Services Supervisor  
Melissa Estevez, Program Specialist

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

Jennifer Helé, Senior Recreation and Human Services Supervisor, introduced Program Specialist Melissa Estevez to the Committee.

Committee Member Eschleman shared that the Get Walking Group has been active for 13 years, and detailed the two walks the group leads each week.

**PUBLIC COMMENT**

Chair Pinter-Lucke invited public comment.

There were no requests to speak.

**CONSENT CALENDAR**

Chair Pinter-Lucke invited public comment on the Consent Calendar.

There were no requests to speak.

1. Committee on Aging Meeting Minutes of December 11, 2024  
Approved and filed the Committee on Aging Meeting Minutes of December 11, 2024.
2. Receipt of Consulting Nutrition Services and Quality Assurance Monthly Summaries for November 2024 – January 2025  
Approved and filed the Consulting Nutrition Services and Quality Assurance monthly summaries for November 2024 – January 2025.

***Committee Member Ambrose moved to approve the Consent Calendar, seconded by Committee Member Mowbray, and carried on a roll call vote as follows:***

**AYES:**      ***Committee Member – Pinter-Lucke, Ambrose, Coye, Eschleman, Hickernell, Leonhard, Mowbray, Munson, Pascua***

**NOES:**      ***Committee Member – None***

**ABSENT:**    ***Committee Member – Rodriguez, Pattison***

### **ADMINISTRATIVE ITEMS**

#### **3.    Appointment of Awards Ad Hoc Committee**

Jennifer Helé, Senior Recreation and Human Services Supervisor, informed the Committee on the purpose and requirements of the Ad Hoc Committee.

Chair Pinter-Lucke appointed the following volunteers for the Awards Ad Hoc Committee: Pinter-Lucke, Eschleman, and Munson.

Chair Pinter-Lucke invited public comment.

There were no requests to speak.

***The Chair selected the members for the ad hoc committee.***

#### **4.    Discuss the Committee's Participation in the Fourth of July Festival**

The Committee on Aging discussed ideas for increasing traffic to the booth, including suggestions for booth placement, signage, and giveaways. Several Committee Members signed up for volunteer shifts to represent the Committee at the booth.

Chair Pinter-Lucke invited public comment.

There were no requests to speak.

***The Committee established duties for the Committee on Aging booth at the Fourth of July Celebration.***

### **REPORTS**

#### **Staff**

##### ***Recreation and Human Services Department***

Jennifer Helé, Senior Recreation and Human Services Supervisor, updated the Committee on the upcoming Annual Volunteer Recognition Event, scheduled for April 23, and being held at the Padua Hills Theatre for the first time. She also provided an update on the Excursions program, sharing the success of the trip to the Southwest Arts Festival in January, and highlighting the upcoming trip to enjoy the Sound of Music performance. Additionally, she shared that the AARP Tax Program was going smoothly, with only a few free tax appointments still available. Ms. Estevez described the upcoming Paint Mixer social event.

### **Liaisons**

#### *Community and Human Services Commission Liaison*

Commissioner Brower shared updates about multiple projects that Recreation and Human Services and Community Services staff are working on.

#### *Community Senior Foundation, Inc. Liaison*

Committee Member Coye shared updates about the annual fundraising campaign and goals.

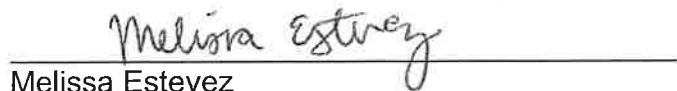
### **ADJOURNMENT**

The meeting was adjourned at 12:58 PM.



Claudia Pinter-Lucke  
Chair

ATTEST:



Melissa Estevez  
Recording Secretary



**INDEPENDENCE DAY COMMITTEE  
MEETING MINUTES**

Thursday, May 22, 2025 – 7:00 PM  
College Room - Alexander Hughes Community Center

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**CALL TO ORDER**

Vice Chair Carson Elhai called the meeting to order at 7:01 PM.

**ROLL CALL**

**PRESENT** STACEY CAPONIGRO, KRISTA CARSON ELHAI, CHARLIE GALE,  
RANDY LOPEZ, CHRISTINE MOORE, BARBARA RUGELEY, JULIANNE  
SALTZER

**ABSENT** NONE

**ALSO PRESENT**

Nancy Brower, Community and Human Services Commission Liaison  
Melissa Vollaro, Recreation and Human Services Director  
Kelly Love, Recreation and Human Services Coordinator  
Amber Tudor, Program Coordinator

**PLEDGE OF ALLEGIANCE**

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS – NONE**

**PUBLIC COMMENT**

Vice Chair Carson Elhai invited public comment.

There were no requests to speak.

Committee Member Gale arrived at 7:03 PM.

**CONSENT CALENDAR**

Vice Chair Elhai invited public comment on the Consent Calendar.

There were no requests to speak.

1. Independence Day Committee Meeting Minutes of January 23, 2025  
Approved and filed the Committee Meeting Minutes of January 23, 2025.

***Committee Member Rugeley moved to approve the Consent Calendar, seconded  
by Committee Member Moore, and carried on the following vote:***

**AYES:** Committee Member – Carson Elhai, Gale, Lopez, Moore,  
Rugeley, Saltzer  
**NOES:** Committee Member – None  
**ABSTENTION:** Committee Member – Caponigro

## **ADMINISTRATIVE ITEMS – NONE**

Chair Caponigro arrived at 7:06 PM.

## **REPORTS**

### ***Staff***

Melissa Vollaro, Recreation and Human Services Director, reported that the Summer Recreation Guide is out and it features 4<sup>th</sup> of July, Camp Claremont, Monday Night Concerts, Movies in the Park, and National Night Out. She also asked about returning Committee Members for 2025-26, as Committee Members Rugeley and Gale's terms are up. Committee Member Rugeley will not return, and Committee Member Gale would like to continue. Committee Member Lopez also stated he will be resigning.

Amber Tudor, Program Coordinator, reported on festival activities, parade entries, online fireworks ticket sales, and sent around a volunteer sign-up sheet. She also handed out committee t-shirts, early entry passes, and giveaways.

### ***Committee***

No reports.

### ***Liaison***

Commissioner Nancy Brower reported that the Commission met on May 7<sup>th</sup> and they heard reports on tree plantings/removals, sanitation fees, CBO policy updates, and a pilot multi-family bulky item pick-up.

## **ADJOURNMENT**

Chair Caponigro adjourned the meeting at 7:37 PM. The next regular meeting of the Independence Day Committee will be held on Thursday, July 24, 2025, at 7:00 PM in the Alexander Hughes Community Center, 1700 Danbury Rd, Claremont.

ATTEST:



Stacey Caponigro  
Chair



Amber Tudor  
Recording Secretary



# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5658

**Item No:** 5.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**TREE PLANTINGS AND REMOVALS FOR APRIL, MAY, AND JUNE 2025**

**SUMMARY**

The adopted *Tree Policies and Guidelines Manual* requires the Community Services Department to provide a monthly report on tree plantings and removals. This report includes information on City tree plantings and removals for the months of April, May, and June 2025. There were seventy-seven trees planted and thirty-six trees removed in the combined months of April, May, and June 2025.

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission receive and file the tree plantings and removals report for April, May, and June 2025.

**ALTERNATIVE TO RECOMMENDATION**

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

- Refer the item back to staff for additional information.

**FINANCIAL REVIEW**

Seventy-seven trees were planted during the months of April, May, and June 2025. All seventy-seven trees were planted by the City's contractor, West Coast Arborists, Inc. (WCA). Seventy-three trees were 15-gallon-size trees with a planting cost of \$220 each, for a total cost of \$16,060. Four trees were 24"-box-size trees with a planting cost of \$420 each, for a total cost of \$1,680. Two of the 24"-box-size trees were paid for by residents through the City's Residential Pay Program, one 24"-box-size tree was donated to the Oak Park Cemetery, and the City elected to plant one 24"-box-size tree due to the planting location.

Thirty-six trees were removed during the months of April, May, and June 2025. Seventeen were removed by staff at no cost to the City, and nineteen trees were removed by WCA. The removal cost is based on the diameter at breast height of the tree, and the total cost for removing the nineteen trees was \$16,315.

## **ANALYSIS**

The Community Services Department is responsible for the daily management of the City's urban forest, including the planting and removal of City trees. The City-Council-adopted *Tree Policies and Guidelines Manual* establishes the standards governing the tree planting and removal process.

### ***Plantings***

Seventy-seven trees were planted during the months of April, May, and June 2025. Seventy-three trees were 15-gallon-size trees with a planting cost of \$220 each. Four trees were 24"-box-size trees with a planting cost of \$420 each. The total cost of planting all seventy-seven trees during the months of April, May, and June 2025 was \$17,740. Two 24"-box-size trees were paid for by residents through the City's Residential Pay Program, one 24"-box-size tree was donated to the Oak Park Cemetery, and the City chose to plant one 24"-box-size tree due to its location and high pedestrian activity. A listing of trees planted by address is included as Attachment A.

### ***Removals***

It is the City's policy to protect and preserve healthy trees that provide valuable benefits to our environment and to the quality of life in Claremont. However, staff has the authority to remove City trees if a tree is considered dead, in a state of advanced decline, or hazardous. Additionally, per the *Tree Policies and Guidelines Manual*, staff has the authority to remove trees that are causing hardscape/infrastructure damage if the repairs cannot be made without severe root pruning that would jeopardize the health and stability of the tree. To be consistent with the *Tree Policies and Guidelines Manual*, the reason for removal listed in the report will be based upon the conditions listed in the manual.

Thirty-six trees were removed from the City's parks and rights-of-way during the months of April, May, and June 2025. Seventeen trees were removed by City staff, and nineteen trees were removed by WCA. These removals include trees that were deemed by the City Arborist dead, in a state of advanced decline, or hazardous. This also includes trees that were damaged as a result of the January 2025 windstorm. A listing of trees removed by address is included as Attachment B. Sample photos of some of the trees removed during the months of April, May, and June 2025 are included as Attachment C.

## **CEQA REVIEW**

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

## **PUBLIC NOTICE PROCESS**

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

Submitted by:

Jeremy Swan  
Community Service Director

Prepared by:

Cari Dillman  
Community Services Manager

Attachments:

A - Trees Planted by Address - April, May, and June 2025

B - Trees Removed by Address - April, May, and June 2025

C - Photos of Removed Trees - April, May, and June 2025

## ATTACHMENT A

## Trees Planted by Address – April, May, and June 2025

Address	Botanical Name	Common Name
201 8TH ST /W	<i>Chionanthus retusus</i>	CHINESE FRINGE TREE
201 8TH ST /W	<i>Chionanthus retusus</i>	CHINESE FRINGE TREE
420 BAUGHMAN AV	<i>Chilopsis linearis</i>	DESERT WILLOW
424 BAUGHMAN AV	<i>Chilopsis linearis</i>	DESERT WILLOW
BLAISDELL PARK	<i>Lophostemon confertus</i>	BRISBANE BOX
BLAISDELL PARK	<i>Lophostemon confertus</i>	BRISBANE BOX
BLAISDELL PARK	<i>Lophostemon confertus</i>	BRISBANE BOX
830 BONITA AV /W	<i>Quercus agrifolia</i>	COAST LIVE OAK
1918 BRIDGEPORT AV	<i>Koelreuteria bipinnata</i>	CHINESE FLAME TREE
125 BRYN MAWR RD	<i>Quercus suber</i>	CORK OAK
523 BUCKNELL AV	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
523 BUCKNELL AV	<i>Cercis canadensis</i> 'Oklahoma'	OKLAHOMA REDBUD
523 BUCKNELL AV	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
523 BUCKNELL AV	<i>Cercis canadensis</i> 'Oklahoma'	OKLAHOMA REDBUD
523 BUCKNELL AV	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
627 BUCKNELL AV	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
987 FOOTHILL BL /W	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
987 FOOTHILL BL /W	<i>Pistacia chinensis</i> 'Red Push'	RED PUSH PISTACHE
120 GREEN ST /W	<i>Brachychiton populneus</i>	BOTTLE TREE
120 GREEN ST /W	<i>Arbutus</i> 'Marina'	MARINA ARBUTUS
120 GREEN ST /W	<i>Brachychiton populneus</i>	BOTTLE TREE
120 GREEN ST /W	<i>Arbutus</i> 'Marina'	MARINA ARBUTUS
120 GREEN ST /W	<i>Brachychiton populneus</i>	BOTTLE TREE
120 GREEN ST /W	<i>Arbutus</i> 'Marina'	MARINA ARBUTUS
1170 INDIAN HILL BL /N	<i>Ginkgo biloba</i> 'Fairmont'	FAIRMONT GINKGO
JAEGER PARK	<i>Platanus racemosa</i>	CALIFORNIA SYCAMORE
284 LAMAR DR	<i>Koelreuteria bipinnata</i>	CHINESE FLAME TREE
284 LAMAR DR	<i>Koelreuteria bipinnata</i>	CHINESE FLAME TREE
1750 MOUNTAIN AV /N	<i>Magnolia grandiflora</i> 'Little Gem'	LITTLE GEM MAGNOLIA
665 MOUNTAIN AV /N	<i>Handroanthus heptaphyllus</i>	PINK TRUMPET TREE
665 MOUNTAIN AV /N	<i>Handroanthus heptaphyllus</i>	PINK TRUMPET TREE
665 MOUNTAIN AV /N	<i>Handroanthus heptaphyllus</i>	PINK TRUMPET TREE
665 MOUNTAIN AV /N	<i>Handroanthus heptaphyllus</i>	PINK TRUMPET TREE
665 MOUNTAIN AV /N	<i>Handroanthus heptaphyllus</i>	PINK TRUMPET TREE
605 MT BALDY RD	<i>Quercus suber</i>	CORK OAK
605 MT BALDY RD	<i>Quercus rubra</i>	RED OAK
605 MT BALDY RD	<i>Quercus suber</i>	CORK OAK
605 MT BALDY RD	<i>Quercus rubra</i>	RED OAK
605 MT BALDY RD	<i>Quercus suber</i>	CORK OAK
605 MT BALDY RD	<i>Quercus rubra</i>	RED OAK
1071 RICHMOND DR	<i>Quercus rubra</i>	RED OAK
1071 RICHMOND DR	<i>Quercus rubra</i>	RED OAK
1814 ROSEMOUNT AV	<i>Cercis canadensis</i> var. <i>mexicana</i>	MEXICAN REDBUD

Trees Planted by Address – April, May, and June 2025

1864 SALEM CT	Cercis canadensis var. mexicana	MEXICAN REDBUD
1864 SALEM CT	Cercis canadensis var. mexicana	MEXICAN REDBUD
125 SAN JOSE AV /E	Pittosporum undulatum	VICTORIAN BOX
680 SAN JOSE AV /W	Platanus mexicana	MEXICAN SYCAMORE
760 SAN JOSE AV /W	Arbutus 'Marina'	MARINA ARBUTUS
760 SAN JOSE AV /W	Platanus mexicana	MEXICAN SYCAMORE
790 SCRIPPS DR	Magnolia grandiflora 'Little Gem'	LITTLE GEM MAGNOLIA
1770 SUMNER AV	Quercus ilex	HOLLY OAK
1406 WELLS AV	Quercus suber	CORK OAK
800 YALE AV	Magnolia grandiflora 'Little Gem'	LITTLE GEM MAGNOLIA
800 YALE AV	Bauhinia variegata	PURPLE ORCHID TREE
800 YALE AV	Magnolia grandiflora 'Little Gem'	LITTLE GEM MAGNOLIA
800 YALE AV	Bauhinia variegata	PURPLE ORCHID TREE
800 YALE AV	Magnolia grandiflora 'Little Gem'	LITTLE GEM MAGNOLIA
800 YALE AV	Bauhinia variegata	PURPLE ORCHID TREE
800 YALE AV	Magnolia grandiflora 'Little Gem'	LITTLE GEM MAGNOLIA
429 11TH ST /W	Zelkova serrata 'Village Green'	VILLAGE GREEN ZELKOVA
211 1ST ST /W	Ginkgo biloba 'Fairmont'	FAIRMONT GINKGO
467 8TH ST /W	Cercis canadensis 'Oklahoma'	OKLAHOMA REDBUD
1425 ASHLAND AV	Lagerstroemia indica 'Tuscarora'	TUSCARORA CRAPE MYRTLE
1425 ASHLAND AV	Lagerstroemia indica 'Tuscarora'	TUSCARORA CRAPE MYRTLE
646 DOANE AV	Cercis canadensis 'Oklahoma'	OKLAHOMA REDBUD
320 INDIANA AV	Handroanthus chrysotrichus	GOLDEN TRUMPET TREE
861 KENT DR	Lagerstroemia indica 'Muskogee'	MUSKOGEE CRAPE MYRTLE
705 PURDUE DR	Pistacia chinensis 'Red Push'	RED PUSH PISTACHE
980 REED DR	Ginkgo biloba 'Autumn Gold'	AUTUMN GOLD GINKGO
485 ROCKFORD DR	Parkinsonia X 'Desert Museum'	DESERT MUSEUM PALO VERDE
2349 SILVER TREE RD	Ginkgo biloba 'Autumn Gold'	AUTUMN GOLD GINKGO
2349 SILVER TREE RD	Ginkgo biloba 'Autumn Gold'	AUTUMN GOLD GINKGO
2249 TULSA AV	Lagerstroemia indica 'Tuscarora'	TUSCARORA CRAPE MYRTLE
401 INDIAN HILL BL /S	Jacaranda mimosifolia	JACARANDA
147 MIRAMAR AV	Quercus rubra	RED OAK
440 NOTRE DAME RD	Quercus suber	CORK OAK
OAK PARK CEMETERY	Cercis canadensis 'Forest Pansy'	FOREST PANSY REDBUD

## ATTACHMENT B

## Trees Removed by Address – April, May, and June 2025

ADDRESS	COMMON NAME	REASON
435 8TH ST /W	MEXICAN REDBUD	DEAD
595 CLARION PL	RED OAK	DEAD
260 FOOTHILL BL /E	CHINESE FLAME TREE	DEAD
1230 HARVARD AV	GHOST GUM	DEAD
ROSA TORREZ PARK	ROUND-LEAFED SWEETGUM	DEAD
645 AURORA DR	JACARANDA	DEAD
645 AURORA DR	SARATOGA GINKGO	DEAD
1030 FOOTHILL BL /W	PINK TRUMPET TREE	VANDALISM
569 OCCIDENTAL DR	FAIRMONT GINKGO	DEAD
THOMPSON CREEK TRAIL SOUTH	COAST LIVE OAK	DEAD
467 8TH ST /W	OKLAHOMA REDBUD	DEAD
1425 ASHLAND AV	CRABAPPLE	DEAD
1425 ASHLAND AV	CRABAPPLE	DEAD
2213 BRESCIA AV	SILVER MAPLE	DEAD
162 RADCLIFFE DR /E	GOLD MEDALLION TREE	DEAD
980 REED DR	MAIDENHAIR TREE	DEAD
2249 TULSA AV	CRAPE MYRTLE	DEAD
606 6TH ST /E	AMERICAN SWEETGUM	VANDALISM - VEHICLE DAMAGE
120 BASE LINE RD /W	HOLLY OAK	VANDALISM - VEHICLE DAMAGE
616 CHARLESTON DR	CANARY ISLAND PINE	COMMISSION APPROVED
800 FOOTHILL BL /W	TORREY PINE	WINDSTORM DAMAGE
800 FOOTHILL BL /W	LEMON-SCENTED GUM	WINDSTORM DAMAGE
WHEELER PARK	ALEPPO PINE	WHOLE TREE FAILURE
1034 MARYHURST DR	BRAZILIAN PEPPER	COMMISSION APPROVED
100 1ST ST /W	CALIFORNIA SYCAMORE	DEAD
200 1ST ST /W	CALIFORNIA SYCAMORE	DEAD
LA PUERTA SPORTS PARK	COAST REDWOOD	DEAD
337 MARYGROVE RD	AMERICAN SWEETGUM	DEAD
361 MARYGROVE RD	AMERICAN SWEETGUM	DEAD
3901 MILLS AV /N	DESERT MUSEUM PALO VERDE	WINDSTORM DAMAGE
OAK PARK CEMETERY	COAST LIVE OAK	DEAD
3900 PADUA AV	AFGHAN PINE	WINDSTORM DAMAGE
2363 SAN BENITO CT	FLAXLEAF PAPERBARK	DEAD
4007 TENANGO RD	SILVER MAPLE	DEAD
4007 TENANGO RD	SILVER MAPLE	DEAD
1016 TREVECCA PL	CHINESE FLAME TREE	WINDSTORM -WHOLE TREE FAILURE



435 8th St /W



616 Charleston Dr



595 Clarion Pl



260 Foothill Blvd /E





Photos of Removed Trees - April, May, and June 2025

800 Foothill Blvd /W



800 Foothill Blvd /W



1230 Harvard Ave



Rosa Torrez Park





Photos of Removed Trees - April, May, and June 2025

Wheeler Park



1030 Foothill Blvd /W



645 Aurora Dr



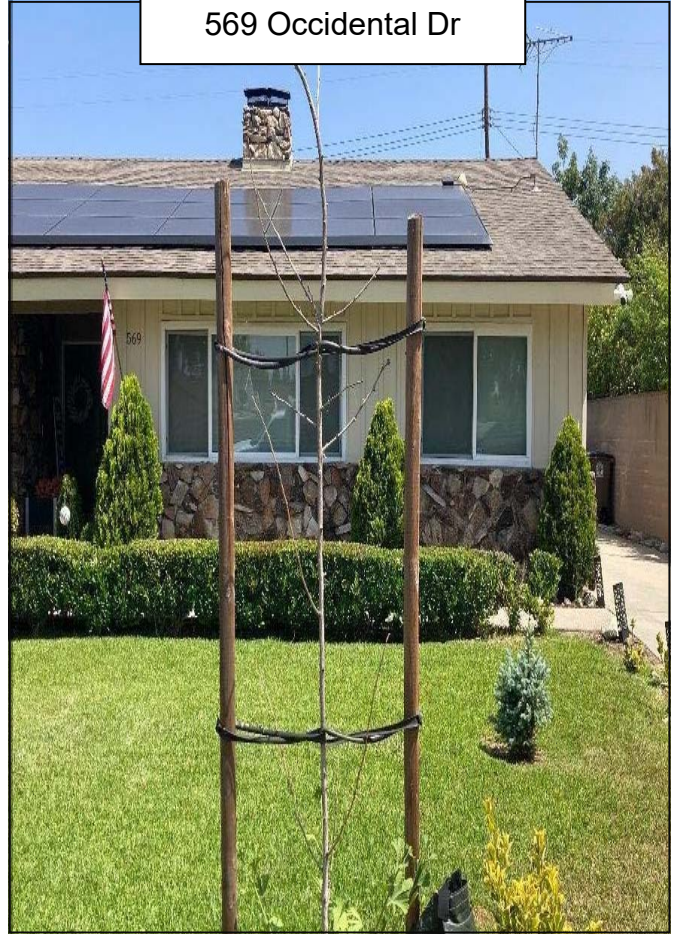


Photos of Removed Trees - April, May, and June 2025

1034 Maryhurst Dr



569 Occidental Dr



Thompson Creek Trail South



200 1st Street /W





Photos of Removed Trees - April, May, and June 2025

100 1st Street /W



467 8th Street /W



1425 Ashland Av





Photos of Removed Trees - April, May, and June 2025

2231 Brescia Ave



La Puerta Sports Park



337 Marygrove Rd



361 Marygrove Rd



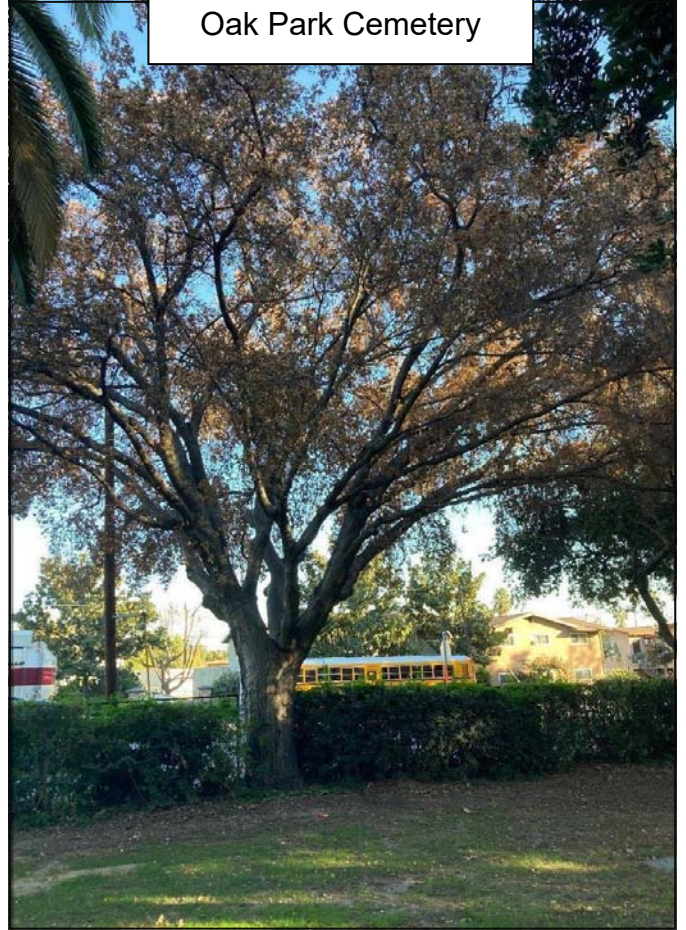


Photos of Removed Trees - April, May, and June 2025

3901 Mills Ave



Oak Park Cemetery



3900 Padua Ave



162 Radcliffe Dr /E



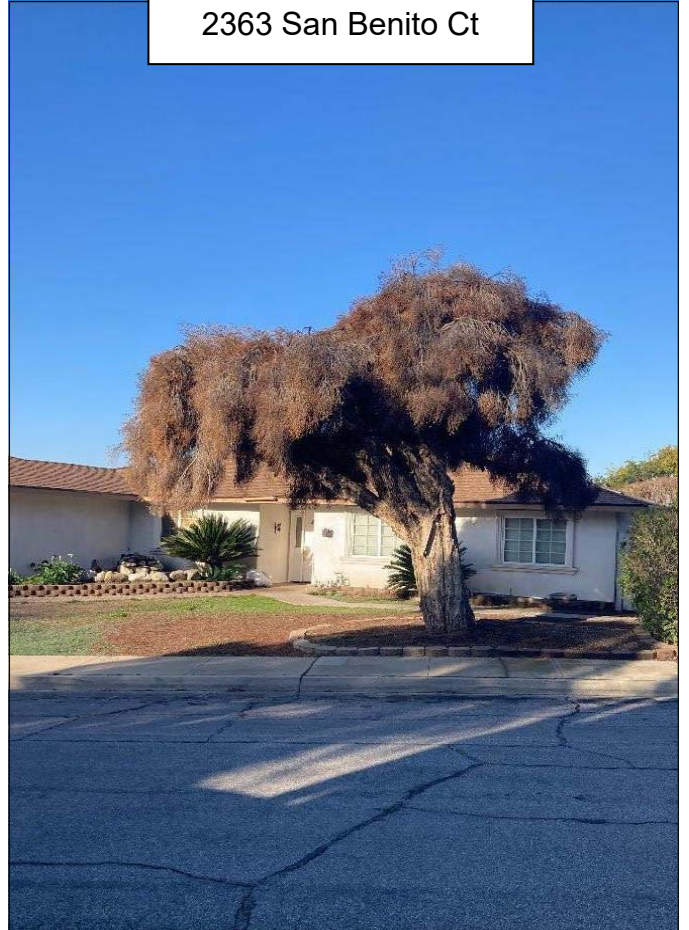


Photos of Removed Trees - April, May, and June 2025

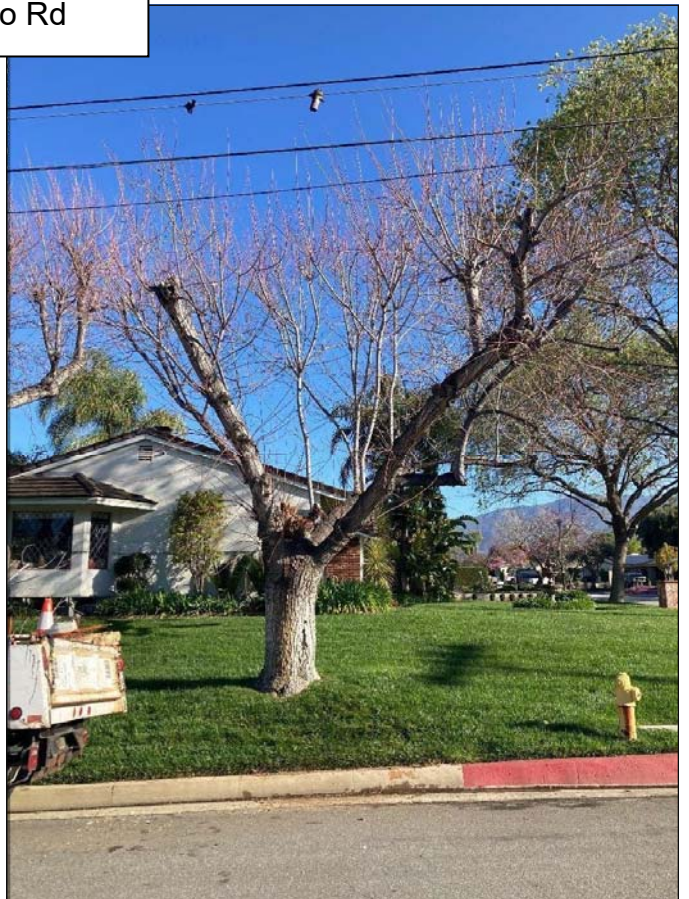
980 Reed Dr



2363 San Benito Ct



4007 Tenango Rd





Photos of Removed Trees - April, May, and June 2025

1016 Trevecca Pl



2249 Tulsa Av





# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5688

**Item No:** 6.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION

**FROM:** MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**APPOINTMENTS AND REAPPOINTMENTS TO THE TEEN COMMITTEE**

**SUMMARY**

The Community and Human Services Commission oversees the Teen Committee. The mission of the Teen Committee is to represent the needs of the Claremont youth by adding a youth voice to Claremont politics and accomplishing goals that help support Claremont teens in their community. The Teen Committee consists of up to 11 members with a one-year term limit. Applications opened in April 2025 and closed in May 2025. Staff received a total of 11 new applications. There are nine returning candidates from last year for reappointments, and the Ad Hoc Selection Committee held interviews on July 28, selecting two new candidates for recommendation to serve on the Teen Committee.

**RECOMMENDATION**

The Ad Hoc Selection Committee recommends the Community and Human Services Commission make the following appointments and reappointments to the Teen Committee for a one-year term to expire on August 31, 2026:

**Appointments:**

- Katie Kwon
- Ainsley Tudor

**Reappointments:**

- Durham (Knox) Peng
- Brianna Stodghill
- Marc Zambrano
- Luciana (Lucci) Troendle
- Nika Crisostomo
- Pablo Guevara
- Mandana Mojaverian

- Madison Muhammad
- Fengxue (Fiona) Wu

## **FINANCIAL REVIEW**

The staff cost to prepare this report is estimated at \$727, which is included in the operating budget of the Recreation and Human Services Department.

## **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 Recreation and Human Services Department.

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

Prepared by:

Patricia Cisneros  
Sr. Administrative Assistant



# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5689

**Item No:** 7.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION  
**FROM:** MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR  
**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**COMMITTEE REAPPOINTMENTS**

**SUMMARY**

The Community and Human Services Commission oversees both the Committee on Human Relations (CoHR) and the Independence Day Committee (IDC). The CoHR consists of seven members, and currently, there are three vacancies. Cynthia Barnes-Slater and Cathleen Crayton have completed their terms, which ended on August 31, 2025, but both have chosen to reapply to continue serving on the Committee.

Meanwhile, the IDC also has three vacancies, as Charles Gale's term ended on August 31, 2025, and he also reapplied to remain on the Committee.

The Recreation and Human Services Department conducted an open recruitment during the summer and received several applications. The Community and Human Services Commission's Ad Hoc Selection Committee will hold interviews in September for the interested applicants who applied for the CoHR, IDC, as well as the Committee on Aging positions.

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission reappoint Cynthia Barnes-Slater and Cathleen Crayton to the Committee on Human Relations and Charles Gale to the Independence Day Committee for terms set to expire on August 31, 2029.

**FINANCIAL REVIEW**

The staff cost to prepare this report is estimated at \$677, which is included in the operating budget of the Recreation and Human Services Department.

## **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 Recreation and Human Services Department.

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

Prepared by:

Patricia Cisneros  
Sr. Administrative Assistant



# Claremont Community and Human Services Commission

## Agenda Report

**File #:** 5690

**Item No:** 8.

**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION  
**FROM:** MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR  
**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**REVISIONS TO THE POLICIES AND PROCEDURES OF THE COMMITTEE ON AGING**

**SUMMARY**

The Committee on Aging currently has four vacancies due to the expiration of terms. From June through August 2025, the Recreation and Human Services Department solicited applications, with only three submitted just before the deadline. Due to the low response, it is proposed that the Committee's membership be reduced from eleven to nine. Of the nine members, two would continue to represent partner organizations, AgingNext and the Claremont Senior Foundation, with each organization selecting its own representative. The remaining seven members would be community representatives. Other committees have also reduced their membership in response to recruitment challenges, and this reduction would help the Committee achieve a quorum at its regularly scheduled meetings. The Community and Human Services Commission's Ad Hoc Selection Committee will hold interviews in September for the interested applicants who submitted applications, with the goal of filling in the two remaining vacancies.

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission approve the revisions to the Committee on Aging Policies and Procedures, reducing the membership from eleven to nine in total.

**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 Recreation and Human Services Department.

Submitted by:

Melissa Vollaro

Prepared by:

Patricia Cisneros

Recreation and Human Services Director

Sr. Administrative Assistant

Attachment:

CoA Policies and Procedures



## POLICIES AND PROCEDURES CLAREMONT COMMITTEE ON AGING

A Standing Committee of the  
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

### A. MISSION STATEMENT

The Mission of the Claremont Committee on Aging is to advocate for seniors and facilitate their access to a full range of programs, activities, and services that enrich their lives, and to actively promote a just and equitable intercultural society that fosters positive human relations.

### B. FUNCTION

The functions of the Committee on Aging shall include but not be limited to the following:

1. Advise the Community and Human Services Commission on programs and services benefitting seniors.
2. To participate actively in the local senior network by:
  - a. Being aware of senior programs and services offered by other agencies and organizations.
  - b. Partnering with other agencies and/or organizations that serve seniors.
3. To advise and assist City staff regarding activities, programs, and services for seniors.
4. To evaluate existing programs annually.
5. To encourage the formation of additional activity groups.
6. To advocate for legislative issues that affect the lives of older adults and to disseminate information that will enable seniors to participate actively in the democratic process.
7. To receive periodic financial reports from the Claremont Senior Foundation, Inc.
8. The Committee shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

### C. MEMBERSHIP

1. The committee shall consist of 9 members.
  - a. Seven committee members will reflect the diversity of the community and reside, attend school, or have their primary employment in the City of

Deleted: 11

Deleted: Nine



Claremont. The majority of these members must be 50 years of age or older.

- b. The other two members shall be representatives from the Claremont Senior Foundation, Inc. and AgingNext. These two organizations will appoint their representative to the Committee on Aging.
2. Members of the same household may not serve on the same committee.
3. Committee member terms shall be four years beginning September 1<sup>st</sup> of the year appointed. Terms shall be staggered to maintain continuity. Terms shall expire on August 31<sup>st</sup> of the year established upon appointment.
4. Prior to May each year, City staff shall contact eligible committee members whose terms are expiring and determine if there is interest in being considered to serve an additional term.
5. Committee members are appointed by the Community and Human Services Commission. Prior to July each year, the Chair of the Community and Human Services Commission may appoint a Community and Human Services ad hoc committee to review applications, and if necessary, conduct interviews to make recommendations to the full Commission on the appointment of new members.
6. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
7. Should a vacancy occur prior to the end of a member's scheduled term, the Community and Human Services Commission shall recommend a replacement for the non-expired term.
8. Members shall attend meetings and participate in the activities of the committee. Those who have accumulated two or more absences may be dropped from the committee.
9. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
10. The committee shall include one member from the City Council to serve as a liaison to the committee. Liaison is a non-voting position.
11. The Commission liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the Commission all pertinent information about committee activities.
12. The City Council liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the City Council all pertinent information about committee activities.
13. The committee shall include at least one staff representative from the

Recreation and Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.

14. The staff liaison(s) will update the Community and Human Services Commission on current members annually.

#### **D. OFFICERS**

1. The committee shall nominate and select a chairperson and vice chairperson from its membership every September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31<sup>st</sup>.

#### **E. AD HOC COMMITTEES**

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

#### **F. MEETINGS**

1. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
2. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the second Wednesday of September, December, March, and June at 12:00 PM.
3. Meeting minutes, prepared by City staff, must be distributed with the agenda prior to the meeting.
4. Committee meetings must adhere to the requirements of the State of California Brown Act.

## **G. STANDING RULES**

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.
3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

## **H. Awards Ad Hoc Committee**

1. The Awards Ad Hoc Committee shall be appointed by the Chair annually.
  - a. Josephine Smith Award
    - 1) Must be selected every year.
    - 2) Honors an individual or individuals for outstanding service to seniors.
  - b. Extra Mile, Extra Smile Award
    - 1) May be selected but is not required.
    - 2) Honors a group or organization for service to seniors.
  - c. Over and Above Award
    - 1) May be selected but is not required.
    - 2) Honors an individual or individuals who is/are not a member or members of the CoA for outstanding service to seniors.
  - d. Muriel Farritor Award
    - 1) May be selected but is not required.
    - 2) Honors an individual or individuals who have received the Josephine Smith Award and continue to provide service to seniors in the community.

Originally Adopted 06/06/1988  
Revised and Adopted 06/05/2024



# Claremont Community and Human Services Commission

## Agenda Report

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**File #:** 5680

**Item No:** 9.

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**TO:** COMMUNITY AND HUMAN SERVICES COMMISSION  
**FROM:** MELISSA VOLLARO, RECREATION AND HUMAN SERVICES DIRECTOR  
**DATE:** SEPTEMBER 3, 2025

**SUBJECT:**

**FRIENDS OF THE CLAREMONT HILLS WILDERNESS PARK 2024-25 ANNUAL REPORT**

**SUMMARY**

In accordance with the Claremont Hills Wilderness Park (CHWP) Implementation Plan, the Friends of the CHWP is providing their annual update.

**RECOMMENDATION**

Staff recommends the Community and Human Services Commission receive and file the Friends of the CHWP Annual Report.

**ALTERNATIVES TO RECOMMENDATION**

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

- Request additional information from staff.

**FINANCIAL REVIEW**

The staff cost to prepare this report is estimated at \$494 and is included in the operating budget of the Recreation and Human Services Department.

**ANALYSIS**

The Friends of the CHWP is an independent group with its own leadership and organizational structure. In order to ensure the organization is operating effectively, staff provides additional support to this group, including a meeting space, CHWP and City updates, and some administrative support.

The Friends of the CHWP engages in CHWP-related projects and activities and offers recommendations to the Parks, Hillside, and Utilities Committee and Community and Human

Services Commission, which have oversight over the CHWP. The attached report is their annual update.

### **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 Recreation and Human Services Department.

Submitted by:

Melissa Vollaro  
Recreation and Human Services Director

Prepared by:

Eric Ey  
Recreation and Human Services Manager

Attachment:

Friends of the CHWP Annual Report 2024-25



Annual Report  
July 2024-June 2025

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## Friends of the Claremont Wilderness Park

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Email: [info@friendsofthewildernesspark.org](mailto:info@friendsofthewildernesspark.org)

Web: [www.friendsofthewildernesspark.org](http://www.friendsofthewildernesspark.org)



*The Friends of the Wilderness Park is a grassroots organization that works with the City of Claremont to help preserve the Claremont Hills Wilderness Park as an environmental resource, manage the park for passive recreation, and minimize the impact of park attendance on surrounding residential neighborhoods.*

### **Leadership Team**

**Charlie Gale, Chair**

**Nancy Hamlett, Secretary and Treasurer**

**Wendy Reeder**

**Susan Starr**

**Ran Libeskind-Hadas**

**Vicki Salazar**





# Introduction

## Mission and History

The formation of the Friends of the Wilderness Park is based upon the Master Plan for the Claremont Hills Wilderness Park (Section IP 2.1 of the Implementation Plan): an entity “assisting with recruiting volunteers for various projects, engaging with visitors on the trail to promote positive compliance with rules and trail courtesies, discussing issues of concern, sharing observations, and reporting to and coordinating with staff.” It is a group of volunteers, supporting the Claremont Hills Wilderness Park.

The Friends was constituted in its present form in Spring 2018. Since the start of the pandemic, the group has primarily met on Zoom. The Friends work closely with the City staff from the Recreation and Human Services Department who are responsible for the day-to-day operations of the CHWP. These staff attend monthly meetings of the Friends’ Leadership Team and act as the designated liaison to the Friends organization. The Friends have several working groups concerned with specific aspects of the Park, which are detailed later in this report under “Specific Projects”.

## Purpose of this report

The Implementation Plan for the Claremont Hills Wilderness Park (CHWP) states that “In order to ensure the Community & Human Services Commission is informed of CHWP issues, the ‘Friends’ will provide an Annual Report and Recommendations on user experience and park culture to the Parks, Hillside, & Utility Committee as well as the Community & Human Services Commission.” This report has been submitted in response to that charge.





# The Year at a Glance

*Work on multiple projects continued despite a high number of Park closures.*

- The Park was closed for a total of 43 days during the 2024-2025 fiscal year:
  - 22 Red Flag Warning
  - 17 Active Wildfires Nearby
  - 4 Rain
- We held 7 “Second Saturday” programs in FY 2024-2025, including two themed educational events.
- The Friends participated in community outreach events:
  - Claremont’s 4<sup>th</sup> of July Celebration
  - CalBG Native Plant Festival
  - Sustainable Claremont’s Earth Day Celebration
  - Milkweed Fest at the Grow Native Nursery.
- We continued monitoring Monarch butterflies and milkweed in the Park.
- Our iNaturalist project documenting flora and fauna in the Park recruited new members, held a BioBlitz, added 958 observations and documented 71 new species.
- We continued some invasive plant removal in the Park.
- Forty-three Friends volunteers contributed 212 volunteer-hours to the Park.
- We entered into a fiscal sponsorship agreement with Sustainable Claremont.
- We updated our website, continued our blog, and added 161 people to our email list.



# Fiscal Sponsorship Agreement with Sustainable Claremont

In December 2024, the Friends of the Claremont Hills Wilderness Park entered into a fiscal sponsorship agreement with Sustainable Claremont. As our fiscal sponsor, Sustainable Claremont provides fiduciary oversight, financial management, and other administrative services to the Friends, and the Friends' funds are in a designated subaccount of Sustainable Claremont. Donations are made to Sustainable Claremont, allowing us to take advantage of their 501(c)(3) nonprofit status. In return for their services, 8% of our income is designated for Sustainable Claremont to cover their costs for administering our account.



Although we may eventually opt to become our own separate nonprofit, fiscal sponsorship is an excellent arrangement to enable us to accept tax-deductible donations as we grow.



# Specific Projects

## Second Saturday volunteer program

**Leaders:** *Nancy Hamlett and Susan Starr*

The Second Saturday volunteer program is a collaboration of the Friends of the Wilderness Park, CHWP Rangers, and City staff.

Our Second Saturday volunteers promote positive park culture and demonstrate respect for the outdoors by picking up litter on the trails and by providing information about the park to visitors.

Our Friends' volunteers also:

- Answer questions about the kiosk map and trails
- Exhibit and discuss the Friends' biodiversity poster
- Promote the iNaturalist project dedicated to the CHWP
- Encourage visitors to join the Friends email list and sign up to volunteer
- Remind visitors to take adequate water for themselves and their dogs.

In addition, we held two special educational Second Saturday events:

- Snakes of the Wilderness Park and Snake Safety with herpetologist Prof. Kris Lappin, Cal Poly Pomona
- California Invasive Species Action Week – educational materials about invasive plant species in the CHWP and removal of thistles and mustard near the Park entrance



Volunteers Charlie Gale on the loop picking up trash (picture on the left) and Susan Starr and Cris Cheney at the Volunteer Table at the main gate (picture on the right). Photos © Charlie Gale.



## Monarch and milkweed monitoring

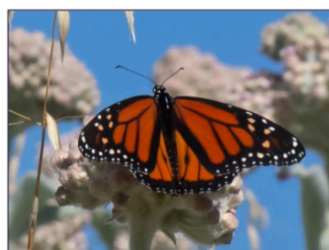
**Leader: Nancy Hamlett**

Although the Monarch and Milkweed Monitoring program was on hiatus for 2024, the Friends resumed monitoring milkweed plants and monarch butterflies in the Johnson's Pasture area of the CHWP in 2025, using the protocols specified by the Integrated Monarch Monitoring Program.

The monitoring program includes weekly Monarch larvae and egg surveys, biweekly adult Monarch surveys, and monthly milkweed and blooming plant surveys as well as a site description for each visit. The 2025 monitoring season is still ongoing, but as of June 30 (approximately the first third of the season), we had observed **40** Monarchs (8 adults, 25 larvae, 6 eggs, and 1 pupa).

These numbers represent a substantial (nearly 4-fold) increase in the number of Monarchs seen in the CHWP compared to the same period for 2023 – the most recent year with a full season's worth of data.

The baseline data on milkweed, blooming plants, and Monarch reproduction will be very useful for assessing any future restoration of the Johnson's Pasture area.



Clockwise from top left: Volunteer Lori Galloway inspects milkweed plant for Monarch eggs and larvae; A second-instar Monarch caterpillar on Woollypod Milkweed; Scott Marnoy and Patty Neuva-Espana check for eggs and larvae; An adult male Monarch on Woollypod Milkweed.

## Invasive species management

**Leader: Nancy Hamlett**

*“Invasive plant species degrade native habitat and displace native plants and wildlife, increase wildfire potential; increase slope erosion potential; and degrade recreational opportunities. Therefore, invasive plant species control and management are important components to preserving the integrity of CHWP’s native habitat.”*

*— Master Plan for the Claremont Hills Wilderness Park*

### Mapping

Since most invasive plant locations in the Park (excluding Evey Canyon) have been mapped, no widespread mapping efforts were undertaken. We mapped some new occurrences as they were spotted, and we also mapped infestations before removal.

### Removal events

In Spring 2025, we held two events for the removal of Castor Beans (*Ricinus communis*) and Tree Tobacco (*Nicotiana glauca*) on the lower part of the Cobal Canyon Trail. As part of a special Second Saturday program for California Invasive Species Action Week, we also removed invasive mustard (including *Hirschfeldia incana*, *Brassica fruticulosa*, and *Sisymbrium orientale*) and Italian Thistles (*Carduus pycnocephalus*) from areas near the Park entrance that had been newly planted with native plants.



Left: Ranger Jake helps attack some serious Castor Beans. Right: Weed workers with bags of mustard and thistles.



## Newly spotted invasive species

***Rhamnus alaternus* (Italian Buckthorn)** is on the California Invasive Plant Council (Cal-IPC) Watch list. This shrub is native to the Mediterranean and in California favors scrub and chaparral, forests, and riparian and bottomland habitat. Seeds are spread by fruit-eating birds and mammals. One well-established individual was spotted growing through a Laurel Sumac in Johnson's Pasture.



Volunteer Peter Saeta starts to cut a Tree Tobacco (*Nicotiana glauca*) down to size.



Italian Buckthorn (*Rhamnus alaternus*)



Major Castor Bean (*Ricinus communis*) infestation before (left) and after (right).

## Biota Report: Documentation of All Park Species

**Leaders: Carol Blaney, Nancy Hamlett, and Vicki Salazar**

To help lay the groundwork for effective Park conservation management, especially of special-status and invasive species, the Friends are cataloguing all the Park's known species of animals, plants, and other organisms. Our main tool is iNaturalist, a non-profit platform that stores observations from millions of naturalists worldwide, 435 of whom have made observations in the Park so far. Users upload a photo or sound recording (with location) of any wild plant, animal, or other organism. Then iNaturalist's image-recognition software and iNaturalist community members – some of whom are world-renowned researchers – help identify the organism.

To compile iNaturalist observations of Park species, the Friends initiated the “Biota of the Claremont Hills Wilderness Park” (<https://www.inaturalist.org/projects/biota-of-the-claremont-hills-wilderness-park>) community science project in 2019. In addition to documenting Park flora and fauna, the project fosters awareness of and appreciation for the Park and its biodiversity. The current iNaturalist project counts are:

- **960** Total species observed  
(71 new since last year)
- **349** Plants (16 new)
- **20** Mammals
- **73** Birds (4 new)
- **10** Reptiles (1 new)
- **4** Amphibian
- **5** Mollusks
- **368** Insects (31 new)
- **42** Spiders, mites, ticks (8 new)
- **9** Protozoans (1 new)
- **72** Fungi & lichens (8 new)



Photo credits clockwise from top left: Cardinal Catchfly ©Vicki Salazar, Say's Phoebe ©Nancy Hamlett, Goldenstar ©Vicki Salazar, *Phidippus adumbratus* jumping spider ©Nancy Hamlett



Nearly 1,000 iNaturalist observations were made in the Park by nature enthusiasts this year, who photographed everything from bears sauntering along the Loop trail to tiny jumping spiders and brilliant wildflowers thriving in their native habitats.



Adult anise swallowtails (*Papilio zelicaon*) take nectar from many types of flowers, and the larvae (caterpillars) feed on the leaves of plants in the carrot and citrus families.

Photo © Nancy Hamlett

This young bobcat was observed hunting in Johnson's Pasture on an autumn evening. Bobcats stalk and ambush their prey, which range from insects and lizards to rodents and rabbits. Full-grown bobcats are about twice the size of a domestic cat.

Photo ©Scott Marnoy







California centaury (*Zeltnera venusta*), a showy native member of the gentian family, was reported for the first time in CHWP this year.

Photo ©myosotisalpestris (iNaturalist)

### ***Biota Project Accomplishments in 2024-2025***

- In 2025, the Friends Biota Team continued its work with the *All-Species List for Claremont Hills Wilderness Park*, which includes all the Park species reported on iNaturalist, plus those reported in Calflora, the Consortium of California Herbaria, and eBird as well as by local experts. This comprehensive list now contains a total of 1103 species. Currently, according to iNaturalist, 36 of these are special status (threatened or endangered) species and 150 are introduced; of the introduced species, 47 are invasive (according to Calflora). The list will continue to be updated as new reports come in from reliable sources; it can be viewed here: <https://docs.google.com/spreadsheets/d/1xRIO6cvv9zPvGuf-OJSf93fTZ-U3w9PXLjl6i-0mmN8/edit?usp=sharing>
- iNaturalist observations in the Park increased dramatically (again) this year, from 5,735 to 6,693.
- For a third year, the Friends continued our expansion of the Park BioBlitz from one day to four: April 25-28. The BioBlitz encourages people to observe nature in the Wilderness Park, and this year, a dozen naturalists participated. Among these were students from a local university, who observed as part of a course, adding to their knowledge and our documentation of the Park's species.
- Linked to the worldwide City Nature Challenge, the 2025 BioBlitz added 5 species to the Park list. For more information on the BioBlitz, read our iNaturalist project blog: <https://www.inaturalist.org/projects/biota-of-the-claremont-hills-wilderness-park/journal/111574>

## Recommendations to the City

- We recommend that the city explore ways to address resource and safety concerns expressed in the visitor survey and observed by Friends, including bike safety; creation of social trails; off-leash dogs; after-hours park entry; and unsanctioned gathering of wildflowers and other park resources. Because of this spring's passage of an e-bike ordinance, with a decision to reevaluate in a year, we recommend particular attention be paid to assessing how e-bikes are affecting the Park environment and user experience.
- We recommend that the city explore ways to manage invasive species, some of which pose a potential wildfire threat. Many invasives also pose ecological concerns, including reducing habitat for native species that play a vital role in the Park environment.

## Acknowledgments

Many thanks to:

### **The City of Claremont**

*for providing:*

- Our liaisons – Ashley Dembiczak, Eric Ey, and Chase Berryman
- Rooms for meetings and training sessions
- Storage in the Rangers' shed and use of the Rangers' tools

### **The Friends of the Wilderness Park Leadership Team**

*for their donations of:*

- Funds for legal advice related to the fiscal sponsorship agreement
- Domain registration, website hosting, and Google Workspace