



**CITY OF SIERRA MADRE**  
**CITY COUNCIL REGULAR MEETING MINUTES**

SIERRA MADRE CITY COUNCIL

**Tuesday, June 13, 2023 - 5:30 pm**

Sierra Madre City Hall, City Council Chambers  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto:PublicComment@CityofSierraMadre.com) by 3:00 PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record and scanned onto the City website for public review.

The meeting will be streamed live on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

**CODE OF CONDUCT**

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

The meeting will be streamed live on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

**CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL**

Mayor Garcia called the meeting to order at 5:31 p.m. Deputy City Clerk Tardif called the roll.

Present: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst

Absent: None.

Also Present: Jose Reynoso, City Manager  
Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, City Attorney  
Hillary Guirola-Leon, Finance Director  
Oscar Millan, Information Technology Manager  
Amber Tardif, Deputy City Clerk  
Jenna Norwood, Management Intern

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Garcia led the Pledge of Allegiance and spoke on the first day of Summer, June 21, 2023.

**COUNCIL REPORT OUT FROM CLOSED SESSION**

Report of any action taken in Closed Session from June 13, 2023, Regular meeting.

City Attorney Giragosian announced that the City Council met in a Closed Session on June 13, 2023, to discuss anticipated litigation under G.C. 54956.9 (b), and no reportable action was taken.

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Council Member Parkhurst made a motion to approve the amended agenda to include the Closed Session.

The motion was seconded by Council Member Lowe.

Mayor Garcia called for a vote of the Council:

- Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the agenda as presented was approved by a unanimous voice vote.

**APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

Vote of the City Council to read all Ordinances and Resolutions by title only and waive the reading in full.

Mayor Garcia asked for a motion.

A motion to approve the reading of resolutions and ordinances was made by Mayor Pro Tem Kriebs.

The motion was seconded by Council Member Lowe.

Mayor Garcia called for a vote of the Council:

- Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the reading of all Ordinances and Resolutions by title only, and waive the reading in full, was passed by a unanimous voice vote.

**APPROVAL OF MEETING MINUTES**

Approval of May 23, 2023, City Council Regular meeting minutes.

Council Member Parkhurst sent an e-mail recommending a non-substantive change to the meeting minutes.

Mayor Garcia called for a motion to approve the amended minutes.

A motion to approve May 23, 2023, amended minutes was made by Council Member Lowe.

The motion was seconded by Council Member Goss.

Mayor Garcia called for a vote of the Council:

- Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, and Kristine Lowe
- Noes: None.
- Absent: None.
- Abstain: Council Member Parkhurst

The motion to approve the meeting minutes for May 23, 2023, as amended was approved by a unanimous voice vote.

**MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

Council Member Goss: no report.

Council Member Lowe: attended the National Women's Political Caucus of the Greater Pasadena area where Mayor Pro Tem Kriebs was the guest speaker on Politics and Community. On June 9, 2023,

attended a live fire operation training with the Sierra Madre Fire Department at the Rio Hondo Fire Academy. The Fourth of July decorating contest is coming up and the due date to apply is June 23, 2023.

Council Member Parkhurst: attended the California Community Choice Aggregation Conference on May 17-May 19, 2023. Learned about some of the challenges and opportunities to renewable energy in California including, transmission, siting, and reliability. On Wednesday, June 7, 2023, the Clean Power Alliance celebrated its fifth anniversary and celebrated with former and current Board members. Attended a CPA committee meeting; no report. On May 20, 2023, attended the Public Works open house and the Wildlife meeting at the Library. Attended the Senior Community Commission meeting and discussed the many programs they have coming up.

Mayor Pro Tem Kriebs: on June 9, 2023, attended a live fire operation training with the Sierra Madre Fire Department at the Rio Hondo Fire Academy. Attended Cal Cities Regional meeting and discussed retail theft and some measure that are coming forth in the legislature to address that issue.

Mayor Garcia: attended the Mt. Wilson Trail Race on May 27, 2023, and handed out medals to the winners of all the categories. Was invited to a dinner by Supervisor Barger on May 30, 2023, and attended the dinner in the Fifth District at the Getty House. Multiple Vice Mayors and Mayors from various cities were also in attendance. Opened the British Homes June Fair on June 3, 2023. Attended the Fire Department Operations Training on June 9, 2023. Community Services had its first movie in the park on June 9, 2023, and on June 11, 2023, they had Elvis in the park for their summer concert series.

June 14, 2023, is Flag Day, it commemorates the adoption of the flag of the United States. Coffee with a Cop will take place June 14, 2023, at 8:00 am at Syndicate. Hiking in the mountains with Fire Chief Bartlett will be available with three different dates to choose from. The YMCA is having a summer community swim on Monday through Friday from 10:00 am to noon and Saturdays from 11:30 am to 1:00 pm and there will be a \$3 entry fee. There are two vacancies on the Community Services Commission and one expected vacancy on the Natural Resources Commission.

#### **PUBLIC PARTICIPATION CODE OF CONDUCT**

Your participation is welcomed and invited at all City Council meetings. The Council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

#### **PUBLIC COMMENT**

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

#### **PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

#### **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

#### **COMMENTS**

1. Any person wishing to provide public comment on matters not on the agenda, or during the comment period for items on the agenda is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. The City provides a podium for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mayor Garcia opened the meeting for public comment on items not on the agenda.

De Alcorn: spoke on the Memorial Day Ceremony and mentioned that Fire Chief Bartlett and Public Works Director Cimino attended the ceremony along with many residents. Celebrated the 100<sup>th</sup> year anniversary.

Mary Lou Caldwell: mentioned the Kiwana's Chili Cook-off taking place at the recreation center on July 1, 2023, starting at 6:00 pm.

David Gordon: spoke on Playhouse events and the beginning of the Silent Film Festival.

Joel Goodwin: spoke about his concern on all the ATMs being removed throughout the city.

Deputy City Clerk Tardif advised that no e-mails had been received for non-agenda items.

**PRESENTATION**

**PRESENTATION OF LIBRARY ANNUAL BOOKMARK CONTEST WINNERS**

Presented by Youth Services Librarian Doreen Thomas

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**ACTION ITEMS**

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Deputy City Clerk Tardif read the consent items by title only.

**CONSENT**

**a) CONSIDERATION OF RESOLUTION 23-42 APPROVING CERTAIN DEMANDS**

It is recommended that the City Council approve Resolution 23-42 approving payment of City Warrants in the aggregate amount of \$679,007.12; Sierra Madre Library Warrants in the aggregate amount of \$11,199.29; and Payroll Transfer in the aggregate amount of \$483,700.60; for the fiscal year ending June 30, 2023.

**b) CANCELLATION OF THE JULY 25, 2023, AND AUGUST 8, 2023 REGULAR CITY COUNCIL MEETINGS**

It is recommended that the City Council approve the cancellation of the Regular City Council meetings scheduled for July 25, 2023, and August 8, 2023, and direct staff to pay all necessary expenses during that time.

**c) NOTICE OF COMPLETION OF WATER MAIN LINING PROJECT FOR FISCAL YEAR 2022-2023**

It is recommended that the City Council approve the Notice of Completion of the Water Main Lining Project for Fiscal Year 2022-2023 and direct staff to file the Notice of Completion with the Los Angeles County Clerk's Office.

**d) CONSIDERATION OF RESOLUTION 23-48, APPROVING THE WIRELESS COMMUNICATIONS USE AND ACCESS AGREEMENT BETWEEN THE INTERAGENCY COMMUNICATIONS INTEROPERABILITY SYSTEM JPA AND VERDUGO FIRE MEMBER CITIES FOR PURPOSES OF OPERATING FIRE RESOURCE COMMUNICATIONS UPON THE ICI SYSTEM NETWORK**

It is recommended that the City Council adopt Resolution 23-48, approving the Verdugo Fire Communications' Wireless Communications Use and Access Agreement and authorize the City Manager, or designee, to execute the Wireless Communications Use and Access Agreement and to take such reasonable actions as may be required to implement the intent.

e) **CONSIDERATION OF RESOLUTION 23-49, AUTHORIZING THE CITY'S PARTICIPATION IN THE DEPARTMENT OF HEALTH CARE SERVICES PUBLIC PROVIDER GROUND EMERGENCY MEDICAL TRANSPORT (PP-GEMT) INTERGOVERNMENTAL TRANSFER (IGT) PROGRAM**

It is recommended that the City Council adopt Resolution 23-49, authorizing the City's participation in the Department of Health Care Services Public Provider Ground Emergency Medical Transport (PP-GEMT) Intergovernmental Transfer (IGT) program.

Mayor Garcia brought the matter to the City Council for questions.

Item A – no questions from the Council.

Item B – no questions from the Council.

Item C – no questions from the Council.

Item D – no questions from the Council.

Item E – no questions from the Council.

Mayor Garcia opened the matter for public comment.

Deputy City Clerk Tardif advised that no e-mails had been received.

Seeing no one come forward, Mayor Garcia brought the matter back to Council for discussion.

The Mayor brought the matter back to the Council for a motion.

Mayor Pro Tem Kriebs made a motion to approve Consent Agenda Items A-E.

Council Member Parkhurst seconded the motion.

Mayor Garcia called for a vote of the Council.

Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to approve Consent Items A-E was passed by a unanimous voice vote.

**PUBLIC HEARING**

- 1. FISCAL YEAR 2023-2024 ANNUAL BUDGET CONSIDERATION OF RESOLUTION 23-43, ADOPTING THE FISCAL YEAR 2023-2024 BUDGET AND APPROPRIATING THE AMOUNTS BUDGETED; RESOLUTION 23-44, SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024 AT \$13,237,698 IN ACCORDANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA AND PURSUANT TO GOVERNMENT CODE SECTION 7910; RESOLUTION 23-45, ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES FOR FISCAL YEAR 2023-2024; AND PUBLIC FINANCING AUTHORITY RESOLUTION No. 77, ADOPTING THE BUDGET FOR FISCAL YEAR 2023-2024 AND APPROPRIATING THE AMOUNTS BUDGETED**

It is recommended that the City Council approve Resolution 23-43, adopting the Fiscal Year 2023-2024 Budget and appropriating the amounts budgeted; Resolution 23-44, approving the GANN Appropriation Limits for Fiscal Year 2023-2024; Resolution 23-45, approving the Fiscal Year 2023-2024 Fee Schedule; and Public Financing Authority Resolution No. 77, adopting the Budget for Fiscal Year 2023-2024 and appropriating the amounts budgeted.

Finance Director Hillary Guirola-Leon gave the report.

Mayor Garcia brought the matter to the City Council for questions.

Council Member Goss thanked staff for their hard work on the zero-based budget.

Council Member Goss asked why the utility tax is up this year. Finance Director Guirola-Leon responded that the utility taxes are trending higher. Due to the higher Edison bills, it was increased in a conservative way as it is unknown if it will be long-term or if the increase will only last a few more months. Council Member Goss asked why are the costs so much higher for the Police and Fire Departments. Finance Director Guirola-Leon responded that the costs are up due to personnel cost increases. City Manager Reynoso respond that the cost was not only up because of personnel cost increases but also because of regulatory compliance fees that increased.

Council Member Parkhurst asked if the 2023-2024 proposed revenue for water funds is based on a typical year and with 2022-2023 being a wet year how much lower is it than it was in the 2021-2022 year. Finance Director Guirola-Leon responded that through discussions with the consultant for the rate study, it was a wet year this year, however, it was not used as an assumption for next year. City Manager Reynoso added that there are multiple components to the water rates, such as infrastructure charges, commodities, and service charges. Council Member Parkhurst asked if the improvements to the Police Department building are included in the 14 million under Capital Improvements. Finance Director Guirola-Leon responded, yes the improvements to the Police Department building are included under the Capital Improvements. Council Member Goss asked why the projected water revenues used are from the current water and waste rate study that we have not seen yet as opposed to the existing water rate study. Finance Director Guirola-Leon responded that we wanted to demonstrate the need for capital infrastructure and operating expenditures that are budgeted. Council Member Goss asked if the city is trying to anticipate the new rate study. Finance Director Guirola-Leon stated yes. Mayor Pro Tem Kriebs asked would the budget be amended at a future meeting after the rate study to incorporate the actual rate study versus the projections. Finance Director Guirola-Leon responded that there would be a midyear adjustment to the rate schedule.

Mayor Garcia asked if the city still has any funds left on the zero-interest loan from the water district for capital. Finance Director Guirola-Leon responded that the funds for the zero-interest loan will be exhausted in 2022-2023 and that is why there is an increase in expenditures for capital. In 2023-2024 we are projecting 1.7 million in infrastructure from our best projections. City Manager Reynoso added that the last Water System Master Plan was in 2017 and a new Water System Master Plan is due to identify the future capital water mainline replacements. Mayor Garcia asked if we are budgeting to expend what we are expected to bring in as revenue for the infrastructure charge portion, is that something we are anticipating receiving from the residents from their bills? Finance Director Guirola-Leon responded that with the change in available resources, we see a projection of \$600,000 that will build up reserves for the next five years for the water department.

Mayor Garcia opened public comment.

David Gordon: spoke on the budget and asked Council to review the Capital Projects budget with the possibility of finding alternate funding for the new Police Department building.

Seeing no one else come forward, Mayor Garcia closed public comment.

Deputy City Clerk Tardif advised that no e-mails had been received for this item.

The Mayor brought the matter back to the Council for comments.

The Mayor brought the matter back to the Council for a motion.

Council Member Parkhurst made a motion to adopt Resolution 23-43, adopting the Fiscal Year 2023-2024 budget and appropriating the amounts budgeted; Resolution 23-44, approving the GANN Appropriation Limits for Fiscal Year 2023-2024; Resolution 23-45, approving the Fiscal Year 2023-2024 Fee Schedule; and Public Financing Authority Resolution No. 77, adopting the budget for Fiscal Year 2023-2024 and appropriating the amounts budgeted.

Council Member Lowe seconded the motion.

Mayor Garcia called for a vote of the Council.

Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst.  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to adopt Resolution 23-43, adopting the Fiscal Year 2023-2024 budget and appropriating the amounts budgeted; Resolution 23-44, approving the GANN Appropriation Limits for Fiscal Year 2023-2024; Resolution 23-45, approving the Fiscal Year 2023-2024 Fee Schedule; and Public Financing Authority Resolution No. 77, adopting the budget for Fiscal Year 2023-2024 and appropriating the amounts budgeted. was passed by a unanimous voice vote.

**2. RESOLUTION 23-38, CONFIRMING THE ASSESSMENT OF THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT AND ORDERING THE LEVY FOR FISCAL YEAR 2023-2024**

It is recommended that the City Council adopt Resolution 23-38, confirming the assessment of the Downtown Landscaping and Lighting Maintenance Assessment District and ordering the Levy for Fiscal Year 2023-2024.

Management Intern Jenna Norwood gave the report.

Mayor Garcia brought the matter to the City Council for questions.

Mayor Pro Tem Kriebs asked how the rates the engineer proposed in his report compare to the prior rate and if they are 100% assessed. Management Intern Norwood responded that the rate is at 100% assessed.

Mayor Garcia opened public comment.

Seeing no one come forward, Mayor Garcia closed public comment.

Deputy City Clerk Tardif advised that no e-mails had been received for this item.

The Mayor brought the matter back to the Council for comments.

The Mayor brought the matter back to the Council for a motion.

Mayor Pro Tem Kriebs made a motion to adopt Resolution 23-38, confirming the assessment of the Downtown Landscaping and Lighting Maintenance Assessment District and ordering the Levy for Fiscal Year 2023-2024.

Council Member Goss seconded the motion.

Mayor Garcia called for a vote of the Council.

Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to adopt Resolution 23-38, confirming the assessment of the Downtown Landscaping and Lighting Maintenance Assessment District and ordering the Levy for Fiscal Year 2023-2024. was passed by a unanimous voice vote.

**DISCUSSION**

**1. CONSIDERATION OF THE THIRTEENTH TOLLING AGREEMENT, PROFESSIONAL SERVICES AGREEMENT AND ADDENDUM, AND LOT TIE COVENANT FOR THE DEVELOPMENT OF STONEHOUSE PROPERTIES**

It is recommended that the City Council approve the Thirteenth Tolling Agreement with Ginkgo Stonehouse, LLC; the Covenant and Agreement to Hold Property as One Parcel with Ginkgo Stonehouse, LLC; the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc; and the Addendum to the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc. and Ginkgo Stonehouse, LLC.

City Attorney Giragosian gave the report.

Mayor Garcia brought the matter to the City Council for questions.

Council Member Parkhurst asked for clarification on what would the city be litigating if this agreement is not approved. City Attorney Giragosian responded that if the Thirteenth Tolling Agreement is not approved then that would trigger litigation. The parties will go back to litigation. There are three separate litigations involving Stonehouse and Stonegate and the 2010 litigation resolved the adoption of the Hillside Ordinance. There was an issue regarding whether or not those zoning standards apply to these Stonehouse parcels.

Council Member Lowe asked if the parcels could be sold separately. City Attorney Giragosian responded that yes, they can be sold separately without the Lot Tie Agreement. The Lot Tie Agreement is good for the life of the entitlement of these projects. Once they are fully entitled they are going to be divided up into nine separate lots with homes on them and then they could be sold separately at that time. Council Member Lowe asked what is the acreage of the parcels. Planning Director Gonzalez responded that collectively the lots are 8.9 acres. Mayor Garcia asked if part of the agreement is what and how they can build on the property. City Attorney Giragosian responded that this is true, design guidelines were established through the settlement agreement. Those design guidelines are being implemented for both the Stonehouse properties and Stonegate properties that are being developed.

Mayor Garcia opened public comment.

Seeing no one come forward, Mayor Garcia closed public comment.

Deputy City Clerk Tardif advised that no e-mails had been received for this item.

The Mayor brought the matter back to the Council for comments.

The Mayor brought the matter back to the Council for a motion.

Council Member Goss made a motion to approve the Thirteenth Tolling Agreement with Ginkgo Stonehouse, LLC; the Covenant and Agreement to Hold Property as One Parcel with Ginkgo Stonehouse, LLC; the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc; and the Addendum to the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc. and Ginkgo Stonehouse, LLC.

Council Member Parkhurst seconded the motion.

Mayor Garcia called for a vote of the Council.

Ayes: Mayor Edward Garcia, Mayor Pro Tem Kelly Kriebs, and Council Members Gene Goss, Kristine Lowe, and Robert Parkhurst

Noes: None.

Absent: None.

Abstain: None.

The motion to approve the Thirteenth Tolling Agreement with Ginkgo Stonehouse, LLC; the Covenant and Agreement to Hold Property as One Parcel with Ginkgo Stonehouse, LLC; the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc; and the Addendum to the Professional Services Agreement for Consultant Services with Vandermost Consulting Services, Inc. and Ginkgo Stonehouse, LLC was passed by a unanimous voice vote.

**FUTURE ITEMS:**

Council Member Goss would like information on the possible need for a public safety tax and would like options for financing the new Police Department building.

Mayor Pro Tem Kriebs would like a report on the playground equipment that was previously approved in the Fiscal Year 2022-2023.

**ADJOURNMENT:**

Mayor Garcia asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn the meeting.

Mayor Pro Tem Kriebs seconded the motion.

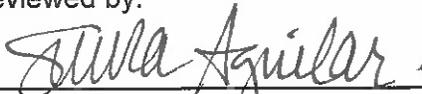
The meeting was adjourned at 7:17 p.m. to a Regular meeting to be held on June 27, 2023.

  
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Edward Garcia, Mayor

Minutes taken and prepared by:

  
\_\_\_\_\_  
Amber Tardif, Deputy City Clerk

Reviewed by:

  
\_\_\_\_\_  
Laura Aguilar, City Clerk