

# City Council Agenda

JUNE 13, 2017

6:00 p.m.

City of Turlock Yosemite Room

156 S. Broadway, Turlock, California



\*\*and via teleconference:

Hyatt Regency Washington on  
Capitol Hill

400 New Jersey Ave., NW

Washington, DC 20001

Telephone No. 202-737-1234

Mayor  
**Gary Soiseth**

Council Members

**Matthew Jacob**

**William DeHart, Jr.**

Vice Mayor

**Amy Bublak**

**Gil Esquer**

City Manager  
**Gary R. Hampton**

City Clerk

**Jennifer Land**

City Attorney

**Phaedra A. Norton**

**SPEAKER CARDS:** To accommodate those wishing to address the Council and allow for staff follow-up, speaker cards are available for any agenda item or any other topic delivered under Public Comment. Please fill out and provide the Comment Card to the City Clerk or Police Officer.

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** The Turlock City Council meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

**EQUAL ACCESS POLICY:** If you have a disability which affects your access to public facilities or services, please contact the City Clerk's Office at (209) 668-5540. The City is committed to taking all reasonable measures to provide access to its facilities and services. Please allow sufficient time for the City to process and respond to your request.

**NOTICE:** Pursuant to California Government Code Section 54954.3, any member of the public may directly address the City Council on any item appearing on the agenda, including Consent Calendar and Public Hearing items, before or during the City Council's consideration of the item.

**AGENDA PACKETS:** Prior to the City Council meeting, a complete Agenda Packet is available for review on the City's website at [www.cityofturlock.org](http://www.cityofturlock.org) and in the City Clerk's Office at 156 S. Broadway, Suite 230, Turlock, during normal business hours. Materials related to an item on this Agenda submitted to the Council after distribution of the Agenda Packet are also available for public inspection in the City Clerk's Office. Such documents may be available on the City's website subject to staff's ability to post the documents before the meeting.

1. **A. CALL TO ORDER**

**B. SALUTE TO THE FLAG**

2. **PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, ANNOUNCEMENTS & PRESENTATIONS**

A. Recognition: Employee of the Month, May 2017

B. Recognition: Meritorious Medal recipient Officer Paul Heppner and Heroic Effort recipient Citizen Ana Ramirez

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- C. Recognition: Stanislaus County Office of Education, Project S.A.F.E. After School Awards – Elementary School Site of the Year 2016-17
  - D. Recognition: California State University, Stanislaus Cesar Chavez Poster Contest Winners
  - E. Presentation: Travels with Trixie, presented by Animal Services Supervisor Glenna Jackson

3. **A. SPECIAL BRIEFINGS:** None

**B. STAFF UPDATES**

- 1. Policy Goals and Implementation Plan (*Executive Staff*)
- 2. Building Activity, Capital Projects, and Transit (*Pitcock*)
- 3. Economic Development (*Pitt*)

**C. PUBLIC PARTICIPATION**

This is the time set aside for members of the public to directly address the City Council on any item of interest to the public that is within the subject matter jurisdiction of the City Council and to address the Council on any item on tonight's agenda, including Consent Calendar items. You will be allowed five (5) minutes for your comments. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter.

No action or discussion may be undertaken on any item not appearing on the posted agenda, except that Council may refer the matter to staff or request it be placed on a future agenda.

4. **A. MOTION WAIVING READING OF ALL ORDINANCES ON THE AGENDA, EXCEPT BY TITLE**

**B. DECLARATION OF CONFLICTS OF INTEREST AND DISQUALIFICATIONS**

**C. DISCLOSURE OF TOP TEN/MAXIMUM CONTRIBUTORS**

5. **CONSENT CALENDAR**

Information concerning the consent items listed hereinbelow has been forwarded to each Councilmember prior to this meeting for study. Unless the Mayor, a Councilmember or member of the audience has questions concerning the Consent Calendar, the items are approved at one time by the Council. The action taken by the Council in approving the consent items is set forth in the explanation of the individual items.

- A. Resolution: Accepting Weekly Demands of 4/27/17 in the amount of \$1,319,726.27; Weekly Demands of 5/04/17 in the amount of \$705,902.06; Weekly Demands of 5/11/17 in the amount of \$1,251,234.69; Monthly Demands of 12/31/16 in the amount of \$1,492,191.25
- B. Motion: Accepting Minutes of Special Meetings of May 16, 2017; Minutes of Special of May 23, 2017; and Minutes of Regular Meeting of May 23, 2017
- C. Resolution: Initiating Proceedings for the formation of the Potters Landing subdivision (Development Project No. 14-57) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development

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- D. Resolution: Initiating Proceedings for the formation of the Hilmar Cheese (Development Project No. 15-33) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- E. Resolution: Initiating Proceedings for the formation of the Taco Bell (Development Project No. 15-34) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- F. Resolution: Initiating Proceedings for the formation of the Dust Bowl Brewery (Development Project No. 15-35) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- G. 1. Resolution: Approving the Engineer's Report for The Classics subdivision (Development Project No. 16-78) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area  
2. Resolution: Declaring the City Council's intention to order the formation of and to levy and collect assessments for The Classics subdivision (Development Project No. 16-78) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area
- H. Resolution: Initiating Proceedings for the formation of the Valley Milk (Development Project No. 17-37) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- I. Resolution: Initiating Proceedings for the formation of the Blue Diamond (Development Project No. 17-38) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- J. Resolution: Initiating Proceedings for the formation of the Turlock Walnut Company (Development Project No. 17-39) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- K. Resolution: Initiating Proceedings for the formation of the Chevron Fulkerth (Development Project No. 17-40) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area and directing the City Engineer to act as the Engineer of Work and produce an Engineer's Report which details the annual costs to the development
- L. Motion: Authorizing issuance of Request for Proposals (RFP) for consultant services to prepare an assessment and a five (5) year strategic plan for City Project No. 17-42 "Geographical Information System (GIS) Assessment"
- M. Resolution: Approving a Transportation Development Act (TDA) claim for Non-Transit expenses for Fiscal Year 2016-17 in the amount of \$253,810 and adjusting the projected Local Transportation Fund revenue in Fund 216 to current Stanislaus Council of Government (StanCOG) estimates and authorizing the City Manager to execute and submit the claim to StanCOG

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- N. 1. Motion: Awarding RFQ No. 17-502 and approving a Retainer Agreement with Bureau Veritas North America, Inc., of Sacramento, California for contract plan review services of construction documents for conformance with the California Building Codes for Fiscal Years 2017-21, in an annual amount not to exceed \$200,000 and an overall contract amount of \$800,000 (Fund 405)
2. Motion: Awarding RFQ No. 17-502 and approving a Retainer Agreement with Interwest Consulting Group, of Roseville, California for contract plan review services of construction documents for conformance with the California Building Codes for Fiscal Years 2017-21, in an annual amount not to exceed \$100,000 and an overall contract amount of \$400,000 (Fund 405)
- O. 1. Motion: Awarding RFP No. 16-340 and approving an Agreement with Community Pass of Ridgewood, New Jersey for Request for Parks and Recreation Management Software System for the Parks, Recreation and Public Facilities Department, in an amount not to exceed \$26,546
2. Resolution: Appropriating \$14,800 to account number 110-61-620.51011 "Computer Software" and \$11,746 to account number 110-61-620.44010\_009 "Computer Recreation Management Software Maintenance" both to be funded from Fun 110 unallocated reserves designated for Recreation Equipment to provide funds for the implementation and first year subscription fees for the Community Pass Recreation Management Software System in fiscal year 2017-18
- P. 1. Motion: Approving an Agreement between the City of Turlock and PAXXO (USA), INC. for headworks debris disposal bags at the Turlock Regional Water Quality Control Facility, in an annual amount of \$15,000, without compliance to the formal bid procedure pursuant to Turlock Municipal Code Sections 2-7-08(b)(2) and 2-7-08(b)(3)
2. Resolution: Appropriating \$15,000 to account number 410-51-534.44030\_075 "Minor Equipment Headwork Debris Disposal Bags" from Fund 410 "Water Quality Control" reserves for the purchase of headworks debris disposal bags from PAXXO (USA), INC.
- Q. 1. Resolution: Approving the purchase of one (1) 2016 Ford F550 Regular Cab Diesel Truck with diamond open top service body for the Municipal Services Department from Downtown Ford Sales of Sacramento, California, through the State of California Contract No. 1-16-23-20A, in a total amount not to exceed \$55,668.64 (including a 5% contingency) without compliance to the formal bid procedure pursuant to Turlock Municipal Code Section 2-7-08(b)(5)
2. Resolution: Appropriating \$55,668.64 to account number 506-00-000-223.51020 "Equipment Replacement" from account number 420-52-551.44030\_063 "Minor Equipment Valve Exercise Machine & Trailer" for the purchase of one (1) 2016 Ford F550 Regular Cab with diamond open top service body for the Municipal Services Department from Downtown Ford Sales of Sacramento, California
- R. Motion: Approving an Agreement between the City of Turlock and Aqua-Aerobic Systems, Inc. for tertiary filter media, parts, and services at the Turlock Regional Water Quality Control Facility, in an annual amount of \$90,000, without compliance to the formal bid procedure pursuant to Turlock Municipal Code Sections 2-7-08(b)(2) and 2-7-08(b)(3)
- S. Motion: Awarding RFP No. 17-403 and approving an Agreement with Geoanalytical Laboratories, Inc. for contract laboratory analysis services for testing and analysis of water, wastewater, recycled water, soil, and sludge
- T. Motion: Approving an Agreement between the City of Turlock and MedWaste Management to provide proper collection, transportation, and treatment of medical waste for the Turlock Police Department, in an annual amount not to exceed \$3,500
- U. Motion: Approving an Agreement between the City of Turlock and the Turlock Unified School District for Police Officer services at Turlock High School and Pitman High School

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- V. Resolution: Approving the City of Turlock having entered into a Security Agreement with Peace Officer Standards and Training (POST) allowing the City to use the POST Entry-Level Law Enforcement Test Battery (PELLETB) and authorizing the Police Chief to sign the Security Agreement annually
- W. Motion: Approving Amendment No. 2 to an Agreement (Contract No. 15-066) between the City of Turlock and Champion Industrial Contractors, Inc. for preventive maintenance, filter change out, and repair services for HVAC units for City owned and leased buildings, adding the Public Safety Facility to the Agreement, increasing the compensation to an annual amount of \$45,000
- X. Motion: Approving Amendment No. 1 to an Agreement between the City of Turlock and Konica Minolta Business Solutions, U.S.A., Inc. to upgrade the Hyland OnBase Enterprise Content Management Solution to Version 16, build an OnBase test environment, perform an Electronic Content Management business process review, and provide training services, increasing the compensation to a total of \$23,100 and extending the term of the agreement to end no later than December 31, 2017
- Y. Motion: Approving an agreement for maintenance with CDW-G for three (3) years on two (2) document scanners identified as Models FI-6670 and FI-6770 in an amount not to exceed \$7,387.92 and for twelve (12) months on one (1) document scanner identified as Model FI-5750 in an amount not to exceed \$1,706.14
- Z. Resolution: Authorizing the Purchasing Officer to dispose of surplus supplies and/or equipment as directed by the City Manager pursuant to the terms set forth in Turlock Municipal Code Section 2-7-04(j)
- AA. Motion: Approving Amendment No. 1 to an Agreement between the City of Turlock and Microbiz Security Company for preventative maintenance of security and camera systems, to include supplies and repair services, increasing the compensation to an annual amount of \$35,000
- BB. Motion: Approving an Agreement with Romeo Medical Clinic to administer the City of Turlock Work Wellness Program
- CC. Resolution: Extending the City of Turlock Military Leave Policy per Resolution No. 2016-142 for employees involuntarily called to active duty as a result of the nation's war on terrorism
- DD. Motion: Rejecting Claims for Damages filed by Davita Turlock

**6. FINAL READINGS:** None

**7. PUBLIC HEARINGS**

Challenges in court to any of the items listed below, may be limited to only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Turlock City Council at, or prior to, the public hearing.

- A. Request to adopt a Mitigated Negative Declaration and Mitigation Monitoring Program for General Plan Amendment 2016-01, Rezone 2016-01, Prezone 2016-01 (Northwest Triangle Specific Plan Update) based upon the evidence and analysis contained in the initial study and finding revisions have been made to the Project to avoid or mitigate potential new or significant effects to a point where clearly no significant effects would occur pursuant to Public Resources Code Sections 21080(c)(2) and 21157.5 AND adopt the Northwest Triangle Specific Plan Update and amending the land use diagram of the Turlock General Plan [GPA 2016-01 (Northwest Triangle Specific Plan Update)] for six (6) properties located in the plan area (1598 & 1812 N. Tegner Road; 2530, 2918, and 3000 W. Tuolumne Road; and 3525 W. Monte Vista Avenue, otherwise known as Stanislaus

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County APNs 088-010-027, 088-010-028, 088-010-053, 088-010-023, 088-010-001, 087-003-018), as well as updating standards applying to all properties within the Specific Plan area AND amend the Zoning Map of the City of Turlock, California Municipal Code [Rezone 2016-01 (Northwest Triangle Specific Plan Update)] rezoning four (4) properties located at 1812 North Tegner Road (APN: 088-010-027), 1598 North Tegner Road (APN: 088-10-028), 3000 West Tuolumne Road (APN: 088-010-001), and 2918 West Tuolumne Road (APN: 088-010-023) from Agriculture (A) to Community Commercial (CC) and one (1) property located at 2530 West Tuolumne Road (APN: 088-010-053) from Park (P) to Community Commercial & Medium Density Residential (CC & RM) AND amend the Zoning Map of the City of Turlock, California Municipal Code [Prezone 2016-01 (Northwest Triangle Specific Plan Update)] pre zoning a property located at 3525 W. Monte Vista Avenue (APN: 087-003-018) to Commercial Thoroughfare (CT) (*Quintero*)

**Recommended Action:**

Resolution: Adopting a Mitigated Negative Declaration and Mitigation Monitoring Program for General Plan Amendment 2016-01, Rezone 2016-01, Prezone 2016-01 (Northwest Triangle Specific Plan Update) based upon the evidence and analysis contained in the initial study and finding revisions have been made to the Project to avoid or mitigate potential new or significant effects to a point where clearly no significant effects would occur pursuant to Public Resources Code Sections 21080(c)(2) and 21157.5

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Resolution: Adopting the Northwest Triangle Specific Plan Update and amending the land use diagram of the Turlock General Plan [GPA 2016-01 (Northwest Triangle Specific Plan Update)] for six (6) properties located in the plan area (1598 & 1812 N. Tegner Road; 2530, 2918, and 3000 W. Tuolumne Road; and 3525 W. Monte Vista Avenue, otherwise known as Stanislaus County APNs 088-010-027, 088-010-028, 088-010-053, 088-010-023, 088-010-001, 087-003-018), as well as updating standards applying to all properties within the Specific Plan area

Ordinance: Amending the Zoning Map of the City of Turlock, California Municipal Code [Rezone 2016-01 (Northwest Triangle Specific Plan Update)] rezoning four (4) properties located at 1812 North Tegner Road (APN: 088-010-027), 1598 North Tegner Road (APN: 088-10-028), 3000 West Tuolumne Road (APN: 088-010-001), and 2918 West Tuolumne Road (APN: 088-010-023) from Agriculture (A) to Community Commercial (CC) and one (1) property located at 2530 West Tuolumne Road (APN: 088-010-053) from Park (P) to Community Commercial & Medium Density Residential (CC & RM)

Ordinance: Amending the Zoning Map of the City of Turlock, California Municipal Code [Prezone 2016-01 (Northwest Triangle Specific Plan Update)] pre zoning a property located at 3525 W. Monte Vista Avenue (APN: 087-003-018) to Commercial Thoroughfare (CT)

- B. Request to approve the Fiscal Year 2017-18 Annual Action Plan for the Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME), authorizing submission of the Annual Action Plan to the United States Department of Housing and Urban Development (HUD), approving funding for the Public Service Grant Program, and authorizing the City Manager or designee to execute all related and necessary documents (*Pitt*)

**Recommended Action:**

Resolution: Approving the Fiscal Year 2017-18 Annual Action Plan for the Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME), authorizing submission of the Annual Action Plan to the United States Department of Housing and Urban Development (HUD), approving funding for the Public Service Grant Program, and authorizing the City Manager or designee to execute all related and necessary documents.

- C. Request to make no change in the cap on the number of beds allowed within the SB 2 emergency shelter overlay district (*Whitmore*)

**Recommended Action:**

Motion: Making no change in the cap on the number of beds allowed within the SB 2 emergency shelter overlay district

**8. SCHEDULED MATTERS**

- A. Request to approve Amendment No. 3 to the Revocable License Agreement between the City of Turlock and Golden State Farmers' Market Association for the operation, management and marketing of a certified farmers market located on City of Turlock property, amending the Time of Operation to Thursdays between 5:00 p.m. and 9:00 p.m., with set up to begin at 3:00 p.m. and teardown from 9:00 p.m. to 10:00 p.m., during the months of May through October or as otherwise authorized by the City Manager. (*Van Guilder*)

**Recommended Action:**

Motion: Approving Amendment No. 3 to the Revocable License Agreement between the City of Turlock and Golden State Farmers' Market Association for the operation, management and marketing of a certified farmers market located on City of Turlock property, amending the Time of Operation to Thursdays between 5:00 p.m. and 9:00 p.m., with set up to begin at 3:00 p.m. and teardown from 9:00 p.m. to 10:00 p.m., during the months of May through October or as otherwise authorized by the City Manager

- B. Request to adopt a status quo City of Turlock General Fund Two-Year Budget covering Fiscal Years 2017-18 and 2018-19 AND adopt a status quo City of Turlock Non-General Fund Two-Year Budget covering Fiscal Years 2017-18 and 2018-19 (*Hampton*)

**Recommended Action:**

Resolution: Adopting a status quo City of Turlock General Fund Two-Year Budget covering Fiscal Years 2017-18 and 2018-19

Resolution: Adopting a status quo City of Turlock Non-General Fund Two-Year Budget covering Fiscal Years 2017-18 and 2018-19

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- C. Request to approve an Agreement with SEITY, LLC (herein referred to as SEITY) to provide a Wellness Program for regular City of Turlock employees and their spouses/domestic partners, for the period covering July 1, 2017 to July 1, 2018, in an amount not to exceed \$67,000 (*Eddy*)

**Recommended Action:**

Motion: Approving an Agreement with SEITY, LLC (herein referred to as SEITY) to provide a Wellness Program for regular City of Turlock employees and their spouses/domestic partners, for the period covering July 1, 2017 to July 1, 2018, in an amount not to exceed \$67,000

- D. Request to authorize an Agreement between the City of Turlock and Travelers Property Casualty Insurance Company to maintain property insurance coverage, for Fiscal Year 2017-18, with an annual premium of \$194,860 (*Eddy*)

**Recommended Action:**

Resolution: Authorizing an Agreement between the City of Turlock and Travelers Property Casualty Insurance Company to maintain property insurance coverage, for Fiscal Year 2017-18, with an annual premium of \$194,860

- E. Request to authorize an Agreement between the City of Turlock and Hiscox Insurance Company to maintain insurance coverage for Employment Practices Liability Insurance, for Fiscal Year 2017-18, with an annual premium of \$59,327 (*Eddy*)

**Recommended Action:**

Resolution: Authorizing an Agreement between the City of Turlock and Hiscox Insurance Company to maintain insurance coverage for Employment Practices Liability Insurance, for Fiscal Year 2017-18, with an annual premium of \$59,327

- F. Request to authorize an Agreement between the City of Turlock and Safety National Casualty Company to maintain insurance coverage for Excess Workers' Compensation Insurance, for Fiscal Year 2017-18, with an annual estimated premium of \$97,889 (*Eddy*)

**Recommended Action:**

Resolution: Authorizing an Agreement between the City of Turlock and Safety National Casualty Company to maintain insurance coverage for Excess Workers' Compensation Insurance, for Fiscal Year 2017-18, with an annual estimated premium of \$97,889

- G. Request to authorize an Agreement between the City of Turlock and Travelers Insurance Company for cyber liability coverage, for Fiscal Year 2017-18, with an annual premium of \$17,096 (*Eddy*)

**Recommended Action:**

Resolution: Authorizing an Agreement between the City of Turlock and Travelers Insurance Company for cyber liability coverage, for Fiscal Year 2017-18, with an annual premium of \$17,096



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- H. Request to authorize an Agreement between the City of Turlock and Sun Life Financial for Excess Loss Insurance related to medical and prescription coverage, for Fiscal Year 2017-18, with specific and aggregate annual insurance premium of \$2,334,474 (*Eddy*)

**Recommended Action:**

Resolution: Authorizing an Agreement between the City of Turlock and Sun Life Financial for Excess Loss Insurance related to medical and prescription coverage, for Fiscal Year 2017-18, with specific and aggregate annual insurance premium of \$2,334,474

- I. Request to authorize renewal of the Alliant Crime Insurance Program, brokered by Alliant Insurance Services, Inc., insurer National Union Fire Insurance Company, Inc., for July 1, 2017 to July 1, 2019, with an annual premium of \$2,462 (*Eddy*)

**Recommended Action:**

Motion: Authorizing renewal of the Alliant Crime Insurance Program, brokered by Alliant Insurance Services, Inc., insurer National Union Fire Insurance Company, Inc., for July 1, 2017 to July 1, 2019, with an annual premium of \$2,462

**9. MATTERS TOO LATE FOR AGENDA/NON-AGENDA ITEMS**

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which a legislative body can act on an item not on the agenda:

- 1) When a majority decides there is an "emergency situation" (as defined for emergency meetings).
- 2) When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action "came to the attention of the local agency subsequent to the agenda being posted." This exception requires a degree of urgency. Further, an item cannot be considered under this provision if the legislative body or the staff knew about the need to take immediate action before the agenda was posted. A "new" need does not arise because staff forgot to put an item on the agenda or because an applicant missed a deadline.
- 3) When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

A legitimate immediate need can be acted upon even though not on the posted agenda by following a two-step process. First, make two determinations: (a) that there is an immediate need to take action and (b) that the need arose after the posting of the agenda. The matter is then "placed on the agenda." Second, discuss and act on the added agenda item.

**10. COUNCIL ITEMS FOR FUTURE CONSIDERATION**

Requests for Council items for future consideration will be scheduled in accordance with Resolution No. 2008-019 and will be brought back to the City Council no earlier than July 25, 2017, unless otherwise specified by the Mayor or a majority of the Council.

**11. COUNCIL COMMENTS**

Councilmembers may provide a brief report on notable topics of interest. The Brown Act does not allow discussion or action by the legislative body.

**12. CLOSED SESSION: None**

**13. ADJOURNMENT**