#### **CITY COUNCIL**

#### **MINUTES**

TUESDAY, JUNE 25, 2024, 3:00 P.M. ART PICK COUNCIL CHAMBER 3900 MAIN STREET

PRESENT: Mayor Lock Dawson and Councilmembers Falcone, Cervantes, Robillard,

Mill, Perry, and Hemenway

ABSENT: Councilmember Conder

Mayor Lock Dawson called the meeting to order at 3:01 p.m.

#### PUBLIC COMMENT IN PERSON/TELEPHONE

Rich Gardner and Kimberly Nielson spoke regarding Disability Awareness and the Flag Raising Ceremony, Romeo and Friends Movie Night, and thanked the Fire Department for responding to an incident with his daughter Kimberly. Scott Andrews spoke regarding the City's budget and the Brown Act.

#### COMMUNICATIONS

#### CITY MANAGER UPDATE

The City Council received safety and financial updates.

Councilmember Cervantes entered the meeting at 3:13 p.m.

COUNCILMEMBERS DECLARATION OF CONFLICTS OF INTEREST There were no conflicts of interest declared at this time.

#### PUBLIC HEARINGS/PLANNING REFERRALS AND APPEALS

FISCAL YEAR 2024-25 MASTER FEES AND CHARGES SCHEDULE AMENDMENT - RESOLUTION - ORDINANCE INTRODUCED

Public Hearing was called to consider the proposed user fees and charges effective July 1, 2024, adopt an ordinance amending the Riverside Municipal Code (RMC) Chapter 3.30 Section 3.30.030 – Schedule of Regulation, Product and Services to add twelve additional categories and revise one category; and adopt a resolution amending the City's Master Fees and Charges Schedule for Fiscal Year 2024-25. Three people spoke on the matter. The public hearing was officially closed.

Following discussion, it was moved by Councilmember Perry and seconded by Councilmember Mill to (1) adopt an ordinance amending the Riverside Municipal Code (RMC) Chapter 3.30 Section 3.30.030 – Schedule of Regulation, Products and Services,

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subsection II – Finance, to add one additional category titled Convenience Fees and subsection VII – Public Safety – Fire, to add eleven additional categories titled Final As-Built (Revision) Plan Check, Fire Protection Plan (FPP) Review, Hazardous Material Analysis Report, High Pile, Defensible Space Review/Inspection, Performance Based Review, Alternative Means And Method Review, Rocket Launch, Burn Permit, Blasting Permit, Fire Alarm Control Panel/Communicator (Charge Out Only), and revise one category titled Petroleum Tank Inspection - Above Ground (APSA) to Third and Subsequent Plan Review Submittal; and (2) adopt a resolution approving the Proposed Fiscal Year 2024-25 Master Fees and Charges Schedule. The motion carried with Councilmembers Falcone, Robillard, Mill, Perry, and Hemenway voting aye, Councilmember Cervantes voting no and Councilmember Conder absent.

Whereupon, the title having been read and further reading waived, Resolution No. 24129 of the City Council of the City of Riverside, Amending the City's Master Fees and Charges Schedule as Set Forth in Resolution No. 21960, as Amended, (1) Adjusting Fees for Certain City Services, Regulatory Licenses, Special Permits, and User Activities; (2) Authorizing the Finance Director to Amend the Master Fees and Charges Schedule Consistent with Such Approvals; (3) adopting the Revised Electric Fees and Charges Schedule (Appendix A), Electric Rule 4, Electric Rule 7, Electric Rule 11, Electric Rule 22, Water Fees and Charges Schedule (Appendix A), Water Rule 4, Water Rule 7, Water Rule 8, Water Rule 10, Water Rule 11, Water Rule 14, Water Rule 16, Water Schedule WA-5; and (4) Making Related Findings of Fact, was presented and adopted and an Ordinance entitled "An Ordinance of the City of Riverside, California, Amending Chapter 3.30 of the Riverside Municipal Code, to Add Twelve Additional Categories and Revise one Category to the Schedule of Regulation, Products, and Services," was presented and introduced.

#### DISCUSSION CALENDAR

MEDICAL TRANSPORT AMBULANCE FRANCHISE - AMERICAN MEDICAL RESPONSE AMBULANCE SERVICE, INC - RESOLUTION

Following discussion, it was moved by Councilmember Perry and seconded by Councilmember Mill to approve Safety, Wellness, and Youth Committee recommendation to (1) approve the Application for Medical Transport Ambulance Franchise from American Medical Response Ambulance Service, Inc (AMR) to perform ALS and BLS transport services; (2) adopt a resolution of intent to grant an Ambulance Medical Transport Franchise to AMR; and (3) schedule a Public Hearing for July 16, 2024,

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for the purpose of adopting an ordinance granting the Medical Transport Ambulance Franchise to AMR. The motion carried with Councilmembers Falcone, Robillard, Mill, Perry, and Hemenway voting aye, Councilmember Cervantes voting no and Councilmember Conder absent.

Whereupon, the title having been read and further reading waived, Resolution No. 24130 of the City Council of the City of Riverside, Declaring its Intention to Grant an Ambulance Medical Transport Franchise to American Medical Response Ambulance Service, Inc. ("AMR") and Fixing the Time and Place for a Public Hearing Before the City Council of the City of Riverside, was presented and adopted.

#### **CLOSED SESSIONS**

The Mayor and City Council adjourned to closed sessions at 4:20 p.m. pursuant to Government Code (1) §54956.8 to instruct City's Negotiator, Charles M. Futrell, regarding price and terms of payment for the purchase, sale, exchange, or lease of property located at 3750 University Avenue, Suite 125, APN: 215-371-005, by The IG Group, LLC operating as River Ranch Grill and Bar; Ivan Garcia/ Ruben Barragan, Negotiators; (2) §54957(a) for consultation with Chief of Police Larry Gonzalez, or his respective deputy, and Chief Information Officer George Khalil regarding threat to public services or facilities; (3) §54956.9(d)(2) to confer with and/or receive advice from legal counsel concerning anticipated litigation regarding one case (4) §54956.9(d)(4) to confer with and/or receive advice from legal counsel concerning the City Council deciding whether to initiate litigation regarding two cases; and (5) §54957.6 to review the City Council's position and instruct designated representatives regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of all Executive Management employees except the City Manager, City Attorney, and City Clerk, all Management and Confidential employees as defined by PERS, Fire Management Unit, Riverside City Firefighters Association, Riverside Police Officers Association (Police and Police Supervisory Units), Service Employees International Union #721, International Brotherhood of Electrical Workers #47, and Riverside Police Administrators Association.

The Mayor and City Council reconvened at 6:15 p.m. with Mayor Lock Dawson presiding and all Councilmembers present.

Councilmember Robillard gave the Invocation and led the pledge of allegiance.

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#### PUBLIC COMMENT IN PERSON/TELEPHONE

Pete Benavidez introduced newly elected Board Chairman of Blindness Support Center Leon McNaught and spoke on Disability Awareness Flag raising ceremony. Patrick Maloney spoke regarding the untimely passing of Tom Hunt and Wendy Edds, Cheech 2nd Year Anniversary, Karaoke at the Hideaway Cafe, open mic night at Back to the Grind and Euryale Brewing Company, and domestic violence dispute near his home. Jason Hunter and Malissa McKeith spoke regarding the Inspector General ballot measure.

#### MAYOR/COUNCILMEMBER COMMUNICATIONS

Councilmember Falcone reported on Electric Fire Truck Exhibit at Fire Station 6, Western Riverside Council of Government (WRCOG) General Assembly, Cheech 2nd Anniversary, office hours on the Eastside, 100-year anniversary celebration of the 1st Riverside City Hall, thanked the Public Works team for attending a meeting with residents on the Northside. Councilmember Cervantes thanked the Human Relations Commission for their invitation to the Riverside Area Rape Crisis Center grant award presentation and reported on WRCOG General Assembly, grand opening of the LGBTQ+ Resource Center, Cheech 2nd Year Anniversary, and raising of Juneteenth Flag. Councilmember Robillard reported on WRCOG General Assembly, Keep Riverside Clean and Beautiful at Nichols Park, thanked Sandals Church for assisting an elderly woman with cleaning her backyard, and announced the next Magnolia Center Initiative meeting. Councilmember Mill reported on Press Conference on illegal fireworks, expressed condolences to the family of Tom Hunt and requested to adjourn the meeting in his memory, Art Lopez 99th Birthday, Riverside County Youth and College NAACP Basketball event, site visit with Parks and Recreation and Community Services Director Galera at Hunt Park, and Ward 5 Townhall at Hunt and Villegas Parks. Councilmember Perry reported on the retirement celebration for former Superintendent Dr. Allan Mucerino of the Alvord Unified School District and Arlanza Neighborhood funding meeting. Councilmember Hemenway reported on the retirement celebration for former Superintendent Dr. Allan Mucerino of the Alvord Unified School District, March Field Air Museum Radio Field Day, and Keep Riverside Clean and Beautiful event at Rutland Park. Mayor Lock Dawson reported on a tour of the port of Los Angeles to review pollution, United States Conference of Mayors annual business meeting in Kansas City, leading a panel discussion on public/private partnerships, State Budget Homeless Housing, Assistance and Prevention (HHAP) and youth job funding for Riverside.

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#### **CEREMONIAL PRESENTATION**

WAIVE SUNSHINE ORDINANCE - RECOGNIZE JUNE 19, 2024, AS JUNETEENTH Following discussion, it was moved by Councilmember Mill and seconded by Councilmember Cervantes to waive the Sunshine Ordinance to recognize June 19, 2024, as Juneteenth. The motion carried unanimously.

Mayor Lock Dawson presented a proclamation to The Black Collective recognizing June 19, 2024, as Juneteenth.

#### PUBLIC HEARINGS/PLANNING REFERRALS AND APPEALS

PROPOSED FISCAL YEAR 2024-2026 BIENNIAL BUDGET AND FISCAL YEAR 2024-2026 CAPITAL IMPROVEMENT PLAN - RESOLUTION

Public Hearing was called to consider the proposed Fiscal Year 2024-2026 Biennial Budget and proposed Fiscal Year 2024-2026 Capital Improvement Plan; adopt a resolution approving the Proposed Annual Budget for Fiscal Year 2024-2025 totaling \$1,456,914,984 and for Fiscal Year 2025-2026 totaling \$1,479,469,747; and delegate investment authority to the Chief Financial Officer/Treasurer for a period of one year beginning July 1, 2024, and ending June 30, 2025. Two people spoke on the matter. The public hearing was officially closed.

Following discussion, it was moved by Councilmember Hemenway and seconded by Councilmember Cervantes to (1) adopt a resolution approving the Proposed Annual Budget for Fiscal Year 2024-2025 totaling \$1,456,914,984 and for Fiscal Year 2025-2026 totaling \$1,479,469,747; and (2) delegate investment authority to the City's Chief Financial Officer/Treasurer for a period of one year beginning July 1, 2024, and ending June 30, 2025. The motion carried with Councilmember Conder absent.

Whereupon, the title having been read and further reading waived, Resolution No. 24131 of the City Council of the City of Riverside, California, Adopting the Two-Year Budget of the City of Riverside for the Fiscal Years Beginning July 1, 2024, and Ending June 30, 2025, and Beginning July 1, 2025, and Ending June 30, 2026, was presented and adopted.

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#### CONSENT CALENDAR

It was moved by Councilmember Hemenway and seconded by Councilmember Perry to approve the Consent Calendar as presented affirming the actions appropriate to each item. The motion carried unanimously with Mayor Lock Dawson voting aye on the Board and Commission appointment and resignation and Councilmember Conder absent.

#### BIENNIAL REVIEW OF CONFLICT OF INTEREST CODES

The City Council directed the City Clerk and City Attorney to coordinate the biennial review of the Conflict of Interest Codes for employees, board and commission members, Housing Authority, and the Successor Agency to the Redevelopment Agency of the City of Riverside for consideration before October 1, 2024.

#### BOARD AND COMMISSION APPOINTMENT AND RESIGNATION

The Mayor and City Council (1) appointed Chad Young to the Park and Recreation Commission Ward 1 seat for a term through March 1, 2025; and (2) filed the resignation of Blake Faris from the Park and Recreation Commission Ward 3 seat effective immediately.

#### **MINUTES**

The minutes of the meeting of June 11, 2024, were approved as presented.

### MARKETING AND COMMUNICATIONS AND HOUSING AND HUMAN SERVICES DEPARTMENTS - ORDINANCE ADOPTED

The City Council adopted an Ordinance to amend Riverside Municipal Code Section 2.08.020 to establish the Departments of Marketing & Communications and Housing & Human Services and the respective department heads as part of the administrative organizational structure of the City; whereupon, the title having been read and further reading waived, Ordinance No. 7666 of the City of Riverside, California, Amending Section 2.08.020 of the Riverside Municipal Code Regarding the Administrative Offices and Departments of the City, was presented and adopted.

#### RELOCATION PLAN - THIRD STREET GRADE SEPARATION PROJECT

The City Council (1) adopted the Relocation Plan prepared by Romo Acquisition & Relocation Services, LLC; and (2) authorized the City Manager, or his designee, to execute all documents and instruments associated with the Relocation Plan that are

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necessary to complete the transaction, including making minor and non-substantive changes.

PLANNING CASES DP-2022-00035, DP-2022-00036, DP-2022-00025, SD-2022-00002, DP-2022-00047 AND DP-2022-00048 - REVIEW FINDINGS TO OVERRULE AIRPORT LAND USE COMMISSION DETERMINATION - 5261 ARLINGTON - SCHEDULE A PUBLIC HEARING The City Council (1) scheduled a public hearing for September 17, 2024 at 3 p.m., for consideration of the Airport Land Use Committee (ALUC) overrule for Planning Cases DP-2022-00035 General Plan Amendment, DP-2022-00036 Zoning Code Amendment, DP-2022-00025 Site Plan Review, SD-2022-00002 Tentative Parcel Map, DP-2022-00047 Certificate of Appropriateness and DP-2022-00048 Environmental Impact Report and appeal of the Cultural Heritage Board's recommendation on the project at 5261 Arlington Avenue, situated at northeast Corner of Arlington Avenue and Streeter Avenue (Former Sears Building); and (2) reviewed a draft resolution in the staff report and provided a copy of the proposed decision and findings to both ALUC and the California Division of Aeronautics, a minimum of 45 days prior to a public hearing, whether or not to overrule ALUC.

#### ESTABLISH APPROPRIATIONS LIMIT - FISCAL YEAR 2024-2025 - RESOLUTION

The City Council adopted a Resolution establishing the Fiscal Year 2024-25 Appropriations Limit of \$432,254,162 as required by Article XIIIB of the State Constitution; whereupon, the title having been read and further reading waived, Resolution No. 24132 of the City Council of the City of Riverside, California, Establishing the Appropriations Limit for Fiscal Year 2024-2025 for the City of Riverside in Accordance With the Provisions of Division 9 of Title 1 of the Government Code of the State of California, was presented and adopted.

REQUEST FOR PROPOSAL 2342 - AGREEMENT - PENSION TRUST FUND ADMINISTRATION AND INVESTMENT MANAGEMENT SERVICES - RESOLUTION

The City Council (1) approved a Professional Consultant Services Agreement for Request for Proposal 2342 the Section 115 Pension Trust Fund Administration and Investment Management Services with Shuster Advisory Group LLC, California, to include comprehensive administration, trustee, fiduciary investment management and advisory, compliance monitoring, and reporting services to prefund the City's pension obligations for a three-year term with the option to extend for two additional one-year terms; (2) adopted a Resolution approving the adoption of the multiple employer OPEB/Pension 115 Trust administered by Shuster Advisory Group, LLC, thereby terminating the existing

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Professional Consultant Services Agreement with Public Agency Retirement Services (PARS), and appointing the City Manager, or designee, as the City's Administrator for the Trust; and (3) authorized the City Manager, or designee, to execute the Professional Consultant Services Agreement with Shuster Advisory Group LLC, and all other related documents necessary to establish accounts for the setup of the 115 Trust Program with the new investment advisor, Shuster Advisory Group LLC.

#### MUTUAL AID AGREEMENT - FIRE PROTECTION AND EMERGENCY

The City Council (1) approved an extension to the current mutual aid agreement between the City of Riverside Fire Department and San Bernardino County Fire Protection District (SBCFPD) for providing fire protection and emergency services within the respective jurisdictions for a five-year term ending June 30, 2029, unless otherwise terminated; and (2) authorized the City Manager, or designee, to execute the Mutual Aid Agreement on behalf of the City and all other documents necessary to effectuate the agreement, including making minor non-substantive changes.

### PARAMEDIC EQUIPMENT REFRESH FUNDS - STORAGE CABINETS AND SHELVES - FUNDS TRANSFER

The City Council authorized the Chief Financial Officer, or designee, to record a transfer from the Special Deposits Fund, Equipment Refresh Fire account to the General Fund in the amount of \$24,000 and appropriate expenditures of the same amount in the General Fund, Fire Operations-Paramedic Program, Special Department Supplies account for the purchase of storage cabinets and shelves for 14 fire stations to secure medical supplies.

### PURCHASE - FORD F350 HEAVY-DUTY UTILITY TRUCK WITH SERVICE BODY AND TOWABLE ASPHALT ROLLER

The City Council approved the purchase of one current model year Ford F350 heavy-duty utility truck with a service body and one towable asphalt roller from PB Loader Corporation for the Public Works Department Street Maintenance Division in the total amount of \$241,773.06.

AGREEMENT - HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM ROUND 3 BRIDGE HOUSING PROGRAM - OPERATION OF NON-CONGREGATE SHELTER

The City Council (1) approved a Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 3 with Mercy House Living Centers for the operations of the Bridge Housing Program, a 23-bed non-congregate shelter for an

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amount not-to-exceed \$1,595,452.48; and (2) authorized the City Manager, or designee, to execute the Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 3 with Mercy House Living Centers for the operations of the Bridge Housing Program, including making minor and non-substantive changes.

#### MASTER FRINGE BENEFITS AND SALARY PLAN - RESOLUTION

The City Council (1) approved the creation of the new classifications and salary ranges for the Marketing and Communications Director and Deputy Marketing and Communications Director; (2) approved the salary adjustment for Library Director; and (3) adopted a Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classifications and salary ranges for the Marketing and Communications Director and Deputy Marketing and Communications Director; and to reflect the salary adjustments for the Library Director.

REQUEST FOR PROPOSAL 2312 - AGREEMENT - EMPLOYEE ASSISTANCE PROGRAM SERVICES The City Council (1) approved the Professional Consultant Services Agreement with Nancy K. Bohl, Inc., The Counseling Team International (TCTI) to provide Employee Assistance Program services for the term July 1, 2024, through June 30, 2029 in the amount of \$216,833.97 per year and \$86,000 for additional services, not-to-exceed a total of \$302,833.97 annually with an aggregate amount of \$2,119,837.79 through the term of the contract term from July 1, 2024 – June 30, 2029, with an option to extend for two additional one-year renewal terms and not-to-exceed seven years. Starting with fiscal year three, four and five annual fee will have a 3 percent increase each year effective on July 1, 2026, July 1, 2027, and July 1, 2028; and (2) authorized the City Manager or their designee to execute the Professional Consultant Services Agreement with Nancy K. Bohl, Inc., The Counseling Team International (TCTI), including making minor and non-substantive changes and executing contract extensions as provided for in the agreement.

AGREEMENTS AMENDMENT - PRE-EMPLOYMENT PHYSICALS AND OTHER RELATED MEDICAL SERVICES

The City Council (1) approved a Fifth Amendment to the current Professional Consultant Services Agreement with Coastal Occupational Medical Group, Akeso Occupational Health, and Occu-Med Ltd., to provide Pre-Employment Physicals and other related medical services from July 1, 2024 through June 30, 2025, and increase compensation by \$50,000 each for a total annual compensation of \$100,000; and (2) authorized the City

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Manager or his designee to execute a Fifth Amendment to the Professional Consultant Services Agreement with Coastal Occupational Medical Group, Akeso Occupational Health, and Occu-Med Ltd., including making minor and non-substantive changes.

PURCHASE - SECURITY CAMERA EQUIPMENT TO IMPROVE AND ENHANCE CITYWIDE NETWORK OF CAMERAS

The City Council (1) authorized the purchase of security camera equipment from Convergint Technologies, Anaheim, under Sourcewell Cooperative Purchasing Agreement 030421-CTL, in the amount of \$151,498; and (2) authorized the City Manager, or designee, to execute all documents necessary to effectuate this purchase, including making minor and non-substantive changes.

AGREEMENT AMENDMENT - NATI FUENTES CENTRO DE NIÑOS CHILDCARE CENTER - BORDWELL PARK - MARTIN LUTHER KING

The City Council (1) approved the Fourth Amendment to the Lease Agreement with Concilio Child Development Centers, with total monthly rent of \$2,684.72 for an additional one-year period through June 30, 2025; and (2) authorized the City Manager, or designee, to execute the Third Amendment to the Lease Agreement with Concilio Child Development Centers, including making minor and non-substantive changes.

AGREEMENT AMENDMENT - JANITORIAL SERVICES - COMMUNITY CENTERS AND PARKS FACILITIES

The City Council (1) approved the Second Amendment to the Services Agreement with Guaranteed Janitorial Services, Inc., in the amount of \$550,920.80 to cover an increase in janitorial services from July 1, 2024, to June 30, 2025; and (2) authorized the City Manager, or designee, to execute the Agreement with Guaranteed Janitorial Services, Inc., including making minor and non-substantive changes, amendments, and contract extensions subject to availability of funds.

BID 8042 - LABOR, EQUIPMENT AND MATERIALS - ORANGE TERRACE COMMUNITY CENTER GYMNASIUM FLOORING REPLACEMENT

The City Council (1) awarded Bid 8042 to McWil Sports Surfaces, Inc., Gardena, in the amount of \$212,315.00 for the labor, equipment and materials for the gymnasium flooring replacement at Orange Terrace Community Center; (2) authorized a 10 percent change order authority in the amount up to \$21,231.50 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract

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amount of \$233,546.50; and (3) authorized the City Manager, or designee, to execute a Construction Agreement with McWil Sports Surfaces, Inc., Gardena, including making minor and non-substantive changes.

BID 8050 - FLOOR COVERING REPLACEMENT INSIDE ORANGE TERRACE COMMUNITY CENTER BANQUET ROOM AND TEEN LOUNGE AREAS

The City Council (1) awarded Bid 8050 to Inland Flooring Contractors, Laguna Hills, in the amount of \$75,863 for the flooring replacement of Orange Terrace Community Center's Banquet room and Teen Lounge areas; (2) authorized a 10 percent change order authority in the amount up to \$7,586.30 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract amount of \$83,449.30; and (3) authorized the City Manager, or designee, to execute a Construction Agreement with Inland Flooring Contractors, Laguna Hills, including making minor and non-substantive changes.

RESIDENTIAL AIR CONDITIONING/HEAT PUMP REBATE PROGRAM ENHANCEMENT - HEAT PUMPS

The City Council approved a program enhancement to the current residential Air Conditioning/ Heat Pump Rebate Program by creating a dedicated rebate program for Heat Pumps and increasing the heat pump incentive to \$750 per ton, with a total annual heat pump rebate program limit of \$375,000.

LEASE AGREEMENT - MISSION SQUARE OFFICE BUILDING - 3750 UNIVERSITY - SUITE 560 The City Council (1) approved a Lease Agreement for a 63-month term with Riverside Gateway to College Early College High School, Riverside, from July 1, 2024, through September 30, 2029; and (2) authorized the City Manager, or designee, to execute the Lease Agreement, including making minor, non-substantive changes, and to sign all documents and instruments necessary to complete the transaction.

TERMINATION AGREEMENT - MISSION SQUARE OFFICE BUILDING - 3750 UNIVERSITY SUITE 560

The City Council (1) approved a Termination Lease Agreement with David L. Horton, Esq. and Associates effective April 1, 2024; and (2) authorized the City Manager, or designee, to execute the Termination Agreement, including making minor, non-substantive changes, and to sign all documents and instruments necessary to complete the transaction.



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#### **COMMUNICATIONS**

CITY ATTORNEY REPORT ON CLOSED SESSIONS

City Attorney Norton announced there were no reportable actions taken during closed session.

ITEMS FOR FUTURE CITY COUNCIL CONSIDERATION There were no requests at this time.

The City Council adjourned at 7:45 p.m. in honor of Tom Hunt.

Respectfully submitted,

DONESIA GAUSE City Clerk