
**CHINO CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
REGULAR MEETING - CITY HALL COUNCIL CHAMBERS
13220 CENTRAL AVENUE
CHINO, CA 91710**

TUESDAY, JULY 16, 2024

MINUTES

**CLOSED SESSION – 4:00 PM
OPEN SESSION – 6:00 PM**

CALL TO ORDER

The July 16, 2024, Regular Meeting of the Chino City Council / Successor Agency to the Redevelopment Agency was called to order at 4:03 p.m. by Mayor Eunice M. Ulloa in the Council Chambers.

ROLL CALL

PRESENT: Mayor Eunice M. Ulloa, Mayor Pro Tem Karen C. Comstock, Council Member Curtis Burton, Council Member Christopher Flores, and Council Member Marc Lucio

ABSENT: NONE.

CLOSED SESSION PUBLIC COMMENTS

There were no requests to speak.

CLOSED SESSION

City Attorney Fred Galante read into the record the item listed on the Closed Session agenda.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
Number of Potential Cases: One

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957
Title: City Manager

3. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6
Agency designated representatives: Fred Galante, City Attorney and Geriann Kingslan, Director of Human Resources/Risk Management
Unrepresented employee: City Manager

The City Council recessed to Closed Session at 4:04 p.m. and concluded at 5:05 p.m. The City Council reconvened the meeting at 6:01 p.m.

FLAG SALUTE

Trail Life Troop 2678 presented the colors and led the Pledge of Allegiance.

CEREMONIALS

Retirement Recognition. Recognition of Chino Police Department Lieutenant Brian Cauble in recognition of 27 years of dedicated service to the City of Chino and its residents.

Mayor Ulloa presented a City Tile plaque on behalf of the City Council to Chino Police Lieutenant, Brian Cauble.

Retirement Recognition. Recognition of Community Services, Parks & Recreation Specialist Marianne Brown in recognition of 29 years of dedicated service to the City of Chino and its residents.

Mayor Ulloa presented a City Tile plaque on behalf of the City Council to Mrs. Brown.

General Plan Update Outreach. Recognition of Youth Participants in the General Plan Update Outreach.

Mayor Ulloa introduced Mike Hitz, Principal Planner, and Rosie Richardson, Associate with VMA Communications, who introduced a video highlighting youth participants who participated in the youth led General Plan outreach program. Mayor Ulloa presented a certificate of recognition to the youth, who participated in the General Plan outreach program: Alyah Tolentino, Ayah Ihmud, Andrew Cheng Yu Liang, Elena Rossen, Julie De Los Santos Escobar, Leila Maleki, Madison Reynolds, Malena Villa, Manasvi Sameer Chavan, Lizzet Luna, Isabelle Zhong, Hannah Finkbeire, Tanya Ding, Ximena Tapia-Lugo, Kendall Baldrias, Lauren Contreras Garcia, and Enrico Hernandez.

Chino Valley Fire District. Introduction of New Hire Firefighter/Paramedics.

Battalion Chief Greg Gabel, Chino Valley Independent Fire District, introduced new Chino Valley Firefighter/Paramedics: Jake Arnett, Saul Cuevas, Dillon Darrow, Dylan Heckle, Addison Hempstead, Ryan Pierce, and Nick Truelove.

REPORT OUT OF CLOSED SESSION

City Attorney Fred Galante reported out of closed session as follows:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9 Number of Potential Cases: One

The City Council was provided a briefing and no further reportable action was taken.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957 Title: City Manager

The City Council performed the evaluation of the City Manager, provided feedback, and no further reportable action was taken.

3. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency designated representatives: Fred Galante, City Attorney and Geriann Kingslan,
Director of Human Resources/Risk Management

Unrepresented employee: City Manager

Motioned by Mayor Pro Tem Comstock, seconded by Council Member Burton, to approve and authorize the following changes to the City Manager's contract: 1) to comport with the salary increases previously approved by the City Council for other City employees in the last two years for 6, 12, and 24 months of employment totaling 15%, the City Council approved an increase of 15% to the City Manager's salary to total \$348,160; 2) an increase to the severance rights should the City Manager be terminated without cause, so the current severance of 6 months would increase to 7.5 months as of August 2024, and then to 9 months as of August 2025; 3) the ability to cash out 15.5 days of holiday time; and 4) a change in the City Manager's schedule so that her workday would be inclusive of a lunch break. All changes will be effective on August 8, 2024, which corresponds to the two-year anniversary of the City Manager's employment contract, and will be presented as a receive item at the next regular meeting in September. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

AGENDA ADDITIONS/REVISIONS

Assistant City Manager Jackie Melendez reported there were no additions or revisions to the agenda.

INFORMATION

External Agency Report. Receive and file the External Agency Report for July 2024 (Covering May 1, 2024 - May 31, 2024).

Mayor Ulloa announced the External Agency Report is available in the agenda packet.

PUBLIC ANNOUNCEMENTS

Mayor Ulloa issued a reminder about the following scheduled community events and closures:

Chino Kiwanis Club Summer Concerts on the City Hall lawn on Thursday, July 18, 2024, at 7:00 p.m. featuring No Duh, a No Doubt tribute band, and Thursday, July 26 featuring Britain's Finest, a Beatles tribute band, taking place at Founders Park in The Preserve.

Chino Summer Movie Nights on City Hall lawn Friday, July 26, 2024, at 6:30 p.m. will feature Disney Pixar's Elemental and a special unveiling presentation of the new utility art box project will take place before the movie.

National Night Out is on Tuesday, August 6, 2024, from 5:00 to 8:00 p.m. For information, call 909-334-3217.

City Hall will be closed on Monday, September 2, 2024, in observance of Labor Day. City Hall

will re-open on Tuesday, September 3 at its regular operating hours of 7:30 a.m. to 5:30 p.m., followed by the City Council meeting that evening at 6:00 p.m.

PUBLIC COMMENTS

Pastor Michael Tafoya, Living Word Assembly, provided the invocation.

Donna Marchesi, Chino resident, spoke in support of the Feral Cat Friends program.

Rosemary D., spoke in support of the Feral Cat Friends program.

Michael Gales, spoke in support of swim safety.

CONSENT CALENDAR

1. Warrants. Approve expenses as audited and within budget for warrants 771473 to 771586, and Electronic Fund Transfers 519602E to 519650E, totaling \$2,599,503.38.
2. Minutes. Regular Meeting Minutes for July 2, 2024 (All Members Present).
3. Elected City Officials' Report Regarding Travel, Training, and Meetings. Receive and file the Elected City Officials' Report reflecting City Council business related expenses incurred by the City.
4. Report on State and Federal Legislative Issues. Receive and file the Tracked State Legislation report dated June 4, 2024; the attached position letters on legislation; the High Priority Legislative Items Report, and the Washington Update.
5. Amendment No. 1 to Animal Shelter and Animal Control Services Agreement No. 2022-37 Between the City of Chino and Inland Valley Humane Society & S.P.C.A. Approve changes to the Animal Shelter and Animal Control Services Agreement with the Inland Valley Humane Society & S.P.C.A. (IVHS) to remove guaranteed revenue and modify revenue credits upon termination.
6. Award of Measure I Funding Program. Accept the Measure I Award-Omnitrans 2025 Specialized Transportation grant in the amount of \$249,775 for FY 2025 (\$122,016) and FY 2026 (\$127,759).
7. Resolution amending the City's Classification and Compensation Schedule. Adopt Resolution No. 2024-034 approving revisions to the City's Classification and Compensation Schedule to comply with the City's Personnel Rules, P.O.S.T, CalPERS, and existing approved positions.

Item 8 pulled from the Consent Calendar for a staff report.

9. Final Acceptance of Public Improvements for Administrative Approval PL19-0090, MKNZ, LLC (Medical Offices Project), located at 5143 D Street. 1) Accept public improvements as complete for Administrative Approval PL19-0090; 2) authorize release of the performance bond and initiate the warranty bond; and 3) authorize the City Manager to execute the necessary documents on behalf of the City.
10. Final Acceptance of Public Improvements for Tract Map Nos. 18479, 19935 & 19953 for the Harvest at The Preserve development, generally located at the northwest corner of Pine and Hellman Avenues. Accept public improvements as complete for Tract Map Nos. 18479, 19935, and 19953; authorize release of the performance bond and initiate the warranty bond; and authorize the City Manager to execute the necessary documents on behalf of the City.

11. Waiver of permit fees, plan check fees, and inspection fees for the Placentia Court Sewer Line Project at 12594 Roswell Avenue. Approve Resolution No. 2024-037 waiving the permit fees, plan check fees, and inspection fees for the Placentia Court Sewer Line Project located within the City's Sphere of Influence at 12594 Roswell Avenue.
12. Notice of Termination of Lot Line Adjustment / Covenant and Agreement for the properties located at 3535 and 3551 Philadelphia Street. Approve the Notice of Termination of Lot Line Adjustment located at 3535 and 3551 Philadelphia Street; and approve a Covenant and Agreement between the City of Chino and 3535 and 3551 Philadelphia Properties, LLC.
13. Acceptance of the CalRecycle City/County Payment Program (CCPP23) Grant Funds. Authorize the acceptance of an award of funds from CalRecycle in the amount of \$23,619; establish grant number G7242 for FY2023-24; and appropriate \$23,619 to the Sanitation Fund with a corresponding appropriation in revenues.
14. Measure I 5-Year Improvement Plan and Expenditure Strategy for Fiscal Year 2024-2025 through Fiscal Year 2028-2029. Adopt Resolution No. 2024-038, approving the Measure I Local Street Pass-Through Funds Five-Year Capital Improvement Plan and Expenditure Strategy for Fiscal Year 2024-2025 through Fiscal Year 2028-2029.
15. Notice of Completion - Sewer Reline Fiscal Year 2022 Project (SW220). Accept the Sewer Reline Fiscal Year 2022 Project (SW220), with Sancon Technologies, Inc., Huntington Beach, CA, as complete; authorize the Director of Public Works to File the Notice of Completion; and authorize the release of retention funds.
16. Approve Amendment No. 10 to Huitt-Zollars, Inc. for Design Professional Services for the Pine Avenue Connection to SR71 Project (ST061). Approve a tenth amendment to the Design Professional Services Agreement with Huitt-Zollars, Inc., Irvine, CA, Agreement 2015-232, in the amount of \$111,190 for a total agreement amount not to exceed \$5,403,704.11.
17. Award of Contract - W.A. Rasic Construction Company, Inc., On-Call Water Distribution System Repairs and Wastewater System Repair Services. Approve a contract to W.A. Rasic Construction Company, Inc., in the amount of \$380,000 for On-Call Water Distribution System Repairs and Wastewater System Repair Services.

Motion by Mayor Pro Tem Comstock, seconded by Council Member Burton, to approve Consent Calendar items 1-7 and 9-17 as presented, with item 8 pulled for a separate vote. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

ITEMS PULLED FROM CONSENT CALENDAR

8. Department of California Highway Patrol - Cannabis Tax Fund Grant Program (CTFGP). Adopt Resolution No. 2024-036 to accept the CTFGP and acceptance of grant proceeds in the amount of \$110,153.08; appropriate \$110,153.08 from the unappropriated reserves of the General Fund; and increase the General Fund revenue budget by \$110,153.08.

Lieutenant Ted Olden, Chino Police Department, provided a report on the item.

Council Member Burton thanked City staff for securing grant programs that benefit the Chino community.

Motion by Council Member Flores, seconded by Council Member Burton, to approve Item 8. 24-338 Department of California Highway Patrol - Cannabis Tax Fund Grant Program (CTFGP). The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

PUBLIC HEARING

18. Landscape and Streetlight Maintenance District Assessment For Fiscal Year 2024-2025. Conduct the Public Hearing and adopt Resolution No. 2024-035 directing the City Clerk to file a certified copy of the diagram and assessments with the County Auditor/Controller Recorder.

Staff Report By: Keith Martinez, Assistant Public Works Services Manager

RECOMMENDATION: 1) Conduct the Public Hearing; 2) adopt Resolution No. 2024-035; and 3) direct the City Clerk to file a certified copy of the diagram and assessments with the County Auditor/Controller Recorder.

Mayor Ulloa opened the public hearing.

Keith Martinez, Assistant Public Works Services Manager, provided a presentation on the item.

There being no requests to address the City Council on this item, Mayor Ulloa closed the public hearing.

Motion by Mayor Pro Tem Comstock, seconded by Council Member Flores, to 1) Conduct the Public Hearing; 2) adopt Resolution No. 2024-035; and 3) direct the City Clerk to file a certified copy of the diagram and assessments with the County Auditor/Controller Recorder. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

NEW BUSINESS

19. Award of Contract - BrightLife Designs, LLC, Huntington Beach, CA, for the Rental of a City Hall Holiday Tree, Lighting, and Decorations. Award a contract to BrightLife Designs, LLC, Huntington Beach, CA, for \$129,928.50 for the Rental of a City Hall Holiday Tree, Lighting, and Decorations.

Staff Report By: Keith Martinez, Assistant Public Works Services Manager

RECOMMENDATION: 1) Appropriate \$129,928.50 from the General Fund Reserves (Fund 100), with a corresponding increase to the Civic Center Program Fund (3607210) in the same amount; 2) Award a contract to BrightLife Designs, LLC, Huntington Beach, CA, for \$129,928.50 for the Rental of a City Hall Holiday Tree, Lighting and Decorations; and 3) authorize the City Manager to execute the necessary documents on behalf of the City.

Keith Martinez, Assistant Public Works Services Manager, provided a presentation on the item.

Mayor Ulloa asked about the holiday tree lighting displays available. Mr. Martinez provided details about the different lighting displays that will be available on the City Hall lawn.

Motion by Council Member Flores, seconded by Council Member Lucio, to 1) Appropriate \$129,928.50 from the General Fund Reserves (Fund 100), with a corresponding increase to the Civic Center Program Fund (3607210) in the same amount; 2) Award a contract to BrightLife Designs, LLC, Huntington Beach, CA, for \$129,928.50 for the Rental of a City Hall Holiday Tree, Lighting and Decorations; and 3) authorize the City Manager to execute the necessary documents on behalf of the City. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

20. West End Animal Services Joint Powers Authority Agreement with the City of Ontario. Approve the Joint Exercise of Powers Agreement establishing the West End Animal Services Agency.

Staff Report By: Jackie Melendez, Assistant City Manager

RECOMMENDATION: 1) Approve the Joint Exercise of Powers Agreement establishing the West End Animal Services Agency (JPA); 2) Appoint one Chino City Council Member and two alternates (first and second), to serve as voting members of the JPA's Board of Directors; 3) Agree to allow the City of Ontario to serve as the JPA's Interim Administrator and to provide administrative services to the Agency, including appointing a Treasurer/Auditor-Controller and Secretary; and 4) Authorize the City Manager to execute the Agreement on behalf of the City and all other documents as appropriate to carry out the terms of the Agreement.

Jackie Melendez, Assistant City Manager, provided a report on the item.

Council Member Flores inquired about the voting representation assigned to City of Chino and City Attorney Fred Galante explained the City of Ontario's 65 percent contribution and the City of Chino's 35 percent contribution and the amount of representation each city will be given. Council Member Flores inquired regarding other agencies joining the JPA and Ms. Melendez explained the ratio breakdown is based on use and shared cost reduction will occur as new members join, and assured staff will reevaluate the use if new agencies join.

Council Member Lucio commented the City of Ontario has outgrown the IVHS service capability and as the City of Chino also continues to grow, the need for these types of services will increase and expressed his support for better services for Chino residents.

Mayor Pro Tem Comstock explained the demand for animal control services are increasing, and commented how IVHS has been challenged to meet the City's current and growing needs.

Council Member Burton stated IVHS has served the Chino community well, however with our region growing, IVHS cannot meet the residents' demands anymore, and commented neighboring communities with join the JPA when they see its success.

Mayor Ulloa explained as the Council assesses the future need for animal services, the City of Chino's current contract service fees will increase. The fees will also increase when the City of Ontario ends its contract with IVHS further causing services to Chino residents to be inadequate. To remedy this need, the JPA will offer both cities the financial support needed to establish the project facility. Mayor Ulloa also requested City staff to work with the City of

Ontario to ensure the facility is built properly.

Donna Marchesi, Chino resident, recommended staff connect with the City of Rancho Cucamonga regarding their animal shelter for additional information.

City Attorney Fred Galante explained the Council needs to appoint a Council Member to serve as a Board Member as well as two alternates.

Mayor Ulloa recommended Council Member Burton to serve as the Board Member, Council Member Lucio to serve as the first alternate Board Member, and Mayor Ulloa to serve as second alternate Board Member.

Motion by Council Member Burton, seconded by Mayor Pro Tem Comstock, to 1) Approve the Joint Exercise of Powers Agreement establishing the West End Animal Services Agency (JPA); 2) Appoint Chino City Council Member Burton and two alternates (first - Lucio and second - Ulloa), to serve as voting members of the JPA's Board of Directors; 3) Agree to allow the City of Ontario to serve as the JPA's Interim Administrator and to provide administrative services to the Agency, including appointing a Treasurer/Auditor-Controller and Secretary; and 4) Authorize the City Manager to execute the Agreement on behalf of the City and all other documents as appropriate to carry out the terms of the Agreement. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

MAYOR AND COUNCIL REPORTS

Mayor Ulloa

Mayor Ulloa reported on the following meetings and events attended since the last meeting that included Deputy Police Chief Andy Bjelland's Walk of Honor; San Bernardino County Transportation Agency Board of Director's meeting; Inland Empire Economic Partnership meeting; Legislative Update Zoom meeting; Chino Church of Latter-day Saints Flag Raising Ceremony; Senior Birthday Celebrations; West End San Bernardino Cities meeting; Chino Desalter Authority Finance Committee meeting; Mayor's Prayer Breakfast; Chino Desalter Authority Board of Directors meeting; Southern California Water Coalition Executive Committee Zoom meeting; Future Farmers of America BBQ and Auction at the Chino Junior Fairgrounds; pulled papers for the election; Benson and North Philadelphia Building Project staff meeting; received an update on Economic Development activities; and Closed Session.

Mayor Pro Tem Comstock

Mayor Pro Tem Comstock reported on the following meetings and events attended since the last meeting that included Deputy Chief Andy Bjelland's Walk of Honor; Storytime in the Garden at Chino Community Garden; Chino Valley Independent Fire District Board meeting; thanked the Chino Valley Independent Fire District Board Members for attending the City Council meeting; League of California Cities meeting; City Manager meeting; AdHoc Housing Element meeting; Closed Session; thanked Lieutenant Brian Cauble and Marianne Brown for their years of service to the Chino community.

Council Member Burton

21. Community Support Fund - Council Member Burton. Approve community support fund contribution to Chino Girls Fastpitch, Chino Community Children's Theater, and Chino Valley YMCA.

Staff Report By: Council Member Burton

RECOMMENDATION: Approve community support fund contribution of \$500 Chino Girls Fastpitch, \$1000 Chino Community Children's Theater, and \$1000 Chino Valley YMCA.

Motion by Council Member Flores, seconded by Mayor Ulloa, to Approve community support fund contribution of \$500 Chino Girls Fastpitch, \$1000 Chino Community Children's Theater, and \$1000 Chino Valley YMCA. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

Council Member Burton reported on the following meetings and events attended since the last meeting that included Walk of Honor for Deputy Police Chief Andy Bjelland; Fourth of July Celebration; City Manager meeting; Mayor's Prayer Breakfast; Ad Hoc Committee Housing Element update; City Manager meeting; Closed Session; and thanked Marianne Brown and Police Lieutenant Brian Cauble for their years of service to the Chino community.

Council Member Flores

22. Community Support Fund - Council Member Flores. Approve community support fund contribution to the Love Them All Foundation and Adrian's World.

Staff Report By: Council Member Flores

RECOMMENDATION: Approve community support fund contribution of \$500 to Love Them All Foundation and \$500 to Adrian's World.

Motion by Mayor Pro Tem Comstock, seconded by Council Member Burton, to Approve community support fund contribution of \$500 to Love Them All Foundation and \$500 to Adrian's World. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, AND LUCIO

NOES: NONE.

ABSENT: NONE.

Council Member Flores reported on the following meetings and events attended since the last meeting that included the Walk of Honor for Deputy Police Chief Andy Bjelland; Special Needs Collaborative meeting; thanked Fire Chief Williams for introducing the new Firefighter and Paramedic recruits; and expressed positive comments regarding the Chino Utility Art Box Projects.

Council Member Lucio

Council Member Lucio reported on the following meetings and events attended since the last meeting that included City Manager meeting; tour of Ontario Carpenters and Apprenticeship Union; meeting with Mr. and Mrs. Fraga and announced sponsors for the Demolition Derby to

support an upcoming Thanksgiving fundraiser; Chino Police Children's Academy; Assistant City Manager meeting; encouraged residents to visit the new Prime Mexican Restaurant; Closed Session; thanked the retirees; and announced he will be out of town and will not be able to participate in the National Night Out Event.

City Manager's Report

Assistant City Manager Melendez had no report, but announced Hey Jin Lee, Director of Public Works will provide a Director's Report.

City Attorney's Report

City Attorney Galante announced a minor correction to his report out of closed session, noting "15.5 hours" should have been "15.5 holiday days".

Police Chief's Report

Chief Mensen provided a report on the Fourth of July operations by the Police Department, CIM inmate transfer, and announced Nick Marotta has been promoted to Deputy Chief, and Ryan Croley will serve as Captain.

Mayor Ulloa asked about the CIM facility renovation and Chief Mensen reported local legislator support will be needed to secure CIM renovation assistance from Sacramento.

Director's Report

Hye Jin Lee, Director of Public Works, provided an update on the Ramona Avenue construction projects and announced the City will be hosting a community meeting at the HOA Community Club Room to inform residents of the repairs and plans to open one-lane in each direction during the road repair; provided an update on Merrill Avenue construction and the road closures caused by the REDA Ontario project, and the steps staff is taking to address the traffic flow concerns for Flo's Restaurant and the Chino Airport; and announced the Chino Police Department and traffic staff were present when the Preserve Legacy Academy, a Kindergarten through 8th grade year round school, opened on July 8, 2024, and provided a traffic circulation assessment.

Fire Chief's Report

Fire Chief Dave Williams provided an update on Fourth of July fireworks, and the new fire station.

Mayor Ulloa referenced the assassination attempt on the former president, and asked residents for prayers.

ADJOURN

The meeting adjourned at 8:08 p.m. The next Regular Meeting of the City Council will be held on Tuesday, September 3, 2024 at 6:00 p.m. (Closed Session no earlier than 4:00 p.m. if necessary) in these Council Chambers.

APPROVED AND ADOPTED THIS 3RD DAY OF SEPTEMBER 2024.



EUNICE M. ULLOA, MAYOR

ATTEST:




NATALIE GONZAGA, CITY CLERK

(These minutes are not official until signed.)