

**CITY OF TULARE  
CITY COUNCIL MEETING MINUTES**

---

**Tulare Public Library & Council Chamber  
491 North M Street, Tulare**

**Tuesday, December 16, 2025  
5:30 p.m. Regular Meeting**

---

Proper notice of this meeting was given pursuant to Government Code Section 54954.2.

**COUNCIL PRESENT:** Mayor Patrick Isherwood  
Vice Mayor Steve Harrell  
Councilmember Jose Sigala  
Councilmember Terry A. Sayre  
Councilmember Dennis A. Mederos

**STAFF PRESENT:** City Manager Marc Mondell; City Attorney Mario U. Zamora; Chief Deputy City Clerk Melissa Wilcox; Assistant City Manager Thomas W. Gaffery IV; Deputy City Manager/Chief Technology Officer Jason Bowling; Chief Financial Officer Mark Roberts; City Engineer Michael Miller; Public Works Director Trisha Whitfield; Community Services Director Chris Orr; Police Chief Fred Ynclan; Fire Chief Michael Ott; General Services Director Manny Correa; Community Development Director Mario Anaya; Executive Director of Economic Development & Redevelopment Jennifer Gomez; Human Resources Director Janie Venegas

**1. CALL TO ORDER**

Mayor Isherwood called to order the regular meeting of the Tulare City Council at 5:30 p.m. in the Council Chamber located at 491 North M Street.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Vice Mayor Harrell led the Pledge of Allegiance, and an invocation was given by Susan Henard, Pastor of River Valley Church.

**3. PROCLAMATIONS & RECOGNITIONS**

**3.1 Recognize the Tulare Western Water Polo Team for Accomplishments.** Mayor Isherwood recognized the Tulare Western Boy's Water Polo team for claiming the title of 2025 Central Section Division III Champions.

**4. PUBLIC COMMENT**

Donnette Silva-Carter, Tulare Chamber of Commerce CEO, addressed the Council to share various Chamber and TBIZ updates.

**5. COMMUNICATIONS**

City Manager Marc Mondell advised there were no communications.

**6. COUNCIL REPORTS AND ITEMS OF INTEREST**

Council reported on recent events and discussed items of interest.

**7. CONSENT CALENDAR**

Items 7.7, 7.8, and 7.13 were removed from the Consent Calendar.

It was moved by Councilmember Mederos, seconded by Vice Mayor Harrell, and unanimously carried to approve the items on the Consent Calendar as presented except for items 7.7, 7.8, and 7.13.

- 7.1 Waive the reading of ordinances and approve reading by title only.**  
**Recommended Action:** Approve the reading by title only of all ordinances and that further reading of such ordinances be waived.
- 7.2 Approval of City Council Meeting Minutes.**  
**Recommended Action:** Approve the minutes of the special and/or regular meeting of December 2, 2025. [M. Wilcox]
- 7.3 Cancel the January 6 Meeting.**  
**Recommended Action:** Cancel the regular meeting of January 6, 2026. [M. Wilcox]
- 7.4 Second Reading and Adoption of Ordinance 2025-15.**  
**Recommended Action:** Adopt Ordinance 2025-15 to amend Chapters 3.04 and 3.08 of Title 3 (Fire Regulations) of the Tulare Municipal Code. [R. Leonardo]
- 7.5 Second Reading and Adoption of Ordinance 2025-16.**  
**Recommended Action:** Adopt Ordinance 2025-16 to approve Zone Amendment 765 to apply the Mixed Use (MU) Overlay zone in order to facilitate the construction of a mixed-use development to be located on the south side of Corvina Avenue, west of Hillman Street (APN 166-250-093). [S. Sopp]
- 7.6 Economic Development Updates.**  
**Recommended Action:** Receive an update on economic development activities. [J. Gomez]
- 7.9 Notice of Completion - 2025 Cape Seal Project.**  
**Recommended Action:** Accept as complete the contract with VSS International, Inc. of West Sacramento, CA, for the 2025 Cape Seal Project. Authorize the Public Works Director to sign the Notice of Completion and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder’s Office. [T. Whitfield]
- 7.10 Construction Award PK0039 Alpine Property Improvements.**  
**Recommended Action:** [M. Miller] Award and authorize the City Manager to sign contracts related to CIP Project “PK0039 Alpine Property Improvements”; authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% of each contract amount; appropriate an additional \$45,795 of funding from Fund 400 – Other General Fund CIP; and approve the revised project sheet.

Services	Contractor	Amount
Construction Contract	Clean Cut Landscaping Corp.	\$294,062.60
Construction Inspection	4 Creeks	\$25,000
Geotechnical Testing	Krazan	\$11,700
Surveying	Lane Engineers	\$17,260
Labor Compliance	Labor Consultants of California	\$8,273

**7.11 Tulare Fire Chief Officer Group MOU.**

**Recommended Action:** Approve a three-year Memorandum of Understanding (MOU) between the City and Tulare Fire Chief Officer Group; and authorize the City Manager to execute; and delegate to the City Manager authority to execute any technical changes if necessary for CalPERS compliance. [T. Gaffery]

**7.12 Fiscal Year 2026 Salary Schedule Update.**

**Recommended Action:** Adopt a resolution amending the City's Fiscal Year 2026 Salary Schedule effective December 27, 2025, and authorizing the City Manager to update the Salary Scheule accordingly. [J. Venegas]

**ITEM(S) PULLED FROM CONSENT CALENDAR****7.7 Acceptance and Appropriation of 2024 CalHome Program Grant.**

**Recommended Action:** Accept and appropriate a 2024 CalHome Program Award in the amount of \$1,000,000 from the California Department of Housing and Community Development; and authorize the execution of a standard agreement, any amendments thereto, and any related documents necessary to participate in the CalHome Program. [A. Costales]

**Council Action:** Mayor Isherwood pulled this item to recuse himself due to a conflict of interest (employed by Self-Help Enterprises). It was moved by Councilmember Mederos, seconded by Councilmember Sayre, and carried 4 to 0 (Mayor Isherwood recused) to approve the item as amended, authorizing the vice mayor to sign the resolution and amending Section 3 of the resolution to state that the vice mayor or designee is authorized to execute the Program Award Documents on behalf of the City.

**7.8 Amendment to 4Creeks, Inc. Contract for Business Incubator Makers Space.**

**Recommended Action:** Authorize the City Manager to sign a contract amendment with 4Creeks, Inc of Visalia, CA. in the amount of \$38,800 for design and construction support services associated with CIP Project "FM0051 – Business Incubator Makers Space"; authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% of contract amendment; appropriate additional funding in the amount of \$42,680 from General Fund CIP; and approve the revised CIP project sheet. [M. Miller]

**Council Action:** Councilmember Mederos pulled this item to inquire about the activities taking place and the sources of funding. City Manager Mondell and City Engineer Miller provided response thereto. It was moved by Councilmember Mederos, seconded by Councilmember Sayre, and unanimously carried to approve the item as presented.

**7.13 Elk Bayou Nature Preserve Master Plan.**

**Recommended Action:** Award and authorize the City Manager to negotiate and execute a Professional Services Agreement with Dudek, Inc. of Bakersfield in the amount of \$246,440 for preparation of the Elk Bayou Nature Preserve Master Plan; and authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% (\$24,644) of the total contract amount; and approve a Resolution to appropriate \$271,084 in fund balance from within the Parks/Recreation Facilities & Equipment Development Impact Fees (DIF) Fund. [C. Orr]

**Council Action:** Councilmember Mederos pulled this item to inquire about the sources of funding. Councilmember Sigala inquired about any limits or restrictions when using DIF funds. City Manager Mondell provided response thereto. It was moved by Councilmember Mederos, seconded by Vice Mayor Harrell, and unanimously carried to approve the item as presented.

## 8. GENERAL BUSINESS

### 8.1 Board, Commission, and Committee Appointments.

**Recommended Action:** Appoint two members to the Board of Public Utilities Commissioners, three members to the Committee on Aging, three members to the Measure I Citizen Oversight Committee, three members to the Parks and Recreation Commission, and two members to the Planning Commission for terms beginning January 1, 2026 and expiring on December 31, 2029.

**Presented By:** Chief Deputy City Clerk Wilcox

**Public Comment:** There were no public comments.

**Council Action:** It was moved by Councilmember Sigala, seconded by Councilmember Mederos, and unanimously carried to appoint Blake Wilbur and Ray Fonseca to the Board of Public Utilities Commissioners to serve through December 31, 2029. It was moved by Councilmember Mederos, seconded by Councilmember Sayre, and unanimously carried to appoint Nyelene Pierce (Council Seat 3), Jevon Price (Council Seat 4), and Jackie Zupp (Council Seat 5) to the Committee on Aging to serve through December 31, 2029. It was moved by Councilmember Sigala, seconded by Vice Mayor Harrell, and unanimously carried to appoint Joel Robertson (Council Seat 3) and Sarah Drilling (Council Seat 1) to the Measure I Citizen Oversight Committee to serve through December 31, 2029. It was moved by Councilmember Mederos, seconded by Councilmember Sigala, and unanimously carried to appoint Craig Hancock (Council Seat 5) and Manuel Caceras (At-Large Appointment) to the Parks and Recreation Commission to serve through December 31, 2029. It was moved by Councilmember Mederos, seconded by Councilmember Sayre, and unanimously carried to appoint Derek Newman (At-Large Appointment) to the Parks and Recreation Commission to serve through December 31, 2029. It was moved by Councilmember Sigala and seconded by Vice Mayor Harrell to appoint Jevon Price to the Planning Commission to serve through December 31, 2029. Mayor Isherwood called for a roll call vote. The motion failed 2 to 3 as follows:

Ayes: Councilmember Sigala, Vice Mayor Harrell

Noes: Councilmember Mederos, Councilmember Sayre, Mayor Isherwood

It was moved by Councilmember Mederos and seconded by Councilmember Sayre to appoint Shauna Guerrero to the Planning Commission to serve through December 31, 2025. Mayor Isherwood called for a roll call vote. The motion passed 3 to 2 as follows:

Ayes: Councilmember Mederos, Councilmember Sayre, Mayor Isherwood

Noes: Councilmember Sigala, Vice Mayor Harrell

### 8.2 Amphitheater Concert Series Annual Report and Contract Amendment.

**Recommended Action:** Receive a presentation on the 2025 Adventist Health Amphitheater Concert Series and approve and authorize the City Manager to execute a one-year extension to the Zumwalt Park Amphitheater Operator Agreement through a Third Amendment with Spade Entertainment, subject to legal review.

**Presented By:** City Manager Mondell; Todd Speelman of Spade Entertainment

**Public Comment:** The following addressed Council to share positive feedback regarding the amphitheater and Spade Entertainment: Susan Henard, Donnette Silva-Carter, George Herrera, Freddie Gonzalez, and Lance Cardoza. Euler Torres addressed the Council to share concerns with the numbers presented and budget proposed as well as the process for renting out the park and amphitheater.

**Council Action:** Councilmember Sigala inquired about the Artist Deposit Fund and whether Spade Entertainment is going to be required to replenish that fund. City Manager Mondell stated due to the lack to ticket sales, Spade Entertainment is unable to replenish the fund at this time. Following a lengthy discussion, it was moved by Councilmember

Mederos and seconded by Vice Mayor Harrell to approve the item as amended, extending the contract term to December 31, 2027. Mayor Isherwood called for a roll call vote. The motion passed 4 to 1 as follows:

Ayes: Councilmember Mederos, Vice Mayor Harrell, Councilmember Sayre,  
Mayor Isherwood  
Noes: Councilmember Sigala

### 8.3 Amendment to the City of Tulare's Budget Policies & Practices.

**Recommended Action:** Approve an amendment to the City of Tulare's Budget Policies & Practices and establishment of reserve and trust balances, which includes:

- 1) establishing an Irrevocable Supplemental Pension Reserve Trust policy;
- 2) establishing an Other Post-Employment Benefits (OPEB) Reserve policy;
- 3) authorizing transfers of \$4.0M and \$0.5M from Workers' Compensation Fund fund balance to the Irrevocable Supplemental Pension Reserve Trust and OPEB Reserve, respectively;
- 4) amending the Workers' Compensation reserve policy, to increase the reserve's target balance level;
- 5) designating \$4.0 million of current Workers' Compensation Insurance Fund fund balance as the Workers' Compensation Reserve; and
- 6) expanding provisions of the current General Fund Economic Contingency Reserve to be applicable to other reserves.

**Presented By:** City Manager Mondell, Michael Meyer of NHA Advisors

**Public Comment:** There were no public comments.

**Council Action:** It was moved by Vice Mayor Harrell, seconded by Councilmember Sayre, and unanimously carried to approve the item as presented.

## 9. FUTURE AGENDA ITEMS - NONE SUBMITTED

## 10. STAFF UPDATES

Staff provided updates on department activities.

## 11. RECESS TO CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS

### 11.1 Conference with Legal Counsel - Anticipated Litigation

**Significant exposure to litigation pursuant to Govt. Code § 54956.9(d)(2):** 1 case

### 11.2 Conference with Legal Counsel - Anticipated Litigation

**Initiation of litigation pursuant to Govt. Code § 54956.9(d)(4):** 1 case

### 11.3 Conference with Labor Negotiators (Gov. Code § 54957.6)

**Agency Designated Representatives:** City Attorney Zamora, City Manager Mondell, Assistant City Manager Gaffery, Deputy City Manager Bowling, Human Resources Director Venegas

**Employee Organization(s):** Tulare Professional Firefighters Association

Council recessed to closed session at 9:10 p.m.

## 12. RECONVENE FROM CLOSED SESSION

Council reconvened from closed session at 10:59 p.m.

## 13. CLOSED SESSION REPORT

There was no reportable action.

**14. ADJOURNMENT**

Seeing no further business to discuss, Mayor Isherwood adjourned the regular meeting at 10:59 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the special and/or regular meeting held on December 16, 2025, as approved by the Tulare City Council.

Marc Mondell, City Clerk



---

By Melissa Wilcox, Chief Deputy City Clerk

# Minutes 12162025

Final Audit Report

2026-01-21

Created:	2026-01-21
By:	Melissa Wilcox (mwilcox@tulare.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQP9IWrh1VuSLFqWZ7ueEvv9G4wtOclNc

## "Minutes 12162025" History

-  Document created by Melissa Wilcox (mwilcox@tulare.ca.gov)  
2026-01-21 - 8:20:42 PM GMT
-  Document emailed to Melissa Wilcox (mwilcox@tulare.ca.gov) for signature  
2026-01-21 - 8:20:47 PM GMT
-  Email viewed by Melissa Wilcox (mwilcox@tulare.ca.gov)  
2026-01-21 - 8:21:08 PM GMT
-  Document e-signed by Melissa Wilcox (mwilcox@tulare.ca.gov)  
Signature Date: 2026-01-21 - 8:21:21 PM GMT - Time Source: server
-  Agreement completed.  
2026-01-21 - 8:21:21 PM GMT