Welcome to the Newark City Council meeting. The following information will help you understand the City Council Agenda and what occurs during a City Council meeting. Your participation in your City government is encouraged, and we hope this information will enable you to become more involved. The Order of Business for Council meetings is as follows:

A. ROLL CALL
B. MINUTES
C. PRESENTATIONS AND PROCLAMATIONS
D. WRITTEN COMMUNICATIONS
E. PUBLIC HEARINGS
F. CITY MANAGER REPORTS
G. CITY ATTORNEY REPORTS
H. ECONOMIC DEVELOPMENT CORPORATION
I. COUNCIL MATTERS
J. SUCCESSOR AGENCY
K. ORAL COMMUNICATIONS
L. APPROPRIATIONS
M. CLOSED SESSION
N. ADJOURNMENT

Items listed on the agenda may be approved, disapproved, or continued to a future meeting. Many items require an action by motion or the adoption of a resolution or an ordinance. When this is required, the words MOTION, RESOLUTION, or ORDINANCE appear in parenthesis at the end of the item. If one of these words does not appear, the item is an informational item.

The attached Agenda gives the Background/Discussion of agenda items. Following this section is the word Attachment. Unless “none” follows Attachment, there is more documentation which is available for public review at the Newark Library, the City Clerk’s office or at www.newark.org. Those items on the Agenda which are coming from the Planning Commission will also include a section entitled Update, which will state what the Planning Commission’s action was on that particular item. Action indicates what staff’s recommendation is and what action(s) the Council may take.

Addressing the City Council: You may speak once and submit written materials on any listed item at the appropriate time. You may speak once and submit written materials on any item not on the agenda during Oral Communications. To address the Council, please seek the recognition of the Mayor by raising your hand. Once recognized, come forward to the lectern and you may, but you are not required to, state your name and address for the record. Public comments are limited to five (5) minutes per speaker, subject to adjustment by the Mayor. Matters brought before the Council which require an action may be either referred to staff or placed on a future Council agenda.

No question shall be asked of a council member, city staff, or an audience member except through the presiding officer. No person shall use vulgar, profane, loud or boisterous language that interrupts a meeting. Any person who refuses to carry out instructions given by the presiding officer for the purpose of maintaining order may be guilty of an infraction and may result in removal from the meeting.
AGENDA
Thursday, April 13, 2017

A. ROLL CALL

B. MINUTES
   B.1 Approval of Minutes of the regular City Council meeting of Thursday, March 23, 2017. (MOTION)

C. PRESENTATIONS AND PROCLAMATIONS
   C.1 Presentation by the Farmers and Farmerettes Square Dance Club. (PRESENTATION)

   Background/Discussion – The Farmers and Farmerettes Square Dance Club is a Newark-based group that does exhibition and entertainment square dancing and is also involved with local charities. Don Baker and representatives from the Farmers and Farmerettes will be at the City Council meeting to present a contribution to the Newark Betterment Corporation.

D. WRITTEN COMMUNICATIONS

E. PUBLIC HEARINGS

F. CITY MANAGER REPORT

   (It is recommended that Items F.1 through F.8 be acted on simultaneously unless separate discussion and/or action is requested by a Council Member or a member of the audience.)

   F.1 Acceptance of contract with Mike Davis Landscape Services for Park and Landscape Maintenance Services Project 1123A – from Maintenance Supervisor Hornbeck. (RESOLUTION)
Background/Discussion – On December 10, 2015 the City Council awarded a contract to Mike Davis Landscape Services, for park and landscape maintenance services for the 2016 calendar year.

Two additional years of work were included in the specifications and could be implemented upon mutual consent by the City and the contractor. On January 10, 2017 Mike Davis Landscape Services notified the City that they would no longer be servicing the Park and Landscape Maintenance Services Project 1123A.

Attachment

Action - It is recommended that the City Council, by resolution, accept the contract with Mike Davis Landscape Services for Park and Landscape Maintenance Services Project 1123A.

F.2 Approval of specifications, acceptance of bid proposal and award of contract to New Image Landscape Company for Park and Landscape Maintenance Services, Project 1186A, and authorization for the Public Works Director to execute future renewal contracts – from Maintenance Superintendent Costa.  (MOTION)(RESOLUTION)

Background/Discussion – On March 14, 2017, two bid proposals were received from landscape contractors to provide services for City landscaped areas, including the Landscaping and Lighting Districts. The scope of work provides similar services to that of the most recent landscape contract. Bidders were informed that this contract, if awarded, would be awarded to the prospective contractor who provides the best overall value to the City in terms of cost of services, proposed methodology, experience of staff and management team, financial stability of firm, and quality of referenced work.

Base bids for this project are as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Image Landscape Company</td>
<td>$167,676</td>
</tr>
<tr>
<td>Rubicon Enterprises, Inc.</td>
<td>$213,840</td>
</tr>
<tr>
<td>Engineer’s Estimate</td>
<td>$173,000</td>
</tr>
</tbody>
</table>

Based on a review of the submitted bid proposals, New Image Landscape Company is the bidder that will provide the best overall value to the City when considering the cost of services and other factors cited above.

Funds for the Landscaping and Lighting Districts for the maintenance of the specified areas are appropriated from the various district’s budgets. For areas not in the Landscaping and Lighting Districts, funds were included in the 2016-2018 Biennial Budget.
The total contract recommended to be awarded to New Image Landscape Company for the Base Bid is $167,676.00.

The contract shall commence on or about April 17, 2017 with the option to annually renew the contract through December 31, 2019. The contract may be renewed for no more than two consecutive one-year periods upon mutual consent of both parties. It is recommended authorization be given to the Public Works Director to execute potential future renewal contracts in accordance with the specifications.

**Attachment**

**Action** - It is recommended that the City Council, by motion, approve the specifications, and by resolution, accept the bid proposal and award the contract to New Image Landscape Company for Park and Landscape Maintenance Services, Project 1186A, and authorize the Public Works Director to execute future renewal contracts.

**F.3 Approval of fiscal year 2016-2017 and 2017-2018 planned expenditures for the Used Oil Payment Program and an amendment to the 2016-2018 Biennial Budget – from Administrative Analyst Khuu-Seeman. (RESOLUTION)**

**Background/Discussion** – The Department of Resources and Recycling and Recovery (CalRecycle) administers the Used Oil Payment Program (OPP) which provides opportunities for local governments/jurisdictions to receive funding for local used oil and used oil filter collection/recycling programs.

Used oil collection programs funded by the OPP must provide at least one of the following: ensuring there is at least one Certified Used Oil Collection Center for every 100,000 residents not served by curbside collection, and, providing used oil curbside collection at least once a month. Additionally, recipients of OPP funding must have a public education component that informs the public of locally available used oil recycling opportunities.

The City of Newark has received OPP funding since 1995, and currently has seven Certified Used Oil Collection Centers throughout the City. Additionally, Republic Services provides used oil curbside collection—Republic drivers deliver new motor oil and filter recovery kits upon request, and residents are able to recycle used motor oil by placing the oil next to his/her recycling cart on collection day.

As part of the public education component of the grant, City of Newark staff work at community events during the year (such as Newark Days and Family Day at the Park), staffing a booth to promote awareness of the program, and encouraging residents to recycle used oil by providing free used oil recycling kits.

The City of Newark received $12,286 in OPP funding from CalRecycle for the fiscal year 2015-2016 funding cycle and was awarded $12,334 in OPP funding for the 2016-2017 fiscal year funding cycle. The 2016-2017 funds are anticipated to be received this month.
All expenditures using OPP funding must be for the purposes of establishing and maintaining a used oil program. Anticipated expenditures for fiscal year 2016-2017 and 2017-2018 will continue to be similar to expenditures from past fiscal years, and may include, but are not limited to, expenses for: used oil kit components (drain pans, funnels, rags, and a map of Newark’s Certified Collection Centers), oil filters for filter exchange events, advertising to promote awareness of the program, translations for flyers, training, and staff time. All anticipated expenditures are eligible costs under the program guidelines.

Attachment

Action - It is recommended that the City Council, by resolution, approve the fiscal year 2016-2017 and 2017-2018 planned expenditures for the City of Newark’s Used Oil Collection Program, and an amendment to the 2016-2018 Biennial Budget.

F.4 Authorization for the purchase of two (2) 2017 Ford F-350 Front Cab/Chassis as replacement dump trucks for the Maintenance Division of the Public Works Department through Downtown Ford Sales and outfitting by Western Truck Fabrication, Inc. – from Maintenance Supervisor Connolly. (RESOLUTION)

Background/Discussion- The 2016-2018 Biennial Budget for Fiscal Year 2016-2017 includes funding for the replacement of the City of Newark’s existing dump trucks in the Maintenance Division of the Public Works Department through the City’s Equipment Replacement Program. The dump trucks are used to transport landscape debris and trash throughout the City. The existing dump trucks have reached the end of their useful life. Authorization is requested to participate in an intergovernmental procurement process for the purchase of two (2) 2017 Ford F-350 Front Cab/Chassis as replacement vehicles.

The City previously released a bid document for the purchase and outfitting of these replacement vehicles but received no bids. An intergovernmental procurement process (also known as a “piggyback”) is an alternative option to Newark’s formal bidding process. By piggybacking onto another agency’s contract, the City would save the cost and time associated with an additional formal bid process but be able to be assured of competitive set prices established by another agency’s formal bidding process.

Upon completion of a formal bidding process, the State of California entered into a master contract and a procurement contract with Downtown Ford Sales for the purchase of new vehicles. This contract is in effect through February 21, 2018, and includes a provision to allow other agencies to participate.

The competitive process used by the State of California has been reviewed by the Public Works Department and satisfies the City’s requirements for the proposed vehicle purchases.
Based upon the State of California contract with Downtown Ford Sales, the combined purchase cost for both vehicles would be $65,000. The vehicle cost does not include outfitting of the vehicles by Western Truck Fabrication, Inc. which is estimated not to exceed $48,000 for both vehicles. The outfitting cost is based on specialized vendor quotes for the building and installation of the dump beds.

**Attachment**

**Action** - It is recommended that the City Council, by resolution, authorize the purchase of two (2) 2017 Ford F-350 Chassis as replacement dump trucks for the Maintenance Division of the Public Works Department through Downtown Ford Sales and outfitting by Western Truck Fabrication, Inc.

**F.5 Authorization for the purchase of four (4) 2017 Ford SUV Utility Interceptors as replacement patrol vehicles for the Police Department from Folsom Lake Ford and outfitting by Classic Graphics, Alameda County Radio, and Lehr – from Maintenance Supervisor Connolly.**

**Background/Discussion** – The Newark Police Department is in need of four (4) replacement patrol vehicles that have reached the end of their useful lives. The 2016-2018 Biennial Budget and Capital Improvement Plan includes funding for vehicle replacements in the amount of $242,000 as part of the Equipment Replacement Budget. Authorization is requested to participate in an intergovernmental procurement process for the purchase of four (4) 2017 Ford SUV Utility Interceptors.

An intergovernmental procurement process (also known as a “piggybacking”) is an alternative option to Newark’s formal bidding process. By piggybacking onto another agency’s contract, the City would save the cost and time associated with the formal bid process but be able to be assured of competitive set prices established by another agency’s formal bidding process.

Upon completion of a formal bidding process, the State of California entered into a master contract and a procurement contract with Folsom Lake Ford for the purchase of new vehicles. This contract is in effect through June 29, 2017, and includes a provision to allow other agencies to participate.

The competitive process used by the State of California has been reviewed by the Public Works Department and satisfies the City’s requirements for the proposed vehicle purchases.

Based upon the State of California contract with Folsom Lake Ford, the combined purchase cost for all four (4) vehicles will be $164,000. The vehicle cost does not include outfitting of the patrol vehicles which is estimated not to exceed $78,000 combined for all four (4) vehicles. The outfitting is based on specialized vendor quotes for the installation of lights, sirens, speakers, antennas, rear transport cage, rear cargo box, dual weapon mounts, power supplies, and specialized wiring.
Action - It is recommended that the City Council, by resolution, authorize the purchase of four (4) 2017 Ford SUV Utility Interceptors as replacement patrol vehicles for the Police Department from Folsom Lake Ford and outfitting by Classic Graphics, Alameda County Radio, and Lehr.

F.6 Authorization for the Public Works Director to exercise contract renewal options with SWA Services Group, Inc., for Janitorial Services to City Buildings – from Maintenance Superintendent Connolly. (RESOLUTION)

Background/Discussion – On April 14, 2016, the City Council approved specifications, accepted a proposal and awarded a contract to SWA Services Group, Inc. for Janitorial Services to City Buildings. The approved specifications provide for optional contract renewals for up to two additional one-year periods. SWA Services Group, Inc. is agreeable to a one-year contract extension at current contract prices.

Staff recommends a contract renewal with SWA Services Group, Inc. for the period of May 1, 2017 to April 30, 2018. Staff further recommends that the Public Works Director be authorized to exercise this renewal option as well as a potential future renewal option next year, subject to the terms of the approved specifications. The 2016-2018 Biennial Budget provides sufficient funding for this scope of services.

Attachment

Action - It is recommended that the City Council, by resolution, authorize the Public Works Director to exercise contract renewal options with SWA Service Group, Inc. for Janitorial Services to City Buildings.

F.7 Approval of plans and specifications, acceptance of bid, award of contract for the Base Bid to G. Bortolotto & Company, Inc. for Park Pathways Resurfacing For ADA Access, Projects 1109 and 1175, and amendment of the 2016-2018 Biennial Budget for Fiscal Year 2016-2017 from Associate Civil Engineer Cangco. (MOTION)(RESOLUTION)

Background/Discussion – The Park Pathways Resurfacing Project will rehabilitate various park pathways at the Community Center Park and Birch Grove Park. Pathway resurfacing at Sportsfield Park was included as an additive alternate bid item. The project will remove tripping hazards and make the pathways more ADA accessible.

The project bid opening occurred on March 28, 2017. The project’s base bid is for work at Community Center and Birch Grove parks. Sportsfield Park was added as Additive Alternate Bid No. 1. The results from the bidders with their respective bid amounts are as follows:
As stated in the project Specifications, determination of the low monetary bidder was based on the Base Bid without considering the alternate bid totals. The low monetary bidder, G. Bortolotto & Company, Inc., is experienced in this type of project, is a responsible contractor, and submitted a responsive bid.

After review of the bid received from G. Bortolotto & Company, Inc. for Additive Alternate Bid Item No. 1 – Sportsfield Park, staff does not recommend adding this item to the contract. Staff recommends that the City Council accept the bid and award the contract to G. Bortolotto & Company, Inc. for the Base Bid only in the amount of $299,299.39.

The Capital Improvement Plan includes $186,100 in funding for park pathway projects. Additionally, there is $118,908 in available Community Development Block Grant Program (CDBG) funds for fiscal year 2016-2017 for the project. A budget amendment is necessary to appropriate these CDBG funds and provide a total project funding amount of $305,008 for scope of work identified in the Base Bid.

Attachment

Action - It is recommended that the City Council, by motion, approve the plans and specifications and, by resolution, accept the bid and award the contract for the Base Bid to G. Bortolotto & Company, Inc. for the Park Pathways Resurfacing for ADA Access, Projects 1109 and 1175, and amend the 2016-2018 Biennial Budget for Fiscal Year 2016-2017.

F.8 Authorization for the Mayor to sign a contractual services agreement with Aquatic Design Group for Silliman Aquatic Center Consulting Services and amendment of the 2016-2018 Biennial Budget and Capital Improvement Plan – from Public Works Director Fajew.

Background/Discussion – The 2016-2018 Biennial Budget and Capital Improvement Plan includes several projects at the Silliman Aquatic Center, including re-plastering of each of the three large pools. These projects will require a shut-down of the facilities for approximately a three-month period starting in December 2017. It is also desirable to replace the existing Activity Pool Play Structure at this time. Projects of this nature require a level of expertise only available from specialized consulting firms for the preparation of appropriate construction documents and the selection and ordering of the replacement play structure.
A request for proposals (RFP) was issued for a scope of services that includes assessment of the existing facilities, design for the replacement of the Activity Pool Play Structure, all necessary architectural and engineering design services for the preparation of construction documents for the pool re-plastering and play structure replacement, and construction administration during the construction period. The RFP also included an additive alternate for mechanical engineering analysis of the heating, ventilating, and air-conditioning system in the natatorium.

Two proposals were submitted in response to the RFP. The proposals were evaluated based on the criteria listed in the RFP including overall experience, knowledge and qualifications in terms of the ability to perform the required services, level of responsiveness to the RFP, familiarity with required permitting, and other factors. Aquatic Design Group was selected because they submitted a proposal that demonstrated their qualifications, they are highly recommended, and their proposal most aligned with the expectations associated with the project.

The total cost for services, including the additive alternate and contingency is $104,075. An amendment to the 2016-2018 Biennial Budget and Capital Improvement Plan to fund this design work will be necessary.

Attachment

**Action** - It is recommended that the City Council, by resolution, authorize the Mayor to sign a contractual services agreement with Aquatic Design Group for Silliman Aquatic Center Consulting Services and amend the 2016-2018 Biennial Budget and Capital Improvement Plan.

### NONCONSENT

**F.9** Confirming compliance with the Surplus Land Act, Assembly Bill 2135 and authorizing the filing of an Application for Funding Assigned to the Metropolitan Transportation Commission for the Thornton Avenue Overlay, Project 1189, Committing any Necessary Matching Funds and Stating Assurance to Complete the Project – from Assistant City Engineer Imai. (RESOLUTIONS -2)

**Background/Discussion** – The City is in position to receive $591,700 from the second round of the One Bay Area Grant (OBAG2) Local Streets & Roads program to be used toward a pavement rehabilitation project on Thornton Avenue between Interstate 880 and Olive Street. In order to be eligible to receive the OBAG2 funding, General Law cities are required to adopt a resolution affirming their compliance with the Surplus Land Act. The Alameda County Transportation Commission (ACTC) has asked applicable jurisdictions to adopt such a resolution by April 30, 2017.

In addition, the City Council must adopt a second resolution authorizing the filing of an application for the OBAG2 funds, committing the necessary local match funds, and
providing the City’s assurance to complete the project. ACTC has asked applicable jurisdictions to adopt this resolution of local support by May 31, 2017.

**Surplus Land Act – Assembly Bill 2135**

The Surplus Land Act (California Government Code Sections 54220, et seq.) requires local agencies to prioritize affordable housing, parks and open space when disposing of surplus land. Specifically, the Surplus Land Act prescribes a process for disposing of surplus land to certain entities for preferred purposes prior to offering the land on the open market. When local agencies dispose of surplus land, they are required to first give notice to specified entities, such as housing authorities, affordable housing developers, parks and recreation agencies, or school districts. If a preferred entity expresses interest, the parties must enter into good faith negotiations to determine a mutually satisfactory sales price or lease terms.

Assembly Bill 2135, which was signed into law in late 2014 and became effective on January 1, 2015, revised certain requirements of the Surplus Land Act that local agencies must follow when disposing of surplus land.

Assembly Bill 2135:

a. Increases the minimum time that an agency disposing of surplus land is required to conduct negotiations with preferred purchasing entities desiring to purchase or lease the surplus land from 60 to 90 days

b. Specifies that if a local agency receives a response from more than one interested entity that plans to use the property for affordable housing purposes, the disposing agency must give priority to the entity that proposes to provide the greatest number of affordable units at the deepest level of affordability

c. Requires preferred purchasing entities proposing to use the surplus land for developing affordable housing to agree to make available not less than 25% of the total number of units developed on the parcels at affordable housing cost

d. Requires entities that purchase the surplus land on the open market and use the property for the development of ten or more residential units to make available not less than 15% of the total number of units developed at affordable housing cost

e. Permits the payment period for surplus land sold for low- and moderate-income housing purposes to exceed 20 years

f. Deleted the provision that explicitly specifies that the disposal procedures do not empower a local agency to sell or lease surplus land at less than fair market value, and instead specifies that any sale or lease at or less than fair market value shall not be construed as inconsistent with an agency’s purpose.

Although there are currently no plans to dispose of City-owned surplus land, the Metropolitan Transportation Commission (MTC) requires that the City of Newark adopt a
resolution affirming that the City has and will continue to comply with the Surplus Land Act.

Thornton Avenue Overlay, Project 1189

The $591,700 of OBAG2 funds would be used to partially fund a pavement rehabilitation project on Thornton Avenue between Interstate 880 and Olive Street, City Project 1189. The pavement on Thornton Avenue is in need of repair, with an average Pavement Condition Index (PCI) of 60 on a scale of 1 – 100. The Thornton Avenue Overlay project would include grinding and repaving of the existing roadway surface, localized patch paving, upgrading or installation of new curb ramps, curb and gutter repair and installation of new bike lanes.

In order to receive the OBAG2 funds, the City is required to provide a local match equal to 11.47%, or $76,661. The City of Newark’s local match would be funded through a combination of Gas Tax funds, Alameda County Measure B/Measure BB Sales Tax funds, and Vehicle Registration Fee funds. The 2016-2018 Biennial Budget includes sufficient funds in these respective fund balances for Fiscal Year 2017-2018.

Attachment

Action – It is recommended that the City Council, by resolutions: 1) confirm compliance with the Surplus Land Act, Assembly Bill 2135; and 2) authorize the filing of an application for funding assigned to the Metropolitan Transportation Commission for the Thornton Avenue Overlay, Project 1189, commit any necessary matching funds and state assurance to complete the project.

F.10 Resolution authorizing the Annual Program Submittal for Measures B and BB funding of paratransit services – from Recreation and Community Services Director Zehnder.

Background/Discussion – The Alameda County Transportation Commission (ACTC) administers the distribution of Measure B and Measure BB, a combined one cent transportation sales tax which provides funding to the City of Newark to provide paratransit services for the elderly and disabled. The City is required to annually submit an application for funding and a budget to ACTC outlining the paratransit services to be offered in the upcoming fiscal year.

ACTC forecasts that the City of Newark will receive approximately $196,000 in Measure B sales tax revenue and $120,000 in Measure BB sales tax revenue for Fiscal Year 2017-2018.

In 2013, the City of Newark amended the Joint Powers Agreement with the City of Fremont enabling Fremont to provide paratransit services to eligible Newark residents. Fremont Paratransit provides door-to-door wheelchair accessible service for Newark seniors ages 70 and older and for people with disabilities, ages 18 and older.
Fremont's robust, reliable, and efficient paratransit service provides Newark riders with the following services:

- Service hours – Monday through Friday, 8:00 am – 6:00 pm, Saturday and Sunday, 9:00 am – 3:00 pm
- Service area – service is provided to all parts of the cities of Fremont, Union City and Newark
- Reservation and dispatch system – Monday through Friday, 8:00 am – 5:00 pm, Saturday and Sunday, 9:00 am – 3:00 pm

In addition to these paratransit services, Newark riders also receive access to supplemental transportation services offered through the Fremont Human Services Department:

- Tri-City Taxi Voucher Program
- Tri-City Travel Training Program
- Senior Clipper Card Distribution Program
- Tri-City Mobility Management Program

For these services, the City of Newark will reimburse the City of Fremont at a cost not to exceed $230,200. This includes a cost per trip billing for all one-way trips as well as monthly administrative fees. The remainder of the funds will be transferred to operational reserves. Should rider demand be greater than projected, the City of Newark has sufficient Measure B and Measure BB Operational Reserves which can be used to offset additional service costs.

The City will also utilize Measure B and Measure BB funding to subsidize the Life Eldercare, Inc., Meals on Wheels service, which provides over 13,000 home-delivered meals annually to Newark residents. Staff is proposing that the level of funding for Fiscal Year 2017-2018 remain at $7,000.

Attachment

Action – It is recommended that the City Council, by resolution, approve the annual program submittal for Measure B and Measure BB funding for paratransit services for Fiscal Year 2017-2018.

G. CITY ATTORNEY REPORTS

H. ECONOMIC DEVELOPMENT CORPORATION
I. CITY COUNCIL MATTERS

J. CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

K. ORAL COMMUNICATIONS

L. APPROPRIATIONS

Approval of Audited Demands for the City Council meeting of April 13, 2017. (MOTION)

M. CLOSED SESSION

N. ADJOURNMENT

Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of the City Council, will be made available for public inspection at this meeting and at the City Clerk’s Office located at 37101 Newark Boulevard, 5th Floor, during normal business hours. Materials prepared by City staff and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.

For those persons requiring hearing assistance, please make your request to the City Clerk two days prior to the meeting.