



## **City of Santa Rosa**

City Hall, Council  
Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA 95404

### **CITY COUNCIL REGULAR MEETING AGENDA AND SUMMARY REPORT JUNE 22, 2021**

**1:30 P.M. - CLOSED SESSION (HYBRID VIA IN-PERSON AND ZOOM)**

**2:30 P.M. - STUDY SESSION (HYBRID VIA IN-PERSON AND ZOOM)**

**4:00 P.M. - REGULAR SESSION (HYBRID VIA IN-PERSON AND ZOOM)**

**DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, THE CITY COUNCIL MEMBERS WILL BE PARTICIPATING VIA ZOOM WEBINAR OR IN-PERSON FROM COUNCIL CHAMBER AT 100 SANTA ROSA AVENUE.**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON FROM COUNCIL CHAMBER AT 100 SANTA ROSA AVENUE (SOCIAL DISTANCING AND MASK REQUIREMENTS WILL BE OBSERVED), BY VISITING**

**[HTTPS://SRCITY-ORG.ZOOM.US/J/91775475227](https://srcity-org.zoom.us/j/91775475227) OR BY DIALING 877-853-5257 AND ENTER WEBINAR ID: 917 7547 5227**

**THE MEETING WILL ALSO BE LIVE STREAMED AT [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar).  
CLICK ON THE "IN PROGRESS" LINK TO VIEW.**

**THE MEETING CAN ALSO BE VIEWED ON COMCAST CHANNEL 28,  
AT&T U-VERSE CHANNEL 99, AND AT  
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa).**

**Public Comment may be made live during the meeting via Zoom, In-Person from Council Chamber, or submitted in advance by 5:00 pm, the Monday before the City Council Meeting via e-mail at [cc-comment@srcity.org](mailto:cc-comment@srcity.org), recorded voice message at 707-543-3005 or through the eComment feature at <https://santa-rosa.legistar.com>.**

**PLEASE NOTE THAT ALL E-MAILS SENT TO THE CITY COUNCIL ARE CONSIDERED TO BE PUBLIC RECORDS AND SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT.**

**COUNCIL MAY RECESS DURING THE EVENING FOR BREAKS.**

**PUBLIC HEARING MATTERS WILL BEGIN NO EARLIER THAN 5:00 P.M.**

**MATTERS ON THE AGENDA MAY BE TAKEN OUT OF ORDER.**

**PUBLIC COMMENTS:**

Except for public hearing items, comments from the public will be allowed on all agenda items at the time each item is called. Comments on public hearing items may be made when the hearing is opened.

Live Public Comment: Members of the public can provide comment on an Agenda Item In-Person from Council Chamber, by accessing the meeting through the Zoom link, or by dial-in at the time an Agenda Item is discussed during the City Council Meeting. Go to <https://srcity.org/virtualparticipation> for more information.

Advanced Public Comment:

E-mail Public Comment: To submit an e-mailed public comment to the City Council, please send to: [cc-comment@srcity.org](mailto:cc-comment@srcity.org) by 5:00 p.m., Monday, June 21. Identify in the subject line of your e-mail the Agenda Item Number on which you wish to comment, provide your name in the body of the e-mail and your comment. Please limit your e-mail to approximately 400 words (which is a speaking rate of 133 words per minute). Please note that all e-mails sent to

**City Council**

**JUNE 22, 2021**

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the City Council are considered to be public records and subject to disclosure under the California Public Records Act.

eComment: To submit an eComment, go to <https://santa-rosa.legistar.com> and click the eComment link near the agenda link. eComment period will close at 5:00 p.m., Monday June 21.

Recorded Voice Message Public Comment: To submit a voice message public comment, please call 707-543-3005 by 5:00 p.m., Monday, June 21. State your name, the Agenda Item Number(s) on which you wish to comment, and your comment. PLEASE DO NOT LEAVE YOUR PHONE NUMBER OR PERSONAL ADDRESS IN THE VOICE MESSAGE AS IT WILL BE PLAYED BACK LIVE DURING THE CITY COUNCIL MEETING.

E-mail and eComment public comments received by the deadline will be distributed to City Council members and uploaded to the agenda prior to the start of the City Council Meeting for public access. Recorded voice message public comments will be played during the meeting at the time the item is heard.

Non-Agenda Items are the time when any person may address the Council on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Council. The first public comment period on non-agenda items (Agenda Item 13) will begin no earlier than 5:00 p.m. and will be limited to twelve speakers selected randomly by the Mayor. Each speaker will be allowed three minutes. Speakers who do not have an opportunity to speak during this time will be allowed to make public comment under Agenda Item 17.

**1:30 P.M. (HYBRID VIA IN-PERSON AND ZOOM)**

**1. CALL TO ORDER AND ROLL CALL**

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Following the announcement of Closed Session items and prior to recess into Closed Session, the public may speak up to three minutes on items to be addressed in Closed Session.

**2.1** CONFERENCE WITH LABOR NEGOTIATORS  
(Government Code Section 54957.6)

Agency Designated Representatives: Jan Mazyck, Chief Financial Officer, Amy Reeve, Human Resources Director, Jeremia Mills, Employee Relations Manager, and Jeff Berk, Chief Assistant City Attorney.

Employee Organizations: Santa Rosa Firefighters Association - Local 1401 (representing City Employee Unit 2); Operating Engineers Local 3, Maintenance and Utility System Operators (Employee Units 3 and 16); Santa Rosa City Employees Association (Employee Units 4, 6, 7); Santa Rosa Police Officers Association, (Employee Unit 5); Service Employees International Union Local 1021, (Employee Units 8 and 14); Public Safety Management Association (Employee Unit 9); Executive Management (Employee Unit 10); Middle Management (Employee Unit 11); Confidential (Employee Unit 12); Mechanics (Employee Unit 13); City Attorney (Employee Unit 15); Santa Rosa City Attorneys' Association (Employee Unit 17), Santa Rosa Management Association (Employee Unit 18).

**2.2** CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Name of Case: In Re Matter of the Appeal of Santa Rosa Police Department

Court Case No.: Department of Industrial Relations Occupational Safety and Health Appeals Board, Inspection No. 1472724

**RECESS CLOSED SESSION(S) AND RECONVENE TO OPEN SESSION IN THE COUNCIL CHAMBER**

**2:30 P.M. (HYBRID VIA IN-PERSON AND ZOOM)**

**3. STUDY SESSION**

Study Session items are items for in-depth discussion and possible direction to staff. No action will be taken.

**3.1 SHARED SPACE AND PARKLET UPDATE AND PERMANENT PROGRAM OPTIONS**

Staff will present an update on the COVID prompted temporary Shared Space and Parklet Program, and provide options for transitioning the temporary program into a permanent codified community opportunity

**Attachments:** [Staff Report](#)  
[Attachent 1 - Temp Use of ROW for Parklets](#)  
[Attachment 2 - Draft Parklet Process Presentation](#)

**3.2 SAFE PARKING PILOT PROGRAM**

From 2015 to present, safe parking has been the subject of numerous presentations to City Council as part of the Community Homeless Assistance Program (CHAP), shelter expansion efforts, and homeless services programming updates. Most recently, on February 9, 2021, staff provided a study session to review the City's homeless services programming, which included three safe parking program models: basic, program operator, and housing-focused. Based on Council direction provided to staff during the February 9, 2021 meeting, staff will provide a study session to further review these program models and to seek direction on the implementation of a safe parking pilot program (Program) including issuance of a Request for Proposals (RFP) for a program operator and the preferred City-owned location for the Program.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Sites Evaluated Presentation](#)  
[Late Correspondence \(Uploaded 6-22-2021\)](#)

**4:00 P.M. (HYBRID VIA IN-PERSON AND ZOOM)**

**4. ANNOUNCEMENT OF ROLL CALL**

**5. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS**

**6. PROCLAMATIONS/PRESENTATIONS - NONE.**

## **7. STAFF BRIEFINGS**

This time is reserved for City staff to provide a five-minute briefing to the Council on departmental issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Council consideration.

### **7.1 COVID-19 RESPONSE UPDATE**

This will be a standing item on the agenda. No action will be taken except for possible direction to staff.

### **7.2 COMMUNITY EMPOWERMENT PLAN UPDATE**

This will be a standing item on the agenda. No action will be taken except for possible direction to staff.

## **8. CITY MANAGER'S/CITY ATTORNEY'S REPORTS**

## **9. STATEMENTS OF ABSTENTION BY COUNCIL MEMBERS**

## **10. MAYOR'S/COUNCIL MEMBERS' REPORTS**

### **10.1 MAYOR'S/COUNCIL MEMBERS' SUBCOMMITTEE AND LIAISON REPORTS (AND POSSIBLE COUNCIL DIRECTION TO BOARD REPRESENTATIVE ON PENDING ISSUES, IF NEEDED)**

#### **10.1.1 Council Subcommittee Reports**

#### **10.1.2 Sonoma County Transportation Authority/Regional Climate Protection Authority (SCTA/RCPA)**

#### **10.1.3 Sonoma County Water Agency (SCWA) - Water Advisory Committee**

#### **10.1.4 Association of Bay Area Governments (ABAG)**

#### **10.1.5 Sonoma County Agricultural Preservation and Open Space District Advisory Committee**

#### **10.1.6 Sonoma Clean Power Authority (SCPA)**

**10.1.7 Zero Waste Sonoma (formerly known as Sonoma County Waste Management Agency (SCWMA))**

**10.1.8 Groundwater Sustainability Agency (GSA)**

**10.1.9 Home Sonoma County (HSC)**

**10.1.10 Renewal Enterprise District (RED)**

**10.1.11 Public Safety Subcommittee**

**10.1.12 Other**

**11. APPROVAL OF MINUTES - NONE.**

**12. CONSENT ITEMS**

**12.1 MOTION - CONTRACT AWARD - ANNUAL SLURRY SEAL 2021**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, award Contract No. C02356, Annual Slurry Seal 2021, in the amount of \$494,080.00 to the lowest responsible bidder, VSS International, Inc. of West Sacramento, California, approve a 10% contract contingency, and authorize a total contract amount of \$543,488.00, effective July 1, 2021.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Location Map](#)  
[Attachment 2 - Summary of Bids](#)  
[Presentation](#)

**12.2 MOTION - CONTRACT AWARD - ROSELAND PAVEMENT MAINTENANCE - 2021**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, award Contract No. C02345, Roseland Pavement Maintenance-2021, in the amount of \$604,000.00 to the lowest responsible bidder, VSS International, Inc. of West Sacramento, California, approve a 20% contract contingency, and authorize a total contract amount of \$724,800.00.

**Attachments:**   [Staff Report](#)  
[Attachment 1 - Map](#)  
[Attachment 2 - Summary of Bids](#)  
[Presentation](#)

**12.3**      RESOLUTION - AWARD OF A PURCHASE ORDER TO INFOSEND, INC FOR UTILITY BILL PRINTING, BILL INSERTS, AND MAILING SERVICES UTILIZING THE CITY OF SAN LUIS OBISPO COOPERATIVE PURCHASING AGREEMENT

RECOMMENDATION: It is recommended by the Finance Department that the Council, by resolution, approve the award of a Purchase Order for utility bill printing, bill inserts, and mailing services for two years with a one-year extension option to InfoSend, Inc., Anaheim, California, utilizing the City of San Luis Obispo Cooperative Purchasing Agreement, for a total amount not to exceed \$184,000.

**Attachments:**   [Staff Report](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)

**12.4**      RESOLUTION - APPROPRIATIONS LIMIT FISCAL YEAR 2021-22

RECOMMENDATION: It is recommended by the Finance Department that the Council, by resolution: (1) adopt the Article XIIIB appropriation limit for the City of Santa Rosa at \$288,731,000 for the Fiscal Year (FY) 2021-22; and (2) approve the use of the inflation and population factors used in the calculation of the limit for Fiscal Year 2021-22.

**Attachments:**   [Staff Report](#)  
[Attachment 1 - Gann Limit 2021-22](#)  
[Resolution](#)  
[Presentation](#)

**12.5**      RESOLUTION - FIRST AMENDMENT TO F001219 FINANCIAL AUDIT SERVICES

RECOMMENDATION: It is recommended by the Finance Department that the Council, by resolution, approve a First Amendment to Professional Services Agreement Number F001219 with Macias Gini &

O'Connell, LLP, to amend time and performance and increase compensation by \$438,358, for a total amount not to exceed \$1,278,358.

**Attachments:**    [Staff Report](#)  
                              [Resolution](#)  
                              [Exhibit A](#)  
                              [Presentation](#)

**12.6**        RESOLUTION - SUBMITTAL OF SUBSTANTIAL AMENDMENT NO. 3  
TO THE FISCAL YEAR 2019/2020 ACTION PLAN

RECOMMENDATION: It is recommended by the Housing & Community Services Department that the Council, by resolution: (1) approve and authorize submittal of Substantial Amendment No. 3 to the Fiscal Year 2019/2020 Action Plan and reallocate from \$1,281,401 in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Community Development Block Grant - Coronavirus (CDBG-CV3) funds for rental assistance/housing instability to public services for COVID-19 response; (2) authorize the City Manager to execute all amendments to the City's federal funding agreements for CDBG-CV3 along with any additional documents required by HUD to implement the CARES Act funding; and (3) authorize the Director of Housing & Community Services to execute all professional services and grant agreements required to carry out the public services needed to expend the Community Development Block Grant - Coronavirus (CDBG-CV) funds allocated for these services, subject to approval as to form by the City Attorney.

**Attachments:**    [Staff Report](#)  
                              [Resolution](#)  
                              [Exhibit A](#)  
                              [Presentation](#)

**12.7**        RESOLUTION - EXTENSION OF PROCLAMATION OF EXISTENCE  
OF A LOCAL EMERGENCY RELATING TO 2020 GLASS FIRE

RECOMMENDATION: It is recommended by the City Attorney's Office that the Council, by resolution, declare that the proclamation of a state of local emergency within the City of Santa Rosa has been and remains in full force and effect without interruption.

**Attachments:** [Resolution](#)

**12.8** RESOLUTION - EXTENSION OF PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY RELATING TO THE THREAT TO COMMUNITY HEALTH POSED BY COVID-19

RECOMMENDATION: It is recommended by the City Attorney's Office that the Council, by resolution, declare that the proclamation of a state of local emergency within the City of Santa Rosa has been and remains in full force and effect without interruption.

**Attachments:** [Resolution](#)

**12.9** RESOLUTION - EXTENSION OF PROCLAMATION OF LOCAL HOMELESS EMERGENCY

RECOMMENDATION: It is recommended by the City Manager that the Council, by resolution, approve an extension of Resolution No. 28839 which formally proclaimed a local homeless emergency within Santa Rosa.

**Attachments:** [Staff Report](#)  
[Resolution](#)  
[Presentation](#)

**13. PUBLIC COMMENT ON NON-AGENDA MATTERS**

This is the time when any person may address the Council on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Council. This public comment period will begin no earlier than 5:00 p.m. and will be limited to twelve speakers selected randomly by the Mayor. Each speaker will be allowed three minutes. Speakers who do not have an opportunity to speak during this time will be allowed to make public comment under Agenda Item 17.

Voice message public comments received for non-agenda items may be played under Agenda Item 13 or at Item 17. Recorded public comments are limited to 3 minutes to mirror in-person meeting protocols.

Late Correspondence - Public Comment (Uploaded 6-22-2021)

**Attachments:** [Late Correspondence \(Uploaded 6-22-2021\)](#)

## 14. REPORT ITEMS

### 14.1 REPORT - AMENDMENT TO THE MEASURE O IMPLEMENTATION PLAN

**BACKGROUND:** Ordinance 3680 added Chapter 3-26 to the Santa Rosa City Code establishing a special transaction and use tax. The special tax measure, known as Measure O, increased sales tax by a quarter percent to fund specific Police, Fire, and Gang Prevention/Intervention programs, as set forth in the Ordinance.

An Implementation Plan was created on September 21, 2004, by Resolution No. 26069, which outlines the uses and purposes for which the special tax revenues may be used over time. The Implementation Plan has been revised several times since the original plan was adopted in 2004. In order to amend the Implementation Plan, the Ordinance requires six affirmative votes of the Council.

On November 10, 2015, the City Council approved a new format for the Implementation Plan, consisting of current and forecast budget amounts for all Measure O programs. This new Implementation Plan forecasts Measure O program budgets through Fiscal Year 2024-25

**RECOMMENDATION:** It is recommended by the Finance, Police, Fire, Recreation & Parks Departments, the Office of Community Engagement and the Measure O Citizens' Oversight Committee that the Council, by resolution, amend the Transaction and Use Tax Implementation Plan to: 1) adjust for Fiscal Year 2021-22 budget and forecasted budget amounts for all Measure O programs; and 2) make specific Implementation Plan staffing changes to the Police Department Measure O program.

**Attachments:** [Staff Report](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)

### \*14.2 REPORT - COVID-19 RELATED PARKING USER FEE REDUCTIONS

**BACKGROUND:** As part of the State's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency on March 4, 2020 to formalize emergency actions across multiple state agencies and departments. The declaration required all residents within the State to immediately heed the State public health directives and shelter at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors.

Since March 2020, the County of Sonoma Health Officer has issued a series of health orders that in part limit business operations. This has resulted in reduced indoor operations, a collapse in revenue streams and reduced workforce hours.

On April 14, 2020, the City suspended parking fees. On June 16, 2020, the City Council approved resumption of paid parking and a variety of parking fee reductions and waivers intended to encourage activity and support the downtown economy. Specific waivers were implemented to remove the meter reservation fees associated with the placement of outdoor seating or parklets within existing areas designed as paid street parking. Council extended most of the parking fee reductions on December 15, 2020 to the earlier date of June 30, 2021 or when the County reaches the Yellow Tier of the State's COVID-19 restriction levels, whichever comes first. On April 27, 2021, Council approved extending the fee reductions to June 30, 2021, regardless of when the Yellow Tier was achieved.

**RECOMMENDATION:** It is recommended by the Finance Department that the Council: 1) by motion, find good cause, under the Early Agenda Policy and the Open Government Ordinance, to consider this item, notwithstanding that the item did not appear on the preliminary agenda; and 2) by resolution, authorize an extension through December 31, 2021 of (a) the first hour free at the 3rd Street, 5th Street and D Street garages through December 31, 2021 (first hour is already free at the 1st and 7th Street garages), (b) one free metered parking session using the Passport mobile payment application, up to \$3.15 in value, to a maximum of \$31,500.00 since inception on July 1, 2020, and (c) A

waiver of meter reservation fees for temporary parklets, outdoor seating and retail to expand business footprint to meet physical distancing requirements related to the COVID-19 health order.

**Attachments:**   [Staff Report](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)  
[Late Correspondence \(Uploaded 6-22-2021\)](#)

## 15. PUBLIC HEARINGS

Public Hearing matters will begin no earlier than 5:00 p.m. or as soon thereafter as the matters are reached on the agenda.

### 15.1 PUBLIC HEARING - PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2021-22 OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

BACKGROUND: The City Charter specifies numerous actions to take place leading up to the City Council adopting a budget prior to the last day of June each fiscal year. City staff published a summary of the current year budget (FY 2020-21) on December 30, 2020; held a budget priorities public hearing on February 9, 2021; held a budget study session on May 18-19, 2021; published a budget summary and public hearing notice on June 8, 2021; and, made copies of the proposed budget available to the public on the City's website at [www.srcity.org](http://www.srcity.org) on June 8, 2021

RECOMMENDATION: The City Manager and the Finance Department recommend that the Council hold a Public Hearing and by seven (7) resolutions, adopt the City Fiscal Year (FY) 2021-22 Operations and Maintenance Budget, and FY 2021-22 Capital Improvement Program Budget.

**Attachments:**   [Staff Report](#)  
[Attachment 1](#)  
[REVISED Attachment 1 \(Uploaded 6-22-2021\)](#)  
[Attachment 2](#)  
[Resolution - Primary](#)  
[Exhibit A](#)  
[Resolution - PFIF](#)  
[Resolution FTE](#)  
[Resolution - Storm Water](#)  
[Resolution - CIP Excluded Projects 770 & 2356](#)  
[Resolution - CIP Excluded Projects 2041 & 2379](#)  
[Resolution - CIP Excluded Project 1903](#)  
[Presentation](#)  
[REVISED Presentation \(Uploaded 6-22-2021\)](#)  
[Late Correspondence \(Uploaded 6-22-2021\)](#)

**16. WRITTEN COMMUNICATIONS - NONE.**

**17. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

This is the time when any person may address the Council on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Council and not able to speak under Agenda Item 13. Each speaker will be allowed three minutes.

**18. ANNOUNCEMENT OF CONTINUED CLOSED SESSION ITEMS, RECESS TO CLOSED SESSION IN THE MAYOR'S CONFERENCE ROOM, RECONVENE TO OPEN SESSION, AND ANNOUNCEMENTS [IF NEEDED]**

**19. ADJOURNMENT OF MEETING**

**20. UPCOMING MEETINGS**

This schedule is tentative and subject to change pending final publication and posting of the City Council Meeting Agenda.

**20.1      UPCOMING MEETINGS LIST**

**Attachments:**   [Upcoming Meetings List](#)

## City Council

JUNE 22, 2021

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**\*Did not appear on the preliminary agenda.**

**\*\*Quasi-judicial or adjudicative action.**

The Open Government Ordinance (ORD-2020-018) was adopted by City Council in December 2020. This ordinance, adds Chapter 1-10 to the City Code to codify the City of Santa Rosa's commitment to embrace a culture of open government to ensure public trust, engage the community, and establish a system of transparency, public participation, and collaboration. To view a full version of the Open Government Ordinance go to <http://srcity.org/OpenGovOrdinance>. To request a paper copy of the Open Government Ordinance contact the City Clerk's Office at 707-543-3015 (TTY Relay at 711) or [cityclerk@srcity.org](mailto:cityclerk@srcity.org).

The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the City Clerk's Office at 707-543-3015 (TTY Relay at 711) or [cityclerk@srcity.org](mailto:cityclerk@srcity.org). If the request is received at least 7 business days prior to the City Council meeting, the copy shall be provided no later than two (2) business days prior to the City Council meeting. Meeting information can also be accessed via the internet at <http://srcity.org>

*Any writings or documents provided to a majority of the City Council prior to this meeting regarding any item on this agenda, excluding closed session items, are available for public review in the City Clerk's Office, Room 10, City Hall, 100 Santa Rosa Ave, during normal business hours.*