

# AGENDA



## BERKELEY CITY COUNCIL MEETING

Tuesday, February 14, 2017

7:00 P.M.

COUNCIL CHAMBERS - 2134 MARTIN LUTHER KING JR. WAY

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – LINDA MAIO

DISTRICT 2 – CHERYL DAVILA

DISTRICT 3 – BEN BARTLETT

DISTRICT 4 – VACANT

DISTRICT 5 – SOPHIE HAHN

DISTRICT 6 – SUSAN WENGRAF

DISTRICT 7 – KRISS WORTHINGTON

DISTRICT 8 – LORI DROSTE

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, 981-6900.*

*The City Council may take action related to any subject listed on the Agenda. The Mayor may exercise a two minute speaking limitation to comments from Councilmembers. Meetings will adjourn at 11:00 p.m. - any items outstanding at that time will be carried over to a date/time to be specified.*

## Preliminary Matters

### Roll Call:

**Ceremonial Matters:** *In addition to those items listed on the agenda, the Mayor may add additional ceremonial matters.*

**City Manager Comments:** *The City Manager may make announcements or provide information to the City Council in the form of an oral report. The Council will not take action on such items but may request the City Manager place a report on a future agenda for discussion.*

**Public Comment on Non-Agenda Matters:** *Persons will be selected by lottery to address matters not on the Council agenda. If five or fewer persons submit speaker cards for the lottery, each person selected will be allotted two minutes each. If more than five persons submit speaker cards for the lottery, up to ten persons will be selected to address matters not on the Council agenda and each person selected will be allotted one minute each. Persons wishing to address the Council on matters not on the Council agenda during the initial ten-minute period for such comment, must submit a speaker card to the City Clerk in person at the meeting location and prior to commencement of that meeting. The remainder of the speakers wishing to address the Council on non-agenda items will be heard at the end of the agenda. Speaker cards are not required for this second round of public comment on non-agenda matters.*

**Public Comment on Consent Calendar and Information Items Only:** *The Council will take public comment on any items that are either on the amended Consent Calendar or the Information Calendar. Up to three speakers will be entitled to two minutes each to speak in opposition to or support of a Consent Calendar Item. The Presiding Officer will ask additional persons in the audience to stand to demonstrate their respective opposition to or support of the item.*

*In the event that there are more than three persons wishing to speak either in opposition to or support of a "Consent" item, the Presiding Officer will move the item to the beginning of the Action Calendar. Prior to moving the item, the Presiding Officer will fully inform those persons in the audience of this process.*

*Additional information regarding public comment by City of Berkeley employees and interns: Employees and interns of the City of Berkeley, although not required, are encouraged to identify themselves as such, the department in which they work and state whether they are speaking as an individual or in their official capacity when addressing the Council in open session or workshops.*

## **Consent Calendar**

*The Council will first determine whether to move items on the agenda for action or "information" to the "Consent Calendar", or move "Consent Calendar" items to action. Items that remain on the "Consent Calendar" are voted on in one motion as a group. "Information" items are not discussed or acted upon at the Council meeting unless they are moved to "Action" or "Consent".*

*After hearing from public speakers regarding items remaining on the Consent Calendar, any Councilmember may move any information or Consent item to "Action", however no additional items can be moved onto the Consent Calendar at that point. Following this, the Council will vote on the items remaining on the Consent Calendar in one motion.*

*For items removed from the Consent Calendar to the Action Calendar for additional public comment, at the time the matter is taken up during the Action Calendar, public comment will be limited to persons who have not previously addressed that item during the Consent Calendar related public comment period.*

- 1. Short-Term Rental Regulations Ordinance, Amending BMC 23C.22 and Amending Titles 23D and 23E**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance No. 7,521-N.S. regulating Short-Term Rentals, adding BMC Chapter 23C.22 and amending Titles 23D and 23E to make related changes.  
**First Reading Vote:** All Ayes  
**Financial Implications:** See report  
Contact: Carol Johnson, Planning and Development, 981-7400
- 2. Modify the Zoning Ordinance, Amending Accessory Buildings and Structures, BMC Chapter 23D.08, and Adding a Definition of Kitchen to Definitions, BMC Section 23F.04.010**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance No. 7,522-N.S. amending Zoning Ordinance Accessory Buildings and Structures, Berkeley Municipal Code Section 23D.08, and adding a definition of Kitchen to Definitions, Berkeley Municipal Code Section 23F.04.010.  
**First Reading Vote:** All Ayes.  
**Financial Implications:** See report  
Contact: Carol Johnson, Planning and Development, 981-7400

## Consent Calendar

- 3. Emergency Measures to Address Homeless Crisis (Regulating Sidewalks)**  
**From: Mayor Arreguin**  
**Recommendation:** Adopt second reading of Ordinance No. 7,527-N.S. amending Berkeley Municipal Code Section 14.48.170 regulating sidewalks.  
**First Reading Vote:** All Ayes.  
**Financial Implications:** Unknown  
Contact: Jesse Arreguin, Mayor, 981-7100
- 4. Berkeley Family Friendly and Environment Friendly Workplace Ordinance; Adding BMC Chapter 13.101**  
**From: Commission on Labor**  
**Recommendation:** Adopt second reading of Ordinance No. 7,528-N.S. adding Chapter 13.101 titled the Berkeley Family Friendly and Environment Friendly Workplace Ordinance.  
**First Reading Vote:** All Ayes.  
**Financial Implications:** None  
Contact: Delfina Geiken, Commission Secretary, 981-5400
- 5. Medical Cannabis Ordinance Revisions and Cultivation Application Process**  
**From: Medical Cannabis Commission**  
**Recommendation:**  
1. Adopt second reading of Ordinance No. 7,529-N.S. amending the BMC by creating a new Chapter 12.25: Medical Cannabis Cultivation;  
2. Adopt second reading of Ordinance No. 7,530-N.S. amending the BMC by creating a new Chapter 12.23: Medical Cannabis General Regulations, including MCC recommendations;  
3. Adopt second reading of Ordinance No. 7,531-N.S. amending BMC Section 12.26.030: Patients Access to Medical Cannabis Act of 2008, Definitions;  
4. Adopt second reading of Ordinance No. 7,532-N.S. amending the BMC by amending BMC Chapter 12.27: Medical Cannabis Dispensaries and Collectives  
**First Reading Vote:** Ayes – Maio, Davila, Bartlett, Worthington, Droste, Arreguin; Noes – Hahn; Abstain – None; Absent - Wengraf.  
**Financial Implications:** See report  
Contact: Elizabeth Greene, Commission Secretary, 981-7400
- 6. \*\*\*Removed from Agenda by City Manager\*\*\* Consent to Receive Leveraged Funds and Begin Fund Development Contract with The Glen Price Group**  
**From: City Manager**  
Contact: Cheryl Johnson, City Manager's Office, 981-7000

## Consent Calendar

### 7. Re-Establishment of the Berkeley Tourism Business Improvement District

**From: City Manager**

**Recommendation:**

1. Adopt a Resolution declaring the City Council's intention to renew the Berkeley Tourism Business Improvement District (BTBID) for 10 years starting July 1, 2017, and directing the City Clerk to schedule a public meeting on March 14, 2017 and a public hearing on April 25, 2017 to renew the Berkeley Tourism Business Improvement District.

2. Adopt a companion Resolution declaring the City Council's intention to modify the existing BTBID to end on June 30, 2017, shortening the existing BTBID's term from 5 years to 4 years and 8 months and directing the City Clerk to schedule a public hearing on April 25, 2017 on modification of the BTBID Management District Plan.

**Financial Implications:** See report

Contact: Jordan Klein, Economic Development, 981-7530

### 8. Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on February 14, 2017

**From: City Manager**

**Recommendation:** Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

**Financial Implications:** Parks Tax Fund - \$300,000

Contact: Henry Oyekanmi, Finance, 981-7300

### 9. Moderate-Income Housing Strategies

**From: Housing Advisory Commission**

**Recommendation:** Forward these strategies to the Housing Advisory Commission (HAC) and staff for follow-up as appropriate: 1. Renter Strategies: Encourage homeowners to rent out unused rooms. Encourage homeowners to build Accessory Dwelling Units (ADU's) that could be rented to tenants. 2. Owner/Renter Strategies: Continue to study the use of a small sites strategy to maintain affordability in existing housing. Commit to securing one site as a small sites case study that could be replicated. Encourage and support new development that is owned and financed in less traditional ways, including expanded use of land trusts, cooperative form of ownership, and other approaches, such as co-housing and collaborative housing. Promote construction of affordable housing on surplus public land, particularly for BUSD teachers and staff. 3. Allocation of New Funding Sources: Inform Berkeley residents of the new Measure A1 funds that will be available from the County to assist moderate-income homeowners. Allocate a portion of the Measure U1 funds for moderate-income housing development.

**Financial Implications:** See report

Contact: Amy Davidson, Commission Secretary, 981-5400

## Council Consent Items

- 10. Black History Month and Berkeley Juneteenth Festival: Relinquishment of Council Office Budget Fund to General Fund and Grant of Such Funds From: Councilmembers Bartlett and Worthington**  
**Recommendation:** Adopt a Resolution approving the expenditure of an amount not to exceed \$500 per Councilmember, including \$500 from both Councilmember Bartlett and Councilmember Worthington, to Black History Month and Berkeley Juneteenth Festival (organized by Berkeley Juneteenth Association, Inc. 501(c)3), with funds relinquished to the City's general fund for this purpose from the discretionary council office budget of Councilmembers Bartlett and Worthington and any other councilmembers who would like to contribute.  
**Financial Implications:** Councilmember's Discretionary Funds - \$500  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130
- 11. Updated Information Report on Measure M From: Councilmember Wengraf**  
**Recommendation:** Request that the City Manager return to the City Council in April with an Information Report on Measure M implementation, expenditures, projected expenses and plans.  
**Financial Implications:** Staff time  
Contact: Susan Wengraf, Councilmember, District 6, 981-7160
- 12. Raising the Tibetan Flag in Solidarity with the Tibetan People for 58 Years In Exile and Adopt a Resolution Supporting the "Tibet Action Year"**  
**From: Councilmember Worthington**  
**Recommendation:** Adopt a Resolution urging China to respect Tibetan People's right to self-determination, safeguard their human rights and their pristine environment, and to resume dialogue with His Holiness and other Tibetan leaders. Additionally, to allow the Tibetan flag to be raised on the city flag pole on Friday March 10, 2017 to show solidarity with the people of Tibet.  
**Financial Implications:** None  
Contact: Kriss Worthington, Councilmember, District 7, 981-7170

## Action Calendar

*The public may comment on each item listed on the agenda for action as the item is taken up. Where an item was moved from the Consent Calendar to Action no speaker who has already spoken on that item would be entitled to speak to that item again.*

*The Presiding Officer will request that persons wishing to speak line up at the podium to determine the number of persons interested in speaking at that time. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Presiding Officer may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes. The Presiding Officer may, with the consent of persons representing both sides of an issue, allocate a block of time to each side to present their issue.*

*Action items may be reordered at the discretion of the Chair with the consent of Council.*

## Action Calendar – Public Hearings

*Staff shall introduce the public hearing item and present their comments. This is followed by five-minute presentations each by the appellant and applicant. The Presiding Officer will request that persons wishing to speak, line up at the podium to be recognized and to determine the number of persons interested in speaking at that time.*

*Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Presiding Officer may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes. The Presiding Officer may with the consent of persons representing both sides of an issue allocate a block of time to each side to present their issue.*

*Each member of the City Council shall verbally disclose all ex parte contacts concerning the subject of the hearing. Councilmembers shall also submit a report of such contacts in writing prior to the commencement of the hearing. Written reports shall be available for public review in the office of the City Clerk.*

- 13. ZAB Appeal: 1737 Tenth Street Use Permit No. ZP2016-0068**  
**From: City Manager**  
**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution approving Use Permit No. ZP2016-0068 to construct a new 1,344 square foot, four bedroom, two-story dwelling unit behind an existing three bedroom, two-story dwelling.  
**Financial Implications:** None  
Contact: Carol Johnson, Planning and Development, 981-7400
- 14. Expansion of Downtown Berkeley goBerkeley Program Area; Amending BMC Chapter 14.52**  
**From: City Manager**  
**Recommendation:** Conduct a public hearing, and upon conclusion, adopt first reading of an Ordinance amending Berkeley Municipal Code Chapter 14.52 Parking Meters to authorize expanding the Downtown Berkeley goBerkeley program area.  
**Financial Implications:** None  
Contact: Phillip Harrington, Public Works, 981-6300

## Action Calendar – Old Business

- 15. Establish a 90 Day Deadline to Either Collect Over \$641,000 Owed in Lien or to Bring Owner in Compliance with Agreement (Continued from November 29, 2016)**  
**From: Councilmember Worthington**  
**Recommendation:** Establish a 90 day deadline to require the owner of the lot on the corner of Haste Street and Telegraph to pay over \$641,000 owed to the City in lien or to bring the owner in compliance with the agreement to use the lot to provide affordable housing for the community, as well as a public restroom.  
**Financial Implications:** See report  
Contact: Kriss Worthington, Councilmember, District 7, 981-7170

## Action Calendar – Old Business

16. **Referral Response: Standards for Testing and Certification of DAS Antennas, Amending BMC Chapter 16.10** *(Continued from January 24, 2017)*  
**From: City Manager**  
**Recommendation:** Adopt first reading of an Ordinance adding Berkeley Municipal Code subdivision 16.10.100.G requiring regular testing of wireless telecommunications facilities in the public right of way to verify compliance with FCC standards.  
**Financial Implications:** None  
Contact: Zach Cowan, City Attorney, 981-6950
17. **Referral to City Manager: “Step Up Housing” Initiative - Micro-Units to House Homeless and Very Low-Income People** *(Continued from January 24, 2017. Item contains revised and supplemental materials.)*  
**From: Councilmembers Bartlett, Maio, and Droste**  
**Recommendation:** Refer to the City Manager to take the following actions through the Ad Hoc Committee on Homeless Solutions: 1. Identify parcels of City owned land for citing assisted-living modular micro unit buildings. 2. Take affirmative steps to speed the permitting and approvals process for the creation of below market housing. 3. Obtain zoning approval and a building permit for a 4 story and approximately 100 unit building consisting of stackable modular units. 4. Upon completing construction, allocate \$1,000/month from the budget to lease the building. The actual construction costs of the building will be privately financed at no charge to the City. 5. Identify a housing non-profit to be responsible for managing and operating the building. 6. Establish criteria for selecting individuals and determining eligibility. These need-based criteria will take into account seniors, disabled people, and Berkeley natives who have become homeless.  
**Financial Implications:** Staff time  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130

## Action Calendar – Old Business

**18a. Referral Response: Establishment of Affordable Housing Small Sites Program**  
*(Continued from January 24, 2017)*

**From: City Manager**

Contact: Paul Buddenhagen, Housing and Community Services, 981-5400

**18b. Small Sites Acquisition Program and Tenant Opportunity to Purchase**

**From: Mayor Arreguin**

**Recommendation:** Refer to the City Manager the implementation of the following strategies to preserve existing affordable housing and prevent displacement:

1. Create a Small Sites Program to assist non-profits in acquiring existing properties that considers the following criteria: a. Targets 5-25 unit multi-family buildings, particularly properties with strong potential for conversion to resident ownership, those in which no-fault evictions have been filed, or those at high risk of speculative purchase. b. Allocates \$1-2 million from multiple funding sources. Such sources could include Measure A1 and U1 funds, Section 8 vouchers, and the MTC NOAH program. c. Includes administrative guidelines for a streamlined allocation process that will ensure an expedited commitment and funding process. Such commitments could include a letter of commitment from the City when non-profit organizations are placing an option on a property, or a small grant to make a down payment.

2. Review and develop an ordinance modeled after Washington D.C.'s Tenant Opportunity to Purchase Act that offers existing tenants the first right of refusal when property owners place rental property on the sale market, which can be transferred to a qualifying affordable housing provider.

**Financial Implications:** See report

Contact: Jesse Arreguin, Mayor, 981-7100

## Action Calendar – New Business

**19. Reserving Very Low-Income In Lieu Units for Households Holding Section 8 Vouchers and Shelter + Care Certificates Amending BMC Section 22.20.065**

**From: City Manager**

**Recommendation:** Adopt first reading of an Ordinance amending Section 22.20.065.C.2. of the Berkeley Municipal Code to require that 40% of Very Low-Income units provided in lieu of payment of the affordable housing mitigation fee be reserved for holders of Section 8 vouchers and 40% of Very Low Income units be reserved for Shelter + Care certificates, and remove the previously-adopted time limit on the applicability of restricting units to Section 8 voucher holders.

**Financial Implications:** See report

Contact: Paul Buddenhagen, Housing and Community Services, 981-5400



## Council Action Items

20. **Direct City Manager to Accept Late Applications for 2017-2019 Budget Cycle Community Agency Grants, and to Provide Enhanced Information and Support for Community Agencies During the Application Process**  
**From: Councilmember Hahn and Mayor Arreguin**  
**Recommendation:** Direct the City Manager to:
1. Accept Community Agency Grant (CAG) applications that were submitted after the 2017-2019 deadline, but before January 15, 2017. A list of these applications is attached herewith.
  2. Institute a clear practice of adhering to stated deadlines in future funding cycles for Community Agency Grants.
  3. Develop protocols for enhanced outreach to community organizations regarding Community Agency Grant application submission deadlines and to inform applicants of resources available to assist in preparing and submitting timely applications.
  4. Develop a hardship exemption policy for late application submissions for reasons including, but not limited to, changes in key organizational staff, technical challenges with submissions, and other significant or unforeseen barriers to timely submissions.
  5. Report to the Council on protocols and policies adopted pursuant to items 2 and 3, above, by June 30, 2017.
- Financial Implications:** Staff time  
Contact: Sophie Hahn, Councilmember, District 5, 981-7150

## Information Reports

21. **Referral Response: Analysis of City-Owned Property for Potential for Housing Development**  
**From: City Manager**  
Contact: Paul Buddenhagen, Housing and Community Services, 981-5400
22. **Traffic Engineer Regulations for Objects on Sidewalks**  
**From: City Manager**  
Contact: Phillip Harrington, Public Works, 981-6300
23. **Referral Response: Potential Impact of Changes to Sutter Health Alta Bates Ashby Campus on Berkeley Disaster Response and Emergency Services**  
**From: Disaster and Fire Safety Commission**  
Contact: David Brannigan, Commission Secretary, 981-3473

## Public Comment – Items Not Listed on the Agenda –

## Adjournment

**NOTICE CONCERNING YOUR LEGAL RIGHTS:** *If you object to a decision by the City Council to approve or deny a use permit or variance for a project the following requirements and restrictions apply: 1) No lawsuit challenging a City decision to deny (Code Civ. Proc. §1094.6(b)) or approve (Gov. Code 65009(c)(5)) a use permit or variance may be filed more than 90 days after the date the Notice of Decision of the action of the City Council is mailed. Any lawsuit not filed within that 90-day period will be barred. 2) In any lawsuit that may be filed against a City Council decision to approve or deny a use permit or variance, the issues and evidence will be limited to those raised by you or someone else, orally or in writing, at a public hearing or prior to the close of the last public hearing on the project.*

Live captioned broadcasts of Council Meetings are available on Cable B-TV (Channel 33), via internet accessible video stream at <http://www.cityofberkeley.info/CalendarEventWebcastMain.aspx> and KPFB Radio 89.3.

Archived indexed video streams are available at <http://www.cityofberkeley.info/citycouncil>. Channel 33 rebroadcasts the following Wednesday at 9:00 a.m. and Sunday at 9:00 a.m.

Communications to the City Council are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the City Clerk Department at 2180 Milvia Street. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the City Clerk Department for further information.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the public counter at the City Clerk Department located on the first floor of City Hall located at 2180 Milvia Street as well as posted on the City's website at <http://www.cityofberkeley.info>.

Agendas and agenda reports may be accessed via the Internet at <http://www.cityofberkeley.info/citycouncil> and may be read at reference desks at the following locations:

City Clerk Department  
2180 Milvia Street  
Tel: 510-981-6900  
TDD: 510-981-6903  
Fax: 510-981-6901  
Email: [clerk@cityofberkeley.info](mailto:clerk@cityofberkeley.info)

Libraries:  
Main - 2090 Kittredge Street  
Claremont Branch – 2940 Benvenue  
West Branch – 1125 University  
North Branch – 1170 The Alameda  
South Branch – 1901 Russell

**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair accessible location.

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6346(V) or 981-7075 (TDD) at least three business days before the meeting date.

Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.



Captioning services are provided at the meeting, on B-TV, and on the Internet. In addition, assisted listening devices for the hearing impaired are available from the City Clerk prior to the meeting, and are to be returned before the end of the meeting.

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*I hereby certify that the agenda for this meeting of the Berkeley City Council was posted at the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way, as well as on the City's website, on February 2, 2017.*



Mark Numainville, City Clerk

## **Communications**

*Council rules limit action on Communications to referral to the City Manager and/or Boards and Commissions for investigation and/or recommendations. All communications submitted to Council are public record. Copies of individual communications are available for viewing at the City Clerk Department and through Records Online.*

### **Item 4: Berkeley Family Friendly and Environment Friendly Workplace Ordinance; Adding BMC Chapter 13.101**

1. Heather Branstetter

### **Item 13: ZAB Appeal: 1737 Tenth Street Use Permit No. ZP2016-0068**

2. Jose Rivero
3. Rena Rickles

### **Item 17: Referral to City Manager: "Step Up Housing" Initiative - Micro-Units to House Homeless and Very Low-Income People**

4. Lou Rigali
5. James McFadden

### **Grant Street Parking Restriction Petition**

6. Bernard Marszalek

### **2211 Harold Way**

7. Margot Smith (2)

### **Gun Violence**

8. Lucas Metcalf-Tobin
9. Kathryn Stein

### **Earthquake Retrofits**

10. David Lerman (2)

### **UCB Event Concerns**

11. Adarene Hoag

### **Wells Fargo Divestment**

12. James McFadden

### **Fast Food Restaurant Concerns**

13. Jerry Cho

### **Recreational Infrastructure**

14. Fred Harvey

**Berkeley Art Center**

- 15. Anne Wolf
- 16. Linda Franklin
- 17. Judith Marcellini

**Ban Free Refills**

- 18. Eric Friedman

**1900 4<sup>th</sup> Street**

- 19. Cherie Newell
- 20. Jennifer Cole
- 21. Katherine Whitney

**Council Kudos**

- 22. Margy Wilkinson

**Supplemental Communications and Reports**

*Items received by the deadlines for submission will be compiled and distributed as follows. If no items are received by the deadline, no supplemental packet will be compiled for said deadline.*

- **Supplemental Communications and Reports 1**  
Available by 5:00 p.m. five days prior to the meeting.
- **Supplemental Communications and Reports 2**  
Available by 5:00 p.m. the day of the meeting.
- **Supplemental Communications and Reports 3**  
Available by 5:00 p.m. two days following the meeting.