



BOARD OF ADMINISTRATION

Meeting Agenda - Final-revised Federated City Employees' Retirement System and Federated City Employees' Health Care Trust

Thursday, April 17, 2025

8:30 AM

City Hall, Wing Rooms 118 - 120
200 E. Santa Clara St. San Jose, CA 95113

HYBRID MEETING

PHYSICAL LOCATION:

City Hall, Wing Rooms 118-120, 200 E. Santa Clara St. San Jose, Ca 95113

ZOOM INFORMATION:

zoom.us

Dial In: +1 669-219-2599 US (San Jose)

Meeting ID: 924 2074 9871

BOARD MEMBERS

Spencer Horowitz, Chair (Term Expires 11/30/28)
Anurag Chandra, Vice Chair (Term Expires 11/30/26)
Deborah Abbott, Trustee (Term Expires 11/30/26)
Prachi Avasthy, Trustee (Term Expires 11/30/25)
Matthew Faulkner, Trustee (Term Expires 11/30/27)
Mark Linder, Trustee (Term Expires 11/30/28)
Nathan Nakagawa, Trustee (Term Expires 11/30/27)

CITY COUNCIL LIAISON TO THE BOARD

Pam Foley

COUNSEL

Maytak Chin, General and Fiduciary Counsel

John Flynn, CEO, Office of Retirement Services

ADA ALERT

In accordance with the requirements of AB 2449, the Board of Administration ("Board") will generally, upon request, provide appropriate aids and services leading to effective communication for individuals with disabilities so they can participate equally in the Board's meetings, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, vision or other disabilities.

Anyone who requires an auxiliary aid or service for effective communication to participate in a Board meeting should contact the designated contact in Office of Retirement Services as far in advance of the scheduled meeting as possible. The Board strongly encourages individuals with disabilities to endeavor to submit requests for reasonable accommodation no later than five (5) business days before the scheduled meeting, as the Board may not be able to grant requests for reasonable accommodations without sufficient advance notice. The Board strongly encourages individuals with disabilities to submit their written requests via email or regular mail to facilitate tracking and response; however, if the submission of a written request constitutes a hardship, individuals may call the Office of Retirement Services to submit an oral request.

The designated contact in the Office of Retirement Services will endeavor to respond to each request within three (3) business days of receipt of the request. Depending on the request, the designated contact in the Office of Retirement Services may ask to schedule a time to discuss the request (which may occur virtually) to determine the most appropriate auxiliary aid or service, before the request is resolved.

ADA Designated Contact Information

Attention: Deputy Director/Chief Operations Officer, Office of Retirement Services
Address: 1737 N First St #600, San Jose, CA 95112
Email: #Retire_Admin@sanjoseca.gov
Phone: 408-794-1000 (ORS Main Line)

THE LEVINE ACT

The Levine Act requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$500 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution on the form located on the Levine Act webpage.

**** AB 2449 REMOTE APPEARANCE(S)**

a. Just Cause Circumstance(s) (Gov't Code § 54953)

i. The following Trustee(s) have notified the Board of a "Just Cause" to attend this meeting via teleconference.

NONE

ii. Call for Trustee(s) who wish to notify the Board of a "Just Cause" to attend this meeting via teleconference.

b. Emergency Circumstance(s) (Gov't Code § 54953)

i. The following Trustee(s) have requested the Board approve their attendance of this meeting via teleconference due to an "Emergency Circumstance."

NONE

ii. Call for Trustee(s) requesting the Board approve their attendance of this meeting via teleconference due to an "Emergency Circumstance."

iii. Take action on request(s) for remote appearance.

AGENDA

CALL TO ORDER AND ROLL CALL

CLOSED SESSION

CLOSED SESSION AGENDA ITEMS WILL BE HEARD AT 8:30 A.M.

I. CLOSED SESSION NEW BUSINESS-DEFERRED/CONTINUED ITEMS

- a. CLOSED SESSION: THREAT TO PUBLIC SERVICES OR FACILITIES Consultation with: City of San José Chief Privacy Officer and Cybersecurity Analyst pursuant to Government Code section 54957(a).

OPEN SESSION - will reconvene following Closed Session, estimated to be 9:00 a.m.

• ORDERS OF THE DAY

• PUBLIC/RETIREE/GENERAL COMMENTS - Not Related to a Specific Agenda Item

1. CONSENT CALENDAR

1.1 Approval of Service Retirements

- a. **Connie K. Dinh**, Analyst II, Information Technology Department, effective April 26, 2025; 30.01* years of service.
- b. **Dessu Endeshaw**, Senior Account Clerk, Clean Energy Department, effective March 29, 2025; 24.55* years of service.
- c. **Elizabeth Neves**, Supervising Environmental Services Specialist, Environmental Services Department, effective May 10, 2025; 20.82* years of service.
- d. **Tamara S. Ponce**, Account Clerk II, Parks, Recreation and Neighborhood Services, effective May 10, 2025; 17.84* years of service.
- e. **Sandra L. Quintana**, Legal Analyst II, City Attorney's Office, effective May 10, 2025; 6.97* years of service.
- f. **Juan J. Rayas**, Maintenance Worker II, Department of Transportation, effective March 29, 2025;

17.59* years of service.

- g. Michael C. Shuck**, Heavy Equipment Operator, Environmental Services Department, effective May 1, 2025; 11.08* years of service.

1.2 Early Retirement

- a. Yvette Marchand**, Community Service Officer II, Police Department, effective April 12, 2025; 10.71* years of service.

1.3 Approval of Deferred Vested

- a. Stephen R. Ancar**, Associate Engineer, Fire Department, effective March 7, 2025; 10.04* years of service.
- b. Michael Dominguez**, Maintenance Worker II, Department of Transportation, effective February 11, 2025; 7.60* years of service.
- c. Janice M. Eckles**, Senior Analyst, Parks, Recreation and Neighborhood Services, effective May 9, 2025; 6.58* years of service.
- d. Robert J. Forester**, Airport Operations Manager, Airport Department, effective May 2, 2025; 9.23* years of service.
- e. Lyle G. Frohman**, Senior Engineering Technician, Environmental Services Department, effective March 10, 2025; 6.07* years of service.
- f. Marciano R. Lleverino**, Gerontology Specialist, Parks, Recreation and Neighborhood Services, effective May 11, 2025; 6.23* years of service.
- g. Ramon Macalisang**, Program Manager, Airport Department, effective May 8, 2025; 10.42* years of service.
- h. Earl J. Sgambati III**, Network Engineer, Information Technology Department, effective April 26, 2025; 30.82* years of service. (*With Reciprocity - 20.82 CSJ + 10.00 PERS = 30.82 YOS*)

1.4 Approval of Board Minutes

- a.** Approval of the Board Minutes of March 20, 2025.

Attachments: [1.4a - FED Board 03-20-25 Minutes-Final.pdf](#)

1.5 Approval of Return of Contributions

- a.** Voluntary | Involuntary

Attachments: [1.5a - FED ROC - April 2025.pdf](#)

1.6 Approval of Travel Attendance & Reimbursements

a. Mathew Faulkner, Trustee

- Public Funds Summit East 2025, Newport Marriott, Newport, RI, July 21 - 23, 2025.

Attachments: [1.6a - Public Funds Summit East 2025.pdf](#)

b. Prabhu Palani, CIO

- AI x Institutional Investing LP Summit, Hillsborough, CA, April 17, 2025.
- Public Fund Roundtable 2025, Beverly Hilton, Los Angeles, CA, April 28 - 30, 2025.
- Milken Institute Global Conference 2025, Beverly Hilton, Los Angeles, CA May 4 - 7, 2025.

c. Reimbursements

- CALAPRS Annual General Assembly 2025, Silverado Resort, Napa, CA, March 2 - 5, 2025 - John Flynn.
- CALAPRS General Assembly 2025, Silverado Resort, Napa, CA, March 2 - 5, 2025 - Mark Linder.
- Equity Summit 2025, Tommy Bahama Miramonte Resort & Spa, Indian Wells, CA, March 18 - 20, 2025 - Anurag Chandra.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - Deborah Abbott.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - Anurag Chandra.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - Spencer Horowitz.

Attachments: [1.6c\(1\) - Travel Reimbursement-CALAPRS General Assembly-John Flynn.pdf](#)
[1.6c\(2\) - Travel Reimbursement-CALAPRS General Assembly-Mark Linder.pdf](#)
[1.6c\(3\) - Travel Reimbursement-Equity Summit 2025-Anurag Chandra.pdf](#)
[1.6c\(4\) - Travel Reimbursement-Pension Bridge 2025-Deborah Abbott.pdf](#)
[1.6c\(5\) - Travel Reimbursement-Pension Bridge 2025-Anurag Chandra.pdf](#)
[1.6c\(6\) - Travel Reimbursement-Pension Bridge 2025-Spencer Horowitz.pdf](#)

1.7 Acceptance of Communication/Information Reports

a. Report of the Monthly Board Expenses for February 2025. Receive and file.

Attachments: [1.7a - FED February 2025 Monthly Expenses Report.pdf](#)

b. ORS's Quarterly Newsletter - The Retirement Connection: April 2025 Edition.

Attachments: [1.7b - ORS Newsletter - April 2025 Edition.pdf](#)

c. Educational Travel Reports:

- Equity Summit 2025, Tommy Bahama Miramonte Resort & Spa, Indian Wells, CA, March 18 - 20, 2025 - by Anurag Chandra.

- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - by Deborah Abbott.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - by Anurag Chandra.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - by Matthew Faulkner.
- Pension Bridge The Annual 2025, Ritz-Carlton, Half Moon Bay, CA, March 24 - 26, 2025 - by Spencer Horowitz.

Attachments: [1.7c\(1\) - Travel Content Report-Equity Summit 2025-Anurag Chandra.pdf](#)
[1.7c\(2\) - Travel Content Report-Pension Bridge 2025-Deborah Abbott.pdf](#)
[1.7c\(3\) - Travel Content Report-Pension Bridge 2025-Anurag Chandra.pdf](#)
[1.7c\(4\) - Travel Content Report-Pension Bridge 2025-Matthew Faulkner.pdf](#)
[1.7c\(5\) - Travel Content Report-Pension Bridge 2025-Spencer Horowitz.pdf](#)

2. DEATH AND SURVIVORSHIP NOTIFICATIONS (Moment of Silence)

- a. Notification of the death of **Michele Coveau**, Senior Office Specialist, retired November 24, 2012, died March 4, 2025. No survivorship benefits.
- b. Notification of the death of **Steve Grimley**, Groundsworker, retired December 26, 2012, died February 18, 2025. Survivorship benefits to Yolanda Garcia, spouse.
- c. Notification of the death of **Edward Kumagai**, Senior Security Officer, retired January 15, 2005, died February 25, 2025. No survivorship benefits.
- d. Notification of the death of **Esther McGovern**, Public Education Coordinator, retired August 21, 1982, died February 21, 2025. No survivorship benefits.
- e. Notification of the death of **Yuriko N. Misawa**, Accounting Technician, retired March 22, 1986, died March 12, 2025. No survivorship benefits.
- f. Notification of the death of **Linda Robasciotti**, Secretary, retired August 9, 2001, died March 2, 2025. Survivorship benefits to John Robasciotti, spouse.
- g. Notification of the death of **Peter Sandoval**, Custodian, retired February 22, 1997, died March 21, 2025. No survivorship benefits.
- h. Notification of the death of **Heather Vogelhuber**, Senior Librarian, retired January 15, 1983, died March 12, 2025. No survivorship benefits.

3. INVESTMENTS

- a. Oral update from the CIO of Retirement Services, Prabhu Palani.

4. OLD BUSINESS-DEFERRED/CONTINUED ITEMS-NONE

5. NEW BUSINESS

- a. Oral update from the CEO of Retirement Services, John Flynn.
- b. Oral update from the City Council Liaison to the Board.
- c. Discussion and action regarding Resolution No. 9124 Federated Tier 1 and Resolution No. 9125 Federated Tier 2 Contribution Rates / Amounts for FY 2025-2026.

Attachments: [5c\(1\) - FED - Contributions Resolutions Cover Memo.pdf](#)
[5c\(2\) - FYE 2026 SJFCERS Pension + OPEB Contribution 2025-03-28s.pdf](#)
[5c\(3\) - Exhibit B FW Lump Sum Employer Contribution for FY 2025-2026.pdf](#)
[5c\(4\) - Contribution Rates - Federated Tier 1 - June 2025 - Res#9124.pdf](#)
[5c\(5\) - Contribution Rates - Federated Tier 2 Pension - June 2025 - Res#9125.r](#)

- d. Discussion and action on authorizing the CEO to negotiate and execute a sixth amendment to the agreement with Marty Boyer, Communications Advantage, to extend the term of the Agreement through June 30, 2026 with a maximum total amount payable of \$15,000 for the period July 1, 2025 through June 30, 2026.

Attachments: [5d - FED Sixth Amendment to Marty Boyer Communications Consultant.pdf](#)

- e. Discussion and action on the proposed administrative budget for fiscal year 2025-2026.

Attachments: [5e\(1\) - FED Proposed Budget for FY 2026.pdf](#)
[5e\(2\) - Proposed Budget Memo for FY 2026 Signed.pdf](#)
[5e\(3\) - FED FY 2025-2026 Budget Presentation 4-17-25.pdf](#)

- f. Discussion and action on amendment to MOU between Board and City for use of actuary to review City bond disclosure documents.

Attachments: [5f\(1\) Cheiron - 2025 GO - 2025 LRB - Retirement MOU Memo.pdf](#)
[5f\(2\) - Redline of Amended and Restated MOU.pdf](#)
[5f\(3\) - Draft Amended and Restated MOU 2025.pdf](#)

6. COMMITTEES/REPORTS/RECOMMENDATIONS

6.1 Investment Committee (Chandra, Horowitz, Faulkner)

Last Meeting: February 25, 2025 Next Meeting: April 22, 2025

- a. Oral update from the Chair of the Investment Committee.

6.2 Audit Committee (Avasthy, Abbott, Vacant)

Last Meeting: February 20, 2025 Next Meeting: May 15, 2025

- a. Oral update from the Chair of the Audit/Risk Committee.

6.3 Governance Committee (Linder, Abbott, Avasthy)

Last Meeting: March 14, 2025 Next Meeting: June 5, 2025

- a. Oral update from the Chair of the Governance Committee.
- b. Discussion and action on the results of the Request for proposal (“RFP”) for governance services, including Board authorization for the Chief Executive Officer (CEO) to negotiate and execute an agreement with Aon Consulting, Inc for a term of six (6) years for an amount not to exceed \$812,000, with four (4) one-year options to extend.

Attachments: [6.3b - FED Governance Consultant 2025 Results Board Memo.pdf](#)

6.4 FCERS Disability Committee (Linder, Vacant, Faulkner)

Last Meeting: February 4, 2025 Next Meeting: May 6, 2025

- a. Oral update from the Chair of the Disability Committee.

6.5 Joint Personnel Committee (Chandra, Horowitz, Linder)

Last Meeting: April 2, 2025 Next Meeting: August 18, 2025

- a. Oral update from the Chair of the Joint Personnel Committee.
 - Nomination and election of Chair of Joint Personnel Committee.
 - Nomination and election of Vice-Chair of Joint Personnel Committee.
 - Discussion and action on CEO Performance Evaluation, including process, evaluation criteria and associated weights to be used to evaluate performance for the Board’s approval.
 - Discussion and action on CIO Performance Evaluation, including process, evaluation criteria and associated weights to be used to evaluate performance for the Board’s approval.
 - Discussion and action on Investment Staff compensation, including the discussion of timing and commencement of a compensation study.
 - Discussion and action on the recommendation to the boards to request the creation of a new ORS-specific classification for Deputy Director/Deputy CIO.

Attachments: [6.5a\(1\) - Joint Personnel Committee Charter \(Chair\).pdf](#)
[6.5a\(2\) - Joint Personnel Committee Charter \(Vice-Chair\).pdf](#)
[6.5a\(3\) - FED CEO Performance Evaluation Policy.pdf](#)
[6.5a\(4\) - FED CIO Performance Evaluation Policy.pdf](#)
[6.5a\(5\) - Memo 2025 CEO and CIO Performance Evaluations.pdf](#)
[6.5a\(6\) - CEO Management Leadership Survey.pdf](#)
[6.5a\(7\) - CIO Management Leadership Survey.pdf](#)
[6.5a\(8\) - Retirement Class Specifications List.pdf](#)
[6.5a\(9\) - Retirement Investment Officer, Senior \(Unclassified\).pdf](#)
[6.5a\(10\) - Deputy Director \(Unclassified\).pdf](#)

- b. Minutes of the Joint Personnel Committee meeting from April 5, 2024. Receive and file.

Attachments: [6.5b - JPC 04-05-24 Minutes-Final.pdf](#)

- c. Discussion and action to direct the CEO to request the creation of a new employment classification for a “Deputy Director Retirement / Deputy Chief Investment Officer” and updates to existing retirement classifications as required.

Attachments: [6.5c - Retirement Class Specifications List.pdf](#)

- d. Discussion and action to direct the CEO to commence an updated compensation study for all current and proposed Retirement Investment staff classifications, exclusive of the Chief Investment Officer.

Attachments: [6.5d - Retirement Class Specifications List.pdf](#)

6.6 Legal Services Joint Adhoc Committee (Abbott, Chandra)

Last Meeting: April 4, 2025 Next Meeting: TBD

- a. Oral update from the Legal Services Joint Adhoc Committee.
- b. Discussion and action on the results of the Request for Proposal (“RFP”) for Legal Services - Fiduciary and General Counsel, including Board authorization for the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with Reed Smith LLP (“Reed Smith”) for a term of six (6) years for an amount not to exceed \$3,011,000, with four (4) one-year options to extend.

Attachments: [6.6b - FED Legal Services Fiduciary & General Counsel Memo.pdf](#)

- c. Discussion and action on the results of the Request for Proposal (RFP) for Legal Services - Tax Counsel, including Board authorization for the Chief Executive Officer (CEO) to negotiate and execute an agreement with Ice Miller LLP (Ice Miller) for a term of six (6) years for an amount not to exceed \$225,000, with four (4) one-year options to extend.

Attachments: [6.6c - FED Legal Services Tax Counsel Ice Miller Memo.pdf](#)

- d. Discussion and action on the results of the Request for Proposals (“RFP”) for Legal Services -

Investment Counsel, including Board authorization for the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with Hanson Bridget LLP for a term of six (6) years for an amount not to exceed \$580,000, with four (4) one-year options to extend.

Attachments: [6.6d - FED Legal Services Investment Counsel Hanson Bridget Memo.pdf](#)

6.7 Actuarial Services Joint Adhoc Committee (Avasthy)

Last Meeting: April 7, 2025 Next Meeting: TBD

- a. Oral update from the Actuarial Services Joint Adhoc Committee.
- b. Discussion and action on the results of the Request for proposal (“RFP”) for actuarial services, including Board authorization for the CEO to negotiate and execute an agreement with Cheiron, Inc. (“Cheiron”) for a term of six (6) years for an amount not to exceed \$1,600,000, with four (4) one-year options to extend.

Attachments: [6.7b - FED Actuarial Services Cheiron Recommendation Memo.pdf](#)

- c. Discussion and action on the results of the Request for proposal (“RFP”) for actuarial audit services, including Board authorization for the Chief Executive Officer (CEO) to negotiate and execute an agreement with Milliman for a term of six (6) years for an amount not to exceed \$200,000, with four (4) one-year options to extend.

Attachments: [6.7c - FED Actuarial Audit Services Milliman Recommendation Memo.pdf](#)

7. EDUCATION & TRAINING

- a. The Cortex Report - May 2025 Conferences, Seminars and Educational Programs.

Attachments: [7a - The Cortex Report - May 2025 Edition.pdf](#)

- b. CALAPRS 2025 Program Calendar.

Attachments: [7b - CALAPRS 2025 Program Calendar Final.pdf](#)

- c. SACRS Spring Conference 2025, Omni Rancho Palmas Resort & Spa, Rancho Mirage, California, May 13 - 16, 2025.

Attachments: [7c - SACRS Spring Conference 2025 Preliminary Agenda.pdf](#)

- d. NCPERS 2025 Annual Conference & Exhibition (ACE), Sheraton Denver Downtown Hotel, Denver, Colorado, May 17 - 21, 2025.

Attachments: [7d - NCPERS 2025 Annual Conference & Exhibition\(ACE\) Agenda.pdf](#)

- e. NCPERS Trustee Educational Seminars (TEDS), The Westin Seattle, Seattle, Washington, May 17 - 18, 2025.

Attachments: [7e - NCPERS 2025 Trustee Education Seminar\(TEDS\) Agenda.pdf](#)

- f. CALAPRS On-line Trustees' Round Table, May 30, 2025.
- g. SACRS Public Pension Investment Management Program, Claremont Club & Spa, A Fairmont Hotel, Berkeley, California, July 13 - 16, 2025.

• **PROPOSED AGENDA ITEMS**

• **ADJOURNMENT**

• **Next FCERS Board Meeting: May 15, 2025**

*Estimated

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of Retirement Services, 1737 N. First Street, Suite 600, San José CA 95112 at the same time that the public records are distributed or made available to the legislative body.

Access the video or audio, the agenda and related reports for this meeting by visiting the Retirement Services website at <http://sjrs.legistar.com/calendar.aspx>. If you have any questions, please contact the Office of Retirement Services at (408) 794 - 1000.

The Code of Conduct

(<https://www.sanjoseca.gov/home/showpublisheddocument/12901/63667000496663000>)

0) is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions: § No objects will be larger than 2 feet by 3 feet.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and

antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
 - b) Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
 - c) Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
 - d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
 - e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
 - f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
 - g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.
- Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.