



# BOARD OF ADMINISTRATION

## Meeting Minutes - Final Police & Fire Department Retirement Plan and Health Care Trust

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Thursday, September 5, 2024

9:00 AM

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

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### 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: +1 669 900 9128 US (San Jose)

Meeting ID: 926 7887 8635

Pass Code: 701479

*Franco Vado, Chair, Police Retiree Rep (Term Expires 11/30/24)*  
*Sunita Ganapati, Vice-Chair, Public Member (Term Expires 11/30/26)*  
*Andrew Gardanier, Trustee, Fire Active Rep (Term Expires 11/30/27)*  
*David Kwan, Trustee, Public Member (Term Expires 11/30/24)*  
*Howard Lee, Trustee, Public Member (Term Expires 11/30/26)*  
*Eswar Menon, Trustee, Public Member (Term Expires 11/30/26)*  
*Richard Santos, Trustee, Fire Retiree Rep (Term Expires 11/30/26)*  
*Dave Wilson, Trustee, Police Active Rep (Term Expires 11/30/25)*  
*Vacant, Trustee, Public Member*

*Pam Foley, City Council Liaison to the Board*

*Maytak Chin, General and Fiduciary Counsel*

*John Flynn, CEO, Office of Retirement Services*

**Present:** 8 - David Kwan, Sunita Ganapati, Dave Wilson, Franco Vado, Howard Lee,  
Eswar Menon, Richard Santos and Andrew Gardanier

The Board of Administration of the Police and Fire Department Retirement Plan and Health Care Trust met in person at City Hall Wing Rooms 118-120 and via Zoom on Thursday, September 5, 2024 at 9:00 a.m. Chair Vado called the Pension Plan and Health Care Trust meeting to order at 9:07 a.m. followed by roll call.

**Board Members Present:** Franco Vado, Sunita Ganapati, Dave Wilson, Richard Santos, David Kwan, Howard Lee, Andrew Gardanier and Eswar Menon.

**Retirement Staff Present:** John Flynn, Prabhu Palani, Barbara Hayman, Sandra Castellano, David Aung, Harrison Pearce, Christina Wang, Dhinesh Ganapathiappan, Jay Kwon, Ron Kumar, Arun Nallasivan, Chris Ha, Edith Aldama, Sherrell Aledo, and Cynthia Ayala.

**Retirement Staff Present via Zoom:** Roberto L. Peña, Nam Cao, Ellen Lee, Benjie Chua-Foy, Shilpi Dwivedi, and Chris Reyes.

**Also Present:** Bill Gold, OER; Maytak Chin, General and Fiduciary Counsel; Pam Foley, Council Liaison; Colin Kowalski and Steve McCourt, Meketa Investment Group.

**Also Present via Zoom:** Kaci Boyer, Neuberger Berman; Valter Viola, Cortex Consulting; Joe Ebisa, Journalist.

**ADA ALERT**

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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

Senate Bill 1439 (“Levine Act”) amended Government Code Section 84308 and requires disclosure and recusal by a local elected official and some members of boards and commissions if they receive campaign contributions over \$250 from a party, a participant with a financial interest in a proceeding, or their respective agents. The Levine Act was an anti-corruption law intended to curb “pay-to-play” and enhance public trust so that decision-makers can maintain their independence from the influence of donations for political campaigns. SB 1439 expanded the scope from state agency appointees or appointed local officials to include local elected officials. Please visit <https://www.sanjoseca.gov/your-government/appointees/city-clerk/levine-act> for updated forms and information.

#### 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 9:00 A.M.**

**I. CLOSED SESSION NEW BUSINESS**

Closed session was heard immediately after item 4d. The Board entered into Closed Session at 9:09 a.m.

- A. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(1). Position: Chief Investment Officer.**

**There was no reportable action for this item from Closed Session.**

- B. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6(a). Agency designated representatives: TBD at September 5, 2024 Board meeting in open session; Unrepresented employee: Chief Investment Officer.**

**There was no reportable action for this item from Closed Session.**

- C. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a). Robnett v. City of San Jose, et al., Northern District Court of California, Case No. C24-02385NC.**

**There was no reportable action for this item from Closed Session.**

The Board came out of Closed Session at 9:55 a.m.

**OPEN SESSION - will reconvene following Closed Session, estimated to be 10:15 a.m.**

Open Session re-convened at 9:58 a.m.

• **ORDERS OF THE DAY**

Orders of the Day was heard immediately after roll call attendance.

**ORDERS OF THE DAY:**

- Item 4d was taken out of order as the first item of business, and heard before the Board entered Closed Session.

**WAIVE SUNSHINE:**

- None.

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

None.

**1. CONSENT CALENDAR**

The Consent Calendar was heard after Closed Session.

A motion was made to approve the Consent Calendar.

Approved. (M.S.C. Wilson/Lee 8-0-0).

**1.1 Approval for a Service-Connected Disability Retirement**

- a. **Robert Bejarano**, Police Officer, Police Department, Request for Service-Connected Disability Retirement, effective September 5, 2024; 5.07\* years of service. (*Disability Committee Recommendation: Approval*)

**1.2 Approval for a Change in Status to Service-Connected Disability Retirement**

- a. **Douglas Amaro**, Firefighter, Fire Department, Request for Change of Status to Service-Connected Disability Retirement, effective June 10, 2021; 25.88\* years of service. (*Disability Committee Recommendation: Approval*)
- b. **Karen Aten**, Police Sergeant, Police Department, Request for Change of Status to Service-Connected Disability Retirement, effective August 8, 2020; 27.04\* years of service. (*Disability Committee Recommendation: Approval*)

- c. **Erick Enderle**, Police Officer, Police Department, Request for Change of Status to Service-Connected Disability Retirement, effective October 31, 2020; 26.75\* years of service. (With Reciprocity - 24.08 CSJ YOS + 2.67 PERS YOS). (*Disability Committee Recommendation: Approval*)
- d. **Nabil Haidar**, Police Officer, Police Department, Request for Change of Status to Service-Connected Disability Retirement, effective December 24, 2022; 25.76\* years of service. (*Disability Committee Recommendation: Approval*)
- e. **Albert Hernandez**, Fire Captain, Fire Department, Request for Change of Status to Service-Connected Disability Retirement, effective January 27, 2021; 25.13\* years of service. (*Disability Committee Recommendation: Approval*)
- f. **Jarod Middleton**, Fire Captain, Fire Department, Request for Change of Status to Service-Connected Disability Retirement, effective June 12, 2021; 25.35\* years of service. (*Disability Committee Recommendation: Approval*)
- g. **Peter Roman**, Fire Captain, Fire Department, Request for Change of Status to Service-Connected Disability Retirement, effective January 30, 2021; 26.62\* years of service. (*Disability Committee Recommendation: Approval*)
- h. **Hector Vasquez**, Police Officer, Police Department, Request for Change of Status to Service-Connected Disability Retirement, effective April 18, 2020; 32.85\* years of service. (*Disability Committee Recommendation: Approval*)

### 1.3 Approval Of Minutes

- a. Approval of the Board Minutes of August 1, 2024.

### 1.4 Return of Contributions

- a. Voluntary | Involuntary

### 1.5 Approval Of Travel for Conferences and Due Diligence

- a. Prabhupalani, CIO
  - Public Funds Steadying the Ship, Sacramento, CA, November 13 - 14, 2024.
  - Annual Transpose VIP Event at SaaStr 2024, San Mateo, CA, September 11, 2024.

- Transpose Platform Tokyo Innovation Summit, Shangri-La Hotel, Tokyo, Japan, November 19, 2024. (Speaker)

## 1.6 Communication/Information

- a. Police and Fire Retirement System Dashboard.

## 1.7 Education and Training

- a. The Cortex Report - September 2024, Conferences, Seminars and Educational Programs.
- b. CALAPRS 2024 Program Calendar.
- c. CALAPRS Trustees Round Table, San Jose Marriott, San Jose, CA, October 11, 2024.
- d. SACRS Annual Fall Conference 2024, Hyatt Regency Hotel and Spa, Monterey, CA, November 12 - 15, 2024.

## 1.8 Notice of Alternate Payee Benefit Election

- a. Approval of Alternate Payee Benefit election of Unreduced Retirement Option to be paid to Gina Ferreira, ex-spouse of Police Officer, **Kenneth Hardesty** to be effective July 23, 2024 under Part 17, Section 3.36.3600 of the San Jose Municipal Code.

## 2. INVESTMENTS

- a. Oral update by CIO, Prabhu Palani.

CIO Palani introduced Colin Kowalski and Steve McCourt from Meketa Investment Group and updated the Board on the following unaudited estimated performance by Meketa Investment Group:

- For FYTD as of September 3, 2024, the Pension Plan was up 1.75%.
- For FYTD as of September 3, 2024, the Health Care Trust was up 2.33%.

- b. Presentation of Calendar 1st Quarter 2024 Private Equity report by Neuberger Berman.

Kaci Boyer, Neuberger Berman, presented the 1st Quarter 2024 Private Equity report and answered questions from the Board. Dhinesh Ganapathiappan, Senior Investment Officer, and Colin Kowalski, Meketa Investment Group, assisted with answering questions.

- c. Presentation of Calendar 1st Quarter 2024 Private markets report by Meketa Investment Group.

Colin Kowalski and Steve McCourt, Meketa Investment Group, introduced themselves to the Board. Colin Kowalski presented the 1st Quarter 2024 Private markets report. Steve McCourt and Dhinesh Ganapathiappan, Senior Investment Officer, answered questions from the Board.

- d. Presentation of Calendar 2nd Quarter 2024 Performance report for Pension Plan by Meketa Investment Group.

Steve McCourt, Meketa Investment Group, presented the 2nd Quarter 2024 Performance report for Pension Plan and answered questions from the Board. Christina Wang, Investment Officer, assisted with answering questions.

- e. Presentation of Calendar 2nd Quarter 2024 Performance report for Health Care Trust by Meketa Investment Group.

Steve McCourt, Meketa Investment Group, presented the 2nd Quarter 2024 Performance report for Health Care Trust answered questions from the Board. CIO Palani and Jay Kwon, Senior Investment Officer, assisted with answering questions.

3. **OLD BUSINESS CONTINUED-DEFERRED ITEMS-NONE**

4. **NEW BUSINESS**

- a. Oral update by CEO, John Flynn.

CEO Flynn updated the Board on the following:

- Thanked the Board and ORS staff for their support.
- The ORS Benefits Analyst and Senior Office Specialist positions have been filled.
- ORS office will be closed on October 14, 2024 for Indigenous Peoples' Day.
- ORS office space lease is up for negotiation and ORS is looking for possible locations for lease.
- Per the MOU, ORS is facilitating the required meetings between the City Council Liaison and the Chair and Vice-Chair of the Board
- On September 16, 2024, Councilwoman Foley, Trustee Gardanier and CEO Flynn were scheduled to meet.
- Provided an update on the CEO transition process.

- b. Oral update from the City Council Liaison to the Board.

City Council Liaison updated the Board on matters before the City Council and invited the Board to meet with her on issues.

- c. Discussion and action on authorizing the CEO to negotiate and execute a first amendment to the agreement with Saltzman & Johnson Law Corporation ("Saltzman & Johnson"), a provider of Domestic Relations Order and disability legal services, to increase the not to exceed amount by \$250,000, from \$350,000 to \$600,000, through the end of the agreement on June 30, 2025.

CEO Flynn spoke to this item. Sandra Castellano, Division Manager, added a few comments. Trustee Santos made a few comments.



A motion was made to authorize the CEO to negotiate and execute a first amendment to the agreement with Saltzman & Johnson Law Corporation to increase the not to exceed amount from \$350,000 to \$600,000, through the end of the agreement on June 30, 2025.

Approved. (M.S.C. Santos/Gardanier 8-0-0).

- d. Discussion and action of appointment of Labor Negotiator for the Chief Investment Officer position.

This item was heard immediately after Orders of the Day and before Closed Session.

Chair Vado introduced this item.

A motion was made to appoint Trustee Menon as Labor Negotiator for the Chief Investment Officer position.

Approved. (M.S.C. Wilson/Gardanier 8-0-0).

- e. Discussion and action regarding selection and recommendation to the City Council of Public Board Member to the vacant 9th seat of the Board for full term ending April 30, 2027.

This item was heard after item 4c.

Chair Vado introduced this item.

Trustee Wilson asked a few questions of Councilwoman Foley. Councilwoman Foley also made a few comments. Counsel Chin made comments regarding the procedural requirements under the San Jose Municipal Code for this seat. After a lengthy discussion, a motion was made for the Board to conduct interviews with the four remaining submitted applicants for the Public Board member vacant 9th seat.

Approved. (M.S.C. Wilson/Ganapati 8-0-0).

After the motion was voted on, this item was revisited after item 7.2b based on additional information provided by the City Clerk who came to the meeting at the request of Councilwoman Foley. Tony Taber, City Clerk, answered questions from the Board regarding the timeline and process for the application and selection of the Public Board member vacant 9th seat. Tony Taber, City Clerk, explained that the Public Board member vacant 9th seat will remain open until September 30, 2024 and that the application process has not closed. The Board asked the City Clerk to expedite the review process so that the Board can interview the candidates soon. Based on the additional information provided by Tony Taber, City Clerk, the Board reconsidered its prior motion on this agenda item.

Thereafter, a motion was made to withdraw the previous motion for this agenda item.

Approved. (M.S.C. Vado/Santos 8-0-0).

A motion was then made to hold open the application process to September 30, 2024 and to send the applications to the City and resume the process with evaluation of the applications received by that date.

Approved. (M.S.C. Vado/Santos 8-0-0).

## 5. RETIREMENTS

### 5.1 Service Retirements

Chair Vado read the Service Retirements into the record.

A motion was made to approve the Service Retirements.

Approved. (M.S.C. Santos/Wilson 8-0-0).

- a. **Geeno B. Gular**, Police Lieutenant, Police Department, effective September 14, 2024; 29.98\* years of service.
- b. **Stevan M. Robinson**, Police Officer, Police Department, effective September 14, 2024; 28.06\* years of service.

### 5.2 Early Retirement

Chair Vado read the Early Service Retirements into the record.

A motion was made to approve the Early Service Retirements. Trustees Wilson and Gardanier said a few kind words.

Approved. (M.S.C. Santos/Gardanier 8-0-0).

- a. **Andrew L. Whyte**, Arson Investigator, Fire Department, effective September 14, 2024; 22.84\* years of service.

## 6. DEATH AND SURVIVORSHIP NOTIFICATIONS (Moment of Silence)

Chair Vado read the Death Notifications into the record and asked for a moment of silence for those who have served and passed away. Trustee Wilson said a few kind words.

- a. Notification of the death of **William Kupper**, Police Officer, retired February 6, 1996, died August 10, 2024. Survivorship benefits to Nina Kupper, spouse.
- b. Notification of the death of **Lloyd L. Rice**, Police Lieutenant, retired March 12, 1995, died July 19, 2024. Survivorship benefits to Sandra S. Rice, spouse.

## 7. COMMITTEE MINUTES, REPORTS and RECOMMENDATIONS

### 7.1 Investment Committee (Menon - CH/Gardanier/Ganapati/Lee)

Last Meeting: August 20, 2024

Next Meeting: October 22, 2024

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

**Chair Menon updated the Board on matters regarding the last meeting.**

- b. Minutes of the Police and Fire Investment Committee meeting from April 15, 2024. Receive and file.

**The Minutes were received and filed.**

## **7.2 Audit/Risk Committee (Lee - CH/Ganapati/Wilson)**

**Last Meeting: August 15, 2024**

**Next Meeting: October 17, 2024**

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

**Chair Lee updated the Board regarding matters from the last meeting.**

- b. Minutes of the Audit Committee meeting from May 16, 2024. Receive and file.

**The Minutes were received and filed.**

- c. Update on status of request to custodian bank (Bank of New York Mellon) to correct fiscal years 2016-2023 Pension Plans' returns based on the results of the Agreed Upon Procedures work completed by Macias Gini & O'Connell LLP audit firm.

- d. Discussion and action on Office of Retirement Services' proposed timeline and plan for implementing recommendations from the City Auditor's Report, dated April 4, 2024.

**This item was heard after item 4e.**

**Chair Lee spoke to this item.**

**A motion was made to approve the Office of Retirement Services' proposed timeline and plan.**

**Approved. (M.S.C. Ganapati/Santos 8-0-0).**

- e. Discussion and action to approve amendments to the Police and Fire Committee Charter to reflect changes regarding the hiring and performance evaluation of the Internal Auditor.

**Counsel Chin spoke to this item.**

**A motion was made to approve amendments to the Police and Fire Audit Committee Charter.**

**Approved. (M.S.C. Ganapati/Lee 8-0-0).**

**7.3 Governance Committee (Vado - CH/Kwan/Santos)**

**Last Meeting: June 18, 2024**

**Next Meeting: September 19, 2024**

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

**Chair Vado updated the Board.**

- b. Discussion and action regarding adoption of proposed internal ORS Policy for procurement and contracting for professional and critical plan administrative services/goods for ORS operations.

**Chair Vado spoke to this item.**

**A motion was made to approve the proposed internal ORS Policy for procurement and contracting for professional and critical plan administrative services/goods for ORS operations to be sent to the City Finance Director for comment.**

**Approved. (M.S.C. Ganapati/Santos 8-0-0).**

**7.4 Disability Committee (Santos - CH/Wilson - Alts: Menon/Vado/Lee)**

**Last Meeting: August 12, 2024**

**Next Meeting: September 9, 2024**

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

**Chair Santos updated the Board.**

- b. Minutes of the P&F Disability Committee meeting from June 10, 2024. Receive and file.

**The Minutes were received and filed.**

- c. Police & Fire Quarterly Disability Retirement Applications Dashboard.

- d. Overview of the Age of Police & Fire Disability Applications.

**7.5 Joint Personnel Committee (Menon - CH/Gardanier/Vado)**

**Last Meeting: April 25, 2024**

**Next Meeting: TBD**

- a. Oral update from the Chair of the Joint Personnel Committee.

There was no update.

- **PROPOSED AGENDA ITEMS**

None.

- **ADJOURNMENT**

**Next Meeting: October 3, 2024**

The meeting adjourned at 11:44 a.m.

\*Estimated

Minutes Recorded, Prepared and Respectfully Submitted by,

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FRANCO VADO, CHAIR  
BOARD OF ADMINISTRATION  
ATTEST:

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JOHN FLYNN, CEO  
OFFICE OF RETIREMENT SERVICES

## **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.