



BOARD OF ADMINISTRATION

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

Thursday, April 20, 2023

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: +1 669 900 9128 US (San Jose)

Meeting ID: 987 2490 8689

Pass Code: 114042

BOARD MEMBERS

Spencer Horowitz, Chair (Term Expires 11/30/24)

Julie Jennings, Vice-Chair (Term Expires 11/30/23)

Anurag Chandra, Trustee (Term Expires 11/30/26)

Mark Keleher, Trustee (Term Expires 11/30/23)

Mark Linder, Trustee (Term Expires 11/30/24) -- No 1 The Plaza, Sonoma, CA 95476

Prachi Avasthy, Trustee (Term Expires 11/30/25)

Vacant, Trustee

CITY COUNCIL LIAISON TO THE BOARD

Dev Davis

COUNSEL

Harvey Leiderman and Maytak Chin, General and Fiduciary Counsel

Roberto L. Peña, 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)

I. 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.

OPEN SESSION

• ORDERS OF THE DAY

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

1.1 Application for a Service-Connected Disability

- a. **Gina Oliva**, Maintenance Assistant, Parks, Recreation and Neighborhood Services Department, Request for a Service-Connected Disability Retirement, effective October 7, 2021, 8.91* years of service. *(Staff Disability Committee Recommendation: Denial)*

2. CONSENT CALENDAR

2.1 Approval for a Service-Connected Disability

- a. **Ranak M. Majmudar**, Laboratory Technician II, Environmental Services Department, Request for a Service-Connected Disability retirement, effective January 30, 2019; 10.00* years of service. *(Staff Disability Committee Recommendation: Approval)*

2.2 Approval of Service Retirements

- a. **Linda Alexander**, Executive Assistant, Office of Retirement Services, effective March 31, 2023; 18.31* years of service.
- b. **Michael Beltramo**, Carpenter, Airport Department, effective March 24, 2023; 27.81* years of service.
- c. **Margie I. Bulger**, Senior Office Specialist, Planning, Building and Code Enforcement Department, effective March 31, 2023; 21.63* years of service.
- d. **Vada V. Burrow**, Legal Administrative Assistant, City Attorney's Office, effective March 31, 2023; 5.99* years of service. (Tier 2B)
- e. **Linda K. Charfauros**, Division Manager, Environmental Services Department, effective March 18, 2023; 30.32* years of service. *(With Reciprocity - 23.24 CSJ YOS + 7.08 PERS YOS)*
- f. **Chen-Tung Chiang**, Senior Engineer, Planning, Building and Code Enforcement Department, effective March 18, 2023; 24.10* years of service.
- g. **Julia H. Cooper**, Director of Finance, Finance Department, effective March 31, 2023; 32.38* years of service.
- h. **Weiping Ding**, Accountant II, Finance Department, effective March 31, 2023; 21.22* years of service. *(With Reciprocity - 15.02 CSJ YOS + 6.20 PERS YOS)*

- i. **Wayne A. Dore**, Network Technician III, Library Department, effective March 18, 2023; 32.29* years of service.
- j. **Lili Etessam**, Senior Architect, Public Works Department, effective March 18, 2023; 22.16* years of service.
- k. **Parmjit Gill**, Accounting Technician, Finance Department, effective March 31, 2023; 22.86* years of service.
- l. **James Griego**, Wastewater Operator III, Environmental Services Department, effective March 31, 2023; 15.03* years of service.
- m. **Al Haro**, Maintenance Worker II, Department of Transportation, effective March 31, 2023; 21.09* years of service.
- n. **Jaime Hernandez**, Network Technician III, Library Department, effective March 18, 2023; 24.13* years of service.
- o. **Peter W. Herzog**, Supervisor, Trades, Airport Department, effective March 31, 2023; 15.31* years of service.
- p. **Jung Won Kim**, Senior Analyst, Human Resources Department, effective March 31, 2023; 22.68* years of service.
- q. **Lonnie H. Lang**, Accounting Technician, Office of Retirement Services, effective March 31, 2023; 26.11* years of service.
- r. **Edward Maez**, Air Conditioning Mechanic, Public Works Department, effective March 18, 2023; 17.15* years of service.
- s. **Dorothy K. Martinez**, Account Clerk II, Environmental Services Department, effective March 31, 2023; 34.07* years of service.
- t. **Tim S. Melany**, Wastewater Systems Operator, Environmental Services Department, effective March 31, 2023; 21.82* years of service.
- u. **Raymundo Partido**, Chemist, Environmental Services Department, effective March 18, 2023; 23.97* years of service.
- v. **Lisandra Valerio**, Building Management Administrator, Parks, Recreation and Neighborhood Services Department, effective March 25, 2023; 30.52* years of service.
- w. **Karl Van Gastel**, Building Inspector Supervisor, Planning, Building and Code Enforcement Department, effective March 18, 2023; 15.50* years of service.
- x. **Stevan Wonosaputra**, Instrument Person, Public Works Department, effective March 29, 2023; 20.40* years of service.
- y. **Yan Xu**, Information System Analyst, Department of Transportation, effective May 1, 2023; 9.18* years of service.

- z. Kathryn Zoglin**, Senior Deputy City Attorney, City Attorney's Office, effective March 31, 2023; 9.34* years of service.

2.3 Approval of Deferred Vested

- a. Christopher Blair**, Senior Airport Noise Specialist, Airport Department, effective April 26, 2023; 6.45* years of service.
- b. Kathleen S. Drayson**, Administrative Officer, Environmental Services Department, effective March 29, 2023; 24.25* years of service. *(With Reciprocity - 16.29 CSJ YOS + 7.95 PERS YOS)*
- c. Douglas K. Dubois**, Real Property Agent II, Public Works Department, effective April 23, 2023; 13.90* years of service. *(With Reciprocity - 1.47 CSJ YOS + 12.42 PERS YOS)*
- d. Alex Garcia**, Parking and Traffic Control Officer, Department of Transportation, effective March 1, 2023; 6.20* years of service.

2.4 Approval of Board Minutes

- a.** Approval of the Board Minutes of February 16, 2023.

Attachments: [2.4a - Fed Board 2.16.23 Minutes Final.pdf](#)

2.5 Approval of Return of Contributions

- a.** Voluntary | Involuntary.

Attachments: [2.5a\(1\) - ROC Review - Fed Feb 2023.pdf](#)

[2.5a\(2\) - ROC Review - Fed Mar 2023.pdf](#)

2.6 Acceptance of Communication/Information Reports

- a.** Return to in person meetings for members of the P&F and FCERS Boards of Administration - AB 2449 and Post Covid Public Meetings informational memorandum. Receive and file.

Attachments: [2.6a - Memo-AB2449 & Post Covid Public Meetings.pdf](#)

- b.** Resolution No. 9108 - Zahra (Shara) Sedaghatpour- Denial of Change of Status from Service Retirement to Service-Connected Disability Retirement. Receive and file.

Attachments: [2.6b - Resolution_Zahra Sedaghatpour.pdf](#)

- c.** Report of the Monthly Board Expenses for January 2023. Receive and file.

Attachments: [2.6c - Fed Monthly Expense Report Jan 2023.pdf](#)

- d.** Report of the Monthly Board Expenses for February 2023. Receive and file.

Attachments: [2.6d - Fed Monthly Expense Report Feb 2023.pdf](#)

2.7 Report out of Closed Session

- a. Report out of closed session from the January 19, 2023 board meeting.

Attachments: [2.7a - Federated Report out of Closed Session - 20230420.pdf](#)

2.8 Approval of Administrative Matters

- a. Approval of the updated FCERS Disability Committee Charter.

Attachments: [2.8a\(1\) - FED Proposed Am. Disability Cmte Charter April 2023.pdf](#)
 [2.8a\(2\) - FED Proposed Am. Disability Cmte Charter April 2023 \(redline\).pdf](#)

- b. Fiduciary Insurance and Waiver of Recourse Fees for Policy Year March 2023-2024.

Attachments: [2.8b - Fiduciary Insurance Invoice for Trustees Fed 23-24.pdf](#)

2.9 Approval of Travel / Conference Attendance

- a. Prabhu Palani, CIO

- Crosslink 2023 Annual meeting, Rosewood Sand Hill, Menlo Park, CA March 16, 2023.
- Pension Bridge Annual 2023, Hotel Fairmont, San Francisco, CA April 17-19th, 2023
- Innovation Endeavors 2023 Summit, Napa, CA, April 25, 2023.
- Milken Institute Global Conference, Beverly Hilton, Los Angeles, CA, April 30 - May 3, 2023.

- b. Anurag Chandra, Trustee

- Pension Bridge Annual 2023, Hotel Fairmont, San Francisco, CA April 17-19th, 2023.

3. DEATH AND SURVIVORSHIP NOTIFICATIONS (Moment of Silence)

- a. Notification of the death of **Jesus A. Carbonel**, Engineer II, retired July 3, 1993, died January 12, 2023. No survivorship benefits.
- b. Notification of the death of **Steven P. Contreras**, Senior Maintenance Worker, retired March 31, 2011, died March 6, 2023. Survivorship benefits to Patricia Contreras.
- c. Notification of the death of **Edward J. Enos**, Carpenter, retired February 15, 2003, died January 24, 2023. Survivorship benefits to Clarlene Enos.
- d. Notification of the death of **Steven M. Gomes**, Maintenance Worker, retired October 27, 2012, died February 07, 2023. No survivorship benefits.
- e. Notification of the death of **Mary Hom**, Supervising Application Analyst, retired June 30, 2012, died February 14, 2023. Survivorship benefits Edward Hom.
- f. Notification of the death of **Enzi J. Lagattuta**, Carpenter, retired February 14, 1984, died January 1,

2023. No survivorship benefits.

- g. Notification of the death of **John Laws**, Data Processing Operations Supervisor, retired November 1, 1986, died February 24, 2023. No survivorship benefits.
- h. Notification of the death of **Gay L. Lesmister**, Custodian, retired August 24, 2010, died January 30, 2023. No survivorship benefits.
- i. Notification of the death of **Zhijia Ling**, Principal Account Clerk, retired March 28, 2015, died January 29, 2023. Survivorship benefits to Guojian Feng, spouse.
- j. Notification of the death of **Raymond K. Morales**, Groundworker, retired October 23, 1982, died November 30, 2022. No survivorship benefits.
- k. Notification of the death of **Suzanne T. Shynne**, Analyst II, retired June 24, 2002, died November 15, 2022. No survivorship benefits.
- l. Notification of the death of **Metha D. Sizemore**, Outreach Coordinator, retired March 22, 2008, died December 29, 2022. No survivorship benefits.
- m. Notification of the death of **Margaret Sturdevant**, Account Clerk II, retired October 1, 1989, died February 14, 2023. No survivorship benefits.
- n. Notification of the death of **Warren Trester**, Building Plans Engineer, retired September 7, 1996, died February 23, 2023. Survivorship benefits to Melene Trester.
- o. Notification of the death **Kathy Tsukamoto**, Administrative Assistant, retired November 30, 2022, died February 12, 2023. Survivorship benefits to Donald Tsukamoto, Spouse.
- p. Notification of the death of **Russell Wylde**, Building Construction Inspector, retired July 7, 1991, died February 17, 2023. No survivorship benefits.

4. INVESTMENTS

- a. Oral update by CIO, Prabhu Palani.
- b. Presentation of Calendar 3rd Quarter 2022 Private Equity report by Neuberger Berman.

Attachments: [4b - 3Q22 PE Report SJ Fed LEGACY09.30.22.pdf](#)
- c. Presentation of Calendar 3rd Quarter 2022 Private Markets report by Meketa Investment Group.

Attachments: [4c - 3Q22 PM Report SJ Fed PUBLIC.pdf](#)
- d. Presentation of Calendar 4th Quarter 2022 Performance report for Pension Plan by Meketa Investment Group.

Attachments: [4d - 4Q22 Performance Report SJ Fed ERS.pdf](#)
- e. Presentation of Calendar 4th Quarter 2022 Performance report for Health Care Trust by Meketa Investment Group.

Attachments: [4e - 4Q22_Performance Report_SJ Fed HCT.pdf](#)

- f. Discussion and action on strategic asset allocation for pension fund by Meketa Investment Group.
- g. Discussion and action regarding the prefunding of the City's retirement contribution.

Attachments: [4g\(1\) - Fed Prefunding Cover Memo_FY23-24.pdf](#)
[4g\(2\) - Fed Prefunding Risk Mitigation Memo](#)
[4g\(3\) - Fed Prefunding Risk Mitigation_UPDATE.pdf](#)
[4g\(4\) - Fed Board Discretion Disc Rate Used.pdf](#)

- h. Discussion and action to renew the investment consulting agreement with Meketa Investment Group for one year for the amount not-to-exceed \$350,500.

Attachments: [4h - Fed Board Investment & Risk Consultant Contracts.pdf](#)

- i. Discussion and action to renew the risk consulting agreement with Verus Advisory, Inc. for one year for an amount not-to-exceed \$125,000.

Attachments: [4i - Fed Board Investment & Risk Consultant Contracts.pdf](#)

- j. Discussion and action to renew the risk data service agreement with Barra LLC for one year for an amount not-to-exceed \$96,000.

Attachments: [4j - Fed Board Investment & Risk Consultant Contracts.pdf](#)

5. OLD BUSINESS-DEFERRED/CONTINUED ITEMS

- a. Discussion and action regarding approval to increase the FY22-23 administrative budget for professional services by \$100,000 to a total of \$950,000. *(Deferred from March 16, 2023, meeting)*

Attachments: [5a - Professional Services Budget Increase .pdf](#)

- b. Discussion and action on the Office of Retirement Services proposed administrative budget for FY23-24. *(Deferred from March 16, 2023 meeting)*

Attachments: [5b\(1\) - Apr2023_FedProposedBudget_Pres.pdf](#)
[5b\(2\) - Apr2023_FedProposedBudget_FY23-24.pdf](#)
[5b\(3\) - Apr2023_FedProposedBudget_Memo.pdf](#)

- c. Discussion and action on adoption of Resolution No. 9107 Cost of Living Adjustment rate for 415(b) Qualified Participants under the Grandfather Rule for members retired prior to January 1, 1990. *(Deferred from March 16, 2023, meeting)*

Attachments: [5c - Resolution No 9107 COLA 415\(b\).pdf](#)

6. NEW BUSINESS

- a. Oral update from the CEO of Retirement Services, Roberto L. Peña.
- b. Oral update from the City Council Liaison to the Board.
- c. Discussion and action on compensation adjustment to current salary ranges for CEO, CIO and Investment Officers.

Attachments: [6c\(1\) - CEO Salary Survey - Final 2.3.23](#)
[6c\(2\) - CIO and Investment Staff Salary Survey - Final 2.22.23](#)

- d. Discussion and action to authorize the CEO to negotiate and execute an agreement between the Board of Administration for the Federated City Employees' Retirement System and Macias Gini and O'Connell LLP ("MGO") for audit services for the maximum contract amount of \$750,000.

Attachments: [6d - Audit Services - RFP Contract Fed .pdf](#)

- e. Discussion and action regarding Resolution No. 9109 Federated Tier 1 and Resolution No. 9110 Federated Tier 2 Contribution Rates/Amounts for FY23-24.

Attachments: [6e\(1\) - FY 2024 SJFCERS Pension+OPEB Contributions Rts&Amts.pdf](#)
[6e\(2\) - Contribution Rates Fed Tier1-Res .pdf](#)
[6e\(3\) - Contribution Rates Fed Tier 2-Res.pdf](#)

7. COMMITTEES/REPORTS/RECOMMENDATIONS

7.1 Investment Committee (Chandra, Horowitz, Keleher)

Last Meeting: March 13, 2023

Next Meeting: April 25, 2023

- a. Oral update from the Chair of the Investment Committee.
- b. Minutes of the December 20, 2022, Federated Investment Committee meeting. Receive and file.

Attachments: [7.1b - SPC FED IC 12.20.22 Minutes Final.pdf](#)

- c. Minutes of the January 10, 2023 Special Federated Investment Committee meeting. Receive and file.

Attachments: [7.1c - SPC FED IC 1.10.23 Minutes Final.pdf](#)

- d. Minutes of the January 12, 2023, Special Federated Investment Committee meeting. Receive and file.

Attachments: [7.1d - SPC FED IC 1.12.23 Minutes Final.pdf](#)

7.2 Governance Committee (Jennings, Keleher, Linder)

Last Meeting: February 16, 2023 (Special)

Next Meeting: June 15, 2023

- a. Oral update from the Chair of the Governance Committee.
- b. Minutes of the Special Governance Committee meeting from January 19, 2023. Receive and file.

Attachments: [7.2b - SPC FED GC 1.19.23 Minutes_Final.pdf](#)

7.3 Audit Committee (Keleher, Jennings, Avasthy)

Last Meeting: February 16, 2023

Next Meeting: May 18, 2023

- a. Oral update from the Chair of the Audit Committee.
 - b. Minutes of the Special Audit Committee meeting from January 19, 2023. Receive and file.
- Attachments: [7.3b - SPC FED AC 1.19.23 Minutes_Final.pdf](#)
- c. Minutes of the October 20, 2022, Joint Audit Committee meeting for the Federated City Employee's Retirement System and the Police and Fire Retirement Plan. Receive and file.

Attachments: [7.3c - SPC FED AC 10.20.22 Minutes_Final.pdf](#)

- d. Update on the City Auditor's Recommendation to the Office of Retirement Services. Receive and file.

Attachments: [7.3d - CARecs17-06Retirement 1.31.23.pdf](#)

- e. Status of Audit Recommendations by Internal Auditor, Houman Boussina. Receive and file.

Attachments: [7.3e\(1\)- PRES RecFollowUp_021623.pdf](#)
 [7.3e\(2\) - FINAL_RecFollowUp_02162023.pdf](#)

- f. 2022 Internal Staff Survey by Internal Auditor, Houman Boussina. Receive and file.

Attachments: [7.3f\(1\) - PRES InternalStaffSurvey_021623.pdf](#)
 [7.3f\(2\) - FINAL InternalStaffSurvey_02162023.pdf](#)

7.4 FCERS Disability Committee (Linder, Jennings, Keleher - Alt: Avasthy)

Last Meeting: February 16, 2023 (Special)

Next Meeting: April 20, 2023

- a. Oral update from the Chair of the FCERS Disability Committee.
- b. Minutes of the Special Disability Committee meeting from January 19, 2023. Receive and file.

Attachments: [7.4b - SPC FED DC 1.19.23 Minutes-Final.pdf](#)

7.5 Joint Personnel Committee (Chandra, Horowitz, Jennings)

Last Meeting: April 3, 2023

Next Meeting: TBD

- a. Oral update from the Chair of the Joint Personnel Committee.
- b. Minutes from the January 12, 2023 Joint Personnel Committee meeting. Receive and file.

Attachments: [7.5b - JPC 1.12.23 Minutes_Final.pdf](#)

- c. Minutes from the February 9, 2023 Joint Personnel Committee meeting. Receive and file.

Attachments: [7.5c - JPC 2.9.23 Minutes_Final .pdf](#)

8. EDUCATION & TRAINING

- a. The Cortex Report - May 2023, Conferences, Seminars and Educational Programs.

Attachments: [8a - The Cortex Report_May 2023 Edition.pdf](#)

- b. CalAPRS 2023 Program Calendar.

Attachments: [8b - CALAPRS 2023 Program Calendar.pdf](#)

- c. CALAPRS Virtual Trustee Round Table, May 5, 2023.

Attachments: [8c - CALAPRS 2023 Virtual Trustee Round Table .pdf](#)

- d. SACRS Annual Spring Conference, Paradise Point Resort & Spa, San Diego, CA - May 9 - 12, 2023.

Attachments: [8d - SACRS Spring Conf 2023_Preliminary Agenda.pdf](#)

• PROPOSED AGENDA ITEMS

• ADJOURNMENT

Next Meeting: May 18, 2023

*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.