BOARD OF ADMINISTRATION

Meeting Minutes - Final

Federated City Employees' Retirement System and Federated City Employees' Health Care Trust

Thursday, November 20, 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: +1 408 638 0968 US (San Jose)
Meeting ID: 923 3310 4839

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)

Pam Foley, City Council Liaison to the Board

Maytak Chin, General and Fiduciary Counsel

John Flynn, CEO, Office of Retirement Services

Present: 7 - Debbie Abbott, Matthew Faulkner, Spencer Horowitz, Mark Linder, Anurag Chandra, Prachi Avasthy and Nathan Nakagawa

The Board of Administration of the Federated City Employees Retirement System and Health Care Trust met on Thursday, November 20, 2025, at City Hall, Wing Rooms 118-120, 200 E. Santa Clara St., San Jose, CA 951123 and via Zoom at 8:30 a.m. Chair Horowitz called the meeting to order at 8:33 a.m. followed by roll call.

Board Members Present: Spencer Horowitz, Anurag Chandra, Deborah Abbott, Prachi Avasthy, Matthew Faulkner, Mark Linder, and Nathan Nakagawa.

Retirement Staff Present: John Flynn, Prabhu Palani, Barbara Hayman, Cynthia Ayala, Gabriela Romero, Edith Aldama, Amanda Hiew, Ryan Reynado, Benjie Chua-Foy, Jay Kwon, Dhinesh Ganapathiappan, Christina Wang, Ron Kumar, Arun Nallasivan, Harrison Pierce, and David Aung.

Retirement Staff Present via Zoom: Nam Cao, Julie He, Jennifer You, Teresa Meyer Calvert, and Ellen Lee.

Also Present: Mariah K. Fairley, General and Fiduciary Counsel; Pam Foley, Vice Mayor and City Council Liaison; Bill Hallmark, Cheiron; and Brian Chi, Finance Department.

Vice Mayor and City Council Liaison Pam Foley arrived at 8:35 a.m., departed at 8:59 a.m., and returned at 9:42 a.m.

Also Present via Zoom: Laura Wirick and Colin Kowalski, Meketa Investment Group; Julie Becker, Aon; Cyril Espanol, With Intelligence; and Brad Imamura, Public Member.

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

CEREMONIAL ITEM

a. Presentation of a commendation to Prachi Avasthy for her service as Trustee to the Federated City Employees' Retirement Systems Board of Administration.

This item was heard immediately after Orders of the Day.

Chair Horowitz presented the commendation to Trustee Avasthy and thanked her for her service. Trustee Avasthy said a few comments and thanked staff, CIO Palani, and CEO Flynn. She also thanked City Council and City employees for the opportunity to serve.

Public member, Brad Imamura, made public comments.

I. CLOSED SESSION NEW BUSINESS-DEFERRED/CONTINUED ITEMS-NONE

• ORDERS OF THE DAY

This item was heard immediately after roll call attendance.

Orders of the Day

• None.

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

Public member, Brad Imamura, made public comments, which were addressed by Chair Horowitz.

1. CONSENT CALENDAR

This item was heard after Public/Retiree/General Comments.

A motion was made to approve the Consent Calendar.

Approved. (M.S.C. Linder/Nakagawa 7-0-0).

1.1 Approval of Service Retirements

a. **Ronald James Davis II**, Building Inspection Manager, Planning, Building and Code Enforcement, effective November 27, 2025; 10.37* years of service.

b. **Suttipong Faiwongjun**, Code Enforcement Inspector II, Planning, Building and Code Enforcement, effective December 6, 2025; 17.31* years of service.

c. **Gina R. Johnson McNairnie**, Public Safety Communication Specialist, Police Department, effective December 6, 2025; 19.89* years of service.

d. **Penny Muraoka**, Senior Police Data Specialist, Police Department, effective November 21, 2025; 22.33* years of service.

e. **Mathew Nguyen**, Deputy Director, Public Works Department, effective November 8, 2025; 27.36* years of service.

f. **Harpal Singh**, Senior Accountant, Environmental Services Department, effective November 22, 2025; 36.64* years of service.

1.2 Early Retirement

a. **Dolan E. Beckel**, Director of City Manager's Office, City Manager's Office, effective November 22, 2025; 7.15* years of service.

1.3 Approval of Deferred Vested

a. **Edward C. Crump**, Building Inspector Combination Certified, Public Works Department, effective October 17, 2025; 6.02* years of service.

b. **Colleen V. Hy**, Senior Accountant, Office of Retirement Services, effective December 14, 2025; 5.34* years of service.

c. **Edwin R. Miranda**, Code Enforcement Inspector I, Planning, Building, and Code Enforcement, effective December 2, 2025, 2025; 7.38* years of service. *(With Reciprocity - 1.95 CSJ + 4.95 PERS + 0.47 SJCERA = 7.38 YOS)*

d. **Lisa R. Petersen**, Police Data Specialist II, Police Department, effective December 13, 2025;

13.11* years of service.

e. **Alice D. Ringer**, Environmental Services Specialist, Environmental Services Department, effective November 9, 2025; 9.65* years of service. *(With Reciprocity - 7.40 CSJ + 2.25 PERS = 9.65 YOS)*

1.4 Approval of Board Minutes

a. Approval of the Board Minutes of October 16, 2025.

1.5 Approval of Return of Contributions

a. Voluntary | Involuntary

1.6 Communications and Information Reports

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

b. Q1 FY 2025-2026 Budget to Actual Quarterly Budget Report.

c. ORS's Quarterly Newsletter - The Retirement Connection: October 2025 Edition.

d. **Notification of Educational Travel:**
Matthew Faulkner, Trustee
- Neuberger Berman Secondary Private Equity Insights Luncheon, OMNI San Francisco, October 29, 2025.

e. **Educational Travel Reports:**
CALAPRS Virtual Compliance Roundtable, October 17, 2025 by Deborah Abbott.

f. Notification to Board pursuant to Paragraph 37 of CEO Charter: Service Order Agreement with Alliance Resource Consulting LLC entered into by CEO on behalf of Federated with a not-to exceed of $41,000, shared 50/50 with Police and Fire Plan.

g. Anurag Chandra, Vice Chair
Self-study materials listed below for a total cost of $49.99 per month, pursuant to Paragraph 5(f) of the Federated Board Education Policy:
- Monthly Subscription to the Wall Street Journal

1.7 Approval of Travel

a. Prabhu Palani, CIO

- 11th Annual Stanford Family Office Investor Forum, Stanford University, Stanford, CA, November 11 - 12, 2025.

1.8 Approval of Reimbursements

a. John Flynn, CEO

- CALAPRS Administrators Institute 2025, The Quail Lodge, Carmel, CA, September 24 - 26, 2025.

2. DEATH AND SURVIVORSHIP NOTIFICATIONS (Moment of Silence)

Chair Horowitz asked for a moment of silence for those who served and passed away.

a. Notification of the death of **Charles Belden**, Transportation Planning Systems Manager, retired October 28, 2000, died October 19, 2025. No survivorship benefits.

b. Notification of the death of **Norvelle Benevento**, Secretary to City Manager, retired March 21, 1998, died September 25, 2025. No survivorship benefits.

c. Notification of the death of **Vincent Chavez**, Groundsworker, retired August 21, 1997, died August 19, 2025. Survivorship benefits to Dawn Chavez, spouse.

d. Notification of the death of **Lawrence Cloney**, Land Surveyor, retired October 17, 1987, died October 15, 2025. Survivorship benefits to Terry Cloney, spouse.

e. Notification of the death of **Homer Fletcher**, Librarian, retired February 4, 1990, died October 11, 2025. No survivorship benefits.

f. Notification of the death of **Walter Fujczak**, Associate Civil Engineer, retired January 31, 2004, died October 7, 2025. No survivorship benefits.

g. Notification of the death of **Janice C. Garcia**, Librarian II, retired June 17, 2017, died September 24, 2025. No survivorship benefits.

h. Notification of the death of **Robert D. Hodges**, Electrician, retired July 25, 2007, died October 12, 2025. No survivorship benefits.

i. Notification of the death of **Laura McEwen**, Supervising Environmental Services Specialist, retired January 13, 2018, died September 11, 2025. No survivorship benefits.

j. Notification of the death of **Rhys Rowland**, Planner II, died March 11, 2022. No survivorship benefits.

k. Notification of the death of **Max Ryan**, Community Activity Worker, died September 16, 2025. No survivorship benefits.

l. Notification of the death of **Richard Teng,** Gaming Administrator**,** retired September 8, 2018, died September 26, 2025. Survivorship benefits to Mai Le, spouse.

m. Notification of the death of **Luis Valderaz,** Account Clerk I**,** retired November 7, 1992, died October 15, 2025. No survivorship benefits.

n. Notification of the death of **Janis York,** Administrative Assistant**,** retired July 9, 2000, died October 3, 2025. No survivorship benefits.

o. Notification of the death of **Bernard Zaboski,** Hazardous Material Inspector II**,** retired January 24, 2004, died October 15, 2025. Survivorship benefits to Elsie Zaboski, spouse.

3. INVESTMENTS

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

CIO Palani thanked Trustee Avasthy for her service and support as a trustee and for her service on the Audit Committee. He also provided an update and reported on the following unaudited, estimated performance from Meketa Investment Group:

- For FYTD as of November 18, 2025, the Pension Plan was up 4.28%.
- For FYTD as of November 18, 2025, the Health Care Trust was up 5.31%.

4. OLD BUSINESS-DEFERRED/CONTINUED ITEMS-NONE

5. NEW BUSINESS

a. Oral update from the CEO of Retirement Services, John Flynn.

CEO Update included updates on:

• Conference Attendance
• Staffing
• Open Enrollment – November 1 through November 30
• Quarterly Retirement Planning Workshop – February 12, 2026

• Procurement and Contracts
• Strategic Planning
• Suite 560

CEO Flynn concluded by thanking Trustee Avasthy for her service and support during his transition into the CEO role. He also answered Trustee Abbott's questions regarding updates from the trustee interviews and findings. CEO Flynn announced that updates will be provided at the December Governance Committee meeting and, if desired, brought to the full board.

Chair Horowitz announced that a new trustee had been elected by the public members and confirmed by the City Council. CEO Flynn confirmed that Brian Chi was approved and appointed by the City Council as an active member of the Federated Board and is expected to be seated at the December 18, 2025 meeting.

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

Vice Mayor and City Council Liaison Foley updated the Board on matters before the City Council and that are relevant to the Board and thanked Trustee Avasthy for her service.

Brad Imamura, a public member, made a comment, which was addressed by Chair Horowitz.

c. Discussion on Preliminary Valuation Results as of June 30, 2025, presented by Cheiron.

This item was heard after the Board took a break after item 6.5b.

Chair Horowitz introduced the item. Bill Hallmark from Cheiron presented the item. Mr. Hallmark answered questions from Trustee Abbott, Trustee Nakagawa, Vice-Chair Chandra, and Chair Horowitz. Vice-Chair Chandra and CIO Palani added comments.

Brad Imamura, a public member, made a comment, which was addressed by Chair Horowitz.

d. Discussion and action on assumptions for the OPEB June 30, 2025, actuarial valuation to be presented by Cheiron.

This item was heard after item 5c.

Bill Hallmark from Cheiron presented the item and answered questions from Trustees Avasthy, Nakagawa, Abbott, and Faulkner, Chair Horowitz, and Vice-Chair Chandra.

A motion was made to increase the discount rate to 6.25%.

Brad Imamura, a public member, made comments.

Approved. (M.S.C. Linder/Avasthy 7-0-0).

A motion was made to accept the changes to the Health Care Trend rates.

Approved. (M.S.C. Chandra/Abbott 7-0-0).

A motion was made to accept the no change recommendations to the assumptions for the health/dental plan elections, future retiree tier elections, in-lieu election and coverage

duration, in-lieu credit tier, and administrative expenses.

Approved. (M.S.C. Chandra/Abbott 7-0-0).

Brad Imamura, a public member, made comments, which were addressed by Chair Horowitz.

e. Nominations for the positions of Board Chair for calendar year 2026.

This item was heard after item 5b.

Chair Horowitz introduced the item. CEO Flynn read out the relevant provisions from the Election of Board Officers Policy. Trustee Linder nominated Chair Horowitz and Chair Horowitz accepted the nomination. Vice-Chair Chandra and Trustee Linder added comments. CEO Flynn answered questions from Vice-Chair Chandra.

f. Nomination for the position of Board Vice-Chair for calendar year 2026.

This item was heard after item 5e.

Chair Horowitz introduced the item.

Nomination 1: Trustee Linder nominated Vice-Chair Chandra. Vice-Chair Chandra added comments and accepted the nomination.

Nomination 2: Trustee Avasthy nominated Trustee Abbott. Trustee Abbott declined the nomination.

Nomination 3: Vice-Chair Chandra nominated Trustee Faulkner. Trustee Faulkner declined the nomination.

Brad Imamura, a member of the public, provided comments.

Chair Horowitz closed the agenda item. Trustee Abbott, Vice-Chair Chandra, Chair Horowitz, and Trustee Faulkner added comments. CEO Flynn responded to questions from Trustee Faulkner and Chair Horowitz.

A motion was made to reconsider item 5f.

The motion passed (M.S.C. Linder/Avasthy 7-0-0).

Renewed Nominations:

Vice-Chair Chandra re-nominated Trustee Faulkner, who accepted the nomination.

Trustee Linder re-nominated Vice-Chair Chandra, who accepted the nomination.

6. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

6.1 Investment Committee (Chandra, Horowitz, Faulkner)

Last Meeting: September 8, 2025 Next Meeting: December 16, 2025

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

This item was heard after item 5f.

Chair Chandra announced that the next meeting will be held on December 16, 2025.

6.2 Audit/Risk Committee (Avasthy, Abbott, Linder)

Last Meeting: October 30, 2025 Next Meeting: February 19, 2026

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

- Discussion and action regarding communication to the Board of Administration of the City of San Jose Police and Fire Department Retirement Plan and the Federated City Employees' Retirement System from Macias Gini & O'Connell (MGO), the Plan's external auditor:
    1. Independent auditor's report on the internal control over financial reporting, compliance and other matters based on an Audit of Financial Statements performed.
    2. Independent auditor's Management Letter comments and recommendations regarding audit findings.
- Discussion and action on the approval of the Federated City Employees' Retirement System's and the Police and Fire Department Retirement Plan's Annual Comprehensive Financial Reports for the Fiscal Year 2024-2025.
- Discussion on the status of the outstanding City Auditor recommendations.
- Discussion and action on the status of the outstanding Internal Audit recommendations.
- Discussion on the status of the FY 2024 financial audit recommendations.
- Discussion on status of outstanding Penetration testing recommendations.
- Discussion on the status of the Internal Audit Services contract.

This item was heard after item 5d.

Chair Avasthy updated the Board on the items discussed at the last meeting.

b. Minutes of the September 3, 2025 Joint Audit Committee meeting. Receive and file.

The Minutes were received and filed.

c. Discussion and action regarding communication to the Board of Administration of the City of San Jose Federated City Employees' Retirement System from Macias Gini & O'Connell (MGO), the Plan's external auditor:

1. Independent auditor's report on the internal control over financial reporting, compliance and other matters based on an Audit of Financial Statements performed.
2. Independent auditor's Management Letter comments and recommendations regarding audit findings.

CEO Flynn spoke to the item.

A motion was made to accept the independent auditor's report on the internal control over financial reporting, compliance and other matters based on an Audit of financial Statements performed.

Approved. (M.S.C. Avasthy/Abbott 7-0-0).

A motion was made to accept the independent auditor's Management Letter comments and recommendations regarding audit findings.

Approved. (M.S.C. Avasthy/Abbott 7-0-0).

d. Discussion and action on the approval of the Federated City Employees' Retirement System's Annual Comprehensive Financial Reports for the Fiscal Year 2024-2025.

CEO Flynn spoke to the item.

A motion was made to approve the Federated City Employee's Retirement System's Annual Comprehensive Financial Reports for the Fiscal Year 2024-2025.

Approved. (M.S.C. Abbott/Linder 7-0-0).

e. Discussion and action to accept 8 internal audit recommendations as "Complete" in the absence of an internal auditor.

CEO Flynn spoke to the item.

A motion was made to accept 8 internal audit recommendations as "Complete" in the absence of an internal auditor.

Approved. (M.S.C. Avasthy/Chandra 7-0-0).

Brad Imamura, a public member, made comments.

6.3 Governance Committee (Abbott, Avasthy, Nakagawa)

Last Meeting: August 7, 2025 Next Meeting: December 4, 2025

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

This item was heard after item 6.1a.

Chair Abbott updated the Board and announced that the next meeting will be held on December 4, 2025.

6.4 FCERS Disability Committee (Linder, Faulkner, Nakagawa)

Last Meeting: September 2, 2025 Next Meeting: December 2, 2025

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

This item was heard after item 6.3a.

Chair Linder announced that the next meeting will be held on December 2, 2025.

6.5 Joint Personnel Committee (Chandra, Horowitz, Linder)

Last Meeting: October 24, 2025 Next Meeting: December 12, 2025

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

- Presentation by Alliance Resource Consulting, LLC.

This item was heard after item 6.4a.

Chair Chandra updated the Board on the matters discussed at the last meeting. CEO Flynn added comments.

b. Minutes from the October 6, 2025 Joint Personnel Committee meeting. Receive and file.

The Minutes were received and filed.

Brad Imamura, a public member, made a comment, which was addressed by Chair Horowitz.

The Board took a break from 9:25 a.m. to 9:32 a.m.

6.6 Joint Personnel Adhoc Committee (Chandra)

a. Oral update from the Joint Personnel Adhoc Committee.

This item was heard after 6.2e.

There was no update.

7. EDUCATION & TRAINING

The Education & Training was received and filed.

a. CALAPRS 2025 Program Calendar.

b. Quarterly Trustee Education Opportunities Report.

c. CALAPRS Advanced Course in Retirement Plan Administration, Avenue of the Arts Costa Mesa, Costa Mesa, CA, December 3 - 5, 2025.

d. CALAPRS Virtual Benefits Roundtable, December 11, 2025.

- **PROPOSED AGENDA ITEMS**

  None.

- **ADJOURNMENT**

  The meeting adjourned at 11:06 a.m

- **Next FCERS Board Meeting: December 18, 2025**

***Estimated**

Minutes Recorded, Prepared and Respectfully Submitted by,

SPENCER HOROWITZ, CHAIR
BOARD OF ADMINISTRATION

ATTEST:

JOHN FLYNN, CEO
OFFICE OF RETIREMENT SERVICES

The Code of Conduct (https://www.sanjoseca.gov/home/showpublisheddocument/12901/636670004966630000) 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.