



# BOARD OF ADMINISTRATION

## Meeting Agenda - Final

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

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Thursday, June 26, 2025

8:30 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: +1 669-219-2599 US (San Jose)**

**Meeting ID: 931 3156 9774**

#### **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*

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#### **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

- A. **CLOSED SESSION**: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED  
LITIGATION: Significant exposure to litigation pursuant to Section 54956.9(d)(2): One Case.

**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. Application for a Change of Status to Service-Connected Disability Retirement

- a. **Rosemary Barnes**, Public Information Manager, Airport Department, Request for Change of Status to Service-Connected Disability Retirement, effective March 31, 2020; 28.03\* years of service. *(With Reciprocity - 16.16 CSJ + 11.87 PERS = 28.03 YOS) (Staff Disability Committee Recommendation: Denial)*

**Time Certain: 10:00 a.m.**

### 2. CONSENT CALENDAR

#### 2.1 Approval for Non-Service-Connected Disability Retirement

- a. **Jay Terrado**, Deputy Director, Public Works Department, Request for a Non-Service-Connected Disability Retirement, effective date June 27, 2025; 24.19\* years of service. *(Staff Disability Committee Recommendation: Approval)*

#### 2.2 Approval of Service Retirements

- a. **Manuel Aguilar**, Traffic and Parking Control Officer, Department of Transportation, effective July 19, 2025; 24.24\* years of service.
- b. **Donna G. Becker**, Community Coordinator, Parks, Recreation and Neighborhood Services, effective August 2, 2025; 9.19\* years of service.
- c. **Vladimir Bulatov**, Wastewater Mechanic II, Environmental Services Department, effective July 5, 2025; 7.06\* years of service.
- d. **James Choyce**, Wastewater Mechanical Supervisor II, Environmental Services Department, effective August 2, 2025; 17.73\* years of service.
- e. **Loren C. Due II**, Code Enforcement Inspector II, Planning, Building and Code Enforcement Department, effective August 16, 2025; 24.25\* years of service.
- f. **Donna M. Hepp**, Staff Specialist, Office of Retirement Services, effective July 19, 2025; 28.69\* years of service.
- g. **James L. Law**, Senior Building Inspector Certified, Combo, Planning, Building and Code Enforcement Department, effective June 21, 2025; 27.33\* years of service.
- h. **Shannon M. Miura**, Police Radio Dispatcher, Police Department, effective August 2, 2025; 23.25\* years of service.
- i. **Servando Perez**, Code Enforcement Inspector II, Planning, Building and Code Enforcement Department, effective July 19, 2025; 30.02\* years of service.
- j. **Lisa J. Rebello**, Accounting Technician, Parks, Recreation and Neighborhood Services, effective August 2, 2025; 21.68\* years of service.
- k. **Eric Young**, Library Assistant, Library Department, effective July 5, 2025; 35.64\* years of service.
- l. **Fereshteh Zakeri**, Information Systems Analyst, Housing Department, effective June 7, 2025; 20.48\* years of service. (*With Reciprocity - 18.82 CSJ + 1.65 PERS = 20.48 YOS*)
- m. **Maria Zepeda**, Systems Application Programmer II, Information Technology Department, effective August 2, 2025; 30.01\* years of service.

### **2.3 Early Retirement**

- a. **Henry W. Louie**, Senior Engineer, Environmental Services Department, effective June 30, 2025; 9.17\* years of service.

### **2.4 Approval of Deferred Vested**

- a. **Akin F. Babatola**, Research Microbiologist, Environmental Services Department, effective July 12, 2025; 29.14\* years of service. (*With Reciprocity - 10.14 CSJ + 19.00 PERS = 29.14 YOS*)
- b. **Blossom Dulos**, Civil Engineer II, Public Works Department, effective May 7, 2025; 9.31\* years of service.

- c. **Michelle L. Mascher**, Public Information Representative II, Convention, Arts & Entertainment, effective May 25, 2025; 8.18\* years of service.
- d. **Jose X. Moreno**, Warehouse Supervisor, Environmental Services Department, effective May 27, 2025; 25.11\* years of service.
- e. **Jon P. Newby**, Deputy Director, Environmental Services Department, effective July 31, 2025; 29.55\* years of service. *(With Reciprocity - 16.35 CSJ + 13.20 PERS = 29.55 YOS)*
- f. **Kelly A. Riley**, Senior Public Safety Dispatcher, Fire Department, effective July 15, 2025; 11.64\* years of service.
- g. **Manual Rivas**, Engineer II, Department of Transportation, effective July 17, 2025; 9.34\* years of service.
- h. **Ying C. Smith**, Planner II, Planning, Building and Code Enforcement Department, effective May 16, 2025; 25.95\* years of service. *(With Reciprocity - 1.16 CSJ + 24.79 PERS = 25.95 YOS)*
- i. **Regan Young**, Airport Technician, Airport Department, effective March 10, 2025; 5.14\* years of service.

## **2.5 Early Deferred Vested**

- a. **Oscar Hernandez**, Senior Librarian, Library Department, effective July 25, 2025; 10.61\* years of service. *(With Reciprocity - 7.69 CSJ + 2.84 PERS = 10.61 YOS)*
- b. **Marcelo Peredo**, City Information Security Officer, Information Technology Department, effective May 28, 2025; 6.47\* years of service.

## **2.6 Approval of Board Minutes**

- a. Approval of the Board Minutes of May 15, 2025.

Attachments:      [2.6a - FED Board 05-15-25 Minutes-Final.pdf](#)

## **2.7 Approval of Return of Contributions-NONE**

- a. Voluntary | Involuntary

## **2.8 Acceptance of Communication/Information Reports**

- a. Report of the Monthly Board Expenses for April and May 2025. Receive and file.

Attachments:      [2.8a\(1\) - FED April 2025 Monthly Expenses Report.pdf](#)  
                             [2.8a\(2\) - FED May 2025 Monthly Expenses Report.pdf](#)

- b. Updated Board and Committee Assignments. Receive and file.

Attachments:      [2.8b - FED BOARDS-COMMITTEES-Members-Participants Updated 05-15-25.](#)

**c. Educational Travel Reports:**

- Milken Institute Global Conference 2025, The Beverly Hilton, Beverly Hills, CA, May 4 - 7, 2025 by Anurag Chandra.

Attachments:      [2.8c - Travel Content Report-Milken Global Conference-Anurag Chandra.pdf](#)

## **2.9 Approval of Travel / Conference Attendance**

**a. Nathan Nakagawa, Trustee**

- SACRS Public Pension Investment Management Program 2025, UC Berkeley Haas School of Business, Berkeley, CA, July 13 - 16, 2025.

Attachments:      [2.9a - Travel Request-SACRS 2025 Public Pension-Nathan Nakagawa.pdf](#)

**b. Prabhu Palani, CIO**

- TIDE SPARK 2025, Laguna Cliffs Marriott Resort, Dana Point, CA, July 9 - 10, 2025.

**c. Reimbursements**

- Milken Institute Global Conference 2025, The Beverly Hilton, Beverly Hills, CA, May 4 - 7, 2025 - Anurag Chandra.

Attachments:      [2.9c - Travel Reimbursment-Milken Global Conference-Anurag Chandra.pdf](#)

## **2.10 Change of Retirement Application-Effective Date**

- a.** Approval for a change in effective date for **Theresa M. Sciortino**, Public Safety Radio Dispatcher, Police Department, from May 29, 2025 to May 30, 2025, for a Service Retirement approved at the May 15, 2025 Board meeting.

Attachments:      [2.10a - Change of Retirement Date Memo-Sciortino, Theresa.pdf](#)

## **2.11 Change of Retirement Application-Type Correction**

- a.** Approval for a retirement type correction for **Roberto Franco** from a Deferred Vested Retirement to Deferred Vested-Early Retirement approved at the May 15, 2025 Board meeting.

Attachments:      [2.11a - Correction to DV-Early Retirement Memo-Franco, Roberto.pdf](#)

## **3. DEATH AND SURVIVORSHIP NOTIFICATIONS (Moment of Silence)**

- a.** Notification of the death of **Linda E. Anzaldua**, Recreation Specialist, retired March 15, 2006, died April 15, 2025. Survivorship benefits to Samuel Anzaldua, spouse.
- b.** Notification of the death of **Frank Barclay**, Supervising Electrical Inspector, retired November 7, 1992, died May 11, 2025. No survivorship benefits.
- c.** Notification of the death of **Connie Carson**, Public Safety Dispatcher, retired April 28, 2012, died

May 3, 2025. No survivorship benefits.

- d. Notification of the death of **Nicole Marie Haley**, Engineer II, died December 17, 2024. No survivorship benefits.
- e. Notification of the death of **Gary C. Jones**, Sound Light Technician, retired March 22, 2008, died April 30, 2025. No survivorship benefits.
- f. Notification of the death of **Jo Ann Khoobyarian**, Library Assistant, retired March 27, 2004, died February 18, 2025. Survivorship benefits to Milton Khoobyarian, spouse.
- g. Notification of the death of **James A. Morris**, Combination Building Inspector, retired December 20, 2003, died May 31, 2025. Survivorship benefits to Kathleen Kay Morris, spouse.
- h. Notification of the death of **Michael Roderick**, Senior Maintenance Worker, retired August 8, 2009, died May 28, 2025. Survivorship benefits to Paula Roderick, spouse.
- i. Notification of the death of **Kate W. Snow**, Secretary, retired February 20, 1988, died May 26, 2025. No survivorship benefits.

#### **4. INVESTMENTS**

- a. Oral update from the CIO of Retirement Services, Prabhu Palani.
- b. Presentation of Calendar 4th Quarter 2024 private equity report by Neuberger Berman.  
**Attachments:**      [4b - 4Q 2024 Investment Report for SJ FED Retirement Plan Legacy.pdf](#)
- c. Presentation of Calendar 4th Quarter 2024 private markets report by Meketa Investment Group.  
**Attachments:**      [4c - 4Q 2024 PM Report SJ FED PUBLIC.pdf](#)
- d. Presentation of Calendar 1st Quarter 2025 performance report for Pension Plan by Meketa Investment Group.  
**Attachments:**      [4d - 1Q 2025 Performance Report SJ FED ERS.pdf](#)
- e. Presentation of Calendar 1st Quarter 2025 performance report for Health Care Trust by Meketa Investment Group.  
**Attachments:**      [4e - 1Q 2025 Performance Report SJ FED RHC.pdf](#)

#### **5. OLD BUSINESS-DEFERRED/CONTINUED ITEMS**

- a. Discussion and action on the Investment Policy Statement revisions by Meketa Investment Group and Verus Investments and approval of Resolution number 9126.

- Attachments:**      [5a\(1\) - FED Pension IPS 2025-05-06 Revised Clean\(05-15-25\).pdf](#)  
[5a\(2\) - FED Pension IPS 2025-05-06 Revised Redlined\(05-15-25\).pdf](#)  
[5a\(3\) - FED Investment Implementation Procedures 2025-05-06\(05-15-25\).pdf](#)  
[5a\(4\) - FED Pension IPS - Resolution No.9126 May 2025\(05-15-25\).pdf](#)  
[5a\(5\) - FED Pension IPS 2025-06-26 Clean Draft\(Updated 06-26-25\).pdf](#)  
[5a\(6\) - FED Pension IPS 2025-06-26 Redlined Draft\(Updated 06-26-25\).pdf](#)  
[5a\(7\) - 2025-06-26 Summary of Key IPS Revisions.pdf](#)  
[5a\(8\) - Investment Implementation Procedures 2025-05-06.pdf](#)  
[5a\(9\) - FED Pension IPS - Resolution No.9126 June 2025.pdf](#)

## **6. 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 on adoption of updated City Policy Manual #1.7.9 - Website and Digital Services Governance Policy with Revised Date of June 3, 2025, for ORS Operations, approved by City on June 3, 2025.

**Attachments:**      [6c - CPM 1.7.9 Website & Digital Services Governance Policy rev 6-3-25.pdf](#)

- d. Discussion and action on adoption of new City Policy Manual #1.7.13 - Data Governance Policy with Effective Date of June 3, 2025, for ORS Operations, approved by City on June 3, 2025.

**Attachments:**      [6d - CPM 1.7.13 Data Governance Policy Final eff 6-3-25.pdf](#)

## **7. COMMITTEES/REPORTS/RECOMMENDATIONS**

### **7.1 Investment Committee (Chandra, Horowitz, Faulkner)**

**Last Meeting: April 22, 2025    Next Meeting: August 26, 2025**

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

### **7.2 Audit Committee (Avasthy, Abbott, Linder)**

**Last Meeting: May 15, 2025    Next Meeting: August 21, 2025**

- a. Oral update from the Chair of the Audit/Risk Committee.
  - Discussion and action on FY 2024-2025 Office of Retirement Services Plans Audit Plan by Macias Gini & O'Connell LLP (MGO).
  - Discussion on the status of outstanding City Auditor recommendations.
  - Discussion and action to review and approve the Scope of Services for the RFP for



outsourced internal auditor, the committee's involvement, and timeline in the procurement process.

- Discussion on outstanding Internal Audit findings and ORS' status of completion in addressing those findings.

**Attachments:**      [7.2a\(1\) - FY 2025 Audit Plan by MGO v2.pdf](#)  
[7.2a\(2\) - City Auditors Report 2025-03-25.pdf](#)  
[7.2a\(3\) - City Auditors Presentation 2025-03-25.pdf](#)  
[7.2a\(4\) - 2025-05-15 Joint Audit Committee - City Audit Status Report.pdf](#)  
[7.2a\(5\) - 2025-05-15 Internal Audit Services - Scope of Work - JAC.pdf](#)  
[7.2a\(6\) - FED Audit Committee Charter 03-18-2021.pdf](#)  
[7.2a\(7\) - ORS Internal Audit Charter May 2024.pdf](#)  
[7.2a\(8\) - ORS Proposed Organizational Chart FY 2025-2026-Final.pdf](#)  
[7.2a\(9\) - 2025-05-15 - JAC - Internal Audit Dashboard.pdf](#)  
[7.2a\(10\) - 2025-05-15 - JAC - Internal Audit Status Report.pdf](#)

- b. Minutes of the Joint Audit Committee meeting from February 20, 2025. Receive and file.

**Attachments:**      [7.2b - JAC 02-20-25 Minutes-Final.pdf](#)

- c. Discussion and action to accept 25 internal audit recommendations as "Complete" in the absence of an internal auditor.

**Attachments:**      [7.2c - 2025-06-26 FED - Internal Audit Recommendations Status.pdf](#)

- d. Discussion and action on establishing a Joint Audit Ad Hoc Committee of two board members from each board to participate in the procurement process for internal audit services used by the Office of Retirement Services and the Boards. This ad hoc committee would continue until the selected vendor executes all contracts.

**Attachments:**      [7.2d - 2025-06-26 FED - Joint Audit Ad Hoc Committee - Memo.pdf](#)

- e. Discussion and action to delegate authority to the Joint Audit Ad Hoc Committee to work with staff to determine the committee's role in the procurement process and set an appropriate procurement timeline so that the contract may be executed as soon as administratively possible.

**Attachments:**      [7.2e - 2025-06-26 FED - Joint Audit Ad Hoc Committee - Memo.pdf](#)

### **7.3 Governance Committee (Abbott, Avasthy, Nakagawa)**

**Last Meeting: March 14, 2025    Next Meeting: August 7, 2025**

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

### **7.4 FCERS Disability Committee (Linder, Faulkner, Nakagawa)**

**Last Meeting: June 3, 2025    Next Meeting: August 5, 2025**

- a. Oral update from the Chair of the Disability Committee.
- b. Minutes of the Federated Disability Committee meeting from May 6, 2025. Receive and file.

**Attachments:**      [7.4b - FED DC 05-06-25 Minutes-Final.pdf](#)

**7.5 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.

**7.6 Legal Services Joint Adhoc Committee (Abbott, Chandra)**

- a. Oral update from the Legal Services Joint Adhoc Committee.

**7.7 Actuarial Services Joint Adhoc Committee (Avasthy)**

- a. Oral update from the Legal Services Joint Adhoc Committee.

**8. EDUCATION & TRAINING**

- a. CALAPRS 2025 Program Calendar.

**Attachments:**      [8a - CALAPRS 2025 Program Calendar Final.pdf](#)

- b. SACRS Public Pension Investment Management Program, Claremont Club & Spa, A Fairmont Hotel, Berkeley, CA, July 13 - 16, 2025.
- c. CALAPRS Virtual Trustees' Roundtable, October 3, 2025.
- d. SACRS Fall Conference 2025, Hyatt Regency Huntington Beach Resort & Spa, Huntington Beach, CA, November 11 - 14, 2025.

**• PROPOSED AGENDA ITEMS**

**• ADJOURNMENT**

**• Next FCERS Board Meeting: August 21, 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.