



CITY COUNCIL AGENDA

NOVEMBER 4, 2008

AMENDED AGENDA

PETE CONSTANT
FORREST WILLIAMS
SAM LICCARDO
KANSEN CHU
NORA CAMPOS

DISTRICT 1
DISTRICT 2
DISTRICT 3
DISTRICT 4
DISTRICT 5

CHUCK REED MAYOR

PIERLUIGI OLIVERIO
MADISON P. NGUYEN
JUDY CHIRCO
NANCY PYLE

DAVID D CORTESE, VICE MAYOR

DISTRICT 6
DISTRICT 7
DISTRICT 8
DISTRICT 9
DISTRICT 10

Welcome to the San José City Council meeting!

This Agenda contains both a Consent Calendar section for routine business items that require Council approval, and general business items arranged to correspond with San José's City Service Areas (CSAs). City Service Areas represent the policy-making level for strategic planning, policy setting, and investment decisions in the critical functions the City provides to the community. They are:

- **Strategic Support Services** — The internal functions that enable the CSAs to provide direct services to the community in an effective and efficient manner.
- **Community & Economic Development** — Manage the growth and change of the community in order to create and preserve healthy neighborhoods and ensure a diverse range of employment and housing opportunities.
- **Neighborhood Services** — Serve, foster, and strengthen community by providing access to lifelong learning and opportunities to enjoy life.
- **Transportation & Aviation Services** — A safe and efficient transportation system that contributes to the livability and economic health of the City; and provide for the air transportation needs of the community and the region at levels that is acceptable to the community.
- **Environment and Utility Services** — Manage environmental services and utility systems to ensure a sustainable environment for the community.
- **Public Safety Services** — Commitment to excellence in public safety by investing in neighborhood partnerships as well as prevention, enforcement, and emergency preparedness services.

Items listed in Section 9 require approval of both the City Council and the San José Redevelopment Agency Board.

You may speak to the City Council about any item that is on the agenda, and you may also speak during Open Forum on items that are not on the agenda and are within the subject matter jurisdiction of the City Council or Redevelopment Agency Board. If you wish to speak to the City Council, please refer to the following guidelines:

- **Fill out a Yellow Speaker's Card and submit it to the City Clerk seated at the front table. Do this before the meeting or before the item is heard.** This will ensure that your name is called for the item(s) that you wish to address, and it will help ensure the meeting runs smoothly for all participants.
- When the Council reaches your item on the agenda, Mayor Reed will open the public hearing and call your name. Please address the Council from the podium, which is located to the left of the City Clerk's table.
- Each speaker generally has two minutes to speak per item. The amount of time allotted to speakers may vary at the Mayor's discretion, depending on the number of speakers or the length of the agenda.
- To assist you in tracking your speaking time, there is a display on the podium. The green light turns on when you begin speaking; the yellow light turns on when you have 30 seconds left; and the red light turns on when your speaking time is up.

Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during Open Forum. According to State Law (the Brown Act) items must first be noticed on the agenda before any discussion or action.

The San José City Council meets every Tuesday at 1:30 p.m. and every first and third Tuesday at 7 p.m., unless otherwise noted. If you have any questions, please direct them to the City Clerk's staff seated at the tables just below the dais. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

Agendas and Staff Reports for City Council items may be viewed on the Internet at www.sanjoseca.gov/clerk/agenda.asp. Council Meetings are televised live and rebroadcast on Channel 26.

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 the City Clerk at San José City Hall, 200 E. Santa Clara Street, Council Wing, 2nd Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To arrange an accommodation under the Americans with Disabilities Act to participate in this public meeting, please call (408) 535-1260 or (408) 294-9337 (TTY) at least two business days before the meeting.

On occasion the City Council may consider agenda items out of order.

- **Call to Order and Roll Call**
9:00 a.m. - Closed Session, Call to Order in Council Chambers
Adjourn to Closed Session in Council Chambers Conference Room, W133
See Separate Agenda
1:30 p.m. - Regular Session, Council Chambers, City Hall

- **Invocation (District 10)**
- **Pledge of Allegiance**
- **Orders of the Day**

* Items marked with an asterisk denote changes or additions to the previously published Agenda for this meeting.

* **ITEM 3.6, CALLING FOR A SPECIAL RECALL ELECTION, TO BE HEARD IMMEDIATELY AFTER CONSENT CALENDAR**

Items recommended to be added, dropped, or deferred are usually approved under Orders of the Day unless the Council directs otherwise.

- **Closed Session Report**

1. CEREMONIAL ITEMS

2. CONSENT CALENDAR

Notice to the public: There will be no separate discussion of Consent Calendar items as they are considered to be routine by the City Council and will be adopted by one motion. If a member of the City Council, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

2.1 Approval of Minutes.

- * **Recommendation:** Approval of minutes.
- (a) [Regular Minutes of August 19, 2008](#)
 - (b) [Regular Minutes of August 26, 2008](#)
 - (c) [Regular Minutes of August 5, 2008](#)
(Deferred from 10/28/08 – Item 2.1(a))
 - (d) [Regular Minutes of August 12, 2008](#)
(Deferred from 10/28/08 – Item 2.1(b))

2.2 Final adoption of ordinances.

Recommendation: Final adoption of ordinances.

- (a) ORD. NO. 28427 – Rezoning certain real property situated on the northwest corner of Tully Road and Kenesta Way (1935 Tully Road) to CN Commercial Neighborhood Zoning District. C07-099
- (b) ORD. NO. 28428 – Rezoning certain real property situated on the south side of Blossom Hill Road, approximately 300 feet westerly of Snell Avenue to CN Commercial Neighborhood Zoning District. C08-028
- (c) ORD. NO. 28431 – Amending Chapter 4.76 of Title 4 of the San José Municipal Code by amending Sections 4.76.240 and 4.76.270 to clarify the due date for the initial payment of the business tax and to revise the due date for subsequent payments of the business tax to correspond with the City’s new business tax billing system and by amending Section 4.76.290 to clarify the penalty provisions for late payment and by adding a new Section 4.76.295 to authorize the Director of Finance to waive penalties under certain circumstances; and to provide that the current business tax due dates will apply until such time as the new billing system is successfully implemented.
- (d) ORD. NO. 28436 – Rezoning certain real property situated on the west side of Coleman Avenue between Newhall Street and Brokaw Road from A(PD) Planned Development Zoning District to A(PD) Planned Development Zoning District. PDC08-050

(Item continued on the next page)

2. CONSENT CALENDAR

2.2 Final adoption of ordinances (Cont'd.)

* **Recommendation:** Re-adoption of ordinances:

- (e) [ORD. NO. 28419](#) – Amending Section 7.20.520 of Chapter 7.20 of Title 7 of the San José Municipal Code to allow residents who obtained a cat or dog license from another jurisdiction and are annexed into the City to transfer the remainder of the license period.
- (f) [ORD. NO. 28420](#) – Rezoning certain real property situated on the east side of Saratoga Avenue, 300 feet southerly of Los Felice Drive to CO Commercial Office Zoning District. C08-041
- (g) [ORD. NO. 28421](#) – Rezoning certain real property situated on the west side of Piedmont Road approximately 220 feet north of Suncrest Avenue to A(PD) Planned Development Zoning District. PDC07-021
- (h) [ORD. NO. 28423](#) – Rezoning certain real property situated at the east side of Entrada Cedros, approximately 200 feet south of Giuffrida Avenue to A(PD) Planned Development Zoning District. PDC07-012

2.3 [Proposed Policy Revisions Governing Guidelines for the Office of Cultural Affairs Granting Programs.](#)

Recommendation: Accept the proposed policy revisions governing grants made through the Office of Cultural Affairs. CEQA: Not a Project. (Economic Development)

2.4 [Actions for the 2008-2009 Next Generation “Click It or Ticket” Grant.](#)

Recommendation: Adopt the following Appropriation Ordinance and Funding Sources Resolution amendments in the General Fund:

- (a) Establish an appropriation to the Police Department for the 2008-2009 Next Generation “Click It or Ticket” Grant in the amount of \$45,054;
 - (b) Increase the Earned Revenue Estimate from the State of California by \$45,054.
- CEQA: Not a Project. (Police/City Manager’s Office)

2.5 [Fiscal Actions for Redevelopment Agency Capital Projects.](#)

Recommendation:

- (a) Adopt the following Appropriation Ordinance and Funding Sources Resolution amendments in the Services for Redevelopment Capital Projects Fund (City-side Redevelopment Fund) for 2008-2009:
 - (1) Increase the estimate for Earned Revenue by \$272,055.
 - (2) Establish the appropriation to the Office of Economic Development for the Spartan Keyes Public Art Project (PSM 549) in the amount of \$100,000.

(Item continued on the next page)

2. CONSENT CALENDAR

2.5 Fiscal Actions for Redevelopment Agency Capital Projects (Cont'd.)

* **Recommendation:**

- (a) Adopt the following Appropriation Ordinance and Funding Sources Resolution amendments in the Services for Redevelopment Capital Projects Fund (City-side Redevelopment Fund) for 2008-2009: (Cont'd.)
 - (3) Establish the appropriation to the Department of Transportation for the South First Street Demonstration Project (PSM 551) in the amount of \$25,055.
 - (4) Establish the appropriation to the Department of Public Works for the Improvement District 99-218SJ Deferral of Assessment FY08-09 (PSM 552) in the amount of \$147,000.
- (b) Adopt resolutions making certain determinations regarding the related expenditure of Redevelopment Agency funds on certain public improvements in connection with:
 - (1) The Spartan Keyes Public Art Project as more specifically described in the memorandum from the Redevelopment Agency, dated August 7, 2008.
 - (2) The South First Street Demonstration Project as more specifically described in the memorandum from the Redevelopment Agency, dated August 22, 2008.

CEQA: Spartan Keyes Public Art Project: Not a Project; South First Street Demonstration Project: Resolution No. 72767, File No. PP08-119; Improvement District 99-218 SJ Deferral of Assessment FY08-09 Project: Not a Project. Council Districts 2, 3 and 7. (Public Works/Transportation/Economic Development/City Manager's Office)

2.6 [Actions Related to Councilmember Liccardo's Travel Out of State.](#)

Recommendation:

- (a) Designate Councilmember Liccardo as the City's representative to the CEOs for Cities meeting on November 5-7, 2008.
- (b) Approve travel by Councilmember Liccardo to Chicago, IL on November 5-7, 2008 to represent the City at the CEOs for Cities meeting regarding a national urban agenda. Source of Funds: Mayor/Council Travel Fund.

(Liccardo)

(Rules Committee referral 10/22/08)

2.7 [Redevelopment Agency Executive Director's Travel Out of State.](#)

Recommendation: Approve travel by Redevelopment Agency Executive Director Harry Mavrogenes to Orlando, FL on November 11-16, 2008 to participate in the National League of Cities 2008 Congress of Cities and expositions (SNI Award). Source of Funds: Redevelopment Agency. (Redevelopment Agency)
(Rules Committee referral 10/22/08)

2. CONSENT CALENDAR

2.8 Work2Future Board Nomination.

Recommendation: Approve the appointment of David Mills, Program Director of the John S. and James L. Knight Foundation, to serve as a private sector representative on the Work2Future Board of Directors. (Mayor)

* [Rules Committee referral 10/29/08 – Item F(1)]

2.9 Reappointment to the Civil Service Commission.

Recommendation: Extend the term of Civil Service Commission Member and Vice Chair Sharon Hightower for up to one year, expiring on or before December 1, 2009. (City Clerk)

* [Rules Committee referral 10/29/08 – Item F(2)]

3. STRATEGIC SUPPORT SERVICES

3.1 Report of the City Manager, Debra Figone (Verbal Report)

3.2 Report of the Special Rules and Open Government Committee – October 14, 2008 Mayor Reed, Chair

- (i) Open Government Initiatives
 - (1) Sunshine Reform Task Force (SRTF)
Review and discuss the Public Records section of SRTF Phase II Recommendations pertaining to Police Records.
 - (a) SRTF Phase II Report and Recommendations.
 - (b) Staff's Response to Phase II Report and Recommendations of the SRTF.
 - (c) Correspondence from the Public
 - (d) February 24, 2007 SRTF Meeting Agenda and Correspondence from the Public previously received.
- (j) Public Comment
- (k) Adjournment

3.3 Report of the Rules and Open Government Committee – October 15, 2008 Mayor Reed, Chair

- (a) City Council
 - (1) Review October 21, 2008 Final Agenda
 - (a) Accept the Santa Clara County Registrar of Voters' Certificate of Sufficiency of Recall Petition and set November 4, 2008 as the date to call a Special Recall Election on March 3, 2009.
 - (2) Review October 28, 2008 Draft Agenda
 - (b) Redevelopment Agency items reported out at Redevelopment Agency meeting
 - (c) Legislative Update
 - (d) Meeting Schedules
- (Item continued on the next page)*

3. STRATEGIC SUPPORT SERVICES

3.3 Report of the Rules and Open Government Committee – October 15, 2008 (Cont'd.)

- (e) The Public Record
- (f) Appointments to Boards, Commissions and Committees
 - (1) Approve appointment to Work2Future Board of Directors. (Mayor)
- (g) Rules committee Reviews, Recommendations and Approvals
 - (1) Approve amending bylaws of the Caltrain Centralized Equipment Maintenance Operations Facility. (Williams)
 - (2) Approve amendment to Ordinance 26710 (Section 17.72.570), entitled: “Storing or maintaining household items”. (Cortese)
 - (3) Accept report on the Police Activities League and City partnership agreement. (Parks, Recreation and Neighborhood Services/Police)
 - (4) Approve recommendation to direct staff analysis of the current practices associated with defining pipeline projects. (Mayor)
 - (5) Accept Status Report on Citywide Inclusionary Policy Outreach. (Housing)
 - (6) Exploring Transportation Innovations to Support High-Density, Transit-Oriented Development. (Mayor/Liccardo/Chirco)
- (h) Review of Additions to Council Committee Agendas
- (i) Review of Council Policy Updates per Sunshine Reforms
 - (1) Reed Reforms
 - (2) Sunshine Reform Task Force (SRTF)
 - (a) SRTF Phase II Report and Recommendations
 - (b) Staff’s Response to Phase II Report and Recommendations of the SRTF.
 - (c) SRTF Chair’s Response to the Staff Report responding to Phase II Report and Recommendations of the SRTF.
 - (3) Significant Public Records Act Requests
 - (4) Council Policy Manual Update
- (j) Open Forum
- (k) Adjournment

3.4 Report of the Rules and Open Government Committee – October 22, 2008 Mayor Reed, Chair **RECOMMEND DEFERRAL TO 11/18/08 PER CITY CLERK**

3.5 Report of the Public Safety, Finance and Strategic Support Committee Councilmember Nguyen, Chair – *No Report.*

3.6 [Calling for a Special Recall Election.](#) - [Tiếng Việt](#)

[Attachment – Memo from Mayor Reed - Tiếng Việt](#)
[Supplemental – Memo from the City Attorney – Tiếng Việt](#)

Recommendation: Adopt a resolution calling for a Special Recall Election on March 3, 2009. (City Clerk)

* **TO BE HEARD IMMEDIATELY FOLLOWING CONSENT CALENDAR**

3. STRATEGIC SUPPORT SERVICES

3.7 [Council Policy entitled “Donation of Surplus Property.”](#)

- * **Recommendation:** Adopt a resolution approving a formal Council Policy entitled “Donation of Surplus Personal Property.” CEQA: Not a Project. (Finance)
- * **RECOMMEND DEFERRAL TO 11/18/08 PER ADMINISTRATION**

3.8 **Report of the Rules and Open Government Committee – [October 1, 2008](#)** **Mayor Reed, Chair**

- (a) City Council
 - (1) Review October 7, 2008 Final Agenda
 - (2) Review October 14, 2008 Draft Agenda
- (b) Redevelopment Agency items reported out at Redevelopment Agency meeting
- (c) Legislative Update
 - (1) State
 - (a) Sacramento Update (verbal report). (Manager)
 - (2) Federal
- (d) Meeting Schedules
- (e) The Public Record
- (f) Appointments to Boards, Commissions and Committees
- (g) Rules committee Reviews, Recommendations and Approvals
 - (1) Workload Assessment related to suspension of certain provisions of the sign ordinance. (Cortese)
(Deferred from 9/24/08)
 - (2) Approve amending bylaws of the Caltrain Centralized Equipment Maintenance Operations Facility. (Williams)
 - (3) Create a Memorandum of Understanding between City of San José and County of Santa Clara regarding policies, procedures and protocols for San José Fire Department response to the County Jail. (Oliverio)
 - (4) Approve expenditure for Faith Leaders Appreciation Breakfast. (Reed)
 - (5) Approval of \$5,000 grant from Council District 8 funds to the San José East Evergreen Rotary Club. (City Clerk)
- (h) Review of Additions to Council Committee Agendas
 - (1) Community and Economic Development (CED) Committee
 - (2) Neighborhood Services and Education
 - (a) Approve addition of an item to the November 13, 2008 agenda entitled, “Report on Parks, Recreation and Neighborhood Services Department pricing and revenue plan.” (PRNS)
 - (3) Transportation and Environment Committee
 - (4) Public Safety, Finance and Strategic Support Committee
- (i) Review of Council Policy Updates per Sunshine Reforms
 - (1) Reed Reforms
 - (2) Sunshine Reform Task Force (SRTF)
 - (3) Significant Public Records Act Requests
 - (4) Council Policy Manual Update

(Item continued on the next page)

3. STRATEGIC SUPPORT SERVICES

3.8 Report of the Rules and Open Government Committee – October 1, 2008 (Cont'd.)

Mayor Reed, Chair

- (j) Open Forum
- (k) Adjournment

* (Deferred from 10/21/08 – Item 3.2 and 10/28/08 – Item 3.7)

3.9 Report of the Rules and Open Government Committee – [October 8, 2008](#)

Mayor Reed, Chair

- (a) City Council
 - (1) Review October 14, 2008 Final Agenda
None-Regular Meeting canceled
 - (2) Review October 21, 2008 Draft Agenda
- (b) Redevelopment Agency items reported out at Redevelopment Agency meeting
- (c) Legislative Update
 - (1) State
 - (a) Sacramento Update - verbal report by City's State Lobbyist (Manager)
 - (2) Federal
- (d) Meeting Schedules
- (e) The Public Record
- (f) Appointments to Boards, Commissions and Committees
- (g) Rules committee Reviews, Recommendations and Approvals
 - (1) Workload Assessment related to suspension of certain provisions of the sign ordinance. (Cortese)
 - (2) Approve amending bylaws of the Caltrain Centralized Equipment Maintenance Operations Facility. (Williams)
 - (3) Approve a Monthly Report of Activities for September 2008. (City Auditor)
 - (4) Conceptually approve a Framework for Structural Improvements to the City's Boards and Commissions Programs. (City Clerk)
- (h) Review of Significant Public Records Act Requests
 - (1) Community and Economic Development (CED) Committee
 - (a) Approve report to the October 27, 2008 Agenda, "Convention Center Facilities District: Review of Preliminary Plan of Finance.
 - (2) Neighborhood Services and Education
 - (3) Transportation and Environment Committee
 - (4) Public Safety, Finance and Strategic Support Committee
- (i) Review of Council Policy Updates per Sunshine Reforms
 - (1) Reed Reforms
 - (2) Sunshine Reform Task Force (SRTF)
 - (3) Significant Public Records Act Requests
 - (4) Council Policy Manual Update
- (j) Open Forum
- (k) Adjournment

* (Deferred from 10/28/08 – Item 3.2)

4. COMMUNITY & ECONOMIC DEVELOPMENT

- 4.1 **Report of the Community & Economic Development Committee**
Councilmember Pyle, Chair – *No Report.*

5. NEIGHBORHOOD SERVICES

- 5.1 **Report of the Neighborhood Services and Education Committee**
Councilmember Chirco, Chair – *No Report.*

6. TRANSPORTATION & AVIATION SERVICES

- 6.1 **Report of the Transportation and Environment Committee**
Councilmember Williams, Chair – *No Report.*

- 6.2 **Airport Living Wage.**

- * **Recommendation:** Adopt the following 2008-2009 appropriation ordinance amendments in the Airport Maintenance and Operation Fund (523):
- (a) Increase the Personal Services appropriation in the Public Works Department in the amount of \$166,930.
 - (b) Increase the Non-Personal/Equipment appropriation in the Public Works Department in the amount of \$22,483.
 - (c) Increase the Overhead appropriation in the amount of \$29,587.
 - (d) Decrease the Contingency Reserve in the Airport in the amount of \$219,000. (Airport/Public Works/City Manager's Office)
- RECOMMEND DEFERRAL TO 11/18/08 PER ADMINISTRATION**

7. ENVIRONMENTAL & UTILITY SERVICES

8. PUBLIC SAFETY SERVICES

- 8.1 **[Actions Related to the South San José Police Substation Construction Contract.](#)**

Recommendation: Adopt a resolution authorizing the Director of Public Works to negotiate and execute individual contract change orders in excess of \$100,000 up to a combined amount not to exceed \$1,500,000 for the work specified in the memorandum for the South San José Police Substation construction contract with S. J. Amoroso Construction Co., Inc. (SJA). CEQA: Mitigated Negative Declaration, PP04-304. (Public Works)

9. JOINT COUNCIL/REDEVELOPMENT AGENCY

- Notice of City Engineer's Pending Decision on Final Maps
- Notice of City Engineer's Award of Construction Projects
- **Open Forum**
Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the City Council or Redevelopment Agency Board.
- **Adjournment**

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, Redevelopment Agency Board, 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.

**CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN
THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D.)**

3. Addressing the Council, Redevelopment Agency Board, 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 agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
 - c) Speakers should discuss topics related to City business 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.