

Meeting Date: 4/19/2016

Report Type: Consent

Report ID: 2016-00395

Personnel and
Public Employees
Committee Report

915 I Street, 1st Floor

www.CityofSacramento.org

Title: Approval of Personnel and Public Employees Committee Meeting Minutes

Location: Citywide

Recommendation: Pass a Motion approving the Personnel and Public Employees Committee meeting minutes dated March 8, 2016.

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

Presenter: None

Department: City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

1-Description/Analysis

2-March 8, 2016 Personnel and Public Employees Committee Minutes

City Attorney Review

Approved as to Form

Gary Lindsey

3/31/2016 9:48:00 AM

Approvals/Acknowledgements

Department Director or Designee: Wendy Klock-Johnson - 3/30/2016 9:34:44 AM

Description/Analysis

Issue Detail: It is the best practice for the legislative body to approve the minutes for each meeting.

Policy Considerations: As a best practice, the City Clerk keeps a permanent record of the Personnel and Public Employees Committee proceedings showing all action considered and taken, motions and records, the text of ordinances and resolutions introduced or adopted, and all amendments thereto proposed or adopted, and the vote of each member regarding any matter before the Personnel and Public Employees Committee.

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: After each Personnel and Public Employee Committee meeting, the Assistant City Clerk composes the DRAFT Minutes noting the action taken by the legislative body. Those DRAFT Minutes are presented to the Personnel and Public Employee Committee for its approval as a permanent record of the meeting actions.

Financial Considerations: None.

Local Business Enterprise (LBE): None.

PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE

Angelique Ashby, District 1
Allen Warren, District 2
Steve Hansen, District 4
Larry Carr, Chair, District 8

COMMITTEE STAFF

Gary Lindsey, Senior Deputy City Attorney
Wendy Klock-Johnson, Assistant City Clerk



Draft Minutes

Personnel and Public Employees Committee

City Hall-Council Chamber
915 I Street, 1st Floor
Published by the Office of the City Clerk
(916) 808-5163

Tuesday, March 8, 2016
1:30 p.m.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

Speaker slips are available on the City's Website and located in racks inside the chamber and should be completed and submitted to the Assistant City Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Office of the City Clerk and all written material received is available at the meeting for public review.

Meetings are broadcast live on Metrocable, Channel 14, AT&T Broadband Cable System and rebroadcast on the Saturday following the date of the meeting. (Check Listings)

Live videostreams and indexed archives of meetings are available via the internet. Visit the City's official website at http://sacramento.granicus.com/ViewPublisher.php?view_id=21.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Office of the City Clerk at (916) 808-7200 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Committee Meetings

- Members of the public attending Personnel and Public Employees Committee meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Personnel and Public Employees Committee

Purpose of Public Comment. The City provides opportunities for the public to address the Committee as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the Personnel and Public Employees Committee as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the **Committee**.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the **Committee** and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the **Committee** Member whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

Speaker Time Limits. In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda.** Two (2) minutes per speaker.
- **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Committee member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the **Committee** at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
- The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

MINUTES

Tuesday, March 8, 2016

1:30 p.m.

City Hall – 915 I Street- First Floor Council Chamber

All items listed are heard and acted upon by the Sacramento Personnel and Public Employees Committee unless otherwise noted.

Open Session - 1:30 p.m.

Regular session called to order by Chair Ashby at 1:30 p.m. on Tuesday March 8, 2016 in Sacramento City Council Chamber.

Present: Angelique Ashby, Steve Hansen and Chair Larry Carr.
Absent: Allen Warren arrived at 2:06 p.m.

Consent Calendar Estimated Time: 5 minutes

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

1. Approval of Personnel and Public Employees Committee Meeting Minutes

Report # 2016-00206

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

Action: Motion/Second: Steve Hansen / Angelique Ashby

Yes: Members Steve Hansen, Chair Larry Carr and Angelique Ashby.

Absent: Allen Warren

Action: Passed a Motion approving the Personnel and Public Employee Committee Meeting Minutes dated March 8, 2016.

Discussion Calendar

Discussion calendar items include an oral presentation including those recommending “receive and file”.

2. Selection of 2016 Vice-Chair for the Personnel and Public Employees Committee

Report # 2016-00207 **Estimated Time: 5 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

Action: Motion/Second: Angelique Ashby / Steve Hansen

Yes: Chair Larry Carr, Angelique Ashby, Steve Hansen

Absent: Allen Warren

Action: Passed a Motion selecting **Allen Warren** as the Personnel and Public Employees Committee Vice-Chair for the year 2016.

3. Conduct Interviews for the Compensation Commission

Report # 2016-00208 **Estimated Time: 10 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Howard Chan, Assistant City Manager, (916) 808-7488, Office of the City Manager

Interviews conducted of applicants, nominations continued to the next meeting.

4. Conduct Interviews for the Ethel Macleod Hart Trust Fund Advisory Committee

Report # 2016-00209 **Estimated Time: 5 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Rosanne Bernardy, Recreation Superintendent, (916) 808-1590, Department of Parks and Recreation

Action: Motion/Second: Steve Hansen / Angelique Ashby

Yes: Members Angelique Ashby, Steve Hansen, Chair Larry Carr

Absent: Allen Warren

Action: Conducted interviews and passed a **Motion** nominating and forwarding to the Mayor for appointment **Anita Otero-Perez to Seat D**.

5. Conduct Interviews for the Natomas Basin Conservancy Board of Directors

Report # 2016-00210 **Estimated Time: 10 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Valerie Huezo, Administrative Assistant, (916) 649-3331, Natomas Basin Conservancy

Interviews conducted of applicants, nominations continued to the next meeting.

6. Conduct Interviews for the Housing Code Advisory and Appeals Board

Report # 2016-00258 **Estimated Time: 5 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Laurie Ward, Customer Service Specialist, (916) 808-1335, Community Development
Department

Action: Motion/Second: Steve Hansen / Larry Carr

Yes: Members Angelique Ashby, Steve Hansen, Chair Larry Carr

Absent: Allen Warren

Action: Conducted interviews and passed a **Motion** nominating and forwarding to the Mayor for appointment **Kevin McKinley to Seat D** and **Barry Chamberlain to Seat E**.

7. Conduct Interviews for the City and County Bicycle Advisory Committee

Report # 2016-00305 **Estimated Time: 5 minutes**

Location: Citywide

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Fedolia Harris, Principal Planner, (916) 808-2996, Public Works Department.

Action: Motion/Second: Steve Hansen / Angelique Ashby

Yes: Members Angelique Ashby, Steve Hansen, Chair Larry Carr, Allen Warren

Action: Conducted interviews and passed a **Motion** nominating and forwarding to the Mayor for appointment **Christian McFarland to Seat F** and **Christine Casey to Seat C**.

8. Board and Commission Application Process and Timeline [Oral Report]

Report # 2016-00330

Estimated Time: 15 minutes

Location: Citywide

Recommendation: Receive and provide direction.

Contact: Shirley Concolino, MMC, City Clerk, (916) 808-5442; Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

Clerk to provide a long term survey to evaluate requirements set forth by seat descriptions to make sure applicants are actually doing what they were appointed to do. The Clerk will start with higher priority Boards and Commissions first conduct review and provide periodic reports back to this body.

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

None.

Committee Comments-Ideas, Questions and Meeting/Conference Reports

None.

Adjournment – 2:25 p.m.