



# City of Sacramento Affidavit of Posting

As directed by Shirley Concolino, City Clerk, I have posted the material listed below in the City's official posting cabinet located in the plaza between New and Historic City Hall, 915 I Street Sacramento, California.

<input checked="" type="checkbox"/>	Legislative Body	<input type="text" value="Sacramento City Council"/>	Meeting Date	<input type="text" value="Sep 3, 2013"/>	Posting Type	<input type="text" value="Meeting Agenda"/>
<input checked="" type="checkbox"/>	Legislative Body	<input type="text" value="Law &amp; Legislation Committee"/>	Meeting Date	<input type="text" value="Sep 3, 2013"/>	Posting Type	<input type="text" value="Meeting Agenda"/>
<input checked="" type="checkbox"/>	Legislative Body	<input type="text" value="Personnel &amp; Public Employees"/>	Meeting Date	<input type="text" value="Sep 3, 2013"/>	Posting Type	<input type="text" value="Meeting Agenda"/>
<input type="checkbox"/>	Legislative Body	<input type="text"/>	Meeting Date	<input type="text"/>	Posting Type	<input type="text"/>
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The document(s) noted above were posted as of the date and time displayed in the signature box below.

Signature Field

**Nell A. Hessel**  
Digitally signed by Nell A. Hessel  
DN: cn=Nell A. Hessel, o=City of Sacramento, ou=Office of  
the City Clerk, email=NHesse@cityofsacramento.org, c=US  
Date: 2013.08.29 13:57:04 -0700

## PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE

**Angelique Ashby**, Chair, District 1  
**Kevin McCarty**, Vice Chair, District 6  
**Steve Hansen**, District 4  
**Bonnie Pannell**, District 8

## COMMITTEE STAFF

Michelle Kille, Director of Public Policy, District 1  
Kourtney Burdick, Deputy City Attorney  
Wendy Klock-Johnson, Assistant City Clerk

# City of SACRAMENTO Agenda

## Personnel and Public Employees Committee

City Hall Council Chamber  
915 I Street, 1<sup>st</sup> Floor

Published by the  
Office of the City Clerk  
(916) 808-7200

## Tuesday, September 3, 2013

### 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)

Archived indexed videostreams of meetings are available via the internet. Visit the City's official website at [http://sacramento.granicus.com/ViewPublisher.php?view\\_id=21](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 Personnel and Public Employees 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 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 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

# AGENDA

**Tuesday, September 3, 2013**

**1:30 p.m.**

*City Hall – 915 I Street- First Floor Council Chamber*

## Open Session - 1:30 p.m.

### Roll Call

### Special Presentations

#### a. Recognition of service to the Capitol Area Committee

### 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 Committee Meeting Minutes for the August 20, 2013 Meeting.**

**Location:** Citywide

**Issue:** Meeting minutes are approved by the legislative body before becoming certified by the City Clerk for the official record.

**Recommendation:** Approve the committee meeting minutes for the August 20, 2013 meeting.

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

#### 2. **Review of City Clerk Job Description**

**Location:** Citywide

**Issue:** The City Clerk job description has not been updated in over 15 years. Current and relevant job descriptions are best practices and part of the ongoing Clerk's Office improvement plan. It is essential to revise the current City Clerk's job description in order to modernize and revise all of the description and salary ranges of the positions in the City Clerk job series.

**Recommendation:** Pass a motion to approve and forward to updated City Clerk job description to the City Clerk for adoption.

**Contact:** Shirley Concolino, City Clerk, (916) 808-5442, Office of the City Clerk.

## **Discussion Calendar**

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

### **3. Conduct Interviews for the Capitol Area Committee**

**Estimated Time: 10 Minutes**

**Location:** Citywide

**Issue:** California State Government Code (8164.1 (a)) requires the City of Sacramento to submit, to the Governor, a list of three candidates for consideration for an appointment of a four year term to the Capitol Area Committee.

**Recommendation:** 1) Conduct interviews of applicants for consideration to three nominations, by the Mayor, to the Governor for appointment to the Capitol Area Committee and 2) continue the item to the next meeting for discussion and nomination(s).

**Contact:** Holly Charléty, Elections & Compliance Manager, (916) 808-7605; Shirley Concolino, City Clerk, (916) 808-5442, Office of the City Clerk.

### **4. Review applications and make nominations for the Sacramento Metropolitan Arts Commission**

**Estimated Time: 10 Minutes**

**Location:** Citywide

**Issue:** After conducting interviews for open board and commission seats, the Personnel and Public Employees Committee reviews applications and forwards nominations to the Mayor for appointment.

**Recommendation:** 1) Review and discuss applicants and 2) pass a motion to nominate, and forward to the Mayor for appointment, one nominee to category A (public-at-large) on the Sacramento Metropolitan Arts Commission.

**Contact:** Holly Charléty, Elections & Compliance Manager, (916) 808-7605, Office of the City Clerk; Shelly Willis, Executive Director, (916) 808-3971, Sacramento Metropolitan Arts Commission

## **Member Comments-Ideas, Questions and Meeting/Conference Reports**

### **Adjournment**