

MINUTES

SPECIAL MEETING – THURSDAY, DECEMBER 15, 2022
VIDEO CONFERENCE WITH NO PHYSICAL MEETING LOCATION
3:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m. with Chair Matichak presiding.

2. ROLL CALL

Present: Committee members Hicks, Ramirez, and Chair Matichak.

Absent: None.

Also Present: Kimberly S. Thomas, Assistant to the City Manager; Heather Glaser, City Clerk; and Kimbra McCarthy, City Manager.

3. MINUTES APPROVAL

Chair Matichak asked if the Committee had any comments on the Minutes, and no one spoke.

Chair Matichak opened the item up for public input.

Bruce England asked for a path forward on the items they raised at the September meeting.

(time stamp—3:35 p.m.)

Motion—M/S Ramirez/Hicks—Carried 3-0—To approve the minutes for the September 28, 2022 meeting without modification.

4. ORAL COMMUNICATIONS FROM THE PUBLIC

(time stamp—3:36 p.m.)

Bruce England offered to send an email listing items they have raised in the hopes of receiving information on how to move forward.

5. DISCUSSION/ACTION ITEMS

5.1 AMENDMENTS TO THE COUNCIL CODE OF CONDUCT AND COUNCIL POLICY K-2, COUNCIL ADVISORY BODIES, RELATED TO REQUIREMENTS FOR SERVICE AND OTHER MINOR AMENDMENTS (CONTINUED FROM SEPTEMBER 28, 2022)

(time stamp—3:37 p.m.)

City Clerk Heather Glaser presented a brief verbal summary of the item.

The Committee discussed the staff-recommended changes with input from Ms. Glaser and City Manager Kimbra McCarthy.

(time stamp—3:51 p.m.)

Chair Matichak opened the meeting up for public input. No one from the public spoke.

The Committee made comments regarding the recommendation with input from Ms. Glaser and Ms. McCarthy.

(time stamp—4:04 p.m.)

Motion—M/S Ramirez/Matichak—Carried 3-0—To approve the staff recommendation with the below modifications:

- Removal of the following terms:
 - Page 2 of 9 of Council Policy K-2: “Five months”
 - Page 3 of 9 of Council Policy K-2: “Four months” and “Two to three months”
- Adding to the end of the first paragraph of Section b. (Page 3 of 9 of Council Policy K-2), “The deadline for applications should be set as near as practicable to the date interviews will be held by the recommending body.”

Recommendation: Staff recommends amending the Council Code of Conduct as outlined in Attachment 1 to incorporate minor amendments and add specific reference to Council Policy K-2, Council Advisory Bodies, in Chapter 5.5. Additionally, staff recommends amending Council Policy K-2, Council Advisory Bodies, to

incorporate requirements for ethics training, Brown Act training, compliance with the City's Conflict of Interest Code, and other minor amendments, as outlined in Attachment 2. Direction provided to staff will be taken to Council for adoption at the next meeting practicable.

Modifications to Recommendation.

5.2 COUNCIL POLICY AND PROCEDURES AGENDA TOPICS UPDATE

(time stamp—4:05 p.m.)

Kimberly Thomas, Assistant to the City Manager, presented this item.

The Committee discussed the upcoming agenda items and possible additions with input from Ms. McCarthy.

(time stamp—4:14 p.m.)

Chair Matichak opened the meeting up for public input.

Bruce England commented on the advisory body handbook and some requested updates.

Chair Matichak closed the public comment portion. No additional comments were made.

6. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS—None.

7. ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

These Minutes are hereby submitted for approval by Michal Schultz, Recording Secretary.

Approved on June 29, 2023.