

MINUTES

SPECIAL MEETING - THURSDAY, JUNE 29, 2017
PLAZA CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
10:30 A.M.

1. **CALL TO ORDER**

The meeting was called to order at 10:30 a.m. with Chair Abe-Koga presiding.

2. **ROLL CALL**

Present: Committee members McAlister, Showalter, and Chair Abe-Koga.

Absent: None.

Also Present: City Manager Dan Rich, City Attorney Jannie Quinn, Senior Assistant City Attorney Krishan Chopra, Deputy City Clerk Wanda Wong, Assistant to the City Manager Kimberly Thomas, and Administrative Intern Danielle Huguenard.

3. **MINUTES APPROVAL**

Minutes for the April 4, 2017 meeting were approved without modification.

Motion – M/S McAlister/Showalter – Carried 3-0 – Approve the April 4, 2017 minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC** – None.

5. **DISCUSSION/ACTION ITEMS**

5.1 **REVIEW OF COUNCIL POLICY K-2-COUNCIL ADVISORY BOARD APPOINTMENTS**

City Attorney Jannie Quinn presented background on Council Policy K-2 and made recommended to update the application and policy to clarify that portions of the application are public record. She recommended adding a

standard disclosure statement to the application and to include a statement that addresses and contact information will be redacted.

Motion—M/S McAlister/Showalter—Carried 3-0—To approve recommendation.

5.2 ELIGIBILITY OF CITY EMPLOYEES TO SERVE ON ADVISORY COMMITTEES

City Attorney Quinn and Senior Assistant City Attorney Chopra presented a summary of the review of City policies to explore the possibility of allowing City employees to serve on City advisory committees where no conflict exists between the work performed by the employee and his or her role as an advisory body member.

They provided background information on advisory board members' eligibility requirements, selection processes, and conduct for advisory body members, which were contained in four City documents: the City Charter (Charter); the Council Policies Manual (CPM); the Council Code of Conduct (CCC); and the Advisory Body Handbook (ABH).

Discussion of options were considered with Committee member McAlister proposing a two-year pilot program to assess the options.

Speaking From the Floor Expressing Concerns: Don Bahl requested the name of the individual who requested this policy change.

Chair Abe-Koga provided the requestor's name, and City Manager Rich provided the name and a brief explanation of how these inquiries are made.

Motion—M/S McAlister/Showalter—Carried 2-1—Approve the proposal for a pilot program.

5.3 REVIEW OF COUNCIL USE OF TITLES WHEN NOT OFFICIALLY REPRESENTING THE CITY

Assistant to the City Manager Kimberly Thomas presented a summary of a recent incident pertaining to Council use of titles when not officially representing the City. She summarized the most pertinent policy that offers guidance, the Council Code of Conduct, which provides guidelines for Council communications (Section 4.6.1).

The incident was discussed, with the Committee expressing that, this matter was brought to the attention of the Council member, and it served to increase the awareness of the Council's role in communications of this type.

5.4 REVIEW COUNCIL POLICY K-11 DISPLAY OF FLAGS AT CITY FACILITIES

Assistant to the City Manager Thomas summarized a prior report on this topic from 2015. On April 21, 2015, the item was reviewed and discussed with no action taken by the Committee to modify the existing policy. She noted that since that time, the Pride Flag has been raised at Civic Center in all subsequent years after a vote of the City Council. On June 20, 2017, Council gave direction to fly the Pride Flag annually in June and make required changes to the policy.

Speaking From the Floor Expressing Concerns: Don Bahl

The Committee requested staff to draw up the policy language change and bring to Council at a future meeting.

6. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

Chair Abe-Koga raised a question on future policies associated with the Rental Housing Committee.

Committee member McAlister raised a question about the appointment of non-elected members to regional boards, and requested it be added for discussion at a future meeting.

Committee member McAlister inquired about current procedures for purchase/acquisition of property, and requested it be added for discussion at a future meeting.

7. ADJOURNMENT

The meeting was adjourned at 11:30 a.m.