

CITY OF SAN LEANDRO

CITY COUNCIL RULES AND COMMUNICATIONS COMMITTEE

**March 2, 2006
4:00 - 5:30 p.m.**

**San Leandro City Hall
835 East 14th Street
San Leandro, California
(City Manager's Large Conference Room)**

Agenda

1. Discussion Regarding AB1234 Report and Proposed Reimbursements
2. Election Update
3. Public Comments
4. Committee Member Comments
5. Adjourn

Committee Members: Vice Mayor Orval "OB" Badger, Chair
Councilmember Glenda Nardine
Councilmember Bill Stephens

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HIGHLIGHTS

Committee Members: Vice Mayor Orval "OB" Badger, Councilmember Glenda Nardine, Councilmember Bill Stephens (arrived at 4:10 p.m.)

City Staff present: John Jermanis, Jayne Williams, Steve Hollister, Marian Handa

Public present: None

The meeting was called to order at 4:05 p.m. by Committee Chair Badger. It was suggested that Item 2 be taken out of order, while awaiting the arrival of Committee Member Stephens.

2. Election Update

City Clerk Marian Handa gave a brief update and provided a staff report to the Committee on the plans for the upcoming elections to be held in San Leandro in April and June. She reported that the April 11 Special School District Election will be heavily consolidated, with only 13 polling places, and only paper ballots will be used. For the June 6 General Municipal Election, electronic voting will be available at the polls as well as paper ballots. Ms. Handa also gave a brief update on the progress of Instant Runoff Voting, which the City of Berkeley hopes to use in its November election.

1. Discussion Regarding AB 1234 Report and Proposed Reimbursements

City Attorney Jayne Williams provided a written report and draft resolution on AB 1234, the "Local Government Sunshine Bill," which was signed into law in November 2005 and became effective on January 1, 2006. Ms. Williams provided an overview of the law, which applies to all legislative bodies of local agencies and covers two areas: 1) reimbursements for travel expenses; and 2) ethics training. AB 1234 requires that the governing body adopt a reimbursement policy at a public meeting. Additionally, members must receive two hours of certified ethics training by January 2007, and every two years thereafter. Ms. Williams noted

that the Attorney General has not yet set forth the requirements for the ethics training. The City Clerk will keep a record of the documentation provided by Councilmembers as required by AB 1234.

Committee Member Stephens noted that State legislators are already required to report this information. Committee Chair Badger suggested that the ethics training could be given during a two-hour work session.

City Manager Jermanis commented that he and City Attorney Williams have discussed the possibility of holding a joint meeting with the Council and some of the boards and commissions which would be subject to the new law, such as the Planning Commission and BZA. He noted that the City Council already has a reimbursement policy formalized in the City's Administrative Code. Mr. Jermanis indicated that conference registration forms and other related documents will be copied and made available for public review.

Finance Director Jesse Baloca reported that the reimbursement requirements under AB 1234 are basically the same as what the City requires now. The draft resolution would amend the City's Administrative Code to fully comply with the Sunshine Bill. Mr. Baloca pointed out some policies to which the City will try to have stricter adherence, such as the use of the government rate for travel accommodations and the travel advance policy. Mr. Jermanis explained the travel advance policy, which requires that the recipient of the advance either submit receipts for the use of the advance or report it as income.

Committee Member Stephens suggested that it would be helpful for new City Councilmembers to receive this information as part of their orientation. Committee Member Nardine commented on a discussion by the Alameda County Mosquito Abatement District (ACMAD) Board of Directors regarding which agency is responsible for reimbursement for meetings between two governmental agencies. Committee Chair Badger commented that the reporting appears less onerous than what he has experienced in the corporate sector.

The Committee discussed various reimbursement issues, including group tabs, gratuities, cab rides, and other instances where no receipt is provided. Committee members suggested revisions to the draft resolution.

Committee Recommendation

The Committee recommends the City Council schedule a work session to discuss the requirements of AB 1234 and the draft resolution establishing the policy of reimbursement of expenses for City Councilmembers, members of boards and commissions, and City employees.

3. Public Comments

None.

4. Committee Member Comments

None.

5. Adjourn

The meeting was adjourned at 5:02 p.m.

CITY OF SAN LEANDRO

MEMORANDUM

Date: March 2, 2006
To: City Council Rules and Communications Committee
From: Stephen Hollister, Assistant City Manager
By: Marian Handa, City Clerk
Subject: Update on 2006 San Leandro Elections

SUMMARY

The following is a brief update on the upcoming elections to be held in San Leandro, as well as information on the progress of implementing Instant Runoff Voting (IRV) in Alameda County. This report is for information only, and no action is required.

BACKGROUND AND DISCUSSION

This report provides an update on the plans for conducting the April 11 School District Special Election and the June 6 City General Municipal Election. Additionally, staff have been involved in discussions regarding the possible implementation of IRV in Alameda County, and an update on the progress of this effort is also provided here.

April 11, 2006 School District Special Election

On February 17, 2006, Secretary of State Bruce McPherson announced his decision to certify with conditions the Diebold TSX and Optical Scan voting systems for use in California's 2006 elections. Although the Secretary of State's announcement came as welcome news to local elections officials, the decision came too late to have an effect on the April 11 Special Election called by the San Leandro Unified School District for Measure A, a proposed parcel tax increase.

As reported in the City Manager's Weekly Update to the City Council on February 23, 2006, there will be polling places established for the April 11 School District Special Election, including three City facilities: City Hall's Main Lobby, the Trustees Room at the main Library and the Public Works Service Center. The voting at these polling sites will be accomplished using paper ballots with optical scanners to count the votes on-site.

June 6, 2006 City General Municipal Election

The City's June 6 General Municipal Election will be consolidated with the Statewide Primary Election, and regular polling places will be established. For this election, the current plan is to have one or two touch screen voting machines available at each polling place. Additionally,

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paper ballots will also be available; however, there is currently no plan to have optical scanners at the polling places. City staff would like to provide early voting at City Hall, but it is uncertain at this time whether the County will be able to support early voting for cities.

Update on Instant Runoff Voting (IRV)

For the past several months, City staff has participated on an IRV task force with staff and elected representatives from the cities of Berkeley and Oakland, the County Registrar of Voters, the County Board of Supervisors, the League of Women Voters, voter rights and election reform organizations and other interested groups and individuals. There is disagreement between the County Counsel and the city attorneys of Berkeley, Oakland and San Leandro as to whether the County can legally conduct an IRV election as part of a general consolidated election. However, the County Counsel has stated that his goal is to “get to yes” on this issue in a way that does not put the County at risk.

The City of Berkeley is feeling pressure to implement IRV in November 2006, and Berkeley and the County are actively looking for a way to legally accomplish this. One avenue being pursued is for Berkeley to contract with the same voting system vendor certified for use in the San Francisco IRV election in November.

MEMORANDUM

DATE: March 2, 2006

TO: San Leandro City Council Rules and Communication Committee

FROM: Jayne Williams, City Attorney 

RE: Local Government Sunshine Bill (AB 1234)

SUMMARY

As a result of recent news reports of incidents involving the misuse of public funds by local government officials, Governor Schwarzenegger recently signed into law the "Local Government Sunshine Bill" Assembly Bill 1234 (D-Salinas). Assembly Bill 1234 went into effect on January 1, 2006 and will affect local elected and appointed officials who receive compensation and reimbursements for their services. The Sunshine Bill requires that local agencies that reimburse members of a legislative body adopt a written policy "specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement relating to travel, meals, lodging, and other actual and necessary expenses" (Gov. Code §53232.2(b).)¹ In addition to the restrictions imposed on compensation and the reimbursement of expenses for members of local legislative bodies, the Sunshine Bill also creates a new ethics training requirement for certain local public officials.

The following memorandum sets forth both the reimbursement and ethics requirements established by the Sunshine Bill.

BACKGROUND

1. New Reimbursement Restrictions

As a general rule, a city may reimburse its council members and other members of local legislative bodies for their actual and necessary expenses incurred in the performance of their official duties, so long as such reimbursements are permitted by California law. The Sunshine Bill builds on this general rule by now requiring those cities that do provide such reimbursements to adopt written policies, in a public meeting, that specifically list the types of "occurrences" that would qualify a council member or other covered official to receive reimbursements for expenses relating to travel, meals, lodging and other actual and necessary expenses. Such occurrences must arise during or be a part of that person's performance of official duties.

¹ All statutory references are to the Government Code unless otherwise indicated.

a. Rates of Reimbursement

In addition, the Sunshine Bill also allows—but does not require—a city to specify the rates at which it will reimburse its council members and other covered officials for their expenses in the policies mentioned above. If a city does not set up a customized, city-specific rate, all expense reimbursement must use the default rates set forth by the federal Internal Revenue Service in Publication 463 (“Travel, Entertainment, Gift, and Car Expenses”). The Sunshine Bill also states that if lodging costs are incurred in connection with an official conference (e.g., a League of California Cities Conference), the lodging reimbursement may not, by law, exceed the group rate published by the conference sponsor.

b. Documentation

The Sunshine Bill requires any city that adopts an expense reimbursement policy to, in conjunction with such a policy, require the submission of expense reports and receipts from city council members and other officials who request reimbursements for their expenses. Such reports shall be considered public records subject to disclosure under the Public Records Act. The falsification of expense reports or the misuse of public funds is subject to civil and criminal penalties under the Sunshine Bill.

c. Public Report

Finally, the Sunshine Bill states that, as a condition for the reimbursement of expenses incurred while attending outside meetings, a city council member or other covered official must provide a brief report or presentation on that meeting at the next regular city council meeting. While such presentations or reports are already done in many cities as a matter of good administration and procedure, it is now specifically mandated by the Sunshine Bill.

2. New Ethics Training Requirements

a. Ethics Training Obligation

The Sunshine Bill also imposes new education requirements on local elected and appointed city officials. As you well know, local government officials are required to obey the various ethics laws (e.g., the laws pertaining to conflicts of interest, the Brown Act, gift and travel restrictions, mass mailing restrictions, due process requirements, etc.). However, unlike their state government brethren, local government officials were not previously required to actually take any seminars or be trained on such laws. The Sunshine Bill changes this state of affairs and now requires each member of a legislative body of a city that receives any type of compensation, salary or stipend for his or her service or reimbursements for his or her expenses to now undergo at least two hours of ethics training every two years.

The City will have to keep records for at least five years after each training in order to document and prove that these continuing education requirements were actually satisfied.

b. Obtaining Required Ethics Training

The City has two options with regard to obtaining the required ethics training. The City may develop its own ethics training course and include its own local ethics policies in its curriculum. If the City opts to develop its own ethics training, such training may be provided at either a public meeting or by self-study materials. Alternatively, the City may look to outside education providers to satisfy the ethics requirement. Regardless of the option chosen, all ethics training courses and materials must be approved by the Fair Political Practices Commission and the state Attorney General in order to insure the adequacy of such proposed courses before using them.

RECOMMENDED CHANGES TO CITY'S CURRENT REIMBURSEMENT POLICY

The City's current reimbursement policy is contained in the San Leandro Administrative Code. While many of the topics addressed in the Sunshine Bill are already covered by the City's Administrative Code, there are some areas of the Administrative Code that will have to be updated in order to comply with the Sunshine Bill. For instance, the Administrative Code will be revised to set forth the types of occurrences which qualify for reimbursement. Pursuant to the draft reimbursement policy, the Administrative Code would be revised to include the following occurrences: 1) attending conferences, 2) attending organized educational activities, 3) meeting with local, state, and federal legislators and officials regarding official city business, 4) meeting with staff and officials of surrounding communities regarding matters of mutual concern, 5) attending City events, and 6) participating in regional, state, and national organizations whose activities affect the City's interests. Additionally, the Sunshine Bill prohibits the reimbursement of any expense that is not listed in the policy adopted by the City Council, unless that expense received prior approval of the City Council. Therefore, it is important that the City Council's policy be comprehensive and includes any expense for which it intends to reimburse members of legislative bodies or City employees.

CONCLUSION

A draft resolution adopting a reimbursement policy has been included for your discussion and review.

809361-2

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

RESOLUTION NO. 2006 - ____

A RESOLUTION OF THE CITY OF SAN LEANDRO ESTABLISHING A POLICY REGARDING THE REIMBURSEMENT OF EXPENSES FOR CITY COUNCIL MEMBERS, MEMBERS OF BOARDS AND COMMISSIONS, AND CITY EMPLOYEES

WHEREAS, members of the City's legislative bodies and City employees perform official duties that require travel; and

WHEREAS, the official duties that involve travel include training, conferences, meetings with legislators and regulators, and meetings with staff and officials of surrounding communities regarding matters of mutual importance; and

WHEREAS, the performance of such official duties facilitates the efficient and satisfactory completion of City business and promotes a good relationship between the City and surrounding communities, the state government, and the federal government; and

WHEREAS, members of the City's legislative bodies and City employees incur expenses related to the performance of official duties, which may take place both within and outside of the City of San Leandro; and

WHEREAS, City Council members use technologies such as cellular phones and Internet service to facilitate the performance of their official duties; and

WHEREAS, the California Government Code permits the City to reimburse employees and members of the City Council for expenses incurred in the performance of official duties; and

WHEREAS, the City Council has adopted an ordinance authorizing reimbursement for the members of the boards and commissions for expenses incurred in the performance of official duties; and

WHEREAS, Assembly Bill 1234 (2005) requires the City Council to, prior to providing reimbursement to members of the City's legislative bodies, adopt a policy regarding the reimbursement for expenses incurred by members of legislative bodies in the performance of official duties; and

WHEREAS, this Resolution is intended (a) to satisfy the pertinent requirements of AB 1234 relating to reimbursement of expenses of members of legislative bodies; (b) to set forth a reimbursement policy applicable to employees; and (c) to establish other requirements related to travel expenses paid by the City.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. **Purpose.** The purpose of this policy is to ensure that the reimbursement of members of legislative bodies and City employees for expenses incurred in the performance of official duties complies with the California Government Code, including the recently enacted Assembly Bill 1234, which adds Sections 53232.2 *et seq.* to the Government Code, to establish a reimbursement policy applicable to City employees, and to establish other requirements related to travel and educational expenses paid by the City.

2. **Policy.** Members of a legislative body and City employees may be reimbursed for actual and necessary expenses incurred in the performance of official duties only as provided in this Policy.

3. **Definitions.** The following definition shall apply to this policy:

“Legislative body” means the City Council, Planning Commission, Board of Zoning Adjustments, Recreation and Parks Commission, Site Development Sub-Commission, Youth Advisory Commission, Rent Review Board, and Senior Commission.

4. **Types of Occurrences that Qualify for Reimbursement.** Members of a legislative body and City employees may be reimbursed for actual and necessary expenses incurred in the performance of official duties, including (a) attending conferences, (b) attending organized educational activities, (c) meeting with local, state, and federal legislators and officials regarding official city business, (d) meeting with staff and officials of surrounding communities regarding matters of mutual concern, (e) attending City events, and (f) participating in regional, state, and national organizations whose activities affect the City’s interests.

5. **Travel for other Agencies.** Members of a legislative body may be reimbursed for all actual and necessary expenses incurred when traveling on official business as *ex officio* members of another public agency or body to which the City is a member.

6. **Government Rates.** Airlines, hotels, and rental car companies often make special rates available to state, federal, and local governments. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy. Those booking travel should consult available resources, such as www.catravelsmart.com, to determine the applicable government rates.

7. **Travel Advances.** Members of a legislative body and City employees may request a travel advance at least 14 working days in advance of the date needed. In no event shall a travel advance be issued to a member of a legislative body or City employee more than 5 days prior to the expense being incurred or paid. Travel advances shall not exceed the amount reasonably required given the duration of travel and shall be based on the guidelines set forth in this Policy. Travel advances exceeding \$1,000 require prior approval of the City Manager or his or her designee. Members of a legislative body and City employees who pay expenses with a travel advance shall comply with the documentation requirements set forth in Section 17. Members of a legislative body and City employees shall make every effort to obtain prepayment such travel costs through the City’s Finance Department prior to initiating a request for travel advance

funds.

8. Transportation.

a. *Cost Comparison to Determine Mode of Transportation.* In general, members of a legislative body and City employees should choose the least expensive mode of travel. For example, in some cases, it may be less expensive for the City to reimburse members of a legislative body or an employee for mileage associated with vehicle transportation than to pay for air travel. Members of legislative bodies and City employees shall also consider cost-saving strategies such as car-pooling in the cost comparison.

b. *Air Travel.* When possible, members of a legislative body and City employees should arrange for air travel to be paid for in advance by the City at the most economical and reasonable round-trip fare consistent with the member or employee's scheduling needs. If advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or his or her designee before the expenses are incurred, members of a legislative body and City employees may be reimbursed for the expense of the airfare, so long as it is the most economical and reasonable round-trip fare consistent with the member or employee's scheduling needs.

c. *Personal Vehicle Travel.* Members of a legislative body and City employees shall use City vehicles for travel in performance of official duties, when available. If a City vehicle is unavailable a member or employee may be reimbursed for expenses incurred in traveling by personal vehicle on official business at the standard annual Internal Revenue Service Mileage Rate. The distance of travel will start from the place of work or from home, whichever is closer to the destination point of official business. Members of a legislative body and City employees shall be responsible for procuring and maintaining liability insurance for their personal vehicles.

d. *Car Rental Reimbursement.* Members of a legislative body and City employees should arrange for car rentals to be paid for in advance by the City at the most economical rate available. If advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or his or her designee before the expenses are incurred, members of a legislative body and City employees may be reimbursed for the expense of car rental. Members and employees shall not be reimbursed for optional liability insurance or other fees.

9. Meals.

a. *Meals in Conjunction with Travel.* Members of a legislative body and City employees may be reimbursed for expenses incurred for meals consumed in conjunction with travel on official business.

Members of a legislative body shall receive a travel per diem of \$100 per full day and \$50 per one-half day when traveling on official business. For purposes of this section, a full day is defined as including that period in which a member of a legislative body will be away from home for all meals. A one-half day is defined as including that period in which a member of a

legislative body will be away from home for breakfast and lunch, lunch and dinner or dinner only.

City employees may be reimbursed for meals in amounts that do not exceed the following, which include tax and gratuity:

Breakfast:	\$ 11
Lunch:	\$ 16
Dinner:	\$ 29
TOTAL	\$56

The travel per diem and meal reimbursement amounts set forth above shall be adjusted annually on October 1 to reflect any changes to the per-diem rates published by the U.S. General Services Administration.

Notwithstanding the per-meal amounts set forth above and those published by the U.S. General Services Administration, the employee may be reimbursed for meals in an amount that does not exceed the aggregate amount of meal allowances in a particular day for which the employee is eligible.

If a meal is provided by a conference or organized educational activity, or otherwise included in the payment of registration fees, members of legislative bodies and City employees may not be reimbursed for meals purchased in lieu of, or in addition to, the provided meal.

b. *Reimbursement for Other Meals.* Where authorized by Section 4 of this Policy, members of a legislative body and City employees may be reimbursed for their meals associated with the performance of official duties at rates not to exceed the amounts set forth in Section 9.a. of this Policy. Meals for spouses, family members, and other third parties shall not be reimbursed.

10. **Lodging.**

a. Members of a legislative body and City employees may be reimbursed for lodging expenses if the destination of the conference, meeting, or other official duty is more than 50 miles from the place of work or home, whichever is closer to the destination.

b. When possible, members of a legislative body and City employees should arrange for lodging expenses to be paid in advance by the City at the most economical and reasonable rates for single occupancy lodging that is in a location that is reasonable and convenient in relation to the member or employee's scheduling and official business needs. Members and employees may share reimbursement for a double-occupancy room if the room will be shared with a co-member or co-employee.

For lodging in connection with a conference or organized educational activity, such lodging costs shall generally not exceed the maximum group rate published by the conference or activity

sponsor, provided that lodging at the group rate is available to the member of a legislative body or City employee at the time of booking.

c. If such advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or his or her designee before the expenses are incurred, members of a legislative body or City employees may be reimbursed for lodging expenses, so long as the amount of the reimbursement does not exceed the government or group rates offered by a provider of lodging in a location that is reasonable and convenient in relation to the member or employee's official business needs or the maximum group rate published by the event or activity sponsor, whichever is higher.

11. **Incidental Expense Reimbursement.** Members of a legislative body and City employees may be reimbursed for actual and necessary incidental expenses incurred in connection with a conference, organized educational activity, or other performance of official duties. Incidental expenses include reasonable gratuities for hotel and airline employees, baggage fees, parking fees, cab fares, public transportation costs, tolls, telephone calls, telegrams, faxing, and special delivery services related to the performance of official duties, telephone calls of a personal nature, and other such incidental expenses.

Reimbursement for expenses incurred in placing telephone calls of a personal nature shall be limited to \$10 per day for travel within California, and \$20 per day for travel outside of California.

12. **Conference Registration Fee Reimbursement.** When possible, members of a legislative body and City employees should arrange for conference and organized educational activity registration fees to be paid in advance of the conference by the City. If such advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or her or her designee, members of a legislative body and City employees may be reimbursed for the actual cost of a conference or organized educational activity registration fee.

13. **Other Expenses.** All other actual and necessary expenses incurred in the performance of official duties that are not described in this Policy shall not be reimbursed unless approved before the expense is incurred by the City Council.

14. **Prohibited Expense Reimbursements.** Members of a legislative body and City employees shall not be reimbursed for non-business expenses including, but not limited to alcoholic beverages, spouse or family meals, entertainment expenses such as movie rental fees, theater tickets or sporting event fees, fines for parking citations, laundry, replacement fees for lost keys, and fees assessed for damage to lodging premises.

15. **Brief Report to Legislative Body.** Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body immediately following the event for which reimbursement is sought. Reports may be made orally or in writing. If more than one member of a legislative body attends the event, a report from one of the members that mentions the other's presence is sufficient.

16. **Technology Reimbursement.** Members of the City Council shall be reimbursed for expenses incurred in the performance of official duties for Internet service, facsimile machine telephone service, cellular phone service, electronic datebook service and other technological expenses at an amount not to exceed \$150¹⁷⁵ per month. Members of the City Council shall comply with the documentation requirements set forth in Section 17 when requesting technology reimbursement.

17. **Documentation Requirements.** Members of a legislative body and City employees shall file a Travel Expense Form with the Finance Department/Accounting Division within 5 business days of incurring the expense to request reimbursement of expenses and to document expenses paid with a travel advance. The Travel Expense Form shall be accompanied by itemized receipts documenting each expense, except that detail regarding the nature of the expense provided in the expense report shall suffice for incidental expenses for which receipts are not customarily given. Failure to submit Travel Expense Forms to document expenses paid with a travel advance within 5 days after travel is completed will result in the amount of the travel advance being considered income for W-2 purposes, and the City shall report it as such. Furthermore, if a detailed report of expenditures is submitted but totals are less than the amount received, the difference shall be considered income unless the difference is returned to the City.

Members of the City Council shall file a Claim for Reimbursement of Expenses Related to Official Business Form with the Finance Department/Accounting Division within 5 working days of receiving the bill or receipt. The Claim for Reimbursement Form shall be accompanied by bills or itemized receipts documenting each expense.

All documents related to reimbursable expenditures shall be considered public records subject to disclosure under the California Public Records Act.

18. **Effective Date.** This Resolution shall take effect immediately.

19. **Severability Clause.** The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the ordinance or their applicability to other persons or circumstances.

Introduced by Council Member _____ and passed and adopted this ____ day of _____, 2006, by the following vote:

Members of the Council:

AYES:

NOES:

ABSENT:

ATTEST: _____
Marian Handa, City Clerk

Rules and Communications
NAME OF CITY COUNCIL COMMITTEE

March 2, 2006
DATE OF MEETING

PUBLIC MEETING SIGN-IN SHEET

(This information may be used for future public hearing/meeting notification.)

NAME	ADDRESS	TELEPHONE NUMBER
1. <i>Glenda Nardi</i>	<i>City Hall</i>	<i>City Hall</i>
2. <i>Bobbea</i>	<i>CITY HALL</i>	<i>895-5714</i>
3. <i>Jesse Baloca</i>	<i>Finance Dept</i>	<i>577-3330</i>
4. <i>STEVE HOLLISTER</i>	<i>ASST. CM</i>	<i>3389</i>
5. <i>Marian Handa</i>	<i>City Clerk</i>	<i>X 3367</i>
6. <i>Jayne Williams</i>	<i>City Asst</i>	<i>"</i>
7. <i>JOHN JERMANIS</i>	<i>CITY HALL</i>	<i>577-3390</i>
8. <i>BILL STEPHENS</i>	<i>CITY HALL</i>	
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