



*Mayor Antonio Lopez • Mayor Pro Tem Sylvia Ballin  
Councilmember Jesse H. Avila • Councilmember Joel Fajardo • Councilmember Robert C. Gonzales  
Interim City Manager Don Penman*

**SAN FERNANDO CITY COUNCIL**  
**SPECIAL MEETING NOTICE & AGENDA**  
**NOVEMBER 18, 2013 – 5:00 PM**  
**COMMUNITY MEETING ROOM**  
**117 MACNEIL STREET**  
**SAN FERNANDO, CA 91340**

**NOTICE IS HEREBY GIVEN** that the San Fernando City Council will hold a Special Meeting on **Monday, November 18, 2013, at 5:00 p.m.**, in the Community Meeting Room, located at 117 Macneil Street,, San Fernando, California.

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

Mayor Antonio Lopez

**APPROVAL OF AGENDA**

**PUBLIC STATEMENTS – WRITTEN/ORAL**

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the City Council. Only matters contained in this notice may be considered.

**STUDY SESSION**

**1) CITY COUNCIL PROCEDURAL MANUAL– REVIEW**

Recommend that the City Council review, discuss, and provide staff with direction concerning revisions to the City Council Procedural Manual.



SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING NOTICE & AGENDA – NOVEMBER 18, 2013  
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### RECESS TO CLOSED SESSION

- A) PUBLIC EMPLOYMENT (EMPLOYEE RECRUITMENT) G.C. §54957(b)(1)  
Title of Position Under Consideration: City Manager
- B) CONFERENCE WITH LABOR NEGOTIATOR REGARDING UNREPRESENTED EMPLOYEE  
§G.C. 54957.6(a)  
City's Designated Representatives: Bob Murray and Mayor Antonio Lopez  
Title of Position Subject to Negotiation: City Manager
- C) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
§G.C. 54956.9(d)(1)  
City of San Fernando et al. v. Wendy L. Watanabe, in her official capacity as the Auditor-  
Controller of the County of Los Angeles et al., Superior Court of Sacramento  
Case No. 34-2013-80001550

### RECONVENE/REPORT OUT FROM CLOSED SESSION

### ADJOURNMENT

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting.*

*Elena G. Chávez, City Clerk  
Signed and Posted: November 14, 2013 (2:00 p.m.)*

*Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at [www.sfcity.org](http://www.sfcity.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.*

# **San Fernando City Council Special Meeting**

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**ADMINISTRATION DEPARTMENT****MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers  
**FROM:** Don Penman, Interim City Administrator  
**DATE:** November 18, 2013  
**SUBJECT:** City Council Procedural Manual - Review

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**RECOMMENDATION:**

It is recommended that the City Council review, discuss, and provide staff with direction concerning revisions to the City Council Procedural Manual.

**BACKGROUND:**

On July 3, 1995, the City Council adopted Resolution No. 6434 approving a Procedural Manual for the Conduct of City Council Meetings.

Subsequently, the City Council Procedural Manual has been amended, via Resolutions and Ordinances, on several occasions.

On February 4, 2013, the City Council met to discuss various changes to the Procedural Manual and directed staff to re-agendize with the recommended changes/revisions for final approval by the City Council (Attachment "A" includes the changes for your consideration).

**ATTACHMENT:**

A. City Council Procedural Manual (with proposed changes of February 4, 2013)

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# PROCEDURAL MANUAL

## City Council of the City of San Fernando

Adopted by Resolution No. 6434 on July 3, 1995  
Amended by Resolution No. 6604 on March 16, 1998  
Amended by Resolution No. 6743 on August 7, 2000  
Amended by Ordinance No. 1543 on July 21, 2003  
Amended by Resolution No. 7328 on July 20, 2009  
Amended by Resolution No. 7346 on Dec. 7, 2009  
Amended by Resolution No. 7376 on May 3, 2010  
Amended by Resolution No. 7454 on September 19, 2011  
Amended by Ordinance No. 1617 on June 4, 2012

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PREAMBLE

These rules are enacted pursuant to Government Code Section 36813 to provide decorum and order at City Council meetings and to promote the efficient conduct of those meetings. The rules govern the procedures of the City Council itself and the conduct of individual Councilmembers. It is also intended that the rules govern the conduct of City staff and members of the public who attend City Council meetings. In the event of a conflict between these rules of procedures and any provision of State or Federal Law, including but not limited to the Ralph M. Brown Act codified at Section 54950 et seq. of the California Government Code, the state or Federal Law controls.

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The source for many guidelines is set forth beneath the text of the section.

Because circumstances may differ from one meeting to the next, these rules are intended as guidelines, and are not inflexible rules. Accordingly, they may be waived at any meeting, by Motion, in accordance with Robert's Rules of Order.

1. MEETINGS

1.1 REGULAR MEETINGS:

Regular Meetings of the City Council of the City of San Fernando are held in the City Council Chambers of the City Hall, 117 Macneil Street, San Fernando, California, on the first and third Mondays of each month at 6:00 p.m. When the day of a regular City Council meeting falls on a legal holiday, the meeting will be held at the same hour on the next succeeding day that is not a holiday. The City Council will not convene for the last regularly scheduled meeting in December or the first regularly scheduled meeting in January, unless the City Council, by majority vote of the body, determines that either or both meetings shall be held.

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1.2 ADJOURNED MEETINGS:

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting.

1.3 SPECIAL MEETINGS:

Special Meetings may be called at any time by the Mayor or three members of the City Council by a written notice as outlined in Section 1.4 below. Only matters contained in the notice may be considered.

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1.4 NOTICE OF MEETINGS:

Notice of regular meetings are to be posted with the Agenda in the manner provided for in Section 2.3 and in accordance with State Law. Mailed or hand delivered notice is required for all special meetings and for all meetings adjourned by the City Clerk, and are delivered personally, by mail or email, at least 24 hours before the time of the meeting to each member of the City Council, and to each local newspaper of general circulation, radio or television station requesting notice in writing. Notice of all adjourned meetings shall be posted. (Government Code Section 54954.1, 54952.2 and 54956.)

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1.5 MEETINGS TO BE PUBLIC:

All regular, adjourned and special meetings of the City Council shall be open to the public; provided, however, the City Council may hold closed sessions for purposes outlined in the following section. (Government Code Section 54953.)

1.6 CLOSED SESSIONS - MATTERS OF DISCUSSION:

The City Council may hold closed sessions, from which the public may be excluded, for consideration of any item for which closed sessions are permitted by State Law. The following subjects are typically conducted in closed session:

- a. LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
- c. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Se Section 54956.9, Subdivision (a) of Section 54956.9)
- d. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Subdivision (b) of Section 54956.9)
- e. LIABILITY CLAIMS (Government Code Section 54956.95)
- f. THREAT TO PUBLIC SERVICE OR FACILITIES (Government Code Section 54957)
- g. PUBLIC EMPLOYEE APPOINTMENT (Government Code Sections 54957 and 54957.6)

“City Employees” include the positions of City Manager, City Attorney and Department Heads. (Government Code Section 54957.6(b).)

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- 1. PUBLIC EMPLOYMENT
- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
- 3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- 4. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

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- h. CASE REVIEW/PLANNING (Government Code Section 54957.8)
- i. REPORT INVOLVING TRADE SECRET (Sections 1461. 32106. and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code)
- j. Any other purpose specifically authorized by law.

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The City Council shall publicly report at the public meeting during which the closed session is held any action taken and the roll call vote thereon, unless a late time is permitted for such report. In no case, shall the report be delayed later than the next regular meeting of the City Council.

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1.7 CLOSED SESSIONS MINUTES:

The City Council may, by motion, designate the City Clerk or any officer or employee, to attend any closed session of the City Council and to keep and enter in a minute a record of topics discussed and decisions made at the meeting.

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1.8 CLOSED SESSIONS CONFIDENTIALITY:

All matters discussed during closed sessions shall be private and confidential and the disclosure by any person of the topics or details of such matters is prohibited, except the City Attorney will be designated to make any disclosures required by State Law.

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1.9 QUORUM:

A majority of the City Council shall be sufficient to do business and motions may be passed 2 - 1 if only three attend. However, the following matters require three affirmative votes:

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