



## Legislation Details (With Staff Report)

**File #:** 22-033  
**Type:** Consent Staff Report **Status:** Passed  
**File created:** 1/3/2022 **In control:** Public Financing Authority  
**On agenda:** 1/11/2022 **Final action:** 1/11/2022  
**Enactment date:** **Enactment #:** 2022-01-20  
**Title:** RESOLUTION AMENDING THE MANUAL OF PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL AND CONSTITUENT BODY/COMMISSION MEETINGS

**Indexes:**

**Code sections:**

**Attachments:** 1. Att A - Manual of Procedural Guidelines 2017, 2. Resolution Amending Procedural Guidelines, 3. Exh A - Manual of Procedural Guidelines.Revisions

Date	Ver.	Action By	Action	Result
1/11/2022	1	Public Financing Authority	Adopted Resolution	Pass

### **AGENDA ITEM**

**TO:**  
**HONORABLE CHAIR  
AND MEMBERS OF THE PUBLIC FINANCING AUTHORITY**

**FROM:**  
**HANNAH SHIN-HEYDORN  
EXECUTIVE DIRECTOR**

**SUBJECT:**  
**RESOLUTION AMENDING THE MANUAL OF PROCEDURAL GUIDELINES FOR  
THE CONDUCT OF CITY COUNCIL AND CONSTITUENT BODY/COMMISSION  
MEETINGS**

**Summary:**

The Public Financing Authority will consider a resolution amending various provisions of the Manual of Procedural Guidelines for the Conduct of City Council and Constituent Body/Commission Meetings.

**Recommendation:**

Adopt a resolution, entitled:

A RESOLUTION OF THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE MANUAL OF PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL AND CONSTITUENT BODY/COMMISSION MEETINGS

Fiscal Impact:

There is no fiscal impact associated with this action.

Strategic Plan Objective:

Goal No. 6: Promote a transparent and open government.

Background:

At its meeting on October 7, 2014, City Council directed staff to draft a Code of Civility and Conduct for all elected and appointed personnel and City staff. Staff returned to Council on October 21, 2014 to discuss items to be included in the draft document. Staff worked with the City Attorney's office to draft a Manual of Procedural Guidelines (Manual) for the Conduct of City Council and Constituent Body/Commission meetings, which was presented for consideration on January 6, 2015. After discussion, the Council moved to extend the community feedback and engagement process regarding the Manual and deferred adoption.

At its meeting on November 8, 2016, the City Council received additional community feedback and moved to continue the agenda item until the December 13, 2016 City Council meeting to allow for additional community feedback and engagement.

At its meeting on December 13, 2016, the four Council Members present engaged in discussion and moved to continue the agenda item to allow all five members to be present to consider the recommendation.

At its meeting on December 12, 2017, the City Council adopted the Manual (Attachment A). The Manual was subsequently adopted by the Housing Authority, the Municipal Financing Authority, and the Public Financing Authority at their meetings on January 9, 2018.

The Manual contains comprehensive procedures for conducting City Council, commission, and other meetings conducted by a legislative body and establishes the roles of the Legislative Body members. The topics covered are as follows:

- Article I - Scope
- Article II - Code of Conduct
- Article III - Meetings
- Article IV - Notice and Agenda
- Article V - Closed Sessions
- Article VI - Agenda Contents
- Article VII - Order of Business
- Article VIII - Public Comment
- Article IX - Noticed Public Hearings
- Article X - Officers
- Article XI - Conflicts of Interest
- Article XII - Parliamentary Procedures
- Article XIII - Procedures for Consideration of Demands for Corrective Action

- Article XIV - Miscellaneous

The Manual incorporates state law, case law, and provisions of the City Charter and has been prepared to apply to all City legislative bodies and staff; thereby creating a single source of procedural guidelines that apply to:

- City Council Members
- Members of the City Council as Successor Agency
- Members of the Signal Hill Housing Authority
- Members of the Signal Hill Municipal Financing Authority
- Members of the Signal Hill Public Financing Authority
- Planning Commissioners
- Parks and Recreation Commissioners
- Civil Service Commissioners

Analysis:

The City Council and City Council as Successor Agency adopted the amended Manual at their meetings of November 9, 2021. The Housing Authority, Municipal Financing Authority, and Public Financing Authority must take separate actions to adopt the amended Manual. The proposed amendments to the current Manual are shown in “track changes” format (Exhibit A to the Resolution).

Attachments