



# **BAKERSFIELD CITY COUNCIL AGENDA MEETING OF OCTOBER 21, 2020**

Council Chambers, City Hall, 1501 Truxtun Avenue  
Special Meeting 4:00 PM

## **SPECIAL MEETING - 4:00 PM**

### **1. ROLL CALL**

#### **SPECIAL NOTICE**

#### **Public Participation and Accessibility October 21, 2020 Bakersfield City Council Meetings**

On March 18, 2020, Governor Gavin Newsom issued Executive Order N-29-20, which includes a waiver of Brown Act provisions requiring physical presence of the Council or the public in light of the COVID-19 pandemic.

Based on guidance from the California Governor's Office and Department of Public Health, as well as the County Health Officer, in order to minimize the potential spread of the COVID-19 virus, the City of Bakersfield hereby provides notice that as a result of the declared federal, state, and local health emergencies, and in light of the Governor's order, the following adjustments have been made:

1. The meeting scheduled for **October 21, 2020, at 4:00 p.m.** will have limited public access.
2. The meeting scheduled for **October 21, 2020, at 5:15 p.m.** will have limited public access.
3. Consistent with the Executive Order, Councilmembers may elect to attend the meeting telephonically and to participate in the meeting to the same extent as if they were physically present.
4. The public may participate in each meeting and address the City Council as follows:
  - View a live video stream of the meeting at <https://bakersfield.novusagenda.com/AgendaPublic/> or, on your local government channel (KGOV).
  - If you wish to comment on a specific agenda item, submit your comment via email to the City Clerk at [City\\_Clerk@bakersfieldcity.us](mailto:City_Clerk@bakersfieldcity.us) **no later than 1:00 p.m. prior to the Council meeting**. Please clearly indicate which agenda item number your comment pertains to.
  - If you wish to make a general public comment not related to a specific agenda item, submit your comment via email to the City

Clerk at City\_Clerk@bakersfieldcity.us **no later than 1:00 p.m. prior to the Council meeting.**

- Alternatively, you may comment by calling **(661) 326-3100** and leaving a voicemail of no more than 3 minutes no later than **4:00 p.m. the Tuesday prior** to the Council meeting. Your message must clearly indicate whether your comment relates to a particular agenda item, or is a general public comment. If your comment meets the foregoing criteria, it will be transcribed as accurately as possible.
- If you are watching the live stream of the meeting and wish to make a comment on a specific agenda item as it is being heard, please email your written comment to the City Clerk at City\_Clerk@bakersfieldcity.us. All comments received during the meeting **may not be read, but will be included** as part of the permanent public record of the meeting.

## **2. PUBLIC STATEMENTS**

## **3. WORKSHOPS**

*Public comments will be received after Staff presentation.*

- a. Review of Chapter 2 of the Council Policy and Procedure Manual.  
*Council determination.*

## **4. ADJOURNMENT**



# ADMINISTRATIVE REPORT

**MEETING DATE:** 10/21/2020

Workshops 3. a.

**TO:** Honorable Mayor and City Council

**FROM:** Virginia Gennaro, City Attorney

**DATE:** 10/13/2020

**WARD:**

**SUBJECT:** Review of Chapter 2 of the Council Policy and Procedure Manual.

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## STAFF RECOMMENDATION:

Council determination.

## BACKGROUND:

At the September 23rd City Council meeting, Vice Mayor Parlier requested that the City Attorney present a review of Chapter 2 of the Council Policy and Procedure Manual.

The City Attorney will present a PowerPoint presentation as directed.

## ATTACHMENTS:

Description	Type
□ PowerPoint presentation	Backup Material

From: CAO

# CITY COUNCIL POLICY & PROCEDURES MANUAL

## Chapter Two



Bakersfield City Council  
Workshops  
October 21, 2020

**Virginia Gennaro**  
City Attorney

## Nine Chapters

1. Personnel Administration
2. Council Proceedings
3. Ceremonial Affairs
4. Fiscal
5. Public Safety
6. Urban Development
7. Parks & Open Space
8. Boards, Commissions & Committees
9. Miscellaneous

## Chapter 2 (17 Sections)

- |   |   |
|---|---|
| 1. Mayor Pro-Term                           | 11. Cable Broadcasts of Public Meetings                                   |
| 2. Seconds to Motions                       | 12. Financial Assistance to Non-Profit Groups                             |
| 3. Abstention from Voting                   | 13. Streamlining of City Council Meetings                                 |
| 4. Policy & Procedure Manual                | 14. Reimbursement of Certain Expenditures/Requirements of Ethics Training |
| 5. Request for Transcripts                  | 15. Use of Electronic Communications During Public Meetings               |
| 6. City Council Agenda Plan                 | 16. The Brown Act   |
| 7. Granting of Continuances                 | 17. City Council Regularly Scheduled Meeting Times                        |
| 8. Televised City Council Meetings          |   |
| 9. City Council Vacancy Appointment Process |   |
| 10. Closed Session Action – Council Votes   |   |

## 2.1 Mayor Pro-Term

- **Summary:**
  - Provides that if Mayor and Vice Mayor are absent...the Councilmember who most recently served as Vice Mayor is Mayor Pro-Tem/VM
- **Consider:**
  - Leave alone



## 2.2 Seconds to Motions

- Summary:
  - States no Seconds to Motions at Council Meetings
- Consider:
  - Clarifying this includes Council Committee Mtgs

## 2.3 Abstention from Voting

- Summary:
  - Provides for a councilmember abstention for only 3 reasons:
    - FPPC
    - Absent from public hearing and did not review
    - Appearance of impropriety
- Consider:
  - Leave alone

## 2.4 Policy & Procedure Manual

- Summary:
  - Outlines reason for this Policy & Procedure Manual
- Consider:
  - Moving this to the front of the Manual

## 2.5 Requests for Transcripts

- Summary:
  - Requests through CMO
- Consider:
  - Leave alone

## 2.6 City Council Agenda Plan

- **Summary:**
  - Provides when to move things on an agenda before approving the layout
- **Consider:**
  - Repealing

## 2.7 Granting of Continuances

- **Summary:**
  - Expresses need for good cause for continuances on matters before Planning Commission, BZA, and Council hearings
- **Consider:**
  - Repealing



## 2.8 Televised City Council Meetings

- **Summary:**
  - Outlines the KGOV process related to televised Council mtgs
- **Consider:**
  - Updating with KGOV and combining with 2.11

## 2.9 City Council Vacancy Appointment Process

- **Summary:**
  - Outlines process for vacant appointments to Council if less than 6 months left on term.
- **Consider:**
  - Repealing or clarifying. Cited resolution is no longer applicable

## 2.10 Closed Session Action – Council Votes

- **Summary:**
  - Outlines under what conditions the City Attorney announces votes out of closed session
- **Consider:**
  - Leave alone

## 2.11 Cable Broadcast of Public Meetings

- **Summary:**
  - Outlines policy for cable broadcasting thru KGOV
- **Consider:**
  - Updating with KGOV and combining with 2.8

## 2.12 Financial Assistance to Non-Profit Groups

- **Summary:**
  - Provides how Council evaluates funding requests for non-profits
- **Consider:**
  - Moving to Fiscal Chapter (Four)

## 2.13 Streamlining of City Council Meetings

- **Summary:**
  - Deals with Workshop referrals and placement on Agenda
- **Consider:**
  - Repealing



## 2.14 Reimbursement of Certain Expenditures/Requirement of Ethics Training

- Summary:
  - Outlines types of council expenditures subject to reimbursement as a result of ethic laws
- Consider:
  - Leave alone

## 2.15 Use of Electronic Communications During Public Meetings

- Summary:
  - Outlines rules for electronic usage in public meetings by councilmembers
- Consider:
  - Leave alone



## 2.16 The Brown Act

- **Summary:**
  - States adherence to Brown Act despite State budget woes in certain years and repeal of state mandated costs.
- **Consider:**
  - Repealing

## 2.17 City Council Regularly Scheduled Meeting Times

- **Summary:**
  - Provides for the 3:30 Regular Council meetings
- **Consider:**
  - Repealing

## Summary

- 2.2 (Clarify)
- 2.4 (Move)
- 2.6 (Repeal)
- 2.7 (Repeal)
- 2.8 (Update w/KGOV & Combine 2.11)
- 2.9 (Repeal or Clarify)
- 2.11 (Update w/KGOV & Combine 2.8)
- 2.12 (Move)
- 2.13 (Repeal)
- 2.16 (Repeal or Clarify)
- 2.17 (Repeal)

## Questions / Options

- ? ? ?
- Options:
  - Receive & file
  - Direct all changes be made and return w/Resolutions
  - Add additional section(s)?

