



# ***Atascadero City Council***

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## ***Staff Report - City Manager's Office***

### **City Council Agenda Format Review**

#### **RECOMMENDATIONS:**

Council direct staff to return to the Council with the following recommended amendments to the Atascadero Municipal Code (AMC), Redevelopment By-Laws, and Council agenda format:

1. Location of Council meetings are in the Council Chambers of City Hall, 6907 El Camino Real, Atascadero, immediately following the Redevelopment Agency meeting scheduled at 6:00 p.m.; and,
2. Maintain the Redevelopment Agency agenda ahead of the City Council agenda, starting at 6:00 p.m.; and,
3. Place Community Forum before Consent Calendar and change the public comment time limit to "up to three (3) minutes." and,
4. Create a new category entitled Council Reports that will follow Community Forum; and,
5. Create a new category entitled Individual Announcements and/or Action at the end of the agenda before Committee Reports.

#### **DISCUSSION:**

The City Council directed staff to review the Council's agenda format and bring back the issue for Council discussion and action.

#### **Location and Time of Meetings**

The Atascadero Municipal Code (AMC) states: "*The Council shall hold regular meetings in the Rotunda Room, fourth floor, Administration Building, 6500 Palma Avenue, Atascadero, every second and fourth Tuesday evening at 7:00 p.m. and on such other days, at such other times, as may be designated in an order for a special meeting.*"

The Council now meets in the new City Hall on El Camino Real and this information will be updated. The start time of Council meetings could be moved up since the meetings have been running on average from four to six hours.

The AMC can be amended to read:

### **2-1.01 Meetings.**

The Council shall hold regular meetings in the ~~Rotunda Room~~ Council Chamber of City Hall, fourth floor, Administration Building, 6500 Palma Avenue 6907 El Camino Real, Atascadero, every second and fourth Tuesday evening at 7:00 p.m. immediately following the Community Redevelopment Agency meeting, and on such other days, at such other times, as may be designated in an order for a special meeting.

### Redevelopment Agency Meetings

Currently, the Redevelopment Agency (RDA) meetings are scheduled at 6:30 p.m. before the City Council meetings that begin at 7:00 p.m. Many times the Redevelopment Agency meeting adjourns at 6:35 p.m. and everyone must wait until 7:00 p.m. for the Council meeting to begin. Examples from other cities of alternative arrangements are:

- Redevelopment Agency meeting before the Council meeting
- Blending Redevelopment Agency items with City Council items
- Placing the Redevelopment Agency after the City Council meeting
- Placing the entire Redevelopment Agency agenda on the City Council agenda as a separate category

It is staff's opinion that the blending of agenda items could be confusing. In the past, the Council has placed the Redevelopment Agency after the City Council meeting. Many times the Redevelopment Agency meeting did not begin until after midnight which was undesirable to the Council.

Staff recommends leaving the Redevelopment Agency agenda before the City Council meeting, starting at 6:00 p.m., with the City Council meeting starting immediately after the RDA meeting.

### Community Forum

The City Council has experienced a substantial increase in the length of time taken during a City Council meeting for Community Forum. Historically, this has happened during times when controversial issues are being debated within the community.

In the past and recently, the City Council has moved the lengthy Community Forum period to the end of the agenda to allow the Council to conduct the business of the City at a reasonable hour. Other cities have acted similarly when faced with the same situation.

There are several options available to the Council to mitigate the impact that a lengthy Community Forum period has on a Council agenda: leaving the Community Forum at

the end of the agenda, reduce the time each member of the public is allowed to speak, move the Community Forum back to the beginning of the agenda for a specific time period (such as 30 minutes) leaving the balance of the Community Forum at the end of the meeting, or a combination of these options.

Reducing the time each member of the public is allowed to speak is an option that the Council has considered in the past. Staff has presented information to the Council in the past showing that most cities have a three-minute time limit for public comments.

The AMC can be amended to state:

- (a) Manner: Time. Each person addressing the Council shall approach the Council table and step up to the public microphone, if available, give his or her name ~~and address~~ in an audible tone of voice for the record, and, unless further time is granted by the presiding officer, shall limit his or her address to up to three ~~five~~ (53) minutes.

Staff recommends the Council place the Community Forum period before the Consent Calendar, with an “up to 3 minute” time limit.

#### Council Announcements and Reports/ Individual Determination and/or Action

These two categories could be modified to streamline the agenda. Staff recommends creating a new category entitled Council Reports to follow Community Forum at the beginning of the meeting. This category would only be used for urgent or critical issues, such as a reconsideration. A second new category could be entitled Individual Announcements and/or Action. Under this category, Council Members and/or the City Clerk, City Treasurer, City Attorney and City Manager could make announcements and give brief reports. This category could be before the Committee Reports.

**FISCAL IMPACT:** None

**ALTERNATIVES:** Staff recommended alternatives are listed throughout this report.

**ATTACHMENT:** Sample recommended agenda format



# **CITY OF ATASCADERO CITY COUNCIL**

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## **SAMPLE RECOMMENDED AGENDA**

**<DATE>**

**Redevelopment Agency (RDA): 6:00 P.M.  
City Council: 6:00 p.m., or immediately following the RDA meeting**

**City Hall, Council Chambers  
6907 El Camino Real, Atascadero, California**

**REDEVELOPMENT AGENCY: 6:00 P.M.**

**CITY COUNCIL REGULAR SESSION: Immediately following the RDA  
Meeting**

**PLEDGE OF ALLEGIANCE: Council Member Clay**

**ROLL CALL:** Mayor Brenner  
Mayor Pro Tem Béraud  
Council Member Clay  
Council Member Luna  
Council Member O'Malley

**COMMUNITY FORUM:** (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to up to three (3) minutes. Please state your name for the record before making your presentation. The Council may take action to direct the

staff to place a matter of business on a future agenda. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council.)

**APPROVAL OF AGENDA:** Roll Call

**COUNCIL REPORTS:** (On their own initiative, Council Members may make a brief report on their own activities. Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

**A. CONSENT CALENDAR:** (All items on the consent calendar are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent calendar and will be considered in the listed sequence with an opportunity for any member of the public to address the Council concerning the item before action is taken.)

**B. PUBLIC HEARINGS:**

1. Public Hearing #1

2. Public Hearing #2

**C. MANAGEMENT REPORTS:**

1. Management Report #1

**D. INDIVIDUAL ANNOUNCEMENTS AND/OR ACTION:**

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

**E. COMMITTEE REPORTS:** (The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Brennler

Mayor Pro Tem Béraud

Council Member Clay

Council Member Luna

Council Member O'Malley

**F. ADJOURNMENT:**

**Please note:** Should anyone challenge any proposed development entitlement listed on this Agenda in court, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Correspondence submitted at this public hearing will be distributed to the Council and available for review in the City Clerk's office.

SAMPLE

## City of Atascadero

### **WELCOME TO THE ATASCADERO CITY COUNCIL MEETING**

The City Council meets in regular session on the second and fourth Tuesday of each month at 6:00 p.m., immediately following the Redevelopment Agency meeting at the City Hall Council Chambers, 6907 El Camino Real, Atascadero. Matters are considered by the Council in the order of the printed Agenda.

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection during City Hall business hours at the Front Counter of City Hall and on our website, [www.atascadero.org](http://www.atascadero.org). An agenda packet is also available for public review at the Atascadero Library, 6850 Morro Road. Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are either read into the record or referred to in their statement will be noted in the minutes and available for review in the City Clerk's office. Council meetings are video taped and audio recorded, and may be reviewed by the public. Copies of meeting recordings are available for a fee. Contact the City Clerk for more information (470-3400).

In compliance with the Americans with Disabilities Act, **if you need special assistance to participate in a City meeting or other services offered by this City**, please contact the City Manager's Office or the City Clerk's Office, both at (805) 470-3400. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

#### **TO SPEAK ON AGENDA ITEMS (from Title 2, Chapter 1 of the Atascadero Municipal Code)**

Members of the audience may speak on any item on the agenda. The Mayor will identify the subject, staff will give their report, and the Council will ask questions of staff. The Mayor will announce when the public comment period is open and will request anyone interested to address the Council regarding the matter being considered to step up to the podium. If you wish to speak for, against or comment in any way:

1. You must approach the podium and be recognized by the Mayor
2. Give your name and address (not required)
3. Make your statement
4. All comments should be made to the Mayor and Council
5. No person shall be permitted to make slanderous, profane or negative personal remarks concerning any other individual, absent or present
6. All comments are limited up to 3 minutes (unless changed by the Council)
7. No one may speak for a second time until everyone wishing to speak has had an opportunity to do so, and no one may speak more than twice on any item.

If you wish to use a computer presentation to support your comments, you must notify the City Clerk's office at least 24 hours prior to the meeting. Digital presentations brought to the meeting on a USB drive or CD is preferred. Access to hook up your laptop to the City's projector can also be provided. You are required to submit to the City Clerk a printed copy of your presentation for the record. Please check in with the City Clerk before the meeting begins to announce your presence and turn in the printed copy.

The Mayor will announce when the public comment period is closed, and thereafter, no further public comments will be heard by the Council.

#### **TO SPEAK ON SUBJECTS NOT LISTED ON THE AGENDA**

Under Agenda item, "COMMUNITY FORUM", the Mayor will call for anyone from the audience having business with the Council to:

- Please approach the podium and be recognized
- Give your name and address (not required)
- State the nature of your business

This is the time items not on the Agenda may be brought to the Council's attention. A maximum of 30 minutes will be allowed for Community Forum (unless changed by the Council).