

CITY OF ATWATER

COMMUNITY DEVELOPMENT AND RESOURCES COMMISSION

AGENDA

Council Chambers
750 Bellevue Road
Atwater, CA 95301

July 18, 2018

CALL TO ORDER: (Council Chambers)

6:00 PM



PLEDGE OF ALLEGIANCE TO THE FLAG:

INVOCATION:

ROLL CALL:

Dash____, **Daugherty**____, **McWatters** ____, **Murphy III**____, **Pinto**____,
Warchol____, **Brice**____

SUBSEQUENT NEED ITEMS: (The Recording Secretary shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the Commission present at the meeting.)

APPROVAL OF AGENDA AS POSTED OR AMENDED: (This is the time for the Commission to remove items from the agenda or to change the order of the agenda.)

CEREMONIAL MATTERS: None

COMMENTS FROM THE PUBLIC:

NOTICE TO THE PUBLIC

At this time any person may comment on any item which is not on the agenda, that is within the jurisdiction of the Community Development and Resources Commission. Please state your name for the record. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on a future agenda.

To comment on an item that is **on** the agenda, please wait until the item is read for consideration; please limit comments to a maximum of five (5) minutes.

Civility is expected from members of the public during the meeting. For more efficient use of time, disruptive behavior will not be tolerated. While you may not agree with what an individual is saying, please treat everyone with courtesy and respect.

APPROVAL OF MINUTES: None

PETITIONS AND COMMUNICATIONS: None

REPORTS AND PRESENTATIONS FROM STAFF:

1. **Verbal presentation by staff on Planned Development Districts in the City of Atwater and the Legacy Estates project**
2. **City Officials' Handbook**

Staff's Recommendation: Provide staff with direction and recommended changes regarding City Officials' Handbook and to forwarding the recommendations to the City Council.

COMMISSIONER MATTERS:

3. **Community Development and Resources Commissioners Comments**

ADJOURNMENT:

CERTIFICATION:

I, Lori Waterman, Community Development and Resources Recording Secretary, do hereby certify that a copy of the foregoing Agenda was posted at City Hall a minimum of 72 hours prior to the meeting.



LORI WATERMAN, CMC
INTERIM CITY MANAGER

SB 343 NOTICE

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular

meeting will be made available for public inspection in the office of the City Clerk at City Hall during normal business hours at 750 Bellevue Road.

If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda at 750 Bellevue Road.



In compliance with the Federal Americans with Disabilities Act of 1990, upon request, the agenda can be provided in an alternative format to accommodate special needs. If you require special accommodations to participate in a City Council, Commission, or Committee meeting due to a disability, please contact the City Clerk's Office a minimum of three (3) business days in advance of the meeting at 357-6300. You may also send the request by email to lwaterman@atwater.org.



**COMMUNITY DEVELOPMENT
AND RESOURCES
COMMISSION
AGENDA REPORT**

COMMISSIONERS

Gary Brice, Chair
Ron Daugherty Mary McWatters
Jim Murphy, III Manuel Pinto
Fred Warchol

MEETING DATE: July 18, 2018

TO: Chair and Commissioners

FROM: Mark Pereida, General Services Manager/Chief Building Official

SUBJECT: Making the Environmental Determination and adopting Resolution No. CDRC 055-18 Approving Conditional Use Permit No. 553-18 (Outdoor Advertising Freeway Billboard Sign)

RECOMMENDED COMMISSION ACTION:

1. Provide staff with direction regarding City Officials' Handbook

I. BACKGROUND:

The City of Atwater ("City") seeks to adopt the Handbook to assist Commissioners and other City Officials (collectively, "City Officials") by documenting accepted practices and clarifying expectations. The Handbook will serve as a reference on adopted practices and procedures pertaining to Atwater City Council ("Council") meetings, meetings of City Boards, Commissions, or Advisory Groups. The Handbook also provides an overview of City operations, Commissioner powers and responsibilities, expected behavior and decorum from Councilmembers, Commissioners and other elected or appointed officials, and related matters.

II. ANALYSIS:

The majority of the Handbook will create new guidelines for City Officials. However, Atwater Municipal Code Chapters 2.07 and 2.08 establish procedures for City Commission appointments and basic procedure for Council and Board meetings. The City Council also adopted Resolution No. 2887-16 on April 25, 2016, adopting an Agenda Policy. The Agenda Policy defines agenda duties for City Officials and created a procedure for adding items to future agendas. The policies created by Atwater Municipal Code Chapters 2.07 and 2.08 and Resolution No. 2887-16 are incorporated into the proposed Handbook. The

Handbook established additional policies regarding all aspects of City business including, but not limited to, City meetings, City Officials’ duties, and City Officials’ decorum. The Handbook consists of two parts, Part I: Administrative Guidelines and Part II: Council Procedural Guidelines.

Part I outlines accepted practices and expectations of City Officials. It describes, in detail, the functions and duties of the Council, Mayor, City Manager, and City Attorney. Additionally, the Administrative Guidelines include sections regarding the Council’s role in emergencies and how advisory boards and commissions are appointed. Part I also provides guidance on how Councilmembers should communicate with City staff and constituents, when a Councilmember may speak on behalf of the City, and issues revolving around Councilmembers and confidentiality. Part 1 also provides City Officials with a significant overview of the Political Reform Act and Government Code section 1090. Both state laws prohibit City Officials from participating in City matters they are financially interested in.

The Handbook establishes a Code of Ethics and Civility for the City and its Officials. The Code of Ethics and Civility generally requires City Officials perform their duties in a professional and civil manner. The City may enforce violations of the Code of Ethics and Civility through disciplinary measures, including but not limited to, admonishment, reprimand, or censure.

Part II of the Handbook concerns the Procedural Guidelines to be followed during Council meetings. Part II expands the City’s procedures and requirements for public hearings, motion precedence and the rules governing City Officials and public conduct at all City run meetings. Part II also provides guidance to City Officials regarding the order of business at Council meetings and provides an overview of reoccurring agenda items, such as the consent calendar and closed session. Finally, decorum and public comment rules are established for the general public when addressing the Council.

III. FISCAL IMPACTS:

Staff does not foresee any fiscal impact on the City due to the discussion of the new City Officials’ Handbook.

IV. EXISTING POLICIES:

The City Officials’ Handbook will adopt and replace any existing policies as more thoroughly discussed above.

V. PUBLIC PARTICIPATION:

The Public is encouraged to participate in developing and comment on the City Officials’ Handbook.

VI. STEPS FOLLOWING APPROVAL:

Following discussion and recommendations on proposed changes, the proposed changes to the City Officials’ Handbook will be referred back to the City Council for adoption at a future meeting.

Submitted by: _____
Mark Pereida, General Services Manager/Chief Building Official

Approved by:  _____
Lori Waterman, Interim City Manager

- Attachments:
1. City Officials’ Handbook