



**HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:**

To observe and/or participate in the Special Closed City Council Meeting, residents can attend the meeting in Council Chambers, on the Fourth Floor of City Hall, and residents can give public comment before Council leaves the Chambers to begin Closed Session.

**HOW TO SUBMIT PUBLIC COMMENT:**

Individuals who wish to provide public comment on the Closed Session item may attend the meeting in the City Council Chambers. Individuals who wish to comment but not in-person may email public comments to [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org). The comments will be forwarded to the City Council, posted on the City's website, and made a part of the administrative record. ***To ensure distribution to the City Council prior to consideration of the Closed Session agenda, the public is encouraged to submit comments no later than 12:00 p.m. the day of the meeting.***

**AMERICAN DISABILITY ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

City Council agendas and minutes may be viewed on the City's website: [www.atascadero.org/agendas](http://www.atascadero.org/agendas).

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 on our website, [www.atascadero.org](http://www.atascadero.org). 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 made a part of the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.

