



## City of Colusa California

### STAFF REPORT

<b>DATE:</b>	October 1, 2024
<b>TO:</b>	Mayor and Members of Council
<b>FROM:</b>	Shelly Kittle, City Clerk
<b>AGENDA ITEM:</b> Consideration of a Resolution authorizing the City Clerk to prepare action minutes for City Council Meetings.	
<b>RECOMMENDATION:</b> Council to adopt a Resolution authorizing the City Clerk to prepare action minutes rather than summary minutes.	
<b>BACKGROUND ANALYSIS:</b>  On March 26, 2020, the City started using Zoom to video/record all council meetings, due to Governor Newsom Executive Orders to close Council Chambers to the public due to COVID-19. Members of the public could view council meetings live through Zoom, which is still the case today.  In addition to Zoom, the meetings are also recorded and saved on the shared drive which is available to anyone upon request.  Over the past ten years, most cities have transitioned to action minutes because: <ul style="list-style-type: none"><li>- Audio, video, and digital copies of the meetings provide multiple methods by which elected officials, staff, and/or the public can access verbatim records of council discussions.</li><li>- Many City Attorneys prefer action minutes over summary minutes, especially with the availability of video and/or digital copies, because summary minutes are more subjective as they are the minute taker's paraphrased version of the testimony, discussion, debate and action taken. Action minutes are more defensible and removes the issue of "he said/she said" dialogue regarding or leading to City Council actions.</li></ul> The Council Member Handbook states:  The minutes serve as a source of information for the Council and for the public. Meeting minutes include the following information: <ul style="list-style-type: none"><li>• Members present;</li></ul>	

- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition; and
- Results of all votes.

The minutes are generally a summary of the action that took place and do not include a verbatim transcript. The City Clerk is responsible for recording, preparing, and filing Council minutes. It is the City Clerk's goal to bring the minutes to the Council for approval within one month of a meeting. Once approved, Council meeting minutes are available for review in the City Clerk's office.

Listed below is what would be included in action minutes:

1. Title, date, time and place set for meeting
2. Time meeting was convened
3. Roll Call
4. Changes created by absence, late arrival, or departure of a member
5. Recess times
6. Reconvene times
7. Roll Call at each reconvene
8. The title of the agenda
9. Names and subject matter introduced by public commenters
10. The action taken. Action means a vote by the legislative body. Any vote taken, even those that fail, must be listed
11. The person who made the motion and the person who seconded, for every motion, even motions that die for lack of a second
12. The vote itself.
13. The time the meeting adjourned
14. If there will be an Adjourned Regular Meeting, the date, time and place of that meeting.

Listed below is what would **NOT** be included:

1. Discussions at the dais leading up to a vote.
2. Detail about presentations
3. Detail about the staff report presented
4. Comments from staff
5. Detail about any document submitted by the public during public comments

I recommend Action Minutes as opposed to our current style of Summary Minutes. This change would save many hours of listening to the recordings to verify and transcribe comments and details. Since I am a one-person office, the time saved would be spent on more important aspects of my position that needs attention.

**BUDGET IMPACT:** N/A

**ATTACHMENT:** Survey of other cities in California on their style of minutes