

TO: City Council  
FROM: Melody Valiant, City Clerk  
DATE: October 11, 2022  
SUBJECT: Minutes

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1) Recommended Action:

This is for presentation and discussion only. No action is required at this time.

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2) Background:

For many years, the City has utilized a form of meeting minutes that are transcribed from recordings and converted to 'almost verbatim minutes' for council meetings, worksessions, boards and commissions. With significant advancements in technology, the City is looking to transition to alternative methods of delivering minutes that would be more efficient, more accessible, and higher accuracy. In this proposal, most advisory boards and commissions would offer action minutes along with an audio recording. Council meetings and worksessions would offer the action minutes and a video and a video search feature similar to this hyperlink from Brisbane, California: <https://www.brisbaneca.org/citycouncil/page/city-council-meeting-92>. Please take note of how the minutes are indexed to the relevant sections of the video.

Brisbane is a small city of about 5,000 on the coast of California. There are other examples of this technology, but this is the type of simple and usable system we are looking at.

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3) Policy Support:

Strategic Priorities – Refine and Sustain a Great Organization

- Be fiscally responsible and develop sustainable financial strategies
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4) Alternatives:

- ☐ Current verbatim minutes system
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5) Fiscal Notes:

The proposed budget utilizes savings from a private service provider contract to support the proposed Deputy City Clerk who will supervise minutes production and distribution.

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6) Attachments:

- A. Sample Action Minutes
- B. September 13, 2022 Worksession Minutes