



## CITY OF PALO ALTO OFFICE OF THE CITY CLERK

August 17, 2015

The Honorable City Council  
Palo Alto, California

### **Adoption of an Ordinance Amending Section 2.040.160 (City Council Minutes) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code to Require Action Minutes and a Verbatim Transcript of all Council and Council Standing Committee Meetings, and Delete the Requirement for Sense Minutes**

#### **Recommendation**

Adopt the attached Ordinance (Attachment A) amending Municipal Code Section 2.04.160 - City Council Minutes to require action minutes and a verbatim transcript of all Council and Council Standing Committee meetings, and delete the requirement for sense minutes.

#### **Background and Discussion**

On May 6, 2015 the City Council discussed the recommendation from the Policy and Services Committee to move to action minutes and the video of Council and Council Standing Committee meetings as the official record of those meetings. The Council endorsed the recommendation and added an additional requirement that verbatim minutes be prepared and made digitally available to the public, with hardcopies provided on request. The action minutes are approved by Council during the meeting, as these are done on the wall as Council makes their motions, and adopts or rejects those motions. At the May 6, 2015 meeting, Council directed staff to return to Council on consent with an ordinance amending Municipal Code Section 2.04.160 reflecting these changes.

Since the May meeting, the Clerk's Office has been preparing verbatim transcriptions. In reviewing the length of time it takes to prepare the transcripts, verbatim minutes are averaging 4 hours of transcription time per each hour of meeting. Sense minutes were averaging 3 hours transcription time per each hour of meeting. This has increased costs by \$33.00 per hour, or for a 5 hour meeting we are spending an additional \$165.00. As an example, the June 15, 2015 Council meeting lasted for 7 hours and 52 minutes, there are 144 pages of verbatim transcription and the cost to transcribe that meeting is \$1,043.00.

Staff continues to do a cursory review of the transcriptions to insure that names are spelled correctly, acronyms are correct, and any formatting issues are addressed. In addition, where the transcriptionist states that something was "inaudible", the Clerk's Office staff listens to the tape to see if we can capture what was being said.

Attached you will find the May 6, 2015 City Clerk report (Attachment B) to the Council, and the minutes (Attachment C) excerpt from the meeting.

**ATTACHMENTS:**

- Attachment A: Ordinance Amending Section 2.040.060 (City Council Minutes)(PDF)
- Attachment B: May 4, 2015 Council Report (DOC)
- Attachment C: 05-06-15 Minutes Item (DOCX)

Department Head: Beth Minor, City Clerk



# **NOT YET APPROVED**

ORDINANCE NO. \_\_\_\_\_

Ordinance of the Council of the City of Palo Alto Amending Section 2.040.160 (City Council Minutes) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code to Require Action Minutes and a Verbatim Transcript of all Council and Council Standing Committee Meetings, and Delete the Requirement for Sense Minutes

The Council of the City of Palo Alto does ORDAIN as follows:

SECTION 1. Findings and Declarations. The City Council finds and declares as follows:

A. On May 6, 2015 the City Council discussed the recommendation from the Policy and Services Committee to move to action minutes and the video of Council and Council Standing Committee meetings as the official record of those meetings. The purpose of this change is to increase the accuracy and decrease the time and cost of preparing the Council's official record of action. The Council endorsed the Committee's recommendation and added an additional requirement that verbatim minutes be prepared and made digitally available to the public, with hardcopies provided on request.

B. Action minutes are to be approved by Council in "real time" during the meeting, as Council motions are transcribed, projected for viewing by the Council and the public, and adopted, rejected or amended by Council.

SECTION 2. Section 2.04.160 (City Council Minutes) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code is hereby amended to read as follows:

## **2.04.160 City council minutes.**

(a) The minutes of the council shall be kept by the city clerk. The minutes shall be neatly typewritten or printed in a book kept for that purpose, with a record of each particular type of business transacted set off in paragraphs, with proper subheadings.

(b) The minutes shall include a record of all business discussed and all actions taken at regular or special meetings of the council. The minutes shall be sense action minutes, ~~and need not be a verbatim transcript of the proceedings. Sense minutes include all actions taken and a short synopsis of the remarks of such council members, staff and members of the public as speak upon a particular matter under discussion. A record shall be made of the names and addresses of persons addressing the council, together with a brief summary of their remarks indicating whether they spoke in support of or in opposition to such matter. Nothing in this section shall be construed to compel registration as a condition to attendance at a meeting.~~

**NOT YET APPROVED**

~~(c) A verbatim transcript of the proceedings shall also be prepared. As soon as possible after each council meeting the city clerk shall cause a copy of the minutes to be forwarded to each council member, the city manager, other officers and department heads of the city, all newspapers of general circulation within the city, and be made available to the public at the front counter in the city clerk's office, the table and bulletin board in the council chambers, and all city libraries, except the Children's Library, the verbatim transcript shall be made publicly available digitally and hard copies available upon request.~~

~~(d) At the meeting following publication, council minutes shall be agendized by the city clerk for the council's approval. Corrections to the minutes shall be made at the meeting. Council members may submit their corrections in writing or orally to the city clerk's office before the time of the meeting. The city clerk shall distribute a written copy of all corrections received during regular business hours to all council members at the meeting.~~

SECTION 3. Severability. If any provision, clause, sentence or paragraph of this ordinance, or the application to any person or circumstances, shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application and, to this end, the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. The Council finds that this project is exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Section 15061 of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the ordinance will have a significant effect on the environment.

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**NOT YET APPROVED**

SECTION 5. This ordinance shall be effective on the thirty-first day after the date of its adoption.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager



## CITY OF PALO ALTO OFFICE OF THE CITY CLERK

May 4, 2015

The Honorable City Council  
Palo Alto, California

### **Policy and Services Committee Recommendation Regarding Changes to City Council and Standing Committee Minutes**

#### **Recommendation**

Staff recommends the City Council discuss and affirm Policy and Service Committee recommendation to move to Action minutes to record the proceedings of the Council and Standing Committee meetings, to include retaining DVD's of the meetings as a source of minutes. Staff is looking for guidance whether to also produce Verbatim minutes, or Verbatim minutes for specific agenda items when needed.

#### **Executive Summary**

On December 16, 2014, the Policy and Services Committee voted 3-1, Schmid no, to immediately move to Action minutes and to retain the video as the formal record of the City Council and Standing Committee meetings, and that the City Council was to determine whether verbatim minutes were necessary.

Currently, the City Clerk's Office produces Sense Minutes of City Council and Council Standing Committee meetings, as directed by Municipal Code Section [2.04.160](#) (Attachment A). Sense Minutes include all actions taken and a short synopsis of the remarks by Council Members, Staff and members of the public as they speak regarding a particular matter under discussion. Council and some Standing Committee meeting minutes are typed by a contracted transcription service; the remainder are typed by Clerk Staff. In the event Council affirms the change to Action minutes, Staff will have to bring back an Ordinance, on Consent, changing the Municipal Code.

#### **Background**

During a Council meeting, City Clerk Staff begins the Action Minutes (Attachment B) by typing the names of all speakers and the motions. The second Staff member types the motions (Attachment C) so they appear on the screen for Council and the public to view. Within one week, Staff produces the final Action Minutes, which consists of just the motions. The Action minutes are then sent off to the transcriptionist to type the Sense Minutes. Depending on the length of the meeting and how many other sets of minutes they are working on, the minutes could take two or more weeks to return to us. A final review of the completed minutes is done by the City Clerk, and the minutes are placed on the agenda for Council's approval. This whole process may take up to a month to complete.

Last year a question was submitted to the City Clerks ListServe inquiring what types of

minutes were completed by cities. Of the 72 agencies that responded, 35 use Action Minutes and relied on the meeting video as the official record of the meeting. Thirty cities use Sense/Summary minutes and the remaining seven used detailed summary minutes. No agency used verbatim minutes. The Midpeninsula Media Center records all of our meetings and places them, via YouTube on their website. We are in the process of putting the link to these videos in a table that will include links to the agendas and minutes for each meeting. We are working to make it easier for the public to have all information regarding a meeting in one location.

### **Resource Impact**

In the event Council chooses to affirm the use of Action minutes and the video to be the official record of their meetings, the City Clerk's Office will save approximately \$20,000 in contract transcription fees. In the event that Sense or Verbatim minutes are needed for a specific agenda item, these can be completed by either Clerk Staff or the outside transcription service.

### **ATTACHMENTS:**

- Attachment A: Municipal Code Section (DOCX)
- Attachment B: 03-16-15 CCM Draft Action (DOC)
- Attachment C: 04-06-15 CCM Motions (DOC)
- Attachment D: 12-16-14 P&S EXCERPT 2(DOC)

Department Head: Beth Minor, City Clerk







# CITY OF PALO ALTO CITY COUNCIL EXCERPT MINUTES

Special Meeting  
May 6, 2015

The City Council of the City of Palo Alto met on this date in the Council Chambers at 6:05 P.M.

Present: Berman, Burt arrived at 6:49 P.M., DuBois, Filseth, Holman, Kniss, Scharff arrived at 7:10 P.M., Schmid, Wolbach arrived at 6:13 P.M.

Absent:

Historic Resources Board

Present: Bernstein, Bower, Bunnenberg, Chair Kohler, Vice Chair Makinen, Wimmer

Absent: DiCicco

## Action Items

2a. Policy and Services Committee Recommendation Regarding Changes to City Council and Standing Committee Minutes.

Beth Minor, City Clerk: Good evening, Mayor Holman and Council Members. Beth Minor, City Clerk. I have a very short presentation for you, but no PowerPoint. On December 16th, Policy and Services Committee met to discuss meeting minutes. They voted 3 to 1 with Vice Mayor Schmid voting no to recommend that the City Council immediately move to action minutes and the DVD as the formal record of meetings. They further recommended that the full Council discuss whether to have only action minutes or to have sense or verbatim minutes completed also. The Municipal Code currently states that we are to take sense minutes of all meetings of Standing Committee and Council. Whatever your final decision is tonight, I will bring back to Council on Consent Calendar an updated Ordinance for adoption. As stated in the report, there were 72 agencies that responded to a listserv question about the types of minutes that agencies take. Thirty-five of those use action minutes and the DVD as the formal record. Last week I had a meeting with the Menlo Park City Clerk and the Saratoga City Clerk who also advised us that they only use action minutes and the DVD. They were not

# DRAFT ACTION MINUTES

part of the listserv survey that was done. Those are two additional agencies local. The questions tonight are: Are we going to do away with sense minutes altogether? Do we move to verbatim minutes for all minutes as a backup to the action and video? Do we have the verbatim minutes as part of the official record? If so, would we continue to bring those minutes to Council for approval, even though they're verbatim and we wouldn't be doing any checking on them? Another option would be to do verbatim minutes when requested on certain items. Say a planning item, you may want verbatim minutes from Finance or Policy and Services. There might be other issues. If verbatim minutes are the choice, this would save my office hours of reviewing the sense minutes. This past weekend, I sprained my ankle and spent four hours reading the minutes to ensure they were correct. That was sense minutes. In the event you do choose action minutes and the video, we could potentially save up to \$25,000 annually in our transcription contract. If we choose verbatim for certain items, I would choose to keep about \$5,000 or so on a contract for an outside transcriptionist to do those minutes. That's the end of my presentation. I'm waiting to hear from you.

Mayor Holman: I was trying to discern, I couldn't quite tell, who the Chair of Policy and Services was last year. I don't remember, and I couldn't quite tell.

Council Member Scharff: (inaudible)

Mayor Holman: I'm thinking it was.

Council Member Scharff: I made the motion, so I'd be happy to give the presentation of what we were thinking.

Mayor Holman: Feel free.

Council Member Scharff: The City Clerk did a fairly good job of setting forth what we talked about. The one thing I would correct a little bit is that we actually did not suggest at all that we go to sense minutes. There was no sense that we would want the Council to go in that direction. There are several issues that occur here. This came out a little bit with the City Attorney talking about there was an issue where sense minutes were done in one of the labor disputes where we had that. It turned out the sense minutes were actually incorrect and hurt us in a legal case. There was some downside in terms of doing sense minutes. We felt as a Committee that the important thing to do was to have the action minutes and the video as the formal record. When the City Attorney went to that hearing, what happened is she pointed out that the video contradicted the actual sense minutes. The judge said, "That doesn't matter. You adopted the sense minutes as the formal record, so the video is not the formal record." If we have the video

# DRAFT ACTION MINUTES

and the action minutes, that's the formal record. That's the best. Mostly led by Vice Mayor Schmid, there's the issue of when you look at the video, it takes a lot of time and it's much easier to have verbatim minutes. Myself and Vice Mayor Schmid believe that we should do both, that the formal record be the action minutes and the video, but we should also have for the Council to read the verbatim minutes and everyone else could look at. That would not be a formal record. The City Clerk's Office wouldn't have to go through them, for instance, to make sure they were correct. We wouldn't have to vote on them to make sure they're correct. Any of that kind of stuff. They would be there. If there was any discrepancy, someone could go check the video which would be the formal record. That was the view of myself and Council Member Schmid. Council Members Klein and Price thought it was a waste of money and thought we should not have the verbatim minutes. That was what we left to the Council. Vice Mayor Schmid, if you disagree with what I said in terms of your perspective, I know you voted against it, you can obviously jump in. That was my understanding of where the Committee was.

Vice Mayor Schmid: That's a good summary. My feeling, and it might be personal and I'm willing to accept the majority of the Council on this, is that verbatim minutes are valuable. I find, as a Council Member, when I look at what the Planning Commission does, what Parks and Rec does, to be able to look at the verbatim minutes, I can do that at a ratio of four to five times as fast as trying to get the same information on the video. Just from a practical, efficiency point of view, I find I go more often to the verbatim minutes, because they are easy to get information from. I use the video less. I notice on packet page 868 there are draft action minutes of various things that take place. 870, there was an action item and a discussion and you have listed everybody who talked to the action item. I assume if we go to video, there will be this list of people who talked and a place on the video where you could go and find so-and-so speaking. Is that right?

Ms. Minor: Not specifically, no. The video, just as it is right now with the Media Center, would go to that item but not to the specific speaker.

Vice Mayor Schmid: I would be more sympathetic if you had something like this and maybe Granicus does this, but every time a Council Member, for example, speaks, you have a location on the video that you can go to immediately. You're still left with the fact that watching a video takes three times as long as reading a transcript. You're still spending more time. If you had that kind of fine tuning, I would be more sympathetic to using that as an official record.

# DRAFT ACTION MINUTES

Ms. Minor: I'm not aware of any, not even Granicus or MinuteTraQ does that. When you want to mark a place in a meeting, you have to have somebody who goes in on the computer and marks when it starts, marks when it stops. Every time somebody speaks, you would have to do that. There is not a program that automatically does that.

Vice Mayor Schmid: Then I'm less sympathetic. You say for \$20,000 we can get verbatim minutes. Even if only a few Council Members are using them, a few members of the public, it seems a worthwhile investment.

Council Member Filseth: The discussion that we've had with Council Member Scharff and Schmid makes lots and lots of sense to me. I find that on controversial issues I absolutely go back and read the minutes. If the DVD is the official record, that sounds great. Not having access to either the sense or the verbatim minutes, I'm probably indifferent to which one, would be a big loss for us.

Council Member DuBois: For me, sense minutes have been a valuable tool. I haven't seen a problem with them. They seem to be a great summary, much quicker to read than verbatim minutes. The video is always there, but it takes a long time to watch a video. There's the legal aspect of the official record, but the minutes are also a tool for new Council Members, new Committee Members, for the public to know what's happening. It's important for transparency that we continue to have a written record that captures these meetings beyond the action minutes. There's two things: the legal side and the transparency side. On one hand, could we just say that the video trumps the sense minutes and just leave things as they are? From a legal perspective, the video is the record. I'm looking at the Ordinance. Section C says the minutes are sent to heads of the City, to the newspapers, posted in the libraries. Whatever we make the legal minutes, I would still want either the sense or verbatim minutes to be the public minutes that are posted on the website and distributed to the public.

Ms. Minor: We can do that. If you choose to go to verbatim minutes, on the website we can put a link to the verbatim minutes.

Council Member DuBois: It sounds like you're favoring verbatim from a workload perspective.

Ms. Minor: From a workload perspective, yes, verbatim would be easier, because we would not go back and review them at all for sentence structure or anything else. They are verbatim; they're word for word and we would not have to review them.

# DRAFT ACTION MINUTES

Council Member DuBois: I'm just curious. Not to get into too many details, but there's a lot of machine-based transcription these days. Is machine-based summary available?

Ms. Minor: I'm not aware of any.

Council Member Kniss: By the way, I still like sense minutes. How long has Palo Alto done sense minutes?

Ms. Minor: I believe at least from 2001. That's when this Ordinance was ...

Council Member Kniss: They did them all through the '90s.

Ms. Minor: I know they changed it back at one point. Then back in, I think, 2001 is when they updated the Ordinance.

Council Member Kniss: I don't know where we're going to go on this. Sense minutes are far easier for the public. Reading through verbatim minutes, if any of you have done that recently, takes a long time. You've really got to go carefully through them. They've got to be produced, and there's tons of paper involved and so forth, unless we do something like a reference to it. It sounds as though, except for maybe a short period of time, for at least 30 years Palo Alto has used sense minutes. I'm guessing.

Ms. Minor: I don't know the exact length.

Council Member Kniss: You can only go back to 2001.

Herb Borock: I urge you to adopt either the verbatim minutes or the sense minutes as the official record, rather than a video or just the action minutes. In terms of workload, preparing sense minutes requires the person preparing them to make good judgment about what should be in it. The person reviewing it also makes a judgment about whether the first person's judgment was correct. The quality of minutes varies depending upon who's doing them. The Planning Commission, in my history, used to have a contractor who attended the meetings and was capable of spelling everyone's name correctly, was capable of preparing verbatim minutes with proper grammar and didn't leave blanks in the minutes when they said they couldn't hear what something was. Who is doing it and how they're doing it, whether they're listening to a tape of a meeting they never attended and whether they're capable of doing it is going to make a difference. In terms of the cost, I was trying to think of how much money, \$20,000 or \$25,000, is. I believe it's less than the annual housing cost for one Assistant City Manager, just to give a comparison of money. There was a time when the previous City Manager got the Council, at least for Standing Committees, to

# DRAFT ACTION MINUTES

try and go to action minutes and said, "You'd have the videotape to look at." He neglected to tell the Council that those videotapes were only kept for a year and then were written over. It was only when someone from the public went to the Media Center and explained that to them that the Media Center started preserving the video record. We can't depend upon some other organization to be keeping the City's records, because they're not the City's records. They're the video records of the Media Center. Those are easier to alter or destroy than people having their own copies of the verbatim or the sense minutes. There were two types of sense minutes. I would guess it was in the 1980s when Gloria Young was the Clerk that she was encouraged to find some cost cutting. She decided that one way to do that would be have sense minutes that were not as extensive as the previous sense minutes. Some people tend to think that those minutes from the '80s were verbatim minutes, because of how extensive they were compared to more recent sense minutes. They were both sense minutes. Verbatim minutes are the better ones. Those of you who have been on the Planning Commission or those who attend Commission meetings and follow issues notice that it's possible to prepare verbatim minutes and for the Commissioners to make a decision of whether or not those minutes are accurate. It's better for the members of the legislative body who are here when those meetings were held to make a judgment that they have accurate minutes rather than having them produced 10 or 20 years later because someone wants to look at an item and there's no way of knowing if it's accurate or that's what occurred at the meeting. I would encourage you to spend the money, which I don't think is a large amount compared to other amounts. I understand what Council Member Kniss said about the difference of the ability to read sense versus verbatim minutes, but that has a qualification, that is, the quality of who is preparing those sense minutes in the first place. Thank you.

Council Member Scharff: I agree with Herb that reading verbatim minutes, I don't think it's that difficult. It's the quality of the people that make up the sense minutes, and that varies dramatically of who you get. I don't know about any of you, but it's too much work to look at the sense minutes, go through the video and compare, unless something seems really off. What you often get in those is something that's slightly off in the sense minutes. Whereas, I can easily scan the verbatim minutes. We should definitely produce the verbatim minutes.

**MOTION:** Council Member Scharff moved, seconded by Vice Mayor Schmid to move to action minutes and a video as the official record of City Council Meetings. Verbatim minutes will also be prepared.

# DRAFT ACTION MINUTES

Vice Mayor Schmid: The important point is that sense minutes are an interpretation and they take some work to go through. At the extreme, you have the minutes that come out of the UAC in which a 2 1/2 hour meeting is turned into two pages. It is not helpful. Verbatim minutes give it to the reader to decide how to read, how much time, how useful it is. There are enough Council Members who find it valuable to go ahead.

Mayor Holman: Can I ask a clarifying question before going to Council Member Filseth, who has hit his light? There's reference in the Staff Report to DVDs and the Media Center. I'm not comfortable with relying on, maybe this was just a for instance, a physical medium, because they go away, they corrupt, readers go away. I'm not sure what the long-term sustainability is of that. I was wondering if the intention is or is not to have the video record be what's on the Media Center's site. Also, can we take Media Center video and put it in the cloud as well?

Ms. Minor: Mayor Holman, the video goes on the Media Center's website. It also goes on our MinuteTraq IQM2 website. When we move to the new way I want to have our website for the agendas and minutes, it will also be linked there. We are keeping the hard copy of the DVD. It will be in numerous locations.

Mayor Holman: I feel better about that.

Council Member Scharff: My intention on this is that if it's the official record, the City has a duty to keep its official records safe and available. I wouldn't say how to do it. I would expect the latest IT to make sure that our official records do not get lost.

Council Member Kniss: Are the verbatim minutes in the packet? We get verbatim minutes every time. Yes, no?

Ms. Minor: When we send minutes out now, they come back sense. That's what you get in the packet to review.

Council Member Kniss: I don't think it's answering the question. The verbatim minutes take pages and pages. Are they attached the way our minutes would be now?

Ms. Minor: If you want them attached that way, they can be attached that way.

Council Member Kniss: If not?



# DRAFT ACTION MINUTES

Ms. Minor: Then the verbatim minutes would be kept on our S drive or some other safe location. A copy of the minutes would be put on our website and available.

Council Member Kniss: I would find that doubly troubling then. I'm not supporting it.

Council Member Filseth: I assume there's no reason, if we get out a couple of months and we all hate the verbatim minutes, we can't go back to sense minutes.

Ms. Minor: That's correct.

Council Member Wolbach: Just to be really clear, we're talking about four different things here: action minutes, sense minutes, verbatim minutes and video recording. Correct? Great. What we're talking about is eliminating the production of sense minutes. Correct?

Ms. Minor: That's correct.

Council Member Wolbach: Just relying on action minutes and the video as the official recording, and then verbatim or transcript minutes would also be prepared. Because they are not the official record, the verbatim minutes would not have to be printed out. We would not have to get reams of paper, they would not have to come to us for approval. We're not going to kill more trees than we already do. It would probably save a lot of paper. It would save work for City Clerk Minor. I will be supporting this. It is important that we have the action minutes for quick reference. If we can continue moving forward to improve the linkability of our action minutes to the video, that would be great. If there's an opportunity at some point without too much Staff time or contract cost to have the verbatim minutes, even though they aren't official, link straight to the video, you could click on something in the verbatim minutes in the future and it would link to the spot on the video where you can watch that, that would be great. That's not in the motion right now, but that's something we can work towards. I like the motion; I'll support it. I hope that Council Member Kniss will reconsider.

Council Member DuBois: I don't find this motion clear in terms of what happens to the Ordinance. I would propose an amendment that Section C of the Ordinance would read, "As soon as possible after each Council meeting, the verbatim minutes would be distributed publicly." We're producing verbatim minutes, but it's not clear what is happening to them.

Council Member Kniss: I didn't hear that, but that's good that that happens.

# DRAFT ACTION MINUTES

Council Member Scharff: That's acceptable.

Mayor Holman: You're saying produced. Do you mean publicly available?

Council Member Scharff: The way I see this working is we give this broad direction. You clarified something that's important. The City Attorney comes back with an Ordinance. We see the Ordinance. We vote on the Ordinance. If we're unhappy with it, we can make changes.

Council Member DuBois: The Ordinance would come back on Consent though

Council Member Scharff: That's true.

Council Member Burt: I wanted to get clarification on what this means, that verbatim minutes would be publicly produced. Rather than produced, you're talking about provided to the public. Right?

Council Member DuBois: I'm specifically referring to Clause C of the Ordinance which is fairly detailed.

Council Member Burt: What does that mean?

Council Member DuBois: It says that copies will be made available to every Council Member, City Manager, Department heads, newspapers, be made available to the public on the front counter in the Clerk's Office ...

Council Member Burt: Are these all hard copies?

Council Member DuBois: ... the table and bulletin board in Council Chambers and City libraries except the Children's Library.

Council Member Burt: You're talking about hard copies?

Council Member DuBois: Yes.

Council Member Burt: Of all these verbatim minutes. Do we have any idea how many pages this might be?

Ms. Minor: Our minutes at this time are around 40 pages or plus.

Council Member Burt: Of verbatim minutes.

Ms. Minor: Of sense minutes. Verbatim would probably be longer than that.

Council Member Burt: Much longer. I've got a problem; that's a lot of printing.

# DRAFT ACTION MINUTES

Council Member Scharff: I agree with Council Member Burt. That's too much printing.

Council Member DuBois: All the public will see is our votes in all these records.

Council Member Burt: Most of the public has access to computers these days. If we as part of the action minutes also put on that hard copy clarity as to how to access the verbatim minutes, anybody can go and access them. I don't think we have to print 100-plus pages for all these different locations, to every Council Member. That seems like a waste to me.

Ms. Minor: Mayor Holman, if somebody wants a copy of the minutes, they can also contact us. A lot of our public records that we're doing now, we will send them electronically to somebody. If they want a copy, we can print a copy for them rather than printing all these other copies.

Council Member Burt: I would propose a change in wording to this, "Verbatim minutes would be made available digitally to the public and hard copies available upon request." That could be available to Council Members upon request too.

Council Member Scharff: That's acceptable to me.

Vice Mayor Schmid: Yes. As long as it's clear that it's the option of each Council Member how to receive a packet of verbatim minutes from the Council and from the Commissions and Boards, if they so want.

Council Member Burt: This doesn't speak to Boards and Commissions.

Mayor Holman: To go to Council Member DuBois' point, it does say in the Ordinance now that a copy will be forwarded to all these different entities. I don't want to send paper to all these entities either. Right now, I guess the public could be broadly interpreted. "Digitally to the public" as opposed to "publicly available." I don't know if that makes any difference. "Publicly available" means everybody can access it. "Digitally to the public" sounds like we're talking about people out there as opposed to internally. I'm suggesting to the maker of the motion that instead of "available digitally to the public," "be made publicly available."

Council Member Scharff: "Publicly available digitally." That's fine.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** TO direct Staff to return with an Ordinance updating Municipal Code Section C to read "As soon as possible after each

# DRAFT ACTION MINUTES

Council meeting, verbatim minutes would be made publicly available digitally and hard copies available upon request."

**MOTION PASSED:** 7-2 DuBois, Kniss no

Adjournment: The meeting was adjourned at 11:00 P.M.