

Ordinance No. 5423

Ordinance of the Council of the City of Palo Alto Amending Chapter 2.04 (Council Organization and Procedure), Section 2.04.160 (City Council Minutes), to Require that Action Minutes and Sense Minutes Be Prepared for All Council and Council Standing Committee Meetings, and Deleting the Requirement for Verbatim Transcripts

The Council of the City of Palo Alto ORDAINS as follows:

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

A. The City and the public require clear, accessible records of all official business of the City Council and its committees. The Council finds that action minutes and the video and audio recordings of Council and committee meetings are the clearest and most complete records of Council proceedings and actions. For this reason, action minutes and video and audio records shall be the official records of Council and committee proceedings.

B. Council further finds that there remains a use for summaries of Council discussions, which provide additional detail in a form that is easier and quicker to review than video and audio recordings. Council hereby amends the Municipal Code to require the Clerk to prepare unofficial summaries of Council and committee meetings, for the use and convenience of Council and the public.

SECTION 2. Section 2.04.160 "City Council Minutes" of the Palo Alto Municipal Code is 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 and council standing committees. The minutes shall be action minutes. As soon as possible after each council and committee meeting, the city clerk shall post draft action minutes on the city's website and transmit a copy to each council member.

(c) ~~A verbatim transcript of the proceedings shall also be prepared.~~ The city clerk shall also prepare a summary of discussions and actions taken at all regular and special council meetings and council standing committees. The summaries, or sense minutes, are for the use and convenience of council and the public and shall not be approved by council as official records of proceedings. As soon as possible after each council and committee meeting

~~the verbatim transcript,~~ sense minutes shall be made publicly available digitally on the city's website and hard copies available upon request.

(d) At the meeting following posting of the draft action minutes, 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. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion or sections of the Ordinance. The Council hereby declares that it should have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

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

INTRODUCED: December 4, 2017

PASSED: January 22, 2018

AYES: DUBOIS, FILSETH, FINE, HOLMAN, KNISS, KOU, SCHARFF, TANAKA, WOLBACH

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

DocuSigned by:
Beth Minor
275231170A80407...

City Clerk

DocuSigned by:
Liz Kniss
F0BF79097E75416

Mayor

APPROVED AS TO FORM:

DocuSigned by:
Molly Stump
39A473B653574A9

City Attorney

APPROVED:

DocuSigned by:
Jack Forge
30E7208FB2064DB...

City Manager

DocuSigned by:
[Signature]
228154BC80A8476

Director of Administrative Services

Certificate Of Completion

Envelope Id: 1C464477DC5A4342B53670835547BD20	Status: Completed
Subject: Please DocuSign: ORD 5423 Amending Chapter 2.04.160.docx	
Source Envelope:	
Document Pages: 3	Signatures: 5
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kim Lunt
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	kimberly.lunt@cityofpaloalto.org
	IP Address: 12.220.157.20

Record Tracking

Status: Original	Holder: Kim Lunt	Location: DocuSign
1/24/2018 2:20:47 PM	kimberly.lunt@cityofpaloalto.org	

Signer Events

Molly Stump
Molly.Stump@CityofPaloAlto.org
City Attorney
City of Palo Alto
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

39A473B653574A9...
Using IP Address: 12.220.157.20

Timestamp

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Viewed: 1/24/2018 4:55:03 PM
Signed: 1/24/2018 4:55:54 PM

Electronic Record and Signature Disclosure:
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Lalo Perez
Lalo.Perez@CityofPaloAlto.org
Chief Financial Officer
City of Palo Alto
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signed: 1/25/2018 9:19:39 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

James Keene
james.keene@cityofpaloalto.org
City Manager
City of Palo Alto
Security Level: Email, Account Authentication (None)

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Using IP Address: 156.39.10.47
Signed using mobile

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Signed: 1/30/2018 2:20:06 PM

Electronic Record and Signature Disclosure:
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ID: 44fe333a-6a81-4cb7-b7d4-925473ac82e3

Liz Kniss
Liz.Kniss@CityofPaloAlto.org
Security Level: Email, Account Authentication (None)

DocuSigned by:

E0BF79097E75416...
Using IP Address: 199.33.32.245
Signed using mobile

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Viewed: 1/30/2018 4:33:48 PM
Signed: 1/30/2018 4:35:20 PM

Electronic Record and Signature Disclosure:
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Signer Events	Signature	Timestamp
Beth Minor Beth.Minor@CityofPaloAlto.org City Clerk City of Palo Alto Security Level: Email, Account Authentication (None)	 Using IP Address: 12.220.157.20	Sent: 1/30/2018 4:35:21 PM Viewed: 1/30/2018 4:35:59 PM Signed: 1/30/2018 4:37:10 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	1/30/2018 4:37:10 PM
Completed	Security Checked	1/30/2018 4:37:10 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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