



## Legislation Text

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**File #:** Ordinance 02-2017, **Version:** 2

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Agenda Date: 02/21/2017

**Subject:**

An ordinance on second reading amending section 1-3-2 of the city code to add a new definition for 'minutes'

Presented By: Wendy Heffner, City Clerk
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**POLICY QUESTION:**

Does city council support amending the city code to add a new definition for 'minutes'?

**BACKGROUND:**

On March 18, 2014, the city council approved an ordinance amending the city code that stated "...the term 'minutes' shall mean the video record of the meeting of the city council or any of its boards or commissions.". On December 13, 2016, city council directed staff to prepare an ordinance amending the definition of minutes to state "...the minutes of records will be written action minutes. Action minutes shall mean: motions, the vote of any motion, and the name of any citizens speaking under public comment and/or public hearings and their stance."

On February 7, 2017, the city council approved on first reading the ordinance amending section 1-3-2 of the city code to add a new definition for "minutes", with the following approved amendment: *In case of conflict or need for clarification between the action minutes and the video recording, the video recording shall be consulted for interpretation. The video recordings of meetings shall be kept in perpetuity to provide clarification of action minutes when needed.* The amendment has been added to the ordinance for second reading.

**STAFF RECOMMENDATION:**

Staff recommends approval of Ordinance 2, Series 2017.

**PROPOSED MOTION:**

I move to approve an ordinance on second reading which amends section 1-3-2 of the city code to add a new definition for minutes.