

ORDINANCE NO. 5349

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 action minutes. As soon as possible after each council 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. As soon as possible after each council meeting the verbatim transcript 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. 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.

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

INTRODUCED: August 31, 2015

PASSED: October 5, 2015

AYES: BERMAN, BURT, FILSETH, HOLMAN, SCHARFF, SCHMID, WOLBACH

NOES: DUBOIS, KNISS

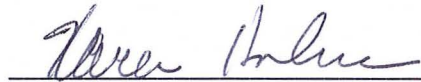
ABSENT:

ABSTENTIONS:

ATTEST:



City Clerk



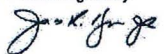
Mayor

APPROVED AS TO FORM:

DocuSigned by:  
  
39A473B653574A9...

City Attorney

APPROVED:

DocuSigned by:  
  
39E7298FB2084DB...

City Manager

### Certificate Of Completion

Envelope Number: C1DC5B7DBE734187AFA519C64C4E9BA0  
 Subject: Please DocuSign this document: ORD 5349 Council Minutes v3.pdf  
 Source Envelope:  
 Document Pages: 2  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Enveloped Stamping: Enabled

Status: Completed  
 Envelope Originator:  
 Kim Lunt  
 250 Hamilton Ave  
 Palo Alto , CA 94301  
 kimberly.lunt@cityofpaloalto.org  
 IP Address: 199.33.32.254

### Record Tracking

Status: Original  
 10/8/2015 5:04:21 PM PT  
 Holder: Kim Lunt  
 kimberly.lunt@cityofpaloalto.org  
 Location: DocuSign

### Signer Events

Molly Stump  
 Molly.Stump@CityofPaloAlto.org  
 City Attorney  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure: Not Offered  
 ID:

### Signature

DocuSigned by:  
  
 39A473B653574A9...  
 Using IP Address: 199.33.32.254

### Timestamp

Sent: 10/8/2015 5:05:57 PM PT  
 Viewed: 10/18/2015 10:10:51 PM PT  
 Signed: 10/28/2015 3:59:53 PM PT

James Keene  
 james.keene@cityofpaloalto.org  
 City Manager  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure: Accepted: 4/14/2015 5:40:07 PM PT  
 ID: 44fe333a-6a81-4cb7-b7d4-925473ac82e3

DocuSigned by:  
  
 39E7298FB32064DB...  
 Using IP Address: 199.33.32.254

Sent: 10/28/2015 3:59:55 PM PT  
 Viewed: 11/13/2015 2:22:54 PM PT  
 Signed: 11/13/2015 2:23:21 PM PT

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

Sharon Hanks  
 sharon.hanks@cityofpaloalto.org  
 Secretary to City Attorney  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure: Not Offered  
 ID:

Using IP Address: 199.33.32.254

Sent: 10/8/2015 5:05:57 PM PT  
 Viewed: 10/19/2015 8:22:13 AM PT  
 Completed: 11/13/2015 2:23:21 PM PT