



Legislation Text

File #: 21-0123, **Version:** 1

ITEM TITLE:

City Council 2019 Minutes: (1) Regular Meeting Minutes of March 5, 2019, (2) Special Meeting Minutes of February 26, 2019, (3) Regular Meeting Minutes of February 19, 2019, and (4) Regular Meeting Minutes of February 5, 2019

SUBMITTED BY: City Clerk's Office

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

The deputy city clerk recently conducted an internal audit to identify past years Council meeting minutes (2019 - 2015) which remained to be transcribed and/or formally reviewed by City Council.

Identified pending past meeting minutes will be submitted to City Council for review in installments by year as they are completed, starting with 2019.

The following pending 2019 City Council meeting minutes are attached for Council review:

- Regular Meeting Minutes of March 5, 2019
- Special Meeting Minutes of February 26, 2019
- Regular Meeting Minutes of February 19, 2019
- Regular Meeting Minutes of February 5, 2019

With these four sets of minutes, all 2019 Council meeting minutes are complete.

The deputy city clerk is conducting internal departmental cross training and putting procedures in place to ensure current year Council meeting minutes remain up-to-date. These steps are critical in the event routine workload for the City Clerk's Office is impacted again by emergent events in the future.

Note: Council meeting audio/video recordings and meeting action summaries (the agenda with the roll call and

motions/votes) have been processed and posted to the City's agenda website within several business days of all meetings/work sessions, including meetings where formal minutes remain pending.