



Legislation Text

File #: 21-0347, **Version:** 1

ITEM TITLE:

City Council 2018 Minutes: (1) Regular Meeting Minutes of August 7, 2018, (2) Regular Meeting Minutes of August 22, 2018, and (3) Regular City Council Meeting Minutes of September 4, 2018

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 (2018 - 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 2018 and working backwards.

The following pending 2018 City Council meeting minutes are attached for Council review:

- Regular Meeting Minutes of August 7, 2018
- Regular Meeting Minutes of August 22, 2018
- Regular Meeting Minutes of September 4, 2018

With these three sets of minutes, all 2018 Council meeting minutes are complete.

The deputy city clerk has also conducted internal departmental cross training and put 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 were processed and posted to the City's agenda website within several business days of all meetings/work sessions for all years, including past meetings where formal minutes still remain pending.

