



The following information comprises the minutes for a special meeting of the City Council, a joint meeting of the Banning City Council and Banning Utility Authority and a joint meeting of the Banning City Council and the Banning City Council sitting in its capacity as the Successor Agency Board.

**MINUTES
CITY COUNCIL**

**5/9/2023
SPECIAL MEETING**

COUNCIL MEMBERS PRESENT: Council Member Sheri Flynn
Council Member Reuben Gonzales*
Council Member Rick Minjares
Mayor Pro Tem Colleen Wallace
Mayor Alberto Sanchez

COUNCIL MEMBERS ABSENT: None

OTHERS PRESENT: Doug Schulze, City Manager
Serita Young, City Attorney
Marie Calderon, City Clerk
Caroline Patton, Deputy City Clerk
Thomas Miller, Electric Utility Director
Anthony Riley, Communications Manager

**Arrived at 4:53 p.m.*

1. CALL TO ORDER

Mayor Sanchez called the special meeting to order at 4:03 p.m.

1.1 Roll Call

COUNCIL MEMBER	PRESENT:	ABSENT
Flynn, Sheri	×	
Gonzales, Reuben*	×	
Minjares, Rick	×	
Sanchez, Alberto	×	
Wallace, Colleen	×	

**Arrived at 4:53 p.m.*

2. WORKSHOP

2.1. Meeting Minutes Workshop

Caroline Patton, Deputy City Clerk, provided the staff report.

Public Comment

- Lynnea Hagen
- Inge Schuler
- John Hagen
- Frank Burgess

Motion to continue the policy of action minutes under the current definition, including decisions of the body only.

Motion by Council Member Minjares
Seconded by Mayor Pro Tem Wallace

COUNCIL MEMBER	YES	NO	ABSTAIN	RECUSE	ABSENT
Flynn, Sheri		×			
Gonzales, Reuben	×				
Minjares, Rick	×				
Sanchez, Alberto	×				
Wallace, Colleen	×				

Motion approved by a vote of 4-1.

3. ADJOURNMENT

The Special City Council meeting adjourned at 5:01 p.m.

Minutes Prepared by:


Caroline Patton, Deputy City Clerk

*These minutes have been prepared as **Action Minutes** in accordance with City Council Resolution 1995-21 and Government Code Sections 36814, 40801, and 54953(c)(2).*

This entire meeting may be viewed here:

<https://banninglive.viebit.com/index.php?folder=City+Council+Meetings>

All documents related to this meeting are available here:

<http://banning.ca.us/Archive.aspx?ADID=2833>

ATTACHMENTS:

Exhibit A – Presentation



MEETING MINUTES

City Council Special Meeting - Workshop

May 9, 2023

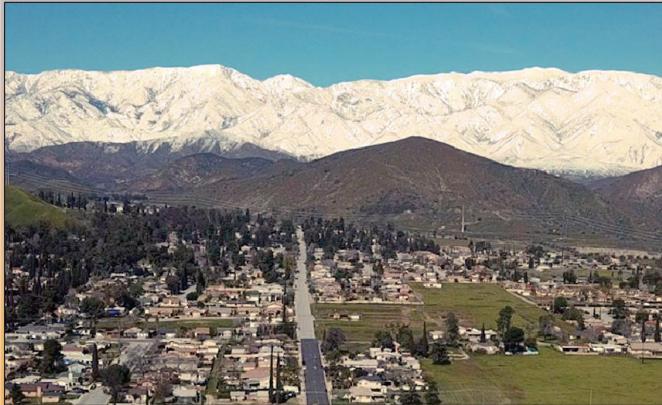


"In an ordinary society, the minutes should contain mainly a record of what was done at the meeting, not what was said by the members."

-Henry M. Robert
Author, Robert's Rules of Order



Road Map



- Types of Minutes
- City Policy History
- Best Practices
- Official Meeting Record
- Staff Time Versus Benefit
- Coming Soon



Types of Meeting Minutes

- Action Minutes
- Summary Minutes
- Verbatim Minutes

A record of what **occurs** at a meeting—includes decisions with no description of discussions.

A record of what occurs **and** a summarization of discussions.

A word-for-word transcription of the meeting.



City Policy History

1995**Staff Recommendation**

Adopt Resolution 1995-21 adopting a policy of Action Minutes

Result

Resolution 1995-21 was adopted.

2017**Staff Recommendation**

Follow Resolution 1995-21.

Result

Reaffirmed policy directive in Resolution 1995-21.

2023**Staff Recommendation**

Continue to follow Resolution 2023-21.

Alternatives

1. Direct staff to draft updated policy documents for Council review.
2. Provide alternate direction.



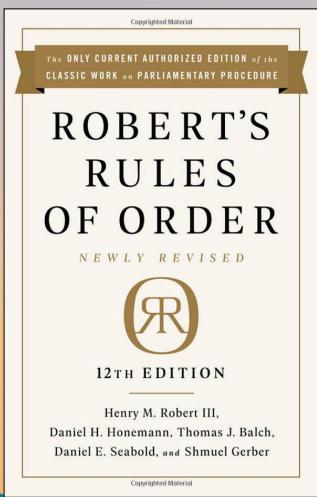
Best Practices



- Robert's Rules of Order
- CCAC Guidelines
- CA Government Code
- Manual of Procedural Guidelines



Robert's Rules of Order



“...a record of what was done at the meeting, not what was said by the members.”

- Guide on Parliamentary Procedure
- Covers all things public meeting
- Advises Action Minutes



CCAC* Guidelines

“All components of minutes shall be for the primary purpose of **memorializing decisions made by the legislative body.**

Any minute component that does not serve this primary purpose should be **minimized or eliminated**; this includes comments made by individual body members and members of the public.”

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issue these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *reify* that the correct procedures for decision-making were followed.

Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:

- Government Code 48001. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
- Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and nays in the journal.
- Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
- Government Code 53232.5(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the legislative body. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by individual body members and members of the public.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment times); b) type of meeting (Regular/Special/Adjusted Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.



California Government Code (GC)



- **GC 40801**

Clerk shall keep an accurate record of proceedings (with an index!).

- **GC 36814**

At request of Council Member, can enter ayes and noes into the record.

- **GC 54953(c)(2)**

Report votes/abstentions of each member present for an action.



Manual of Procedural Guidelines

**MANUAL OF PROCEDURAL GUIDELINES
FOR THE CONDUCT OF
CITY COUNCIL AND CONSTITUENT
BODY/COMMISSION MEETINGS FOR THE**

CITY OF BANNING

Adopted October 23, 2012, by City Council Resolution 2012-83
Amended April 23, 2013, by City Council Resolution 2013-48
Amended November 12, 2013, by City Council Resolution 2013-103
Amended May 26, 2020, by City Council Resolution 2020-67
Amended February 14, 2023, by City Council Resolution 2023-34

- Abbreviated Minutes
- “Best and Most Complete” Recording is the Official Record Copy



Official Meeting Record

- Video Recording is the official meeting record
- Staff can provide verbatim minutes on specific agenda items on an as-needed basis
- City Council can request additional detail to be added to minutes for that meeting
- Retention Questions



Summary Minutes



- Clerk/Secretary necessarily have to remain neutral to perform their role effectively
- Summarization = Interpretation + Judgement
- Risks Involved
 - Legal
 - Personal



Staff Time Versus Benefit

- More content = More corrections
- Adds time to the process
- Reduces staff time for other job duties



Fiscal Impacts



- More staff time, requiring additional staff
- Impacts to staffing in:
 - City Clerk's Office
 - Community Development,
 - Parks and Recreation, and
 - Finance Departments





COMING SOON

Agenda Management Software

- Additional features
- Access and accessibility
- Implementation timeline



COMING SOON

Agenda Management Software

- [City of Duarte](#)
- [City of Ontario](#)
- [City of Placentia](#)



Thank you
for Listening!

Questions?

Contact Information

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