



*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	X	
Gonzales, Reuben*	X	
Minjares, Rick	X	
Sanchez, Alberto	X	
Wallace, Colleen	X	

*\*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		X			
Gonzales, Reuben	X				
Minjares, Rick	X				
Sanchez, Alberto	X				
Wallace, Colleen	X				

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>

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### ATTACHMENTS:

**Exhibit A – Presentation**

# EXHIBIT A



# MEETING MINUTES

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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

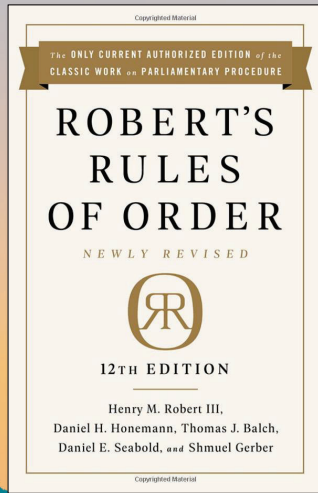


- Robert's Rules of Order
- CCAC Guidelines
- CA Government Code
- Manual of Procedural Guidelines





# Robert's Rules of Order



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

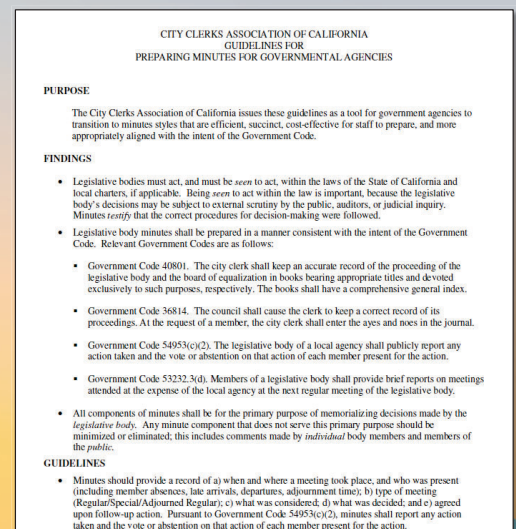
- Guide on Parliamentary Procedure
- Covers all things public meeting
- Advises Action Minutes



## 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



# 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 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





## Agenda Management Software

- Additional features
- Access and accessibility
- Implementation timeline



## Agenda Management Software

- City of Duarte
- City of Ontario
- City of Placentia



*Thank you  
for Listening!*

## Questions?

### Contact Information

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