

RESOLUTION NO. 11-10

A RESOLUTION of the City Council of the City of Port Angeles, Washington, establishing a policy for the format of the City Council Meeting Minutes.

WHEREAS, City Staff has recommended to the City Council adoption of a policy of streamlining the practice of taking detailed minutes for the City Council, and

WHEREAS, it is in the best interest of the City to establish a uniform, objective policy for the preparation of council minutes; and

WHEREAS, the preparation of these minutes maximizes personnel resources and is more cost effective and time efficient.

NOW, THEREFORE be it resolved by the City Council of the City of Port Angeles as follows:

Section 1. The following information shall be included in the council minutes:

- A. Date, hour, and place of the meeting.
- B. The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes, and next to the member's name in the roll call section.
- C. Whether it is a regular, adjourned, or special meeting.
- D. Time the meeting commenced. Time of meeting recess (if any).
- E. Topics of business.
- F. Actions taken on each business item:
 - Record motions and votes
 - Include direction given to staff by general consensus
 - If an intent is stated, include a summary stating the intent of the Council.
- G. Statements made "for the record" or made for the express purpose of clarifying the intent of the body.
- H. Oral communications/public comment should reference the name of the person, address, subject matter addressed, whether the comments were for or against the subject matter, and direction (if any) given.
- I. City Council Reports should include the names of meetings attended, and subject of meetings, when provided.
- J. Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.

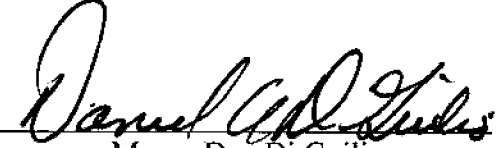
K. Signature block for the Mayor and City Clerk.

Section 2. With respect to public hearings, the minutes shall include:

- A. The time that the public hearing was opened.
- B. Identification of any written evidence in the form of statements, affidavits, reports, photographs, maps, correspondence, or other objects filed at the hearing and included as part of the record.
- C. The names and addresses of people who spoke and whether their testimony was for or against the hearing subject.
- D. Findings of the body (if the findings are modified or otherwise not incorporated in the ordinance, resolution or staff report as a result of the hearing).
- E. The time that the public hearing was closed. If the hearing is continued, the date, time and place of the continued hearing shall be reflected in the minutes.
- F. Statements made "for the record" or made for the express purpose of clarifying the intent of the body.
- G. Action taken on the subject matter:
 - Record motions and votes
 - Include direction given to staff by general consensus
 - If an intent is stated, include a summary stating the intent of the Council.

Section 3. The audio recordings of the City Council meetings shall be maintained by the City Clerk for a period not less than six years, according to the Washington State retention schedule.

PASSED by the City Council of the City of Port Angeles at a regular meeting of said Council held on the 15th day of ^{June}~~July~~, 2010.


Mayor Dan Di Giulio

ATTEST:


Janessa Hurd, City Clerk

APPROVED AS TO FORM:


William E. Bloor, City Attorney