



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

City Council

Tuesday, December 13, 2016

6:30 PM

Community Room

Study Session

Study Session Topics

1. HPB joint study session - HPB Update
2. Community Development Update
3. Meeting Procedures
 - a) [ID# 16-286](#) Meeting Procedures

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



Staff Communication

File #: ID# 16-286, **Version:** 1

Agenda Date: 12/13/2016

Subject:
Meeting Procedures

Presented By: Mark Relph, Acting City Manager and Wendy Heffner, City Clerk

To: City Council
From: Mark Relph, Acting City Manager
Date: December 8, 2016
Re: December 13th Study Session
a) First reading of ordinances
b) Video minutes
c) Meeting summary notes outside of council meetings and study sessions
d) Meeting Decorum
CC: Mike Braaten - Deputy City Manager, Wendy Heffner - City Clerk

At the December 13, 2016 Study Session there is an agenda item titled "Meeting Procedures". This topic is intended to cover some options on how the council might approach three issues; a) first readings of ordinances, b) official record of council meetings (currently video minutes) and, c) meeting summary notes for meetings outside of regular council meetings and study sessions. This memorandum is intended to provide a brief overview of the issues with more detail being presented at the study session.

a) First Reading of Ordinances

Background

The city's current practice for ordinances is to place the first reading on the consent agenda of the council's regular meetings. The intent is not for staff to make a presentation, but simply set the date for the second reading and the public hearing. It is at the second reading when staff is expected to make a formal presentation.

What has occurred recently, some of the first readings have been pulled by council with questions being typically directed to staff. Perhaps in a few cases, questions by council may be presented at the second reading, for which additional staff research is necessary and, thereby delaying the second reading. While both examples may be minority for all ordinances, the question has been raised as to whether or not a more efficient approach may exist. Regardless of when a presentation is made for ordinances (i.e. first or second reading), there will always be some issues that require a study session prior to a regular council meeting.

Options

1. Maintain the current approach but council submits questions to staff in advance of the second reading. The current council protocols do support council submitting questions to staff for any item on the agenda. A regular use of such a protocol would at least provide staff with some time to research the question and be prepared for

the second reading. What this option would not provide is an opportunity for the council, and to some extent the public, to hear the questions earlier as compared to other options.

2. Staff makes a formal presentation at the first reading with council discussion. This would allow the council, and the public, to hear the details of the issue earlier than the current approach and perhaps raise some questions for staff to research and present responses at the second reading. If appropriate, staff would update the staff communication for the second reading based upon the council discussion. There still could be additional council questions prior to the second reading and would encourage the same protocol as option 1 - submit questions to staff in advance of the meeting. The advantage of this approach is to understand the questions early with the issue and minimize the potential of the second reading being delayed.

The disadvantage of this option could be the time it takes to make a presentation at both the first reading and second reading, thereby adding time to council meetings. If council wishes to consider this option, it would be staff's recommendation to have the first reading as the formal presentation and a more abbreviated presentation at the second reading; the latter being a summary of the issue and a response to the questions raised by council.

b) Official Record of Council Meetings (currently video minutes)

Background

Some of council has expressed an interest in discussing the advantages of the video minutes versus written minutes as the official record of the meeting. At the study session, staff intends to provide a brief summary and demonstration of the video approach and then discuss other options.

At the March 18, 2014 regular meeting of the City Council, Ordinance 8-2014 was passed to change the definition of minutes in our City Charter to the video recording. This decision was made based on the following, information from that 2014 meeting:

- In 2013, the city spent approximately \$60,000 in upgrades to the system that televises and records the city's council, planning board and licensing authority meetings. The city spent an additional \$13,500 in staff time to oversee the video recording and archiving of these meetings. These video archives are an exact recording of the matters that are discussed, and actions taken, at those meetings. In addition to the time and funds spent televising and recording meetings, city staff spends many hours each month preparing written minutes of those meetings, duplicating the work that is already included in the recordings.

Since the upgrades noted, the city has invested to date an additional \$22,217.

- Those upgrades included:
- Removal of old, unused equipment including DVD/VCR player, Broadcast Pix video switcher, and outdated or unused monitors
- Integration of new equipment including a broadcast pix video switcher (now supports HD video), AJA Kumo digital video router, 2 x HD LCD monitors, analog to digital video converters (used for cameras in Community Room)
- Upgraded cabling including a Wolfvision Doc Cam and Council Chamber laptop at podium now sends HD video to live stream. Council Chamber projector now supports

HD projection. With all three of these combined, we now have an improved and clearer picture in the chamber and on our recorded meetings.

- Installation of wall plate below podium to easily switch between HDMI (high-definition) and VGA (standard-definition) video from multiple types of laptops. This wall plate also supports the ability to send audio from plugged in laptop to audio board in control room.

- Included in this upgrade were blueprints for all wiring in the Council Chamber which comes in handy when troubleshooting issues or when we need to upgrade again in the future.

The charter requires that the city clerk "keep a journal of council proceedings which shall be open to the public at all times..." and that "the ayes and nays shall be taken upon the passage of all ordinances, resolutions and motions, and entered upon the journal of the council proceedings." (Charter Sections 31 and 37). In addition to certification of the video as the minutes of record for any given meeting, staff has been providing an action journal. This journal not only includes the mover, seconder, action, and vote on each item but also includes all public speakers and their topic of discussion. This more than satisfies the open meetings law which requires that "minutes... be taken, promptly recorded, andopen to public inspection." C.R.S. 24-6-402{2}(d)(I). Not only does the video record satisfy these requirements, as it is posted immediately and reposted with accurate time stamps within 48 hours of the meeting, the accompanying action journal satisfies the same requirement. Our policy still requires that written minutes be provided for any meeting that is not recorded, or for which a malfunction occurs.

Options

1. Maintain the current approach of using the video as the official record of the meetings. In the original council discussions with this approach from March, 2014, the following was presented:

- Staff estimates 40 to 150 hours per month are spent preparing minutes for city council and its boards. Eliminating the preparation of these minutes would free up community development and city clerk staff to focus on other projects.
- Positive impacts would be reduced redundancy, increased staff efficiency, and better use of city resources. Additionally, video recordings are far more reliable and exact than written minutes. There can be no omissions or nuancing of what occurred at a meeting from the video recording.
- Possible disadvantages include an inability to search written minutes for key words. Concerns have also been raised regarding the possibility of lost video recordings; however, the city's video recordings are saved in three locations (on the recording system's hard drive, on DVD, and in Granicus¹

2. Provide written summary or action minutes. Action minutes were what were provided prior to the decision to move to the video approach. This would be similar in form to what is currently provided as the "journal" in the video approach. From staff's perspective, this is simply a policy decision for the council and would certainly support either approach. The disadvantage of this approach would be the loss of detail now contained in the video as the "official" record. Minutes would then have to be reviewed and modified as conditions require, which currently is not an issue with the video.

¹ Granicus has been replaced with OMP (Open Media Network) which operates via You Tube. This is the same system used by the State Legislature.

c) Meeting summary notes for meetings outside of council meetings and study sessions

Background

Council had expressed earlier this year some concern with what many thought was the consensus for direction when council assembled at a breakfast meeting. There were no notes or summary of the meeting for council to rely upon as to what was discussed and the direction. This was not a regular meeting of council, or a study session.

Options

1. Continue status quo. This would not add any additional staff time, but would not address the concern.
2. Staff would attend all such meetings and provide to council written action notes; summary of the issue and given direction. This would be a simple approach to provide a record of the meeting. Staff would suggest formal approval is not necessary, but if their where concerns they could be addressed at a regular meeting of council.
3. Formal action notes approved by council at a regular meeting. Staff generated and would be a more formal approach.

d) Meeting Decorum