

City Council – Action Request Form

Date: December 1, 2017

To: The City Manager

From: Angela Carmon, City Attorney and Melanie Johnson, City Secretary

Council Action Requested:

Adoption of an Ordinance Amending Chapter 2, Section 2-44 of the City Code Regarding Minutes

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information: Currently, City Council Meeting Minutes through June 2011 are published on the City’s website. Electronic documentation of those meetings and the actions taken have been available online since March 2006 and, the same for City Council Committee Meetings since May 2010.

The purpose of the proposed amendment to Section 2-44, recommended for your approval, asks City Council to utilize its authority set forth in G.S. 143-318.10(e) which allows the minutes of meetings of the City Council and City Council committees to be maintained in the form of sound or sound and video recordings. While the proposed ordinance amendment permits the minutes to be maintained in said form, the proposed amendment also requires written minutes in the form of a written summary setting forth at a minimum the actions taken and the results of each vote. For each closed sessions, written minutes and a general account, which may be one document, will be maintained. All sound and video recordings, summaries and general accounts will be retained and disposed of in accordance with Municipal Records Retention and Disposition Schedule published by the North Carolina Department of Natural and Cultural Resources and adopted by City Council.

In the event a member of the public is unable to access such sound or video and sound recordings at home, the City Secretary will make available, in the City Secretary’s Office, a computer or other device by which a member of the public may inspect said minutes. All Forsyth County Public Library locations and all City Recreation Centers are equipped to provide computer internet access to the public.

Committee Action:

Committee	<u>CD/H/GG 12/12/17</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks: