

**RESOLUTION NO. 2026-008**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO,  
CALIFORNIA, ADOPTING ACTION MINUTES FORMAT FOR CITY  
COUNCIL AND CITY COMMISSION MEETINGS**

**WHEREAS**, the City Council and Commissions hold regular and special meetings to conduct public business; and

**WHEREAS**, the City maintains comprehensive audio and video recordings of all City Council and audio recordings of Commission meetings, which are securely stored and backed up and provide a complete and reliable record of the meeting proceedings; and

**WHEREAS**, written minutes are intended to serve as the official record of actions taken by the City Council and Commissions; and

**WHEREAS**, action minutes that record motions, votes, and official actions provide a clear, consistent, and efficient means of documenting City business; and

**WHEREAS**, relying on meeting recordings for the full context of discussion while using action minutes for the written record aligns with widely accepted municipal best practices and supports transparency and accountability.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF CHINO AS FOLLOWS:**

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. Adoption of Action Minutes Format. The City Council hereby adopts the use of Action Minutes for all regular, special, and committee meetings of the Chino City Council / Successor Agency to the Redevelopment Agency / Chino Public Financing Authority and Commission Meetings.

SECTION 3. Reliance on Meeting Recordings. The City's audio and video recordings of meetings shall continue to be maintained as the complete and authoritative record of City Council and City commission proceedings.

SECTION 4. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

By: \_\_\_\_\_  
EUNICE M. ULLOA, MAYOR

ATTEST:

By: \_\_\_\_\_  
NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) §.  
CITY OF CHINO )

I, Natalie Gonzaga, City Clerk of the City of Chino do hereby certify that the foregoing Resolution of the City of Chino was duly adopted by said City Council at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2026, by the following votes:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

By: NATALIE GONZAGA, CITY CLERK