

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: CITY COUNCIL MEETING MINUTES

Effective: January 4, 2016

PURPOSE:

Confirming the use of action style minutes for all regular City Council Meetings and brief summary style minutes for City Council Meetings where Council policy direction may be given but no official actions (votes) are taken.

POLICY:

City Council minutes shall be prepared in a manner consistent with the intent of the Government Code. All components of minutes shall be for the primary purpose of memorializing decisions made by the City Council. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments by individual Council members.

The City Clerks Association of California (CCAC) Guidelines for Preparing Minutes for Governmental Agencies (Attached) shall be used as a template by the City Clerk when creating City Council meeting minutes.

PROCEDURE:

1. For all regular City Council meetings, the City Clerk shall prepare action style minutes as described in the CCAC Guidelines.
2. For all City Council meetings where no official actions (votes) are taken (i.e. Town Hall meetings, Budget Planning Sessions and Priority Setting Sessions), the City Clerk shall prepare brief summary style minutes as described in the CCAC Guidelines.

APPROVED:

City Manager