



## Legislation Details

<b>File #:</b>	15-383	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Business Item	<b>Status:</b>		Passed	
<b>File created:</b>	12/18/2015	<b>In control:</b>	City Council/Public Finance and Economic Development Authority/Parking Authority/Successor Agency to the Redevelopment Agency		
<b>On agenda:</b>	1/4/2016	<b>Final action:</b>			
<b>Title:</b>	SUBJECT: Confirmation of the Use of Action Minutes as the Official Record of City Council				

### REPORT IN BRIEF

Considers the confirmation of action minutes as the official record of City Council for regular meetings and brief summary minutes for meetings such as town halls and budget sessions where Council policy direction may be given but no official actions are taken.

### RECOMMENDATION

City Council - Adopt a motion confirming action minutes as the official record of City Council for regular meetings and brief summary minutes for City Council meetings when no official actions are taken; and, adding section C-5 City Council Minutes to the City Council Administrative Policies.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Features and Benefits of Action and Brief Summary Minutes, 2. CCAC Guidelines for Preparing Minutes.pdf, 3. City Council Administrative Policy C-5

Date	Ver.	Action By	Action	Result
1/4/2016	1	City Council/Public Finance and Economic Development Authority/Parking Authority/Successor Agency to the Redevelopment Agency	approved with conditions	Pass