

POLICY TITLE MINUTE PREPARATION AND MEETING ACTION FOLLOW-UP
FOR ADVISORY BODY AND CITY COUNCIL COMMITTEE
MEETINGS

POLICY STATEMENT:

1. For all advisory bodies, action only minutes shall be provided.
2. Action only minutes will be produced for all advisory body meetings in the same format used for City Council meetings.
3. Proceedings for all advisory body meetings and advisory bodies shall be digitally recorded. The audio recordings shall be retained for one year. Audio recordings of the Planning Commission shall also be available for public review in the Central Branch Library Reference Desk, for six months and in the Planning Department for three years.
4. All resolutions and recommendations adopted by advisory bodies and addressed to the City Council shall be delivered to the Mayor as soon as possible, and at least by the next Mayor's Department Head agenda review meeting. If the action requests Council action, the item will be placed on a future City Council agenda, or a reply will be sent back to the advisory body with an appropriate response at the discretion of the Mayor, with a copy to the Councilmembers.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998
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Revised September 9, 2003
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