

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 recordings shall be made available on the City's website for at least one year.
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 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 Mayor and Councilmembers.

AUTHORIZATION:      Council Policy Manual Update of November 17, 1998  
Revised March 27, 2001  
Revised September 9, 2003  
Revised May 11, 2010  
Revised September 14, 2010  
Revised by Resolution No. NS-30,168 on June 27, 2023