



Council Agenda Report

To: Mayor Grisanti and the Honorable Members of the City Council

Prepared by: Kelsey Pettijohn, Acting City Clerk

Approved by: Steve McClary, Interim City Manager

Date prepared: August 6, 2021 Meeting date: August 23, 2021

Subject: Action Minutes

RECOMMENDED ACTION: Approve transitioning to action minutes as the City Council's official minutes.

FISCAL IMPACT: There is no fiscal impact associated with the recommended action. Transitioning to action minutes will save approximately 20 hours of staff time per month.

WORK PLAN: Preparation of minutes was included as Item 6.c. in the Adopted Work Plan for Fiscal Year 2021-2022.

DISCUSSION: Government Code sections 36814 and 40801 require the City Clerk to keep an accurate record of the proceedings of the City Council in the form of minutes. The Government Code does not specify in what form or style the minutes must be prepared as long as the final actions and votes are recorded.

Historically, staff has prepared long-form summary minutes to provide a very detailed account of City Council meetings. Long-form summary minutes served the purpose of memorializing the public comments and discussion that led to the City Council's decisions. Now, due to advances in live streaming and video storage technology, detailed summary minutes are no longer considered a best practice, and most cities have transitioned to action minutes.

Robert's Rules of Order specifically advises against summary minutes: "Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said." (Robert's Rules of Order in Brief Chapter (3rd Edition) Chapter 13)

If someone wishes to review the discussion that led to the City Council's decision, the video best captures the nuances of the meeting without the filter of staff interpretation. The City maintains the City Council and Planning Commission videos filmed since 2007.

Action minutes will include the following information:

- Meeting date
- Indication whether the meeting is regular, regular adjourned, or special
- Location
- Starting and ending times
- Names of members and staff present
- Description of the agenda items
- A listing of speakers
- The actions taken by the legislative body and how the members voted

Action minutes have been prepared for Planning Commission meetings since 2013 and are available as examples on the City's website.

It is recommended that the City Council direct the City Clerk to transition from long-form summary minutes to action minutes.

ATTACHMENTS: None.