

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Preparation of City Council Meeting Minutes	POLICY # 106
ADOPTED: June 17, 1986	AMENDED: October 8, 2013 August 15, 2023

PURPOSE

To establish the format of the official minutes of the City Council (and all their subsidiary functions) and the disposition of video recordings of those proceedings.

POLICY

The meeting minutes will be "action only" minutes and will include the item title, staff recommendations, Board, Commission and Committee ~~and Commission~~ recommendations, the Council action and the vote.

Public Hearings will include a list of people speaking in favor and in opposition to the item for item ~~under~~ consideration.

The record of all items of business considered by the City Council (or their other subsidiary functions) shall consist solely of a brief title identifying each item of business, the recommendation of any Board, ~~or Commission~~ or Committee, the recommendation of staff, the motion made, and the vote taken. The record of that portion of the City Council meeting devoted to reports from the Mayor, the City Attorney, and the other staff shall consist of a brief description of the subject matter of the report and of any description, provided that the record or any part thereof shall be verbatim if so requested by a member of the City Council prior to approval of the minutes.

It is the goal of the City Clerk's Office to post the recording or webinar of the meeting within 24 hours of the meeting. The City Council meeting minutes will be posted once adopted by the City Council, and video recordings on the City's website, within approximately two weeks of the meeting date, and to webcast the meetings whenever possible. Hard copies of the City Council meeting agendas and minutes will be ~~are~~ available in the City Clerk's Office. Minutes and video recordings will be maintained on the City's website for a minimum of three years from the date of original posting according to the City's most current Records Retention Schedule.

Related Policy References

None.

Prior Policy Amendments

June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)

October 8, 2013 (Resolution No. 2013-147)