



## **CITY OF MENIFEE**

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SUBJECT: Transition from Summary Minutes to Action Minutes for City Council and Commission Meetings

MEETING DATE: November 2, 2022

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, Acting City Clerk

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Authorize the transition from summary minutes to action-based minutes for City Council, Planning Commission, and Parks, Recreation, and Trails Commission meetings in accordance with the law.

### **DISCUSSION**

The City Clerk and support staff prepare summary minutes for the City Council and seven other City advisory bodies and subcommittee meetings. The minutes are the official record of the meeting and reflect the type of meeting, when and where the meeting was held (including beginning and ending times and officials present), action taken, and votes.

City Clerks in general law cities are required to keep a correct record of the proceedings of City Council meetings per Government Code Sections 36814 and 40801. The Government Code does not specify a format for record keeping. The primary purpose of minutes is to memorialize the legislative body's decisions, not to provide a comprehensive transcript of what happened at the meeting.

There are three basic types of formats for minutes:

- 1) **Action minutes** reflect the action taken, including the maker and second of motions and the vote on each motion. The content of presentations and discussions are not included in action minutes.
- 2) **Summary minutes** include the information in action minutes plus a summary of points discussed and individuals' comments.
- 3) **Verbatim minutes** are a word-by-word transcript of the proceedings.

Currently the City of Menifee uses summary style minutes that fluctuate from brief to more lengthy. The City's summary style minutes provide an overall account of the meeting with details of presentations, comments, and discussions. On average, the time to prepare summary minutes takes two and a half times the length of the meeting.

Transitioning to action minutes would streamline the process and allow for a more efficient use of staff time. Other benefits of action minutes include brevity and clarity for audits and judicial review; removes staff interpretation of statements and determination of what comments should be included; eliminates ambiguity by omitting discussion not relevant to final decision; and places emphasis on collective City Council decision-making.

As technology has evolved, access to meeting recordings and materials has increased. Today, the public has access to an archive of video recordings of City Council and Commission meetings that provide a more accurate sense of the discussion. As part of the meeting record, the City records and broadcasts its meetings live and videos are published on the City's website and YouTube. As part of the City's adopted Records Retention Policy (Resolution No. 19-783), meeting video and audio is required to be kept permanently. Additionally, any presentations, reports, and correspondence provided to the City Council and Commissions is kept as part of the meeting record and available upon request.

### **STRATEGIC PLAN OBJECTIVE**

Responsive and Transparent Community Government

### **FISCAL IMPACT**

There is no direct fiscal impact associated with staff time since reduced time spent on minutes processing would provide staff opportunity to work on other responsibilities.

### **ATTACHMENTS**

1. June 15, 2022 Action Minutes Sample
2. June 15, 2022 Approved Summary Minutes