



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

C-8

333 WEST OCEAN BOULEVARD • LONG BEACH, CA 90802 • (562) 570-6101 • FAX (562) 570-6789 • cityclerk@longbeach.gov

July 10, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt a Standing Committee Minutes Policy which requires the docketing of meeting minutes for approval as a part of each Committee meeting.

DISCUSSION

Beginning July 17, 2007, the City Clerk Department will docket Council standing committee meeting minutes as an agenda item on each standing committee's published agenda.

The minutes will provide the text of the motion, the maker and second of the motion, and the votes taken by the standing committee members. To the extent possible, we also try to provide the first and last names of those speaking during public comment.

In addition to docketing of minutes on each standing committee agenda, official draft minutes will also be posted on the agenda website by 12:00 p.m. the Friday after the standing committee meeting. The draft minutes, and the time stamp link to the streaming video (or streaming audio), can be found at this web link (Legistar InSite):

<http://clblegistar.longbeach.gov/calendar/#current>

We consider the version of minutes contained on the "video archive" web page as our notepad. While the notepad version is generally available soon after the standing committee meeting, its contents should not be considered as official minutes.

To use the notepad minutes in the video archive, you may follow this link:

http://longbeach.granicus.com/ViewPublisher.php?view_id=12

In the event of differences between the notepad and Legistar minutes, please defer to the Legistar version.

Should any City Council district office have questions regarding the standing committee minutes submitted, we respectfully request that you contact me prior to 12:00 p.m. on the day of the standing committee meeting. With notice prior to the meeting, City Clerk staff can attempt to resolve any questions that you may have before the start of the standing committee meeting.

In cases where questions cannot be resolved before the start time of the standing committee meeting, we will ask for a motion and a second that the standing committee meeting minutes be held over for approval at the following meeting.

TIMING CONSIDERATIONS

None.

FISCAL IMPACT

None.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "LGH", with a stylized flourish at the end.

LARRY G. HERRERA
CITY CLERK

LGH:mn