TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: CITY MANAGER’S OFFICE
DATE: MARCH 7, 2005 CMR: 169:05
SUBJECT: RECOMMENDATION TO DISCONTINUE INCLUDING COUNCIL PACKET MINUTES FROM BOARDS AND COMMISSIONS OTHER THAN WHEN RELATED TO AGENDA ITEMS, AND INSTEAD TO POST THEM ON THE CITY’S WEB SITE

RECOMMENDATION
Staff recommends that approved minutes from board and commission meetings not be placed in the packet unless associated with an item before the Council or Council Committee. Instead, minutes will be posted as soon as they are completed on the City's web site.

BACKGROUND
Minutes from boards and commission meetings are regularly included in the packet as soon as they have been transcribed. Several Council Members have brought to staff's attention that, given the ubiquity of Internet communications, a more environmentally friendly idea would be to post the minutes on the City's web site.

DISCUSSION
Staff would continue to attach all minutes associated with decisions that come before the Council with the associated staff report at the time it is considered by the Council. Staff would also ensure that all approved minutes from board and commission meetings were posted to the City's web site as soon as they are completed. In order to alert packet readers of the change, a notification about the fact that the minutes are available on the City's web site will be included with each packet at the end for the next three months. If approved by Council, staff would make the change with all packets beginning in March 2005.

RESOURCE IMPACT
Implementation of this recommendation should have an impact in terms of reduction in paper use and staff time for processing.
POLICY IMPLICATIONS
This recommendation is consistent with streamlining initiatives. This recommendation is consistent with the Council's Sustainability Policy as well.

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