TO: HONORABLE CITY COUNCIL
ATTN: POLICY AND SERVICES COMMITTEE
FROM: CITY MANAGER DEPARTMENT: CITY MANAGER'S OFFICE
DATE: AUGUST 5, 2002 CMR:370:02

SUBJECT: PROCEDURE FOR BOARD AND COMMISSION MINUTES

This is an informational report and no Council action is required.

BACKGROUND

On July 15, 2002, Council asked staff to provide an informational report on the procedures for including board and commission minutes in the Council packet. Additionally, Council asked staff to explore the feasibility of posting all board and commission minutes on the City’s website.

DISCUSSION

The City of Palo Alto currently has eight boards and commissions. They include: the Architectural Review Board, the Historic Resources Board, the Human Relations Commission, the Library Advisory Commission, the Parks and Recreation Commission, the Planning and Transportation Commission, the Public Art Commission and the Utilities Advisory Commission.

The amount of time required to get the minutes to Council ranges from two to six weeks depending on the complexity of the review process. The individual process for each of the City’s boards and commission is as follows:

Architectural Review Board
- Meetings: Two per month
- Sense minutes are prepared (transcription takes approximately one week)
- Staff reviews minutes and corrects any mistakes
- Draft minutes included in packet for approval at the next Architectural Review Board meeting
• Draft minutes are also included in Council packet, approximately two weeks after a meeting
• Minutes are final once the Architectural Review Board reviews and approves

Verbatim minutes are prepared and attached to staff reports when the board reviews a major item that requires Council approval.
• Transcription takes approximately one week
• Staff reviews minutes and corrects any mistakes
• A draft excerpt is attached to the staff report when item is considered by Council

Historic Resources Board
• Meetings: Two per month
• Sense minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Draft minutes included in packet for approval at the next Historic Resources Board meeting
• Draft minutes are included in Council packet, approximately two weeks after a meeting
• Minutes are final once the Historic Resources Board reviews and approves

Verbatim minutes are prepared and attached to staff reports when the board reviews a major item that requires Council approval.
• Transcription takes approximately one week
• Staff reviews minutes and corrects any mistakes
• A draft excerpt is attached to the staff report when item is considered by Council

Human Relations Commission
• Meetings: One per month
• Sense minutes are prepared (transcription takes approximately one week)
• Draft minutes are given to commissioners for review
• Draft minutes amended (if necessary)
• Draft minutes included in packet for approval at the next Human Relations Commission meeting
• Draft minutes amended (if necessary)
• Final minutes are included in the next Council packet, approximately five weeks after a meeting

Library Advisory Commission
• Meetings: One per month
• Sense minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Draft minutes included in packet for approval at the next Library Advisory Commission meeting
• Draft minutes amended (if necessary)
• Final minutes are included in the next Council packet, approximately five weeks after a meeting

**Parks and Recreation Commission**
• Meetings: One per month
• Sense minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Draft minutes included in packet for approval at the next Parks and Recreation Commission meeting
• Draft minutes amended (if necessary)
• Final minutes are included in the next Council packet, approximately five weeks after a meeting

**Planning and Transportation Commission (P&TC)**
• Meetings: Two per month
• Verbatim minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Draft minutes included in packet for approval at the next Planning and Transportation Commission meeting
• Draft minutes are also included in the next Council packet, approximately two weeks after a meeting
• Minutes are final once P&TC reviews and approves
• In addition, verbatim excerpt minutes are attached to staff report when a major item is considered by Council

**Public Art Commission (PAC)**
• Meetings: One per month
• Sense minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Draft minutes included in packet for approval at the next Public Art Commission meeting
• Draft minutes amended (if necessary)
• Final minutes are included in the next Council packet, approximately 5-6 weeks after a meeting

**Utilities Advisory Commission**
• Meetings: Two per month
• Verbatim minutes are prepared (transcription takes approximately one week)
• Staff reviews minutes and corrects any mistakes
• Utilities senior staff reviews and corrects minutes
• UAC chair reviews minutes
• Draft minutes included in packet for approval at the next Utilities Advisory Commission meeting
• Draft minutes amended (if necessary)
• Final minutes are included in the next Council packet, approximately five weeks after a meeting.

Council requested that staff respond with a solution for placing the approved board and commission minutes on the City’s website. Staff believes that this can be accomplished with minimal effort.

The process would require the City Webmaster to provide a select group of staff members with access to an agenda/minute manager software application, which has already been developed. This software application would allow staff to post board and commission minutes to the appropriate web page. Each of the City board and commissions currently has a dedicated web page. Staff would add a link to each dedicated web page that would direct the user to an index page containing minutes from that particular board or commission.

RESOURCE IMPACT

The process of adding board and commission minutes to the City’s website will minimally increase the staff workload in departments with staff liaisons to a City board or commission.

POLICY IMPLICATIONS

This report does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW

This staff report does not represent a project under the California Environmental Quality Act (CEQA).

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