

RESOLUTION NO. 24-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ADOPTING A POLICY REGARDING THE PREPARATION OF MINUTES FOR THE CITY COUNCIL

WHEREAS, California Government Code requires that the City Clerk keep an accurate record of the legislative history of the City Council and

WHEREAS, the City of Colusa has been producing summary minutes which allow for the interpretation of the individual who is preparing the minutes; and

WHEREAS, the preparation of these meeting minutes is time consuming; and

WHEREAS, action minutes would significantly reduce the time spent on the preparation of minutes; and

WHEREAS, more detailed minutes are no longer required; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Colusa hereby adopts the following policy related to the preparation of Minutes for the City Council of the City of Colusa:

1. All City Council Meeting minutes where the meeting is recorded shall be action minutes which will consist of the following elements:
 - a. the verbatim text of any oral motion;
 - b. the names of all speakers who speak on any item;
 - c. the name of the individuals who made and seconded the motion on the particular item;
 - d. the result of the vote;
 - e. any additional information required by the California Government Code.

RESOLVED, PASSED, AND ADOPTED this 1st day of October 2024 by the following vote:

AYES:

NOES:

ABSENT:

DANIEL VACA, MAYOR

ATTEST:

Shelly Kittle City Clerk