

STUDY SESSION MINUTES STYLE SURVEY RESULTS

CITY	ACTION	SUMMARY	VERBATIM	COMBO	VERBATIM NOTES FROM RESPONDENTS
Campbell				X	Campbell does action summary, although they are supposed to be action, but that doesn't seem to satisfy the expectation. Study Sessions I include a bit more.
Cupertino	x				Our Council has approved action minutes as long as we can provide the YouTube video with translation services. I include the action taken with summary detail for study sessions and oral communications. For public comment on agenda items, I indicate support/oppose and a line or two of detail to appease our residents.
Gilroy	x				
Los Altos Hills	x				Mainly action – which have been approved by the Council. Now that I have someone to prepare my minutes, they have a bit more summary, but still action.
Milpitas				x	We do a bit of a combo. The Councilmembers will typically provide their input for the item, but there is not always a clear consensus. When there is no consensus, I summarize the direction or request from each Councilmember
Morgan Hill	x				
Mountain View	x				Action only, with the following exceptions: Public comment - I have to note the city of residence, topic discussed (on non-agenda items) and whether in support or opposition. If someone has not made specific statements of support or opposition or stated their city of residence, I do not list anything more than their name and general topic of the comment (on non-agenda items only). No motion required/direction to staff – I provide a summary of direction to staff supported by a Council majority.
Santa Clara	x				Santa Clara has adopted actions minutes for council and the boards/commissions, including study sessions
Saratoga	x				it mostly says a Study Session was held and that's about it