



CITY COUNCIL COMMUNICATION

DATE: May 19, 2025

FROM: Kelly Edwards, City Secretary

AGENDA ITEM: Discussion regarding the transition from standard meeting minutes to an action-oriented minutes format.

SUMMARY:

- During Ms. Taber's tenure, minutes were compiled in an action format with details as necessary.
- During Ms. Price's tenure, the minutes were compiled in great detail, along with lengthy discussions.
- When I began, I streamlined the meeting minutes to focus on key topics during discussion and established a standardized format for staff presentations.
- As the Council continues to increase transparency, allowing meetings to be videoed and posted publicly, detailed minutes are no longer necessary.

FISCAL INFORMATION:

Budgeted: N/A

Amount: \$0.00

GL Account: N/A

RECOMMENDED MOTION OR ACTION:

Approve moving to an action minute format.

ATTACHMENTS:

City Council ACTION minutes
City Council standard minutes