



City Secretary's Office
City of Frisco, Texas

Memorandum

To: Honorable Mayor Maso and Members of the Frisco City Council

Cc: George A. Purefoy, City Manager

From: Jenny Page, City Secretary

Date: 10/27/2009

Agenda Caption: Discussion and give staff direction regarding the placing of preliminary or draft minutes for Boards on website. (MM)

Action Requested: Give staff direction regarding the placing of preliminary or draft minutes for Boards on the City's website.

Background Information: Councilman Scott Johnson has had inquiries from citizens as to why some Boards do not post their Minutes immediately to the City's website and has requested information on the policy and process for posting minutes. At the October 20, 2009 Council Meeting, I was asked to meet with staff and bring back more information and a recommendation for consistency throughout.

City Council is the only Board at this time using the SIRE software during the meeting to take minutes. The software has the option of working live or uploading a MS Word document to SIRE after the minutes are completed. All other Boards are uploading the Word document and have opted to wait until the minutes are approved to avoid uploading the draft version and later the approved minutes.

I will be available at the meeting to answer any questions.

Board Review/Citizen Input: None.

Alternatives: Continue with the current process

Financial Considerations: None.

Supporting Documents: None.

Staff Recommendation: After meeting with staff liaisons from various Boards, it is my recommendation that it is reasonable to require:

City Council Action Minutes should be posted the following day with Summary Minutes replacing them within 72 hours. Both should have a statement noting they are only draft and will be final upon approval at the next regularly scheduled Council Meeting.

Planning and Zoning and Parks and Recreation Summary Minutes should be posted within 72 hours with a statement noting they are only draft and will be final upon approval at the next regularly scheduled Board Meeting.

Other smaller Boards that rely on appointed volunteers to send completed minutes back to the staff liaisons, should be posted within 7 days with a statement noting they are only draft and will be final upon approval at the next regularly scheduled Board Meeting.

The Office of the City Secretary should introduce a policy, training, and assistance to implement the changes.