



City of Santa Barbara
Public Works Department

Interoffice Memorandum

DATE: September 23, 2010
TO: Transportation and Circulation Committee (TCC)
FROM: Browning Allen, Transportation Manager
SUBJECT: FORMAT OF TCC MINUTES

RECOMMENDATION:

That the TCC review the format of the TCC Minutes

DISCUSSION:

Since its inception, the TCC's meeting minutes have been in a transcription style. This style utilizes many hours of staff time, and produces 10 to 15 page minutes. Currently, the TCC is the only Committee that produces this type of minutes, because the meetings are not archived on the internet.

In the past few years, the City has started using Granicus to record and archive the meetings of City Council, Planning Commission, and most other Boards and Commissions.

Transportation staff has now been trained on how to use Granicus, so this and future TCC Meetings will be archived on the web.

Due to budget and workload issues, staff no longer has the time that is required to create transcription meetings.

Now that meetings will be recorded and archived on the web, staff will be moving from transcription minutes to action minutes to be in line with the other Boards and Commissions.

BA/kts