



## City of Fort Bragg

### Administrative Regulation No. S-3

#### STANDARD PRACTICE FOR PREPARATION AND DISTRIBUTION OF PUBLIC HEARING NOTICES, AGENDAS AND MINUTES

##### I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy and procedure for the preparation of public hearing notices, agendas, and minutes in a consistent manner and style.

##### II. PROCEDURES

###### 1. Public Hearing Notices

- a) All Public Hearing Notices are to be prepared in an approved format; the font used shall be Arial and shall be no smaller than font size 12.
- b) All Public Hearing Notices are to be reviewed by the City Clerk prior to publishing.
- c) General Public Hearing Notices are to be published in *The Advocate News* at least ten days prior to the meeting at which the public hearing shall occur. There are some exceptions to this rule where notices must be posted further in advance; please check the City's Land Use & Development Code and/or with the City Attorney.
- d) All Public Hearing Notices are to be posted in the City's notice case at the time they are published.
- e) All Public Hearing Notices are to be distributed to either the City Council or Planning Commission (or both in some cases), the City Manager, Management Staff, and all public with an interest in the public hearing (i.e., property owners within 300 feet for development permits).

###### 2. Agenda Preparation

- a) Agendas for City Council, Planning Commission and Council Committee meetings shall be prepared using Arial font in a size no smaller than 12.
- b) Agendas for Council Committee meetings shall be prepared in draft format and submitted to the City Manager, with all attachments, for review one week prior to the scheduled meeting.
- c) Agendas for City Council and Planning Commission meetings shall be prepared in draft format and submitted to the City Manager, with all attachments, for review one week prior to the scheduled meeting.
- d) Agendas for regularly scheduled meetings **must** be posted 72 hours prior to the meeting; agendas for special meetings **must** be posted 24 hours prior to the meeting.
- e) Agendas shall be faxed to all press members on the press release fax list at the time they are posted.
- f) City Councilmembers, the City Manager, and Management Staff shall receive copies of all agendas and minutes prepared for all City Council, Planning Commission and Council Committees, along with other attachments as required.
- g) The City Clerk shall receive a complete packet for each meeting of the Planning Commission and Council Committees.
- h) Lists of individuals interested in receiving Agendas or complete Agenda packets shall be prepared and maintained by the individual responsible for preparation of the Agenda.
- i) Any person who has an interest in an item on the Agenda shall receive a copy of the Agenda and attachments either by fax or mail; this should be done at the time of the Agenda posting.
- j) Agendas shall be posted on the City's website within one day of the Agenda posting.

Standard Practice for Preparation of Public Hearing Notices, Agendas and Minutes  
Regulation S-3

3. Preparation of Minutes

a) Minutes for City Council, Planning Commission and Council Committee meetings shall use the following format:

- Page Setup shall allow for a bottom margin of at least .75" and for a header on each page as specified below.
- Type Style & Size shall be Arial 11 (at a minimum size).
- Headers shall be used on all pages and shall consist of the following:
  - ◇ Page 1 Header shall include:
    - Meeting Name
    - Meeting Date
    - Meeting Location
  - ◇ Page 2 Header shall include:
    - Meeting Name
    - Meeting Date
    - Page Number
- Footers are **not** required as all information is included in the Header.
- Titles shall be in **Bold** type and Underlined; do not place a period at the end of the title.
- General Formatting
  - ◇ It is **not** necessary to list public in attendance at meeting
  - ◇ Public comments
    - ◆ Non-agenda items —list speakers using a numbered list.
    - ◆ Public hearing — list speakers using a numbered list with all comments from that member under one number (i.e. if a person speaks first at the public hearing and again later, put all comments under "1").
    - ◆ Conduct of Business/General Agenda items — it is not necessary to include public comments in the minutes unless they change the action of the Council, Commission, or Committee members. List the names of the speakers with a heading of "Public comment on this agenda item was received from:".
  - ◇ Matters from Committee and Staff Members should be listed as one item on the agenda. Use a bulleted alphabetical list (A...B...C) to list the items addressed by Committee or Staff Members and summarize their comments.
  - ◇ Discussion shall be prepared in a brief summary narrative. All sentences shall be complete and phrased in a manner so that a person reading the minutes shall get a clear and accurate idea of what occurred at the meeting. It is not necessary to include every statement made; just summarize the statements pertinent to the discussion and subsequent action. Individual members of the Council/ Committee or Commission shall not be specifically identified except where it is necessary for the reader's overall understanding of the discussion content.
  - ◇ Actions shall include the name of the Council/Committee or Commission members making and seconding the motion. Motions shall be clearly stated so that the reader can understand what action is being taken by the Council/Committee or Commission. The Council/Committee or Commission vote shall clearly state the members voting for the motion ("Ayes"), against the motion ("Noes"), absent or abstaining. If the action is by consensus rather than by motion a statement shall be included that "The consensus of the Council/Committee or Commission was \_\_\_\_\_". Actions shall be in **bold** type.

Standard Practice for Preparation of Public Hearing Notices, Agendas and Minutes  
Regulation S-3

- ◇ Adjournment — do not list adjournment as a numbered agenda item but do include a note of the time the meeting was adjourned at the end of the minutes.
- b) Minutes shall be presented at the next regular City Council, Planning Commission or Council Committee meeting for approval.
- c) Approved minutes shall be posted to the City's website within one week of approval.

III. RESPONSIBILITY

1. The Community Development Director, or his/her designee, is responsible for preparation of Public Hearing Notices, Agendas and Minutes for the Planning Commission and Community Development Committee meetings.
2. The City Clerk, or his/her designee, is responsible for preparation of Public Hearing Notices, Agendas and Minutes for the City Council, Finance/Administration Committee and Public Works Committee meetings.
3. The Administrative Secretary to the Police Chief, or his/her designee, is responsible for preparation of Agendas and Minutes for the Public Safety Committee.
4. The City Manager shall be responsible for reviewing and approving all Agendas and attachments for Council Committee meetings.
5. The City Manager shall be responsible for reviewing and approving all Agendas and attachments for City Council and Planning Commission meetings.

IV. DEFINITIONS

1. "Agendas" are the official document stating items to be discussed by the City Council, Planning Commission or Council Committees.
2. "Council Committees" are the Community Development Committee, Finance/Administration Committee, Public Safety Committee and Public Works Committee.
3. "Minutes" are the official record of the City Council, Planning Commission or Council Committee meeting.
4. "Public Hearing Notice" is a notice prepared, distributed and published, in order to inform the public of a public hearing on a specific issue before the City Council or Planning Commission.

Approved by City Manager

Linda Ruffing  
(Signature)

2-1-07  
(Date)

Made a part of the City's Administrative Regulations  
binder and distributed to all City staff

Feb 2007  
(Date)

