



## AGENDA ITEM NO.

### CITY OF HAWTHORNE CITY COUNCIL AGENDA BILL

For the meeting of July 27, 2021

Originating Department: Office of the City Clerk

Interim City Manager:

  
Vontray Norris

City Clerk Office:

  
Dr. Paul Jimenez

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#### SUBJECT: APPROVAL OF CITY COUNCIL MEETING MINUTES

#### RECOMMENDED MOTION:

Staff recommends that the City Council approve the meeting minutes of the following meetings:

1. Approve the Regular Meeting Minutes of July 13, 2021
2. Approve the Special Meeting Minutes of April 22, 2021

#### DISCUSSION:

The purpose of the minutes are to historically preserve the event of the City Council Meetings. The minutes typically describe the event of the meeting and may include a list of attendees, a statement of the issues considered by the participants and related responses or decisions for the issues. They are action minutes in nature. It is not a requirement that the minutes be a transcript but instead historical preservation of the actions, guidance, and directives provided in conducting the business of the City of Hawthorne. It should be a record of the actions taken by the City Council pertaining to the items listed on the agenda and in conducting the wishes of said policy making body.

The minutes are provided to the City Council on the Thursday or Friday prior to their regular business meeting. Amendments should be provided to the City Clerk's Office within 24 hours of a City Council Meeting so that verification of the record and corrections are made accordingly. A revised document will be provided to the City Council prior to the meeting.

**FISCAL IMPACT:** None.

#### NOTICING PROCEDURES:

72 hours posted notice of the agenda pursuant to the Ralph M. Brown Act.

**ATTACHMENT(S):** City Council Minutes