

**CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT**

**Meeting Date:** January 5, 2016  
**To:** Honorable Mayor and City Councilmembers  
**From:** City Manager Larry McLaughlin  
City Clerk Mary Gourley  
**Subject:** Informational Item: Update of Minute/Reference Orders for Calendar Year 2015  
**Recommendation:** That the City Council Receive the Informational Report  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

**INTRODUCTION:** This item is to submit to the City Council a list of items that the City Council has reviewed and/or acted upon in the last calendar year.

**BACKGROUND:**  
A minute order is a vote by the majority of the Council to direct staff and/or approve actions to be taken such as award of contract(s) or purchase(s) (this can also be done by resolution which is more formal). The use of a minute order is simpler and less formal. It should be used for actions that don't require justification or establishing a relationship of the action to city policies that a resolution would do. Resolutions are for statements of city policies and provide background and justification of a more formal action. Minute orders are used to capture a vote or action taken by the City Council and is incorporated into the record.

Reference Numbers are used to document agenda items that do not require a formal vote such as informational items accepted by the City Council.

For historical purposes, attached are:  
The number of action or informational items the City Council acted upon or received for the last five years.

2014	202 Items
2013	197 Items
2012	161 Items
2011	188 Items
2010	197 Items

The number of resolutions approved and adopted by the City Council:

2014	60
2013	44
2012	50
2011	32
2010	43

Number of pages of minutes prepared for City Council Meetings:

2014	534 pages
2013	567 pages
2012	651 pages

2011 543 pages  
2010 513 pages

**DISCUSSION:**

For calendar year 2015, the City Council and the Oversight Board to the Former Community Development Agency Board discussed and either adopted/accepted items for action or informational reports on 197 items. A status of those items are attached as well as a list of resolutions that the City Council and/or OB approved during this calendar year and presentations made by the City Council such as Years of Service Awards and Proclamations.

The total number of Resolutions approved and adopted by the City Council and the total number of pages of minutes prepared for City Council Meetings are listed below for information:

2015 City Council Resolutions Passed and Adopted: 43  
Number of pages of minutes prepared for City Council Meetings: 624 pages

If Councilmembers have any questions on specific items, those questions can be addressed to the City Manager for a response by the responsible department.

**RECOMMENDATION:**

That the City Council receive the informational report.

**Attachment:**

Calendar year 2015 minute orders