

RESOLUTION NO. 6572-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL CALIFORNIA, ADOPTING ACTION MINUTES AS THE OFFICIAL FORMAT OF THE CITY OF SEBASTOPOL

WHEREAS, the City Clerks Association of California recommends that local agencies transition to action minutes, noting that they are time-efficient, succinct, cost-effective, and more appropriately aligned with the intent of applicable government codes for meeting minutes; and

WHEREAS, on February 6, 2024, the City Council discussed and authorized staff to transition from verbatim/almost verbatim meeting minutes to action minutes for City Council meetings; and

WHEREAS, on February 6, 2024, the City Council approved use of action minutes for Commission, Board and Committee meetings; and

WHEREAS, on February 6, 2024, the City Council authorized amendment of the City's records retention program to retain City meeting videos on the City website for three years (versus the current one year) as well as maintain DVD Media for three years, or until such time media type is no longer available or supported, whichever is first.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol, Adopts the use of action minutes as the official format of the City of Sebastopol and amendment to the City Records Retention Policy.

This Resolution shall become effective immediately.

PASSED AND ADOPTED, by the CITY COUNCIL of THE CITY OF SEBASTOPOL, COUNTY OF SONOMA, of STATE OF CALIFORNIA on this 6th day of February, 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes: Councilmembers Hinton, Maurer, McLewis, Vice Mayor Zollman and Mayor Rich
Noes: None
Absent: None
Abstain: None

APPROVED: 
Mayor Diana Rich

ATTEST: 
Mary C. Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO CONTENT AND FORM: 
Larry McLaughlin, City Attorney