



# City of Santa Rosa

City Hall  
100 Santa Rosa Ave  
Santa Rosa, CA 95404

## City Council

### Regular Meeting Minutes - Draft

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Tuesday, March 28, 2017

1:30 PM

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#### 1. CALL TO ORDER AND ROLL CALL

Mayor Coursey called the meeting to order at 1:35 p.m.

**Present:** 6 - Mayor Chris Coursey, Vice Mayor Jack Tibbetts, Council Member Julie Combs, Council Member Chris Rogers, Council Member John Sawyer and Council Member Tom Schwedhelm

**Absent:** 1 - Council Member Ernesto Olivares

#### 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

Mayor Coursey recessed the meeting to closed session at 1:36 p.m. to discuss Items 2.1 through 2.4 as listed on the agenda:

2.1 PUBLIC EMPLOYEES - EVALUATION OF PERFORMANCE  
(Government Code section 54957(b))

Titles: City Manager and Interim City Attorney

2.2 CONFERENCE WITH LABOR NEGOTIATORS  
(Government Code Section 54957.6)

Agency Designated Representatives: Teresa L. Stricker, Interim City Attorney and Dave Morgan, Ralph Andersen & Associates.

Unrepresented Employee: City Attorney.

2.3 PUBLIC EMPLOYEE APPOINTMENT  
(Government Code Section 54957)

Title: City Attorney

2.4 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Name of Case: Mark Buras v. City of Santa Rosa, et al.  
Court Case No.: Northern District of California Court Case No. C 15-1070 TEH

Mayor Coursey adjourned closed session at 3:40 p.m. and reconvened the meeting to open session in the Council Chamber at 4:08 p.m.

### 3. STUDY SESSION

City Clerk Gomez announced that all Council Members were present with the exception of Council Member Olivares. Council Member Sawyer recused himself from the special joint meeting.

Planning Commissioners also present: Chair Cisco, Commissioners Duggan, Edmondson, Groninga, and Stanley. Vice Chair Crocker was absent and Commissioner Rumble recused himself from the special joint meeting.

#### 3.1 SOUTHEAST GREENWAY PREFERRED ALTERNATIVE

Since 2011, Santa Rosa City Council goals have included acknowledgement and support of the Southeast Greenway planning efforts. In October 2015, the Council initiated a General Plan Amendment and Rezoning, and preparation of an Environmental Impact Report (EIR) for 57 acres of land owned by Caltrans originally planned for an extension of Highway 12. On November 1, 2016, the Planning Commission and Council held a joint session to consider and provide feedback regarding draft guiding principles and three land use and circulation alternatives. The purpose of this session is to present the preferred alternative and solicit feedback from the Planning Commission and City Council to develop the General Plan Amendment, Rezoning and EIR.

Presented by Erin Morris, Senior Planner and Patrick Streeter, Senior Planner.

#### PUBLIC COMMENT

Duane DeWitt spoke in support of the preferred alternative.

Carol Vellutini spoke in opposition to the preferred alternative.

Elly Grogan spoke in support of the preferred alternative without the additional housing.

Bob Gaiser spoke in support of the preferred alternative without the additional housing.

Jim Nantell spoke in support of the preferred alternative without the additional housing near Spring Lake and Annadel State Park.

Cordel Stillman, Deputy Chief Engineer at Sonoma County Water Agency, spoke in support of the preferred alternative without the additional housing near Spring Lake and Annadel State Park.

Wendy Eliot, Conservation Director at Sonoma Land Trust, spoke in support of the preferred alternative.

Stephan Barnhart spoke in support of the preferred alternative.

Stephen Fuller-Rowell spoke in support of the preferred alternative.

Thea Hensel spoke in support of the preferred alternative.

Jenny Downing spoke in support of the preferred alternative without the additional housing.

Katharine Anderson spoke in support of the preferred alternative without the additional housing.

Luke Snyder spoke in support of the preferred alternative without the additional housing.

Chris Bell spoke in support of the preferred alternative.

Peter Tscherneff spoke in support of the preferred alternative.

Thomas Ells spoke in support of the preferred alternative.

Steve Birdlebough spoke in support of the preferred alternative.

Theresa Schultz spoke in support of the preferred alternative.

David Ptreuis spoke in support of the preferred alternative without the additional housing.

Mayor Coursey adjourned the special joint meeting of the City Council/Planning Commission at 6:38 p.m. and reconvened the meeting at 6:44 p.m.

#### **4. ANNOUNCEMENT OF ROLL CALL**

**Present:** 6 - Mayor Chris Coursey, Vice Mayor Jack Tibbetts, Council Member Julie Combs, Council Member Chris Rogers, Council Member John Sawyer and Council Member Tom Schwedhelm

**Absent:** 1 - Council Member Ernesto Olivares

#### **5. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS**

Interim City Attorney Stricker reported on Items 2.2 and 2.4 that the Council met in closed session and that there was no action to report.

Mayor Coursey announced the appointment of Sue Gallagher as the City Attorney.

#### **6. PROCLAMATIONS/PRESENTATIONS - NONE.**

#### **7. STAFF BRIEFINGS - NONE.**

#### **8. CITY MANAGER'S/CITY ATTORNEY'S REPORTS**

City Manager McGlynn requested that Item 14.4 be continued to a future meeting.

#### **9. STATEMENTS OF ABSTENTION BY COUNCILMEMBERS**

No statements of abstention were made.

#### **10. MAYOR'S/COUNCILMEMBERS' REPORTS**

Mayor and Council Members made announcements and reports of interest to the Council.

##### **10.1 MAYOR'S/COUNCILMEMBERS' SUBCOMMITTEE AND LIAISON REPORTS (AND POSSIBLE COUNCIL DIRECTION TO BOARD REPRESENTATIVE ON PENDING ISSUES, IF NEEDED)**

###### **10.1.1 Council Subcommittee Reports**

Council Member Schwedhelm provided a brief report on the Homeless

Policy Subcommittee.

Vice Mayor Tibbetts provided a brief report on the Economic Development Subcommittee.

**10.1.2 Sonoma County Transportation Authority/Regional Climate Protection Authority (SCTA/RCPA)**

Mayor Coursey provided a brief report.

**10.1.3 Sonoma County Water Agency (SCWA) - Water Advisory Committee**

**10.1.4 Association of Bay Area Governments (ABAG)**

**10.1.5 Sonoma County Agricultural Preservation and Open Space District Advisory Committee**

**10.1.6 Sonoma Clean Power Authority (SCPA)**

**10.1.7 Sonoma County Waste Management Agency (SCWMA)**

**10.1.8 Other**

Council Member Combs announced her appointment of Katharine Anderson to the Art in Public Places Committee.

**11. APPROVAL OF MINUTES - NONE.**

**12. CONSENT ITEMS**

**Approval of the Consent Agenda**

**A motion was made by Vice Mayor Tibbetts, seconded by Council Member Rogers, to waive the reading of the text and adopt Consent Items 12.1 and 12.2. The motion carried by the following vote:**

**Yes:** 6 - Mayor Coursey, Vice Mayor Tibbetts, Council Member Combs, Council Member Rogers, Council Member Sawyer and Council Member Schwedhelm

**Absent:** 1 - Council Member Olivares

**12.1 RESOLUTION - AMENDMENT TO SALARY PLAN TO INCREASE SALARY RANGE OF DEPARTMENT INFORMATION TECHNOLOGY SUPERVISOR**

**RECOMMENDATION:** It is recommended by the Human

Resources Department that the Council, by Resolution, amend the City Classification and Salary Plan to increase the annual salary range of the Department Information Technology Supervisor to a salary range of \$86,067.00 - \$90,365.00 - \$94,884.00 - \$99,639.00 - \$104,632.00.

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2017-044 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY CLASSIFICATION AND SALARY PLAN TO INCREASE THE SALARY RANGE OF DEPARTMENT INFORMATION TECHNOLOGY SUPERVISOR AND AUTHORIZE THE CITY MANAGER TO IMPLEMENT THESE CHANGES**

**12.2**

**RESOLUTION - CONTRACT EXTENSION - FORMS MANAGEMENT SERVICES**

RECOMMENDATION: It is recommended by the Finance Department that the Council, by resolution, approve the Third Amendment to Contract F000922 for forms management services for a one-year extension, with a change of product and price for various items, and no increase in contract unit pricing with Werle Enterprises LLC, dba National Document Solutions, Santa Rosa, California, in the amount not to exceed of \$40,000.

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2017-045 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE THIRD AMENDMENT TO THE AGREEMENT NO. F000922 WITH WERLE ENTERPRISES LLC, DBA NATIONAL DOCUMENT SOLUTIONS**

**13. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Terri Mitchell spoke regarding the impact of homeless encampments.

Peter Tscherneff spoke regarding various topics.

Elizabeth Neylon speak regarding various topics.

**14. REPORT ITEMS**

**14.1**

**REPORT - 2015-16 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**BACKGROUND:** Each year, the City submits its financial records to an independent auditor for review. Collectively those audited financial records are called the Comprehensive Annual Financial Report, or CAFR. A similar report is created for the Housing Authority at the same time. This item formally presents the 2015-16 CAFR and Housing Authority Financial Reports to the City Council, and provides context relative to the audit process, as well as a general outline of the financial reports.

**RECOMMENDATION:** For information only.

Presented by Deborah Lauchner, Chief Financial Officer.

**This Report Item - was received and filed.**

**14.2**

**REPORT - APPROPRIATION OF FUNDS AND AWARD OF SOLE MANUFACTURER PURCHASE ORDER FOR 2017 FORD POLICE INTERCEPTOR UTILITY SUV'S**

**BACKGROUND:** With the impending annexation of the Roseland area, the Police Department has a need for patrol vehicles. The order period for these specialty vehicles is typically from October through March and the vendor needs about 6 months to fulfill the order. Since annexation is expected to happen at the end of 2017 or early 2018, we will not have sufficient time to get the necessary vehicles in place if we miss the current order period. The Transportation & Public Works and Police Departments are requesting a sole manufacturer purchase for three (3) additional Police Department vehicles.

**RECOMMENDATION:** It is recommended by the Finance, Transportation & Public Works, and Police Departments, that the Council, by resolution, (1) appropriate an amount not to exceed \$98,613.43 from the General Fund unassigned fund balance; and (2) approve a sole manufacturer award and issuance of a purchase order for three 2017 Ford Police Interceptor Utility SUV's to Wondries Fleet Group, Alhambra, CA, in the total amount not to exceed \$98,613.43.

Presented by Deborah Lauchner, Chief Financial Officer.

**A motion was made by Council Member Schwedhelm, seconded by Vice Mayor Tibbetts, to waive reading of the text and adopt:**

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**RESOLUTION NO. RES-2017-046 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROPRIATING \$98,613.43 OF GENERAL FUND UNASSIGNED FUND BALANCE FOR AND AWARD OF A SOLE MANUFACTURER PURCHASE ORDER FOR 2017 FORD POLICE INTERCEPTOR UTILITY SUV'S**

**The motion carried by the following vote:**

**Yes:** 5 - Mayor Coursey, Vice Mayor Tibbetts, Council Member Combs, Council Member Sawyer and Council Member Schwedhelm

**No:** 1 - Council Member Rogers

**Absent:** 1 - Council Member Olivares

**14.3**

**REPORT - DESIGNATION OF A RECREATIONAL TRAIL ACROSS THE OAKMONT TREATMENT PLANT PROPERTY**

**BACKGROUND:** The Transportation and Public Works and Santa Rosa Water Departments have been working collaboratively to address requests to formalize a bicycle and pedestrian access across the Oakmont Treatment Plant property connecting Channel Drive and Stone Bridge Road. The Oakmont Village Association (OVA) has determined it is in the best interest of their residents to construct a pathway across their property located immediately to the north of the Oakmont Treatment Plant as the connection between the Oakmont Treatment Plant and Stone Bridge Road. In addition, the OVA has agreed to have discussions with the City on designating a public access easement that would encompass their newly constructed pathway for the purpose of allowing both bicycles and pedestrians to cross between Channel Drive and Stone Bridge Road.

**RECOMMENDATION:** It is recommended by the Transportation & Public Works and Santa Rosa Water Departments, that the Council, by resolution, designate a recreational trail across the Oakmont Treatment Plant property and direct staff to discuss the acquisition of a public bicycle and pedestrian easement from the Oakmont Village Association over their property immediately to the east to provide continuous public access between Channel Drive and Stone Bridge Road.

Presented by Jason Nutt, Director of Transportation and Public Works.



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**A motion was made by Council Member Combs, seconded by Vice Mayor Tibbetts, to waive reading of the text and adopt:**

**RESOLUTION NO. RES-2017-047 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA DESIGNATING A RECREATIONAL TRAIL ACROSS THE OAKMONT TREATMENT PLANT PROPERTY**

**The motion carried by the following vote:**

**Yes:** 6 - Mayor Coursey, Vice Mayor Tibbetts, Council Member Combs, Council Member Rogers, Council Member Sawyer and Council Member Schwedhelm

**Absent:** 1 - Council Member Olivares

**14.4**

**REPORT - URGENCY ORDINANCE TO IMPOSE TEMPORARY MORATORIUM ON THE OUTDOOR CULTIVATION OF CANNABIS FOR EITHER PERSONAL OR COMMERCIAL PURPOSES**

**BACKGROUND:** In an urban setting, the outdoor cultivation of cannabis can create adverse impacts on surrounding neighbors, including odor, security risks and environmental hazards. State law allows local jurisdictions, at their discretion, to regulate, or prohibit entirely, the outdoor cultivation of cannabis, whether for personal use and/or commercial purposes.

Over the past year, the Council's Medical Cannabis Policy Subcommittee has been working with staff and with cannabis industry stakeholders to develop comprehensive policies to regulate medical cannabis businesses within the City limits. The Subcommittee has recognized the potential adverse impacts of outdoor cannabis cultivation and has recommended that the draft policy include a ban on all outdoor growing of cannabis. The draft policy is expected to be released for public review next month.

In the interim, state law and the City Code currently permit outdoor cannabis cultivation under limited circumstances.

To best protect the public peace, health and safety while the City completes the evaluation and public processing of the draft comprehensive policy, a moratorium on all outdoor cultivation of

cannabis is proposed. The proposed moratorium will affect only the outdoor cultivation of cannabis. The proposed moratorium will not affect current state and local allowances for the personal use or possession of cannabis, personal or commercial cultivation of cannabis indoors or in greenhouses, or the manufacturing, distribution or dispensing of medical cannabis

The proposed moratorium is an urgency ordinance under Government Code section 65858 that would go into effect immediately upon enactment and last for an initial period of 45 days. If, after the initial period of 45 days, additional time is necessary for the issue to be studied and regulations finalized, Council may adopt a subsequent urgency ordinance to maintain the moratorium in effect for up to an additional 10 months and 15 days. Under the City Charter, five affirmative votes are necessary to adopt an urgency ordinance.

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Council (1) adopt an urgency ordinance to impose a temporary moratorium on the outdoor cultivation of cannabis, for either personal or commercial purposes, to allow time for development of appropriate regulations, and (2) direct staff to return to the Council on May 2, 2017 to present, for Council's consideration, a written report describing the measures taken to alleviate the condition leading to the adoption of the urgency ordinance and to provide Council an opportunity to determine whether to extend the temporary moratorium on the outdoor cultivation of cannabis for an additional 10 months and 15 days to allow additional time for study and finalization of appropriate regulations.

**Item was continued to a future meeting.**

**14.5**

**REPORT - CITY WEBSITE (SRCITY.ORG) REDESIGN PROJECT**

**BACKGROUND:** This item will update the Council on the progress of the City Website (srcity.org) Redesign Project and provide information regarding the design of the new website, updated website features and timing for the launch of the new website. Staff is working with the website design firm to complete and launch the website on April 1, 2017.

RECOMMENDATION: It is recommended by the Information Technology Department that the Council, by motion, accept the City Website Redesign Project report.

Presented by Eric McHenry, Director and Chief Information Officer.

**A motion was made by Vice Mayor Tibbetts, seconded by Council Member Combs, to receive and file the City Website Redesign Project report. The motion carried by the following vote:**

**Yes:** 6 - Mayor Coursey, Vice Mayor Tibbetts, Council Member Combs, Council Member Rogers, Council Member Sawyer and Council Member Schwedhelm

**Absent:** 1 - Council Member Olivares

**14.6**

**REPORT - AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN TO CREATE THE CLASSIFICATION OF CHIEF COMMUNICATIONS AND INTERGOVERNMENTAL RELATIONS OFFICER**

BACKGROUND: The City Manager recently identified the need to establish a new classification responsible for developing, coordinating, and managing all of the City's comprehensive communications, public information, intergovernmental affairs, and governmental relations activities.

In consultation with City management and City Council, this critical position will be charged with crafting and executing a strategic Communication Plan for the City to promote the initiatives and priorities of the City of Santa Rosa. This position will serve as the City's chief communications officer bringing consistency to the City's written, oral, and multi-media communications with the public, the news media, social media platforms, and City staff. Additionally, this position will be responsible for tracking, reviewing, analyzing and evaluating current and proposed legislative issues at the State and Federal level to determine the potential or real impact to the City and will develop and implement outreach efforts to the City's state legislative representatives to advocate for the City's legislative issues.

RECOMMENDATION: It is recommended by the City Manager's Office that the Council, by resolution, amend the City Classification and Salary Plan to create the classification of

Chief Communications and Intergovernmental Relations Officer with a salary range of \$131,875 to \$164,989 annually, in Unit 10 - Executive Management and authorize the addition of one (1.0) FTE to the City Manager's Office.

Presented by Rhonda McKinnon, Interim Director of Human Resources.

**Item was continued to a future meeting.**

**15. PUBLIC HEARINGS - NONE.**

**16. WRITTEN COMMUNICATIONS - NONE.**

**17. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE.**

**18. ANNOUNCEMENT OF CONTINUED CLOSED SESSION ITEMS, RECESS TO CLOSED SESSION IN THE MAYOR'S CONFERENCE ROOM, RECONVENE TO OPEN SESSION, AND ANNOUNCEMENTS [IF NEEDED]**

**19. ADJOURNMENT OF MEETING**

Hearing no further business, Mayor Coursey adjourned the meeting at 9:11 p.m. The next regularly scheduled meeting will take place on April 4, 2017, at a time to be set by the Mayor.

Approved on:

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Daisy Gomez  
City Clerk