



City of Santa Rosa

City Hall, Council Chamber
100 Santa Rosa Avenue
Santa Rosa, CA 95404

City Council Regular Meeting Minutes - Final

Tuesday, October 21, 2025

1:00 PM

1. CALL TO ORDER AND ROLL CALL

Mayor Stapp called the meeting to order at 1:02 p.m.

Present: 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

3. ANNOUNCEMENT OF CLOSED SESSION ITEMS

No public comments were made.

Mayor Stapp recessed the meeting to closed session at 1:03 p.m. to discuss Items 3.1 through 3.2 as listed on the agenda.

3.1 PUBLIC EMPLOYMENT (Government Code Section 54957)

Titles: City Manager and Interim City Manager

This item was received and filed.

3.2 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency Designated Representative: Mayor

Unrepresented Employee: City Manager

This item was received and filed.

Vice Mayor Alvarez left closed session at approximately 1:51 p.m.

Mayor Stapp adjourned closed session at approximately 2:32 p.m. and reconvened to the regular session at approximately 2:40 p.m.

4. STUDY SESSION

Council Member Fleming returned to the dais just after roll call at approximately 2:42 p.m.

Present: 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

Absent: 1 - Vice Mayor Eddie Alvarez

4.1 GENERAL FUND FINANCIAL UPDATE

The Finance Department recommends that Council hold a Study Session to provide an update on the financial condition of the General Fund and present preliminary results for fiscal year (FY) 2024-25. This item is to provide an opportunity for City Council to receive information, ask questions and give general guidance for FY 2026-27 budget development. This item is for information only and no action is to be taken.

Attachments: [Staff Report](#)
[Presentation](#)

Scott Wagner, Interim Chief Financial Officer, and Veronica Conner, Budget and Financial Analysis Manager, presented and answered questions from Council.

Vice Mayor Alvarez rejoined the meeting at 3:31 p.m.

PUBLIC COMMENTS:

Janice Karrman spoke on the item, how the City should have artificial intelligence on their radar, and concerns about technical services costs.

The time not being 4:00 p.m., Mayor Stapp recessed the meeting at 3:37 p.m. and reconvened at 4:00 p.m.

5. ANNOUNCEMENT OF ROLL CALL (IF NEEDED)

Present: 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

6. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS

Teresa Stricker, City Attorney, reported there was no reportable action taken during closed session.

7. PROCLAMATIONS/PRESENTATIONS - NONE.

8. STAFF BRIEFINGS - NONE.

9. CITY MANAGER'S/CITY ATTORNEY'S REPORTS

Maraskeshia Smith, City Manager, had no report.

9.1 REPORT OF SETTLEMENTS AND ACTIVE LITIGATION

The City Attorney will report on all settlements authorized by Council in closed session that were finalized in September 2025, which includes but may not be limited to all settlements requiring the City to pay more than \$50,000. The City Attorney will also provide a summary of pending litigation against the City.

Attachments: [Litigation Report](#)

City Attorney Stricker reported there was 1 settlement over \$50,000 which was previously authorized by Council in closed session that was finalized in the month of September, Stillwater Insurance and Company vs City of Santa Rosa, with a settlement amount of \$88,000. The City paid from the Water Enterprise Fund. The caseload remains constant with 36 litigation matters, with trial dates assigned to approximately one-third of those matters.

PUBLIC COMMENTS:

Janice Karrman requested additional information on closed session items.

10. STATEMENTS OF ABSTENTION/RECUSAL BY COUNCIL MEMBERS

There were no statements of abstentions/recusals.

11. MAYOR'S/COUNCIL MEMBERS' REPORTS

Council Member Rogers reported on recent attendance at floating pumpkin patch event at Ridgeway attended and upcoming community events.

Council Member Okrepkie reported attending a joint meeting with Mayor Stapp, Sonoma County Board of Supervisors and the Sonoma County Fair Board to discuss United Soccer League's interest in the fair grounds location as a potential development site.

Council Member Bañuelos reported on recent attendance of the West End Neighborhood Association meeting.

Vice Mayor Alvarez reported on the City's local transit services offered for the community and invited the community to attend Districts 1 and 7 community meeting being held on October 22 at Roseland Community Prep.

Mayor Stapp reported on a fundraising gala for the active and retired canines.

11.1 MAYOR'S/COUNCIL MEMBERS' SUBCOMMITTEE AND LIAISON REPORTS (AND POSSIBLE COUNCIL DIRECTION TO BOARD REPRESENTATIVE ON PENDING ISSUES, IF NEEDED)

No public comments were made.

LATE CORRESPONDENCE

Attachments: [Late Correspondence \(Uploaded 10-21-2025\)](#)

11.1.1 Council Subcommittee Reports

11.1.2 Sonoma County Transportation and Climate Authorities (SCTCA)

11.1.3 Sonoma County Water Agency (SCWA) - Water Advisory Committee

11.1.4 Association of Bay Area Governments (ABAG)

11.1.5 Sonoma County Agricultural Preservation and Open Space District Advisory Committee

11.1.6 Sonoma Clean Power Authority (SCPA)

11.1.7 Zero Waste Sonoma (formerly known as Sonoma County Waste Management Agency (SCWMA))

Council Member MacDonald provided a brief report.

11.1.8 Groundwater Sustainability Agency (GSA)

11.1.9 Sonoma County Homeless Coalition

11.1.10 Renewal Enterprise District (RED)

Council Member Fleming provided a brief report.

11.1.11 Public Safety Subcommittee

11.1.12 Other

12. APPROVAL OF MINUTES - NONE.

13. CONSENT ITEMS

No public comments were made.

Approval of the Consent Agenda

A motion was made by Vice Mayor Alvarez, seconded by Council Member Okrepkie, to waive reading of the text and adopt Consent Items 13.1 through 13.9, excluding Item 13.3 as it was continued to a date uncertain. The motion carried by the following vote:

Yes: 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

13.1 MOTION - DELEGATION OF AUTHORITY TO THE DESIGN REVIEW AND PRESERVATION BOARD

RECOMMENDATION: The Planning and Economic Development Department recommends that the Council, by motion, delegate the authority to the newly formed Design Review and Preservation Board to approve the final meeting minutes of the former Design Review Board and Cultural Heritage Board and take any other actions necessary to wrap up other unfinished business of these dissolved boards. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)

This Consent - Motion was approved.

13.2 MOTION - APPROVAL AND ISSUANCE OF A PURCHASE ORDER

FOR THE PURCHASE OF SIX (6) BMW R1300RT-P MOTORCYCLES

RECOMMENDATION: The Transportation and Public Works Department recommends that the Council, by motion, approve a Purchase Order to purchase six (6) 2026 BMW R1300RT-P motorcycles from RCA Investments Inc., dba Long Beach BMW Motorcycles, Long Beach, California utilizing cooperative purchasing through the City of San Bernardino Goods Purchase Agreement 2026-000000140, San Bernardino, California for a total not to exceed amount of \$271,214.64 and authorizes the Purchasing Agent to execute the Purchase Order.

Attachments: [Staff Report](#)
 [Attachment 1 - Purchase Agreement](#)
 [Attachment 2 - Vendor Pricing](#)
 [Attachment 3 - Piggyback Consent](#)
 [Attachment 4 - Correspondence](#)

This Consent - Motion was approved.

**13.3 MOTION - APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
- CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE ROUTE 101 BICYCLE AND PEDESTRIAN
OVERCROSSING (THIS ITEM IS CONTINUED TO A DATE
UNCERTAIN.)**

RECOMMENDATION: The Transportation and Public Works Department recommends that the Council, by motion: 1) approve a Professional Services Agreement to provide construction management and inspection services for the Route 101 Bicycle and Pedestrian Overcrossing project (CML-5028(083)) with Dynamic Dzyne Associates, Inc. dba Substrate (or Substrate, Inc.) of Novato, California in an amount not to exceed \$1,800,000 with a City controlled contingency of \$200,000; and 2) authorize the Department Head or delegee to make non-substantive changes to the Agreement, subject to approval by the City Attorney, and execute the Agreement. This item has no impact on current fiscal year budget.

This item was continued to a date uncertain.

**13.4 MOTION - APPROVAL AND ISSUANCE OF A PURCHASE ORDER
FOR THE PURCHASE OF ONE MADVAC LS175 COMPACT STREET
SWEEPER**

RECOMMENDATION: The Transportation and Public Works Department recommends that the Council, by motion, approve a Purchase Order to purchase one (1) MadVac LS175 Compact Street Sweeper from RJMS Corporation, a Delaware corporation, dba Total Industries of Livermore, California, utilizing cooperative purchasing through the Sourcewell Cooperative Contract 093021-EXP for a total not to exceed \$168,913.80 and authorize the Purchasing Agent to execute the Purchase Order.

Attachments: [Staff Report](#)
 [Attachment 1 - Vendor Pricing](#)

This Consent - Motion was approved.

13.5 MOTION - SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT NUMBER F002929 WITH JARVIS FAY LLP FOR SPECIALIZED LEGAL SERVICES

RECOMMENDATION: The City Attorney and the Transportation and Public Works Department recommend that the Council, by motion, approve the Second Amendment to Professional Services Agreement Number F002029 with Jarvis Fay LLP, Oakland, California to increase compensation by \$50,000 for a total contract amount not to exceed \$150,000 for continued legal advice relating to public works, public contracting and general procurement matters, and authorize the City Attorney to execute the amendment. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)
 [Attachment 1 - Second Amendment to PSA](#)

This Consent - Motion was approved.

13.6 RESOLUTION - AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT NUMBER F002714A WITH PENA INVESTIGATIONS FOR PRE-EMPLOYMENT BACKGROUND CHECK SERVICES

RECOMMENDATION: The Fire Department recommends that the Council, by resolution, approve a Second Amendment to Professional Service Agreement Number F002714A with Pena Investigations, Windsor, California for pre-employment background check services in an amount of \$125,000, for a total amount not to exceed \$224,000. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)
 [Resolution](#)
 [Exhibit A - Professional Service Agreement - Pena](#)

This Consent - Resolution was adopted.

RESOLUTION NO. RES-2025-168 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE SECOND AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT NUMBER F002714A WITH PENA INVESTIGATIONS FOR PRE-EMPLOYMENT BACKGROUND CHECK SERVICES

13.7 RESOLUTION - CLASSIFICATION AND COMPENSATION & SALARY PLAN AND SCHEDULE

RECOMMENDATION: The Human Resources Department recommends that the Council receive the attached Human Resources Classification/Compensation Reports, and by resolution: 1) approve the proposed new classifications, salaries, associated reclassifications, budget adjustments, and adopt the updated Salary Plan and Schedule; and 2) approve the deletion of 2.0 FTE Fire Inspector II and addition of 2.0 FTE Fire Inspector to correct an error in the titles of the budgeted allocations. This item is requesting appropriations for ongoing funding.

Attachments: [Staff Report](#)
 [Resolution 1](#)
 [Exhibit A - Classification and Compensation Study Report](#)
 [Exhibit B - Classification Changes](#)
 [Exhibit C - New Salary Steps](#)
 [Exhibit D - Summary of Budget Changes](#)
 [Exhibit E - Classification and Compensation Differential Analysis Report](#)
 [Exhibit F - Side Letters](#)
 [Exhibit G - Differential Analysis Compaction Solutions](#)
 [Exhibit H - Differential Analysis New Salary Steps](#)
 [Exhibit I - Salary Plan and Schedule](#)
 [Resolution 2 - Fire Position Corrections](#)

These Consent - Resolutions were adopted.

RESOLUTION NO. RES-2025-169 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA CLASSIFICATION AND COMPENSATION

RESOLUTION NO. RES-2025-170 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY SALARY PLAN AND SCHEDULE BY ELIMINATING, RECLASSIFYING OR ADDING

POSITIONS, AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THESE CHANGES INCLUDED IN THE FISCAL YEAR 2025-26 BUDGET SUBJECT TO THE COMPLETION OF THE MEET AND CONFER PROCESS

13.8 RESOLUTION - APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC., FOR AN OPERATIONAL AND STAFFING ASSESSMENT

RECOMMENDATION: The City Manager's Office recommends that the Council, by resolution, approve the Professional Services Agreement with Raftelis Financial Consultants, Inc., a North Carolina corporation, for the purpose of conducting an Organization and Staffing Assessment for the City of Santa Rosa, for a total amount not to exceed \$144,550, and authorize the City Manager to make non-substantive changes to the Agreement, subject to approval by the City Attorney, and execute the Agreement. This item is requesting appropriations for one-time funding.

Attachments: [Staff Report](#)
[Attachment 1 - RFP for Organization and Staffing Assessment](#)
[Resolution](#)
[Exhibit A - PSA - Raftelis Financial Consultants, Inc.](#)

This Consent - Resolution was adopted.

RESOLUTION NO. RES-2025-171 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. FOR AN OPERATIONAL AND STAFFING ASSESSMENT

13.9 ORDINANCE INTRODUCTION - CITY CODE TEXT AMENDMENT - MINOR PROCEDURAL AMENDMENT TO TOBACCO RETAIL LICENSE ORDINANCE

RECOMMENDATION: The City Manager's Office recommends that the Council introduce an ordinance to make minor procedural amendments to Chapter 6-20 of the City Code, previously adopted by Council on August 6, 2024, to clarify the appeal processes for Tobacco Retail Licenses. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)
[Attachment 1 - Ch 6-20 Redline Changes](#)
[Ordinance](#)

This Consent - Ordinance was introduced on first reading.

ORDINANCE ENTITLED: ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING SANTA ROSA CITY CODE SECTIONS 6-20.020 - DEFINITIONS, 6-20.140 - SUSPENSION OF REVOCATION OF LICENSE, AND 6-20.260 - APPEAL PROCEDURE

14. PUBLIC COMMENT ON NON-AGENDA MATTERS

LATE CORRESPONDENCE

Attachments: [Late Correspondence \(Uploaded 10-21-2025\)](#)
 [Late Correspondence \(Uploaded 10-23-2025\)](#)

15. REPORT ITEMS

15.1 REPORT - 2025 CALIFORNIA FIRE AND WILDLAND-URBAN INTERFACE CODE ADOPTION WITH LOCAL AMENDMENTS

BACKGROUND: Every three years the State of California updates the California Code of Regulations, Title 24 (CCR-T24) including the California Fire Code and the new California Wildland-Urban Interface Code. Such model codes with State amendments and California specific codes go into effect in every City and County in the State of California 180 days after publication. The new California codes were published on July 1, 2025 and will take effect on January 1, 2026. The Fire Department is requesting adoption of the 2025 California Fire Code and the 2025 California Wildland-Urban Interface Code with local amendments and administrative changes.

RECOMMENDATION: The Fire Department recommends that the Council: 1) introduce an ordinance adopting by reference the 2025 edition of the California Fire Code as adopted and amended by the State of California, and further amended based on local condition, repeal existing sections not applicable to new codes and modify Chapter 18-44 of the Santa Rosa City Code to reflect the new model code; 2) introduce an ordinance adopting by reference the 2025 California Wildland Urban Interface code, as adopted and amended by the State of California, and further amended based on local condition, added as Chapter 18-46 to the Santa Rosa City Code to reflect the new model code; 3) adopt a resolution setting a public hearing on November 18, 2025, for adoption of the ordinances. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)
 [Resolution](#)
 [Ordinance 1- 2025 Fire Code Local Amendments](#)
 [Ordinance 2 - 2025 Wildland-Urban Interface Code Local Amendments](#)
 [Presentation](#)
 [Ordinance 2 - Summary](#)

Mike Johnson, Assistant Fire Marshal, presented and Paul Lowenthal, Division Chief - Fire Marshall, answered questions from Council.

PUBLIC COMMENTS:

Peter Alexander spoke in opposition to parties against living cactus fences and in support of living cactus fences as a fire prevention tool.

A motion was made by Council Member Okrepkie, seconded by Vice Mayor Alvarez, to waive reading of the text and introduce ordinances entitled:

**ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA ROSA
REPEALING CHAPTER 18-44 OF THE EXISTING SANTA ROSA CITY CODE
AND ADDING A NEW CHAPTER 18-44 ADOPTING BY REFERENCE, WITH
LOCAL AMENDMENTS, THE 2022 EDITION OF THE CALIFORNIA FIRE
CODE**

and

**ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA ROSA ADDING A
NEW CHAPTER 18-46 ADOPTING BY REFERENCE, WITH LOCAL
AMENDMENTS, THE 2025 EDITION OF THE CALIFORNIA
WILDLAND-URBAN INTERFACE CODE**

**and adopt RESOLUTION NO. RES-2025-172 ENTITLED: RESOLUTION OF
THE COUNCIL OF THE CITY OF SANTA ROSA SETTING A TIME AND
PLACE FOR A PUBLIC HEARING FOR THE PROPOSED ADOPTION, BY
REFERENCE, OF PORTIONS OF THE 2025 CALIFORNIA FIRE CODE AND
THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE WITH
LOCAL AMENDMENTS AND ADMINISTRATIVE CHANGES.**

The motion carried by the following vote:

Yes: 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

15.2 REPORT - REVISIONS TO CITY COUNCIL VOTING PROCEDURE FOR ELECTING MAYOR AND VICE MAYOR

BACKGROUND: The City Council held a study session on September 9, 2025, to discuss and provide direction to staff about possible changes to current Council policies related to voting processes Council uses to appoint (1) individuals to vacant Council seats outside of an election cycle, (2) members of certain boards, commissions and committees, and (3) Mayor and Vice Mayor. Given the upcoming election of Vice Mayor in November, staff has prioritized updating the Mayor and Vice Mayor election process. Staff will bring the updates to policies for appointing individuals to boards, commissions, committees, and vacant Council seats outside of an election cycle, at a future date.

RECOMMENDATION: The City Attorney recommends that the Council, by resolution, revise the City Council Manual of Procedures and Protocols to modify the voting procedure the City Council uses to elect the Mayor and Vice Mayor. This item has no impact on current fiscal year budget.

Attachments: [Staff Report](#)
[Attachment 1 - Redlined Manual of Procedures and Protocols Resolution](#)
[Exhibit A – Revised Manual of Procedures and Protocols](#)
[Exhibit A - Redline \(Uploaded 10-24-2025\)](#)
[Exhibit A - Final \(Uploaded 10-24-2025\)](#)
[Presentation](#)

City Attorney Stricker presented and answered questions from Council.

PUBLIC COMMENTS:

Peter Alexander acknowledged the presence of high school students, requested snacks for attendees at future meetings, transparency, and other topics.

Janice Karrman spoke on the confusion of the vice mayor/mayor selection and suggested the City change the Charter immediately to have an elected mayor.

A motion was made by Vice Mayor Alvarez, seconded by Council Member Rogers, to waive reading of the text and adopt as amended

RESOLUTION NO. RES-2025-173 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA REVISING CITY COUNCIL MANUAL OF PROCEDURES AND PROTOCOLS

The motion carried by the following vote:

Yes: 5 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

No: 2 - Council Member Caroline Bañuelos, and Council Member Victoria Fleming

16. PUBLIC HEARINGS - NONE.

17. WRITTEN COMMUNICATIONS

17.1 NOTICE OF FINAL MAP - Dutton Meadow - For Council action.

Attachments: [Notice of Submittal](#)
[Location Map](#)

This item was received and filed.

18. PUBLIC COMMENT ON NON-AGENDA MATTERS

Tae Butler spoke on victims rights and follow-up related to his case has not happened.

Peter Alexander spoke on farm bureau embezzlement article in the paper, Carlos Santana, Andy Lopez, and various topics.

Tyler Kruger spoke on the SRPD mission statement and Code of Ethics, and efforts to seek justice for his friends.

Janice Karrman spoke on recent vandalism at City Hall.

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

20. ADJOURNMENT OF MEETING

Mayor Stapp adjourned the meeting at 5:35 p.m. The next regularly scheduled meeting will be held on November 4, 2025, at a time to be set by the Mayor.

21. UPCOMING MEETINGS

21.1 UPCOMING MEETINGS LIST

Attachments: [Upcoming Meetings List](#)

This item was received and filed.

Approved on: November 4, 2025

/s/ Dina Manis, City Clerk