



OPEN GOVERNMENT ORDINANCE IMPLEMENTATION REVIEW

Presented By:

Sue Gallagher, City Attorney

Stephanie Williams, City Clerk

Magali Telles, Deputy Director – Community Engagement

NEW CHAPTER IN CITY CODE WITH FOLLOWING SUBDIVISIONS:

- ✓ Agenda Requirements for Regular Meetings
- 🎤 Broadcast of Meetings
- ⚖️ *Closed Session and Litigation Reports – Codified existing practices*
- 👥 Public Access and Comment
- ✍️ Meeting Minutes – *Codified existing practices*
- 📄 Public Records/Responsibilities of Staff/Disclosure of Records
- 📄 Open Data Portal
- 👥 Appeals Process/Enforcement Provisions

AGENDA REQUIREMENTS - NEW

Effective 2/9/2021 CC Meeting agendas:

- ✓ Implemented Spanish translation of Preliminary and Final Agendas
 - ✓ Added forward facing link along side of English Agenda for Spanish Agenda at santa-rosa.Legistar.com

MEETING DATE ▲	31	MEETING TIME	MEETING LOCATION	MEETING DETAILS	SPANISH AGENDA	AGENDA
2/2/2021	31	3:00 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	Not available	 Agenda
2/9/2021	31	1:30 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	 Orden Del Día	 Agenda
2/16/2021	31	4:00 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404 <i>Cancelled</i>	Meeting details	 Orden Del Día	 Agenda
2/17/2021	31	5:00 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404 <i>GOAL SETTING - PUBLIC COMMENT</i>	Meeting details	 Orden Del Día	 Agenda
2/18/2021	31	8:00 AM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404 <i>GOAL SETTING</i>	Meeting details	 Orden Del Día	 Agenda
2/19/2021	31	8:00 AM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404 <i>GOAL SETTING</i>	Meeting details	 Orden Del Día	 Agenda
2/23/2021	31	3:30 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	 Orden Del Día	 Agenda

AGENDA REQUIREMENTS - NEW


Effective 2/9/2021 CC Meeting agendas:

- ✓ GovDelivery Notice for City Council Agendas now in English and Spanish
- ✓ Preliminary Agenda is now published with any available attachments no later than 12 business days, and then republished at 8 business days prior to meeting date with any additional documents. GovDelivery Notices are sent to notify public of additional docs available.
- ✓ Final Agenda is now published no later than 4 business days prior to the City Council meeting date.

AGENDA REQUIREMENTS - NEW

Effective 3/16/2021 CC Meeting agendas:

- ✓ Ordinance available to the public at srcity.org/OpenGovOrd and language has been added to the City Council Agendas on how to obtain a free paper copy.
- ✓ Per Subdivision (K) – Interpretation services are available upon request
 - ✓ Communications & Intergovernmental Relations Dept updated the Virtual Participation doc available online to explain how interpretation services work via Zoom

Mire y Escuche en Vivo	Envíe un Comentario Público en Vivo
 <p>ZOOM: santa-rosa.legistar.com/Calendar NOTA: Para reuniones que brindan servicio de interpretación en Español, haga clic en:  (icono de "Interpretación") y seleccione "Español" para acceder a ese servicio.</p>	 <p>ZOOM</p> <ul style="list-style-type: none">• Vea la agenda de la reunión para el enlace de Zoom: santa-rosa.legistar.com/Calendar• El Alcalde / Presidente anunciará la oportunidad de hacer comentarios públicos. Si está mirando en un aparato, use la función "levantar la mano" en Zoom para hacer un comentario. Si está escuchando desde un teléfono, marque *9 para levantar la mano y hacer un comentario. El anfitrión de la reunión llamará en voz alta a cada persona que tenga la mano levantada.• Cuando se le indique, claramente diga todo lo siguiente en 3 minutos o menos: Su nombre, número de artículo de agenda y comentario público. Para los participantes del canal en Español: Para hacer un comentario público, únase al canal principal, levante la mano y un intérprete lo asistirá.

AGENDA REQUIREMENTS - IMPACTS

Calendar to business days impacts:

- Federal Funding/Grant submittals - work is being done based on estimates which will result in changes to the documents that have been prepared thus far.
- Challenge in turnaround time from PC review/decision to meet submittal deadlines for Council agenda resulting in extension of project approval
- Community Engagement on projects is not as effective due to the advance deadlines.

AGENDA REQUIREMENTS - IMPACTS

- Frequent re-publishing of agenda(s) to release additional documents as they become available.
 - Includes more GovDelivery notices being sent out to subscribers
- Due to the calendar to business days, final agenda publishes one day, prelim publishes on a different day.
- New deadlines make for a very tight turnaround to get agenda translated into Spanish and still publish per requirements of ordinance
 - No time to review translation services product.

BROADCAST REQUIREMENTS

- ✓ Codified existing broadcast procedures (recorded, indexed, and archived along with closed captioning in English).
- ❑ IT has researched costs for closed captioning in Spanish for archived videos):
 - Equipment Required = Encoder Costs
 - Outside contract for Closed Captioning in Spanish post meeting = \$

PUBLIC ACCESS AND COMMENTS

- ✓ Codified existing procedures related to:
 - ✓ Overflow for City Council Chamber and audience accessibility during meetings where capacity is exceeded.
 - ✓ Public comment periods on non-agenda items.
 - ✓ Public comment prior to action taking place.
 - ✓ Start time of public hearing no earlier than 5:00pm, but no later than 9:00 pm
 - ✓ Changes or continuances announced by presiding officer at beginning of meeting
 - ✓ Documents from applicant/appellants presented before public hearing is open

PUBLIC ACCESS AND COMMENTS – In progress

- Creation of Citizens Guidebook:
 - City policies regarding public participation and public comment
 - City government structure, organization, responsibilities, and basic functions
 - Local government terms and definitions
 - How to participate in local government activities, meetings and proceedings
 - Available in English and Spanish on City's website

MEETING MINUTES

- ✓ Codified existing procedures:
 - ✓ Public comment speaker cards shall have an option for a one-sentence description of the comments, which the clerk shall use to create a brief description of the comments for inclusion in the final minutes.
 - ✓ If video of the meeting is not available, the draft minutes of each meeting shall be available for inspection and copying upon request no later than 15 business days after the meeting. If video of the meeting is available, the 15 business day deadline does not apply.
 - ✓ The officially approved minutes shall be available for inspection and copying upon request no later than five business days after the meeting at which the minutes were approved. Meeting minutes will be posted via the City's website once approved.

SUMMARY OF COSTS

	February Actuals	Projected Monthly Avg	One-time Costs (estim.)
Translation of written Agenda	\$1,676	\$2,400	
Interpretation Services (\$114/hr,)	\$2,907	\$570	
Closed Captioning in Spanish	n/a		Encoder
Citizen's Guidebook	n/a	n/a	



QUESTIONS?