



OPEN GOVERNMENT ORDINANCE IMPLEMENTATION REVIEW

Presented By:

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NEW CHAPTER IN CITY CODE WITH FOLLOWING SUBDIVISIONS:

✓ Agenda Requirements for Regular Meetings

🎤 Broadcast of Meetings

⚖️ Closed Session and Litigation Reports

👥 Public Access and Comment

✍️ Meeting Minutes

📄 Public Records/Responsibilities of Staff/Disclosure of Records

📍 Open Data Portal

👥 Appeals Process/Enforcement Provisions

AGENDA REQUIREMENTS – TRANSLATION (NEW)

Effective 2/9/2021 CC Meeting agendas:

- ✓ Implemented Spanish translation of all Preliminary and Final Agendas
 - ✓ Added [forward facing link](#) along side of English Agenda for Spanish Agenda at santa-rosa.Legistar.com
- ✓ GovDelivery Notice for City Council Agendas now in English and Spanish

MEETING DATE ▲	MEETING TIME	MEETING LOCATION	MEETING DETAILS	SPANISH AGENDA	AGENDA
2/2/2021	3:00 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	Not available	 Agenda
2/9/2021	1:30 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	 Orden Del Día	 Agenda
2/16/2021	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	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	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	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	3:30 PM	City Hall, Council Chamber 100 Santa Rosa Avenue Santa Rosa, CA 95404	Meeting details	 Orden Del Día	 Agenda

AGENDA REQUIREMENTS - TIMING (NEW)

Effective 2/9/2021 CC Meeting agendas:

- ✓ Preliminary Agenda is now published with any available attachments no later than 12 business days prior to Council meeting
- ✓ Preliminary Agenda is now republished at 8 business days prior to Council meeting date with any additional documents
- ✓ GovDelivery Notices are sent to notify public as documents are available
- ✓ Final Agenda is now published no later than 4 business days prior to the City Council meeting date.

MEETING REQUIREMENTS – TRANSLATION (NEW)

Effective 3/16/2021 CC Meeting:

- ✓ Per Section 1-10.030(N) – Live Spanish translation provided at all regularly scheduled Council meetings
- ✓ 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.

ORDINANCE PUBLICATION (NEW)

Effective 3/16/2021:

- ✓ Ordinance available to the public at <https://srcity.org/DocumentCenter/View/31503/Open-Government-Ordinance>
- ✓ Language added to the City Council Agendas on how to obtain a free paper copy of the Open Government Ordinance.

AGENDA REQUIREMENTS - IMPACTS

Impacts of earlier agenda publication:

- Preliminary agenda language must be completed four full weeks before Council meeting
- Federal Funding/Grant submittals - work is being done based on early estimates which often result in changes to the published documents
- Challenge in turnaround time from Planning Commission review/decision to meet submittal deadlines for Council agenda result in delay of final project decision
- 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 shift from 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.

AGENDA REQUIREMENTS – IMPACTS

Examples of impacts of earlier agenda publication:

- County Eviction Protection Ordinance:
 - City Council Preliminary Agenda published February 4
 - County Board of Supervisors adopted urgency ordinance February 9, operative within City absent alternative action by Council
 - Report to Council on February 23 – two weeks later -- required special findings to allow Council consideration

AGENDA REQUIREMENTS – IMPACTS

Examples of impacts of earlier agenda publication:

- Public Works
 - Construction contracts must be awarded within 60 days of bid opening, not allowing room for delays
 - Little time to discuss funding in case bids come in over budget
 - Little leeway if a Council meeting is cancelled or continued, or if a vote is delayed or continued due to absences and/or abstentions
 - Risk that City does not meet the contract award timelines
 - May necessitate a template revision to the Public Works construction contract to increase the number of days to award contracts.

AGENDA REQUIREMENTS - IMPACTS

- Water
 - Timing of items requiring prior BPU approval is challenging
 - Option to publish Preliminary Agenda with tentative language prior to BPU meeting
 - Option to delay Council consideration of item

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 with minor modifications:
 - ✓ 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	\$1,767	\$2,400	None.
Interpretation Services (\$114/hr,)	\$2,907	\$1,976	None.
Closed Captioning in Spanish	n/a	\$3,400	None.
Citizen's Guidebook	n/a	n/a	\$3,000
		\$7,776	



QUESTIONS?