



City of Santa Rosa

City Charter Review Committee Regular Meeting Minutes - Final

Wednesday, November 17, 2021

5:00 PM

2. CALL TO ORDER AND ROLL CALL

Chair Cisco called the meeting to order at 5:00 p.m.

Present 20 - Chair Patti Cisco, Committee Member Annie Barbour, Committee Member Scott Bartley, Committee Member Christine Byrne, Committee Member Dan Condron, Committee Member Abigail Cunningham, Committee Member Jazmin Gudino, Committee Member Jen Klose, Committee Member Brian Ling, Committee Member Danny Martinez, Committee Member Ron Miller, Committee Member Evette Minor, Committee Member Ernesto Olivares, Committee Member Logan Pitts, Committee Member Lisa Badenfort, Committee Member Mark Walsh, Committee Member Karen Weeks, Committee Member Jocelyn Villalobos, Committee Member Chris Mazzia, and Committee Member Ana Diaz

Absent 1 - Committee Member Adriana Arrizon

1. WELCOME AND INTRODUCTION

Interim City Manager Jeff Kolin made comments of welcome, thanked the Committee Members for their service, and stated the importance of the City Charter as a high-level governing document for the City of Santa Rosa.

Chair Cisco made comments of welcome and asked Committee Members to introduce themselves and state which Council Member appointed them to the Committee.

Committee Member Adrian Arrizon joined the meeting at 5:15 p.m.

3. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No public comments were made.

4. APPROVAL OF MINUTES - NONE.

5. SCHEDULED ITEMS

5.1 CHARTER REVIEW PROCESS

This is the first meeting of the 2022 Charter Review Committee, charged with leading the City's decennial review of the City Charter. To set the stage for the Committee's work, the City Attorneys' Office will provide (a) a brief overview of the nature and contents of the Santa Rosa City Charter, (b) a summary of the composition and responsibilities of the Charter Review Committee, and (c) an outline of the Charter review process and its associated timelines.

Attachments: [Presentation](#)

City Attorney Sue Gallagher presented an introduction to the City Charter Review process, key elements of the Charter, the responsibilities of the Committee, and answered questions from Committee members.

No public comments were made.

This item was received and filed.

5.2 INTRODUCTION TO BROWN ACT AND PUBLIC RECORDS ACT

The Charter Review Committee is subject to the Brown Act and the California Public Records Act. Staff will provide an outline of the basic requirements and restrictions of the two statutes.

Attachments: [Presentation](#)

City Attorney Sue Gallagher presented information on the mandates of the Brown Act and the Public Records Act as they relate to the Committee.

No public comments were made.

This item was received and filed.

5.3 CHARTER REVIEW WORK PLAN

The Charter Review Committee has significant responsibilities and exciting work ahead. The Committee will be researching, deliberating and, as it deems appropriate, drafting proposed revisions to the City Charter. The City Council has identified twelve topics for the Committee's consideration. As the Committee moves forward and hears from the community, additional ideas may emerge. The Committee is

expected to have its work completed by sometime in the spring. In this agenda item, the Committee will begin the process of developing its work plan and its path forward.

City Attorney Sue Gallagher presented an initial meeting schedule and work plan requirements for the Committee's consideration and discussion.

The Committee agreed to meet every other Wednesday at 5:00 p.m.

The Committee asked for a summary of the 12 topics Council suggested for Committee discussion and consideration.

No public comments were made.

This item was received and filed.

6. SUBCOMMITTEE REPORTS - NONE.

7. WRITTEN AND/OR ELECTRONIC COMMUNICATIONS - NONE.

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Hearing no further business, Chair Cisco adjourned the meeting at 7:05 p.m.

Approved on: December 15, 2021

/s/ Stephanie A. Williams, City Clerk