



**Open Government Task Force  
Implementation Subcommittee  
Regular Meeting Minutes - Draft**

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Thursday, April 4, 2024

6:00 PM

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**1. CALL TO ORDER**

Chair Alvarez called the meeting to order at 6:00pm.

**2. ROLL CALL**

**Present** 2 - Chair Eddie Alvarez, and Jeff Okrepkie

**Absent** 1 - Chris Rogers

**3. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

NONE

**4. APPROVAL OF MINUTES**

4.1 Draft Minutes - March 7, 2024.

Approved as amended with correction to typo.

**5. DIRECTOR REPORT**

Lon Peterson, Director Communications and Intergovernmental Relations, provided information regarding the Open Government Task Force Implementation Subcommittee meeting dates, the rolls of the Open Government Task Force Implementation Subcommittee and the Community Advisory Board, and answered Member questions.

Public Comments:

None

**6. SCHEDULED ITEMS**

6.1 PRESENTATION - INCREASED SPANISH ACCESSIBILITY AT CITY COUNCIL MEETINGS

The City of Santa Rosa continues to move forward to increase the

accessibility of the Spanish language in the community. In March of 2024, the Open Government Task Force Subcommittee was provided with information regarding the City's IT Media Services Team installing a new closed captioning computer to facilitate Spanish language accessibility. Since then, the Communications and Intergovernmental Relations and the City's IT Media Services have collaborated to create a video to provide additional information relating to the City's efforts to increase access to City Council meetings. This video was specifically created in Spanish to raise awareness of those for whom the translation services are provided.

No action will be taken, except possible direction to City staff.

Lon Peterson, Director Communications and Intergovernmental Relations, provided information and answered Member questions.

Due to technical difficulties, the video was not presented. Chair Alvarez requested that the video be brought before the Members at the next meeting.

Public Comments:

None

## **6.2 PRESENTATION - CITY OF SANTA ROSA WEBSITE UPDATE**

Lon Peterson, Director Communications and Intergovernmental Relations, will provide an overview of updates coming to the City of Santa Rosa website: SRCity.org

No action will be taken, except possible direction to City staff.

Lon Peterson, Director Communications and Intergovernmental Relations, gave a presentation and answered Member questions.

Public Comments:

None

## **7. FUTURE AGENDA ITEMS**

Lon Peterson, Director CIRO, commented that the City Clerk and

the Communications and Intergovernmental Relations Office are reviewing the Open Government Task Force Implementation Subcommittee ordinance and will bring recommendations to the next meeting. Additionally, the review of the Citizens Guidebook will be finalized by the Clerk's Office, the City Attorney's Office, and the Communications and Intergovernmental Relations Office and will be brought to the next Open Government Task Force Implementation Subcommittee meeting.

Member Okrepkie recommended working with the Planning and Economic Development Department to review internal policies regarding bilingual notices for City projects.

## **8. ADJOURNMENT**

Seeing no further business, Chair Alvarez adjourned the meeting at 7:08pm.

**Approved on:**

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**Steven V. Brown,  
Recording Secretary**