



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

Thursday, March 7, 2024

6:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Present 3 - Chair Eddie Alvarez, Jeff Okrepkie, and Chris Rogers

3. PUBLIC COMMENTS

NONE

4. MINUTES

4.1 May 4, 2023 - Draft Minutes.

Approved as submitted.

5. SCHEDULED ITEMS

5.1 PRESENTATION - PUBLIC RECORDS REPORT - 2022 and 2023

It is recommended by City Clerk's Office that the Open Government Task Force Subcommittee provide direction and feedback on the 2022 and 2023 Annual Public Records Request Reports for future reports to City Council.

Dina Manis, City Clerk, gave a presentation and answered Member questions.

Lon Peterson, Director CIRO, assisted with answering Member questions.

Public Comments:

None

5.2 PRESENTATION - INCREASED SPANISH ACCESSIBILITY AT CITY

COUNCIL MEETINGS

The City of Santa Rosa continues to move forward to increase accessibility of the Spanish language in the community. In May 2022, the City's IT Media Services Team installed a new closed captioning computer to facilitate Spanish language accessibility. Since then, we have worked to set up our system to accommodate live Spanish translation and closed captioning in both English and Spanish.

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

Lon Peterson, Director CIRO, provided information and answered Member questions.

Brian Tickner, Chief Information Officer Information Technology, assisted in answering Member questions.

Brian Kilkenny, Senior Information Technology Technician Information Technology, assisted in answering Member questions.

Public Comments:
None

5.3 PRESENTATION - CIVICREADY UPDATE

Alexa Popplewell, Communications Coordinator with the City of Santa Rosa Communications & Intergovernmental Relations Office, will provide the Open Government Task Force with an update on CivicReady, one of the City of Santa Rosa's mass communication tools.

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

Alexa Popplewell, Communications Coordinator Communications and Intergovernmental Relations, provided information and answered Member questions.

Lon Peterson, Director CIRO, assisted in answering Member questions.

Public Comments:
None

6. FUTURE AGENDA ITEMS

Member Rogers recommended future items regarding lobbyist ordinance updates, election reform updates, independent expenditure reforms, and candidate qualification signature oversight.

Member Okrepkie recommended future items regarding updating the City website interface to be more user friendly, and more thoroughly defining the relationship between Open Government Task Force Implementation Subcommittee and the Citizens Advisory Board.

Lon Peterson, Director CIRO, recommended future items regarding project notifications in Spanish, progress with the Citizens Election Guidebook, and the recording of staff hours for completion of PRA requests.

7. ADJOURNMENT

Seeing no further business, Chair Alvarez adjourned the meeting at 7:12pm.

Approved on:

**Steven V. Brown,
Recording Secretary**