



# **City of Santa Rosa**

Communications &  
Intergovernmental  
Relations Office  
637 First Street  
Santa Rosa, CA 95404

## **COMMUNITY ADVISORY BOARD REGULAR MEETING AGENDA AND SUMMARY REPORT DECEMBER 4, 2024**

**CANCELLED**

**6:00 P.M.**

**The meeting for December 4, 2024, has been CANCELLED due to a lack of quorum.**

**THE NEXT REGULAR MEETING OF THE COMMUNITY ADVISORY BOARD  
WILL BE HELD ON WEDNESDAY, JANUARY 22, 2025.**

**For more information, please contact Steven V. Brown at  
svbrown@srcity.org**

**POSTED DECEMBER 2, 2024**

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**Steven V. Brown  
Recording Secretary**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY  
ATTENDING IN-PERSON AT THE UTILITIES FIELD OPERATIONS AT 35  
STONY POINT ROAD, ROOM M, SANTA ROSA. (IT IS RECOMMENDED  
THAT SOCIAL DISTANCING BE OBSERVED).**

**MEMBERS OF THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE  
MEETING LIVE AT:**

**• VIA ZOOM BY VISITING**

**HTTPS://SRCITY-ORG.ZOOM.US/J/85724523316**

**• BY PHONE BY DIALING 877-853-5257 AND ENTERING WEBINAR ID:  
857-2452-3316**

**Public Comment may be made live during the meeting In-Person from  
the Utilities Field Operations at 35 Stony Point Road, Room, M, Santa  
Rosa or submitted in advance via email at svbrown@srcity.org by  
12:00 p.m., on or before December 3, 2024. Identify in the subject line of**

**your email the Agenda Item Number on which you wish to comment.  
Email public comments will be provided to all CAB members prior to the  
meeting.**

**IN THE EVENT A BOARD MEMBER PARTICIPATES REMOTELY BASED  
ON JUST CAUSE OR EMERGENCY CIRCUMSTANCES PURSUANT TO AB  
2449, THE BOARD WILL ALSO ALLOW  
FOR PUBLIC COMMENT THROUGH THE ZOOM LINK OR DIAL-IN  
NUMBER ABOVE.**

**1. CALL TO ORDER**

**2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)**

To consider and take action on any request from a Board Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

This is the time when any person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction. The public may comment on agenda items when the item is called. Each speaker is allowed up to three minutes.

**5. APPROVAL OF MINUTES**

**5.1** Draft Minutes - October 30, 2024

**Attachments:** [Draft Minutes - October 30, 2024](#)

**6. SCHEDULED ITEMS**

**6.1** REPORT - COMMUNITY ADVISORY BOARD WORK PLAN AND APPROVAL

BACKGROUND: In June of 2024, the Community Engagement Manager, City Council, and the Community Advisory Board (CAB)

began working to develop an annual work plan for the CAB. City Council members met with their respective CAB appointees to increase communication and collaboration between Council Members and their CAB appointees and to discuss the creation of an annual work plan for the CAB. The work plan presented here is the result of those collaborative meetings.

RECOMMENDATION: It is recommended by the Communications and Intergovernmental Relations Department that the Community Advisory Board approve, by motion, the Annual Work Plan for year 2025 and recommend to City Council that, by motion, City Council approve the Community Advisory Board Annual Work Plan for year 2025.

**Attachments:** [Presentation](#)

## 6.2 MOTION - COMMUNITY ADVISORY BOARD GRANTS

The Community Advisory Board (CAB) reviews and approves the 2024 Community Improvement Grant Applications. The Board shall award grants to the applicants whose projects best meet the criteria. There are three grants from Q3 and one from Q4, bringing the total to 4 applications eligible for funding, totaling \$8,500. The current balance is \$16,553.08; if all grants are awarded the remainder balance for the current fiscal year will be \$8,053.08.

RECOMMENDATION: It is recommended by the Communications and Intergovernmental Relations Department that the Community Advisory Board, by motion, determine the dispersing of Community Advisory Board Q3 and Q4 2024 Grants.

**Attachments:** [Attachment 1 - CIG Grant Applications Q3 and Q4, 2024](#)  
[Attachment 2 - CIG Applications Summary Q3 and Q4, 2024](#)

## 6.3 MOTION - ADOPTION OF 2025 CAB MEETING SCHEDULE

The Community Advisory Board (CAB) connects city government and residents so the public can have a voice in decisions that impact their lives and build a stronger community. The CAB currently meets on 4th Wednesday of every month, except when otherwise noticed. Meetings begin at 6:00 p.m. and are held in the City's Chamber Building, located

at 637 1st Street, Santa Rosa. City Charter requires that CAB meets at least quarterly. Staff recommends the adoption of every other month meeting schedule as follows:

January 22

March 26

May 28

July 23

September 24

November 19\*

\*Due to the CAB meetings being close to the holiday in November, staff recommends holding the meeting on the 3rd Wednesday in November.

**RECOMMENDATION:** It is recommended by staff that the CAB, by motion, approve the 2025 meeting schedule as proposed.

## **7. CAB ANNOUNCEMENTS AND ISSUES OF CONCERN TO CITY RESIDENTS**

CAB Members may share community news, upcoming community events that may be of interest to the CAB and issues of concern for residents.

## **8. STAFF UPDATES**

This time is reserved for City staff to provide a briefing on issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for consideration.

## **9. FUTURE AGENDA ITEMS**

This schedule is tentative and subject to change pending final publication and posting of the Meeting Agenda. This time is reserved for discussion whether to place matters on a future agenda for further discussion.

## **10. ADJOURNMENT**

## Community Advisory Board

DECEMBER 4, 2024

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The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by calling (707) 543-4321 one week prior to the meeting. (TTY Relay at 711).

*Any writings or documents provided to a majority of this meeting body prior to this meeting regarding any item on this agenda are available for public review in the City Clerk's Office, Room 10, City Hall, 100 Santa Rosa Ave, during normal business hours.*