

RESOLUTION NO. 28174

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ESTABLISHING ROLES, DUTIES, AND AREAS FOR THE COMMUNITY ADVISORY BOARD PER SECTION 10(b) OF THE SANTA ROSA CITY CHARTER

WHEREAS, the 2002 Charter Review Committee, in its Report to the Council of the City of Santa Rosa, recommended, among other things, that a section 10 be added to the City's Charter which would establish a board comprised of residents from 14 areas in the City who would provide advice to the Council on general City matters; and

WHEREAS, the Council considered this recommendation and substantially revised and changed it and thereafter placed its revised section 10, along with other revisions to the City Charter, before voters in the November 2002 election; and

WHEREAS, the voters approved, together with certain other revisions, the addition of section 10 to the Charter which became effective in January 2003; and

WHEREAS, the Council appointed a task force per section 10(a) to develop recommendations to greatly increase citizen and neighborhood participation and responsibility; and

WHEREAS, the task force met and developed recommendations to establish the Community Advisory Board; and

WHEREAS, the Council adopted Resolution No. 25805 on October 28, 2003, which established the Community Advisory Board; seven areas; member appointments; meetings; duties and responsibilities; staff assistance and budget; public improvements; and an implementation schedule; and

WHEREAS, on July 11, 2006, the City Council approved staff recommended changes to the structure and duties of the Community Advisory Board to clarify member duties, reduce members from 21 to 14, and improve communication between the CAB and City Council; and

WHEREAS, the City Council and Community Advisory Board Members wish to further clarify member duties and responsibilities, confirm membership at 14 and establish methods for communication between the City Council and the CAB.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa directs and determines as follows:

1. Membership. The Community Advisory Board is composed of 14 members from seven areas.

2. Seven Areas. The boundaries of the seven areas are as follows:
- a) North Area: All the area within the City situated north of Highway 12.
  - b) South Area: All the area within the City situated south of Highway 12.
  - c) Central Core Area: All the area enclosed within a figure formed by a line begins at the intersection of Highway 12 and North Dutton Avenue and proceeds north along North Dutton Avenue to its intersection with Cleveland Avenue; then proceeds northerly along Cleveland Avenue to its intersection with Ridgway Avenue; then proceeds easterly along Ridgway Avenue to its intersection with Mendocino Avenue; then proceeds northerly along Mendocino Avenue to its intersection with Spencer Avenue; then proceeds easterly along Spencer Avenue to its intersection with North Street; then proceeds southerly along North Street and continuing southerly along Brookwood Avenue to its intersection with Aston Avenue; then proceeds westerly along Aston Avenue to its intersection with Petaluma Hill Road; then proceeds southerly along Petaluma Hill Road to its intersection with Kawana Springs Road; then proceeds westerly along Kawana Springs Road to its intersection with Santa Rosa Avenue; then proceeds southerly on Santa Rosa Avenue to its intersection with Hearn Avenue; then proceeds westerly on Hearn Avenue to Dutton Avenue, then proceeds northerly on Dutton Avenue to the point of beginning at Highway 12.
  - d) Northeast Area: All of the area within the City that is situated northerly of Highway 12 and easterly of Highway 101; excluding the area within the Central Core Area.
  - e) Northwest Area: All of the area within the City that is situated northerly of Highway 12 and westerly of Highway 101, excluding the area within the Central Core Area.
  - f) Southeast Area: All the area within the City that is situated southerly of Highway 12 and easterly of Highway 101, excluding the area within the Central Core Area.
  - g) Southwest Area: All the area within the City that is situated southerly of Highway 12 and westerly of Highway 101, excluding the area within the Central Core Area.

A map depicting these areas is on file in the office of the City Clerk.

3. Appointment. Two members of the Board shall be appointed by each member of the City Council, provided, that no Council member shall appoint more than one representative of an area. The term of each member of the Board shall correspond to the term of the appointing Council Member and a Board member may also be removed by the affirmative vote of five Council Members. The order and manner in which appointments to the Board are made by Council Members shall be established by the City Council policy on Appointments to Boards and Commissions.
4. Meetings. The Board shall meet at least quarterly. The Board shall comply with the Ralph M. Brown Act and adopt rules and procedures for the conduct of meetings and the carrying out of its responsibilities. Eight members shall constitute a quorum of the Board which must be present for the transaction of any business. The Chair of the Board shall be

appointed from among its members by the Mayor. The Board shall elect a Vice Chair, who shall act as Chairperson in the Chairperson's absence and serve a one-year term. The Board may appoint committees of its members to assist it in its work and the representatives of each area shall be deemed a committee of the Board for the area they represent.

5. Duties and Responsibilities.

(a) The Board shall act in an advisory capacity to the City Council on City issues, including community based issues such as public safety or other matters of concern to residents, budget priorities for capital improvement projects, participation in neighborhood planning meetings, public involvement process and community building to promote a culture of mutual respect, dialogue and inclusion to improve our City's ability to work together and address concerns as described below:

i. Issues of concern to residents of the City (Public Safety and others). Annually, the City and Board members shall identify a minimum of one community-based issue which requires outreach into the neighborhoods to share information, receive feedback and active participation from the community. A report from the Board to the Council on the identified issue(s), community outreach efforts, and feedback from the neighborhoods and community will be presented within one year of assignment.

ii. Budget Priorities for Capital Improvement Projects. CAB, with support from the City Manager's Office, shall advise on the design and facilitation of a public participation process that offers a minimum of four neighborhood meetings for the community to review and provide feedback on the CIP budget and priorities. Meetings shall take place prior to City staff's preparation of the CIP which begins each year in January.

iii. Participation in neighborhood planning meetings. Annually, members shall attend a minimum of four (4) community meetings, city workshops and other such meetings that directly impact their area or group/organization. Quarterly, each member shall report information and community/neighborhood feedback to the entire Board, which shall be compiled by the Chair and forwarded to the entire Council within thirty (30) days following the meeting.

iv. Strengthen public involvement process. The Board shall advise the Council on possible methods and ways to increase public participation in the resolution of issues coming before the council and the City's boards and commissions. The Board shall serve in an advisory capacity to the Council and work with the Community Engagement Program on the effectiveness of the public involvement process used by City departments and make recommendations for improvements.

v. Building Community. CAB shall actively partner in the City's Community Engagement Program efforts by assisting neighborhoods and other organizations to build civic capacity within their area and enhance their civic engagement. Quarterly, members shall provide oral reports to the entire Board on these efforts and outcomes. Annually, a minimum of four (4) CAB Board meetings shall be held in various CAB areas to increase CAB's ability to share information about the City's Community Engagement Program, encourage participation, and seek feedback from community members.

vi. Public Improvements. Annually through the budget process, the Council shall establish an allocation for public improvements within each area. Public improvements shall include construction/ improvement projects and a maximum 10% incidental budget.

The Board shall oversee the issuance of a public grant application solicitation in May and acceptance of grant applications in July. The Board, in a noticed public meeting during the months of August and September, shall review all grant applications submitted and make recommendations for award to the Council for their consideration and approval.

(b) The Board shall meet with the City Council during the second quarter of each fiscal year or more frequently as deemed necessary by the City Council and CAB. The Board shall report on annual accomplishments related to items i. through vi. above and set goals and objectives for the upcoming year for accomplishing i. through vi. above.

6. Staff Assistance and Board Budget. The City Manager shall assign a City staff member to coordinate and assist the Board in the carrying out of its responsibilities. Additional City staffing may be provided to assist the Board with particular issues. The Council shall establish a budget and appropriate funds for the Board's operations as the Council deems appropriate. The members of the Board may be provided, as determined by the City Council, with training and instruction to aid and assist them in carrying out their responsibilities.

IN COUNCIL DULY PASSED this 7th day of August, 2012.

AYES: (6) Mayor Olivares, Vice Mayor Sawyer, Council Members Bartley, Gorin, Ours, Wysocky

NOES: (0)

ABSENT: (1) Council Member Vas Dupre

ABSTAIN: (0)