



# City of Santa Rosa

Finley Community Center  
2060 W. College Ave  
Manzanita Room  
Santa Rosa, CA

## Community Advisory Board Regular Meeting Minutes - Final

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Wednesday, March 22, 2017

5:30 PM

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### REGULAR MEETING

#### 1. CALL TO ORDER & ROLL CALL

**Present:** 9 - Board Member Linda Adrain, Board Member Tanya Narath, Board Member Vincent Harper, Board Member Cecile Querubin, Board Member Calum Weeks, Board Member Jennielynn Holmes, Board Member Victoria Fleming, Chair Cherie Barnett and Board Member Lacinda Moore

**Excused:** 1 - Board Member Tiffani Montgomery

**Absent:** 2 - Board Member Xavier Nazario and Board Member Jazmin Gudino Mendoza

#### 2. PUBLIC COMMENTS

Duane Dewitt from Roseland - Wanted to thank the CAB for their continued efforts to try to have more of a community involvement approach in City government. Also made a comment on January 25, 2017 meeting minutes on CIP Town Halls discussion and agrees with one CAB Member that department heads do not want to get out and meet with the public. Mr. Dewitt also made a comment relating to CIP Participatory Budgeting comment made during public comment of the January meeting. Finally, he commented that he does not like that CAB lists upcoming meeting items at the end of the agenda.

#### 3. APPROVAL OF MINUTES

January 25, 2017. Regular Meeting.

**A motion was made by Member Holmes, seconded by Member Weeks, to approve the January 25, 2017 meeting minutes. The motion carried unanimously.**

**Excused** 2 - Lewers Board Member Montgomery

**Absent** 2 - Board Member Nazario Board Member Gudino Mendoza

#### 4. STAFF UPDATES

Members Weeks and Fleming were given their Oaths of Office.

Danielle Ronshausen, Community Engagement Coordinator, introduced Caluha Barnes, newly hired Director of Community Engagement for the City of Santa Rosa.

Ms. Ronshausen provided an overview of the Roseland annexation community conversations, with information regarding attendance and general feedback from residents. She also announced the series of videos currently being created that will answer some of the most frequently asked questions about the annexation. The videos will star youth and adults from the Roseland and Santa Rosa areas and will debut in early April.

Eric McHenry, Chief Information Officer for the City of Santa Rosa, provided CAB with an update on the new website, showing the final design and demonstrating some of the website features. The website will launch April 1, 2017.

Public Comment: Duane Dewitt from Roseland. Wants to request that staff and the CAB go to information all the way in the beginning of the website development, as well as the creation of CAB, to improve dialogue and public participation.

## 5. SCHEDULED ITEMS

### 5.1 BICYCLE AND PEDESTRIAN MASTER PLAN UPDATE - OUTREACH

Nancy Adams, Transportation Planner with Transportation and Public Works, provided the CAB with an overview of the updated Bicycle and Pedestrian Master Plan (BPAP) and plans for outreach. She and Marketing and Outreach Coordinator, Jamie Smedes, also provided the CAB with an overview of the BPAP webpage and where the public would find all the documents related to the Master Plan. They also provided information about social media around the Plan and are encouraging the public when they take photos to use the following hastags: #bpab and #bikefriendly. Ms. Adams met with the Bicycle and Pedestrian Advisory Board in early March 2017 to begin discussing the update. The next step will be to inform City Council of the upcoming update to the plan in April 2017 and also asking the Council to approve the budget. The CAB was then asked for input on how to conduct outreach to the public about the plan update:

Member Fleming asked for instructions on how to post a photo and description to social media accounts.

Member Adrain recommended that bike lanes be painted green instead of white so that they stand out better to drivers.

Member Barnett recommended staff use Instagram and Pinerest because these social media methods are popular among the public.

Public Comment: Duane Dewitt, Roseland. Would like communtiy stakeholders have the opportunity to participate in the hiring of any project consultant. Usually the consultant is already known to the city. In the past he states he was not allowed to be a part of the planning and he feels that this thwarts the ability for new approaches. Agrees with Member Barnett's suggestion.

## 5.2 CAB SUBCOMMITTEE UPDATES

CAB Subcommittee Chairs provided an update regarding their subcommittee's progress toward 2016-17 work plan goals:

1. **Housing for All** - Member Querubin presented a power point to the CAB on outcomes from the Homeless Talk citywide meetings. Homeless Talk held 19 citywide meetings and hosted over 500 people at all meetings.

2. **CIP Budget Priorities (Town Hall Meetings)** - Danielle Ronshausen, Community Engagement Coordinator, provided the CAB with plans for the 2017 Town Hall meeting series and the outcomes of the presentation given to City Council on February 28, 2017. The CAB will host five town hall meetings from August to October 2017, in five of the primary CAB districts. In addition to the Town Hall meetings, the CAB and City staff will work together to gather community input using other forms of outreach, including implementing Speak Up Santa Rosa and attending already existing neighborhood and community meetings.

3. **Community Improvement Grants** - Member Moore updated the CAB on the 2017 application status - the subcommittee is working with staff to make some adjustments to the application and guidelines. The CAB will be asked to review and approve the application changes at the April 2017 CAB meeting. The application will be made available to the public by May 1, 2017.

4. **Public Participation/Involvement** - Nothing to report, but once the Director of Community Engagement is brought up to speed on the Open Government Ordinance and a new timeline is developed, the subcommittee will be involved in the ordinance review process.

5. **Community Gardens** - the subcommittee will recommend the dissolution of the subcommittee and work at the April 2017 CAB meeting.

## 5.3 CAB 2017-18 WORK PLAN

CAB subcommittees have been asked to meet prior to the April 2017 CAB meeting and review progress towards current year work plan goals.

Member Holmes - Recommended that subcommittees should meet and talk about progress made on their portion of the work plan prior to the next meeting. Would like to focus on Housing for All, instead of homelessness.

Staff - It is very important to focus on progress and gaps when you are forming your work plan. Feedback from the last council meeting on work plan is also important to look at because Council felt cab over stepped and went too far. CAB should focus on what we can do and where we can focus our efforts.

Member Moore - asked if CAB can add public safety and others to number 1. Staff

responded by saying this issues is just a formatting thing, yes, it can be added in.  
Member Querubin - Wanted to clarify that the subcommittees would come back to the next CAB meeting with their recommendations. All members are in agreement with this.

Member Adrain - The City's marketing stinks. CAB should be allowed to participate and have a say in how marketing is done by the City.

Member Barnett mentioned last year's retreat.

Subcommittees will bring these updates back to the CAB, which will help inform the development of the 2017-18 CAB work plan.

## **6. ACTION ITEMS**

### **6.1 CIP TOWN HALLS SUBCOMMITTEE CHAIR**

Three CAB Members asked to be considered for the CIP Town Halls Subcommittee Chair position: Members Adrain, Moore and Weeks. Each Member made a case to CAB for why they wanted to be Chair and why they felt they were a good fit. The CAB then voted for the new subcommittee Chair:

Adrain - 2 votes

Moore - 5 votes

Weeks - 2 votes

Member Moore is now the Chair of the CIP Town Halls Subcommittee.

## **7. CAB MEMBER ANNOUNCEMENTS**

Chair Narath announced that she would be stepping down as Chair of the CAB and that this was her final meeting chairing the Board. Mayor Coursey has appointed Member Barnett to serve as the new CAB Chair. She will begin her role as Chair in April 2017.

## **8. PARKING LOT**

The following items are possible upcoming agenda items:

- Continuation of CAB 2017-18 Work Plan
- CIP Town Hall Meeting Improvement Discussion
- 2017-18 Community Improvement Grant Program
- CAB Marketing Plan
- Community Events and Meetings
- Vice Chair Vote

## 9. ADJOURNMENT

Chair Narath adjourned the meeting at 7:27pm.

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*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.*

### CAB GOALS

1. CAB, with community input, is powerfully and actively advising the City Council, City Manager and City staff on issues affecting the community.
2. CAB will continue to improve the partnerships between neighborhoods, community organizations, businesses, and the City to support and promote thriving, diverse neighborhoods.
3. CAB is utilizing the Community Improvement Grants to make positive and measureable changes in the community.