

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: TANYA NARATH, CHAIR  
COMMUNITY ADVISORY BOARD  
JAIME PEÑAHERRERA, COMMUNITY ENGAGEMENT  
DIRECTOR, OFFICE OF COMMUNITY ENGAGEMENT

SUBJECT: COMMUNITY ADVISORY BOARD 2016/17 WORK PLAN

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the City Manager's Office and the Community Advisory Board that the Council, by resolution, approve the Community Advisory Board's Fiscal Year 2016/17 Work Plan pursuant to Resolution Nos. 28174, 28442, and 28685.

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EXECUTIVE SUMMARY

The Community Advisory Board (CAB) met in early June 2016 to discuss their workplan concepts for the upcoming fiscal year. CAB met again on June 22, 2016 to finalize, approve, and recommend approval of its Fiscal Year 2016/2017 Workplan by Council.

While updating the 2016/2017 Work Plan, CAB members were intentional about aligning work plan activities with City Council goals. This action relates to the following Council goals and strategies:

- Goal #1 – Create a strong, sustainable economic base
  - 1.2 – Evaluate Housing Initiatives
- Goal #3 – Provide Leadership for Environmental Initiatives
  - 3.1 – Improve transportation network to reduce vehicle miles traveled and promote multi-modal transportation.
- Goal #5 – Improve the partnerships between neighborhoods, community organizations, schools and the City to support and promote thriving, inclusive, and diverse neighborhoods.
  - 5.1 – Implement Open Government Task Force recommendations

- 5.2 – Develop new five-year Violence Prevention Strategic Plan
- 5.4 – Complete the Specific Plan for Roseland Annexation and consider annexation of other County areas in southwest and southeast Santa Rosa.
- Goal #6 – Commit to making Santa Rosa a healthy community where people feel safe to live, work, and play.
  - 6.1 Clarify City's role in homelessness

## BACKGROUND

To prepare for the development of the 2016/2017 Workplan, the CAB reviewed the fiscal year 2015/2016 workplan and looked at accomplishments, lessons learned, and work still in process during its June 2, 2016 retreat. Accomplishments include:

- Participating in the recruitment process of the Community Engagement Director and Community Engagement Coordinator;
- Obtaining Council authorization to approve Community Improvement Grants (CIG);
- Completing enhanced CIG outreach tactics and awarding twenty grants;
- Completing a community garden at the Palms Inn shelter;
- Successfully completing a series of Capital Improvement Project (CIP) community outreach meetings in collaboration with City staff; and
- Successfully completing a series of Open Government community meetings in collaboration with City staff.

In addition, the CAB noted more opportunities for inclusion and participation in City conversations, in partnership with the Community Engagement Director and City staff.

The CAB also acknowledged opportunities and lessons learned, which include:

- Inclusion of members of the public in CAB subcommittees can help build bonds with the community;
- The goal of creating five community gardens was ambitious – members learned about the process and procedures of building a community garden and will use this knowledge to continue working towards this goal in the future;
- Meetings to engage the community and review the CIP process needs to start earlier in the fiscal year; and
- CIG outreach and process could be improved.

The CAB used the information listed above to develop the goals, strategies, and activities for the 2016/2017 Workplan.

## PRIOR CITY COUNCIL REVIEW

On August 7, 2012, the City Council adopted Resolution No. 28174 clarifying the roles, duties and areas for the CAB. The City Council later adopted Resolution No. 28442 on

March 11, 2014 clarifying the annual Community Improvement Grant (CIG) process. The Board's responsibilities were divided into six categories:

- i. Issues of concern to residents of the City;
- ii. Budget priorities for Capital Improvement Projects;
- iii. Participation in neighborhood planning meetings;
- iv. Strengthen the public involvement process;
- v. Build community; and
- vi. Public improvements (Community Improvement Grants).

On September 15, 2015, the City Council adopted Resolution 28685, approving the CAB's Workplan for the Fiscal Year 2015/2016.

### ANALYSIS

At the June 2, 2016 retreat, the CAB discussed its responsibilities as identified in Council Resolution Nos. 28174 and 28442 and brainstormed ideas for its workplan that would fit within the framework detailed in the resolutions.

Following this discussion, at its June 22, 2016 meeting CAB unanimously voted to adopt the following workplan for the Fiscal Year 2016/17.

- i. **Issues of concern to residents of the City: The City and Board Members shall identify a minimum of one community-based issue which requires outreach into the neighborhoods.**
  - An ad hoc CAB subcommittee will work with the Office of Community Engagement to focus on community outreach and communication support related to the City Council's "Housing Action Plan", including elements and programs of the plan such as: Housing for All goal, homelessness, housing affordability, rent stabilization, code enforcement, NRP, etc.
  - CAB will continue its 2015/2016 focus on enhancing efforts to support and expand community gardens.
- ii. **Budget priorities for Capital Improvement Projects (CIP).**
  - An ad hoc CAB subcommittee will work with the Office of Community Engagement to continue to increase public participation in the CIP budget process as detailed in Resolution No. 28174 by helping design and facilitate a robust public participation process. A minimum of seven town hall meetings are planned to inform the community on important topics, to review and provide feedback on the 2017/2018 CIP budget and priorities, as well as moving forward with the development of a Participatory Budgeting-like process to address neighborhood road maintenance, when/if funding is available.
- iii. **Participation in neighborhood planning meetings.**

- CAB will collaborate with the Volunteer Center of Sonoma County to contribute to a master list of community outreach events, and strategically plan CAB participation in as many of these events as possible.
- iv. Strengthen public involvement process.**
- When attending community outreach and neighborhood planning meetings, CAB will increase public awareness about the nature of CAB's work and its goals through collateral marketing material and through active participation in the meetings. CAB members have been provided with nametags identifying them as board members.
- v. Building Community through Community Improvement Grants (CIG).**
- CAB will continue the successful Community Improvement Grants (CIG) program; conduct proactive outreach to assist community groups in successfully applying for CIG; and raise awareness of past projects funded.
  - Through its master list of community events, CAB will focus on attending a variety of events.

#### FISCAL IMPACT

Approval of the FY 2016-17 CAB work plan does not have a fiscal impact on the General Fund.

#### ENVIRONMENTAL IMPACT

Not applicable.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The Community Advisory Board reviewed and approved its Work plan on June 22, 2016 and it is recommended by the Community Advisory Board that the Council, by resolution, approve the Community Advisory Board's Fiscal Year 2016/17 Work Plan.

#### NOTIFICATION

All CAB members were provided notice of this agenda item on June 22, 2016.

ATTACHMENTS

- Attachment 1 - Community Advisory Board Work Plan for the Fiscal Year 2016/2017
- Resolution/Exhibit A

CONTACT

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