City of Santa Rosa

Office of Community Engagement
637 First Street

Community Advisory Board
Regular Meeting Minutes - Draft

Wednesday, April 24, 2019 **6:00 PM**

6:15 P.M.

Due to recorder malfunction, the audio recording for this meeting is not available.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:15PM.

Member L. Moore arrived at 6:30PM. Member Chaparro left at 7:00PM.

Present: 9 - Chair Cherie Barnett, Board Member Miles Burgin, Board Member Daniel Chaparro, Board Member Michelle Escobar-McGarry, Board Member Jennielynn Holmes, Board Member Lacinda L. Moore, Board Member Carley C. Moore, Board Member Michael Varela, and Board Member Laney Rooks

Absent: 4 - Vice Chair Vincent Harper, Board Member Veronica Cruz, Board Member Danielle Divine, and Board Member Cecile Querubin

2. OATH OF OFFICE

Member McGarry was given her Oath of Office.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

March 27, 2019 Regular Meeting Minutes.

A motion was made by Board Member Wall, seconded by Board Member C. Moore, to approve the March 27, 2019 meeting minutes. The motion carried by the following vote:

Yes: 7 - Chair Barnett, Board Member Burgin, Board Member Chaparro, Board Member Holmes, Board Member C. Moore, Board Member Varela, and Board Member Rooks

Absent: 5 - Vice Chair Harper, Board Member Cruz, Board Member Divine, Board Member L. Moore, and Board Member Querubin

Abstain: 1 - Board Member Escobar-McGarry

5. CAB ANNOUNCEMENTS

Member Chaparro announced that he has to leave by 7:00PM.

Member Rooks announced that there is a Fountaingrove block captains meeting scheduled for Thursday, April 25th and she will attending. She welcomed other CAB members to attend as well.

Member C. Moore announced that she will join the Expertise Subcommittee.

6. STAFF UPDATES

Community Engagement staff provided an update on the City Council's Open Government Task Force Subcommittee: the next meeting is scheduled for May 15, 2019 at 6:00PM and will be held in the Office of Community Engagement, Large Conference Room. The agenda will include the operational and fiscal impacts on staff and departments in implementing the ordinance.

Staff also provided an update about Neighborfest: the Mini-Grant agreements have been approved by the City Attorney's Office and City Manager and the grant payments are being processed. The Earthquake Country Alliance will be printing the neighborhood maps for each event. Staff is currently working with each neighborhood to identify the event locations and times. The first event is scheduled for June 8, 2019 from 1:00-4:00PM. CAB Members are needed to help staff run the asset mapping activity. Staff sent around a signup sheet at the meeting.

Public Comment: Eric Fraser made public comment on the Open Government Task Force Implementation Subcommittee.

7. SCHEDULED ITEMS

7.1 DOWNTOWN STATION AREA SPECIFIC PLAN UPDATE

Staff from the Planning and Economic Development (PED) Department presented to the CAB on the Downtown Station Area Specific Plan Update. PED staff shared the project background and timeline:

Phase I - Issues and Opportunities (Winter/Spring 2019)
Phase II - Alternatives Exploration (Spring/Summer 2019)
Phase III - Draft Plan (Summer 2019)
Phase IV - Final Plan (Fall 2019

For community engagement, PED hoped to cast as wide a net as possible to reach as many people as they can. They provided information about the project website, the Community Advisory Committee, and the Technical Advisory Committee. They also talked about the online engagement component and

provided the CAB with a QR code that will take them to a survey to complete online.

Public Comment:
Gregory Fearon made public comment about how he was excited about this process and was looking forward to participating.

Eric Fraser made public comment on community outreach and engagement for the project.

PRESENTATION - DOWNTOWN STATION AREA SPECIFIC PLAN UPDATE

7.2 SUBCOMMITTEE UPDATES

Members from each subcommittee provided the CAB an update:

The Expertise Subcommittee has not met yet and is still looking for a regular meeting time.

The Empowerment Subcommittee met on April 10th and will be sending out the neighborhood and community groups list for members to review and add to/edit.

The Operations Subcommittee discussed research on collaborative meetings. They also mentioned that the CAB follows Council rules, but has the opportunity to write their own rules as well. Member Holmes indicated she liked that the meetings are the most efficient they have ever been and does not want to make changes that might disrupt this and also mentioned that the CAB should keep meeting practices/guidelines consistent with how the Council and other Boards run their meetings. Getting more members of the public to attend the meetings should be the CAB's focus. Member C. Moore would like to see more engagement with the public and acknowledgement to members of the public that questions asked or issues raised would be followed up on, as appropriate. Member Varela mentioned Rosenburg's Rules of Order. Other members echoed Member Holmes' comments.

Public Comment:
Eric Fraser made the suggestion that the CAB should appoint an ombudsmen for every City meeting for engagement purposes.

PRESENTATION - COLLABORATIVE MEETINGS RESEARCH

7.3 ENGAGEMENT STRATEGIES AT COMMUNITY EVENTS

Community Engagement staff asked the CAB for activity ideas for when tabling at community events. Staff mentioned having the City Connections newsletter signup and neighborhood groups signup sheets available at tabling opportunities but also wanted ideas to give away promotional items. The CAB liked the idea of using the wheel and having specific questions for people to answer in order to get promotional items. The CAB will send staff their question ideas by Friday, April 26th at noon.

Public Comment:
Eric Fraser made public comment on environmental friendly promotional items to give away.

7.4 GET TO KNOW YOUR CAB MEMBERS

Deferred to next meeting due to time constraints. Members C. Moore, Burgin and Varela will present.

8. FUTURE AGENDA ITEMS

A. Subcommittee Report Outs (on-going)
B. Brown Act Presentation from City Attorney's Office (May or June 2019)
C. Council Goals Alignment with Strategic Plan (May 2019)
D. Neighborfest Presentation (May 2019)
E. CAB Orientation and Mentors (TBD)
F. Roseland Annexation Update from SRPD (TBD)
G. Santa Rosa General Plan Update Presentation from PED Staff (TBD)

9. ADJOURNMENT

Meeting adjourned at 8:01PM.

A motion was made by Board Member L. Moore, seconded by Board Member Burgin, to adjourn the meeting. The motion carried by the following vote:

Yes: 8 - Chair Barnett, Board Member Burgin, Board Member Escobar-McGarry, Board Member Holmes, Board Member L. Moore, Board Member C. Moore, Board Member Varela, and Board Member Rooks

Excused: 1 - Board Member Chaparro

Absent: 4 - Vice Chair Harper, Board Member Cruz, Board Member Divine, and Board Member Querubin

GROUND RULES

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) 543-4676 one week prior to the meeting. TDD (707) 543-3063

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.