

RESOLUTION NO. RES-2024-200

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING  
GEOGRAPHIC AREAS FOR THE COMMUNITY ADVISORY BOARD AREA SPECIFIC  
APPOINTMENTS

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 seven to fourteen 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, on August 7, 2012, the City Council adopted Resolution No. 28174 and approved recommended changes to further clarify member duties and responsibilities, confirm membership at 14 and establish methods for communication between the City Council and the CAB; and

WHEREAS, on March 11, 2014, the City Council adopted Resolution No. 28442 and approved changes to provide for the CAB to review and recommend to the Council the awarding of community grant process; and

WHEREAS, on September 15, 2015, the City Council adopted Resolution No. 28686 and delegated to the CAB the ability to award the community grants; and

WHEREAS, the City Council wishes to amend CAB geographic area map to align with City Council district boundaries, reduce members from 14 to 7, establish quorum requirements based on new composition, and add language to clarify the passing of motions.

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 7 members, one from each City Council district.

2. CAB Area Map. A map depicting Santa Rosa City Council districts is on file in the office of the City Clerk.

3. Appointment. Each Council Member shall have (1) appointee to the CAB from within their elected district boundary. The term of each member of the Board shall correspond to the term of the appointing Council Member and a Board member shall serve at the pleasure of the appointing Council member and may be replaced at any time.

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. Four 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. Voting. A vote by a majority of the Community Advisory Board members present is required to pass a motion. For all other voting matters not covered here, Rosenberg's Rules of Order shall apply.

6. Duties and Responsibilities.

a) Except in the matter of Community Grants where the Board makes decisions, 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 staffs' 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 and Community Events. Annually through the budget process, the Council shall establish an allocation for public improvements and community events. 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 qualified grant applications submitted. Applications shall be under two categories:

- A. Public improvements shall include physical construction/ improvement projects located within one of the seven areas identified.
- B. Community events shall include practices and events that create or enhance the sense of community among individuals with a regional area of within a group that shares a common interest.

Based on these criteria, the Board shall award grants to the applicants whose projects best meet the criteria. The Board will refer any appeals of denied applications to the Council and will provide a report annually to Council on the grant program.

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.

7. 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.

BE IT FURTHER RESOLVED that Resolution Nos. 28174, 28442 and 28686 are hereby repealed.

IN COUNCIL DULY PASSED this 17th day of December, 2024.

AYES: (6) Mayor N. Rogers, Vice Mayor Stapp, Council Members Alvarez, Fleming, MacDonald, Okrepkie

NOES: (0)

ABSENT: (0)

ABSTAIN/RECUSE: (0)

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney