



City of Santa Rosa

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

Community Advisory Board Regular Meeting Minutes - Draft

Wednesday, January 25, 2017

5:30 PM

1. CALL TO ORDER AND ROLL CALL

Present: 10 - Linda Adrain, Tanya Narath, Vincent Harper, Cecile Querubin, Calum Weeks, Jennielynn Holmes, Victoria Fleming, Xavier Nazario, Cherie Barnett and Lacinda Moore

Absent: 2 - Sarah Lewers and Tiffani Montgomery

2. PUBLIC COMMENTS

Duane Dewitt - Asking for CAB to do authentic community engagement as Members.

Gregory Fearon - 1. Homeless Action monthly meeting at Palm Inn on January 26th; 2. Board of Supervisors ordinance junior accessory dwelling units - City of Santa Rosa will follow and would like to do some community engagement around that; 3. Homeless Summit on January 30-31; 4. CHAP Program - Homeless Action helping and encouraging others to apply.

Thomas Ells - Thank you for approving community garden project at Sam Jones Hall. 1. Outreach worker at St. Vincent de Paul. Junior accessory dwelling units - should waive fees (as an option) for affordability of unit. 2. January 29th - Community Engagement Fair at Fairgrounds.

3. APPROVAL OF MINUTES

A motion was made by Barnett, seconded by Moore, to approved the [FILE TYPE]. The motion carried by the following vote:

Yes 9 - Adrain Narath Harper Querubin Weeks Holmes Nazario Barnett Moore

Absent 2 - Lewers Montgomery

Abstain 1 - Fleming

December 14, 2016, Special Meeting.

Any writings or documents provided to a majority of the City Council prior to this meeting regarding any item on this agenda, excluding closed session items, are available for public review in the City Clerk's Office, Room 10, City Hall, 100 Santa Rosa Ave, during normal business hours.

4. STAFF UPDATES

Danielle Ronshausen, Community Engagement Coordinator provided CAB with an update on the following items:

1. CAB Appointments Update - there is still one vacancy open for an at-large member, to be appointed by Councilmember Tibbitts.

2. Merit Awards Update - Nominations have been open for the Merit Awards Program. Nominations can be turned in up until March 15, 2017. Ms. Ronshausen gave out the nomination to CAB members.

3. Roseland Annexation Update - A series of community conversations will take place in February and March 2017 to provide the public with information about annexation, timeline for annexation, and what services the City has to offer the incoming neighborhoods. Ms. Ronshausen provided the CAB with fliers for the community conversations and asked for help with outreach. Members Holmes and Querubin volunteered to assist with outreach.

4. Community Improvement Grant Project Updates - Ms. Ronshausen provided a brief overview of the Roseland Cup and Santa Rosa Tool Library completed projects. Members Moore and Nazario will make a visit to the Tool Library and report back to CAB at a future meeting.

Public Comment - Gregory Fearon thanked CAB for awarding the Santa Rosa Tool Library with funding. His group has checked out tools and used them for housing project.

5. SCHEDULED ITEMS

5.1 FISCAL YEAR 2017/2018 PUBLIC SERVICES CONTRACT SOLICITATION AND AWARD PROCESS AND ACTION PLAN APPROVAL

Needs help from CAB on outreach to residents, service providers, other stakeholders, and constituents. More public involvement is needed.

City of Santa Rosa is an Entitlement Jurisdiction for federal funds (CDBG, HOPWA, HOME)

CDBG - annual process to submit applications starts February 9th.

- Public meeting on February 9th at 5:30pm at the City Hall Annex - 90 Santa Rosa Avenue. Public can get applications at this meeting.
- Applications can also be found at www.srcity.org/housing <<http://www.srcity.org/housing>>
- Applications due March 8th

Federal Reporting - usually every five years (Consolidated Plan); Annual Action Plan; and accomplishments and progress towards Consolidated Plan (CAPER) Action Plan will be available for public view March 21st at City Hall Annex, City Manager's Office and Main library. Also online. Announcements will be made in traditional and social media.

Questions can be submitted to nmanchester@srcity.org

Council will have a public hearing on Plan and Action on public service contract on May 2nd

Action Plan is due to HUD by May 15, 2017

Public Comments:

Gregory Fearon - Wanted to know where to find the Consolidated Plan online.

Thomas Ells - What does public services (the 15%) entail? Is there a point deduction in the granting of the funds for homelessness?

5.2 CITY OF SANTA ROSA WEBSITE REDESIGN UPDATE

Website Design and Layout

Most usage of the City's website is on Tuesdays

4, 200 visitors daily

More desktop vs. mobile visitors (1/3 of users)

What are the top pages people view when they visit our website?

- Storm water creeks and weather
- City Bus - maps and schedules
- Police
- Human Resources
- Rec and Parks
- Utility and water billing

Current website content migration is happening now and website scheduled to go live in March 2017.

Eric shared website layout and design with the group.

Member Nazario asked if citizens would be able to beta test site before it runs live and Eric said no, unfortunately, this will not happen.

Member Adrain asked what the font is that is being used on the website - Eric will look into this.

Member Moore - iLegislative (electronic voting), is it independent of the new website? It's independent.

Overall, CAB Members like it - looks user friendly and beautiful

Legislative Content

35 Boards and Commissions and Committees

Now using Legistar - puts all boards, commissions, and committees agendas and other documents in one place: <https://santa-rosa.legistar.com/Calendar.aspx>. Member Querubin asked if there were audio and video files available - only video, not audio.

Boards and Commissions Pages

Using a new Boards and Commissions app - can find all meeting bodies here

Public Comments:

Thomas Ells - asked about testing from the public.

5.3 CAB SUBCOMMITTEE UPDATES

Item tabled due to time constraints.

6. ACTION ITEMS

6.1 CIP TOWN HALL MEETINGS PRESENTATION AND REPORT TO CITY COUNCIL

Danielle Ronshausen, Community Engagement Coordinator, provided CAB with an overview of the report and presentation to be given at the February 28, 2017 City Council meeting, in conjunction with the 2017/2018 budget planning season. Members were given an opportunity to provide additional feedback and then vote to approve or not approve the report and presentation.

Member Discussion:

Member Adrain - What does return on investment mean? Disagrees on numbers - they do not match. Recommendations takes out personal contact. Community meetings is vague - does not know what that means. Member Adrain stated that she thinks the different department heads do not want to do these meetings and get out and talk to the public. She stated she was at seven out of the eight meetings and presented at two of them. She thinks a general problem with these meetings is that the outreach is not good. She stated that she thinks the flyer was not done in a way to get enough people to come to the meetings. CAB needs to be better involved and more prepared. Finally, Member Adrain indicated that the subcommittee did not talk about recommendations for how to make these meetings better or for the report. She said she spoke with Ms. Ronshausen on the phone several times at length about her concerns with the recommendations.

Member Moore - Member Moore stated that the subcommittee did speak about how to do things better for the next time at a subcommittee meeting a few months ago. She also spoke with Ms. Ronshausen on the phone about her thoughts on

the report recommendations.

Member Nazario - Asked Member Adrain what her specific suggestions were for improving the outreach. Agrees with several points he heard. Member Nazario would like to see the qualitative data. On the fence about how many meetings.

Member Holmes - Stated that too much money was spent on the outcome. Too many staff versus attendees. Too many meetings dilute staff's and CAB's capacity. Member Holmes agreed to the report as it is written. Face-to-face is important but we need to do something smaller. Motioned to approve the report as is.

Member Weeks - Stated that he'd like to focus on regions that are high areas of return. Also agreed that too much money was spent with a low return on the number of people who attended.

Member Harper - Stated that report is fine. Cutting back on meetings and getting them right is the way to go. CAB needs to figure it out.

Member Barnett - Agreed with most of what had been said. Need to focus on community engagement and what's important to the residents.

Member Querubin - Also agreed with most of what had been said. Going to existing meetings - expand on this in the presentation to Council. What does it entail and what would happen at these meetings?

Member Flemings - Stated that CAB does need to maintain the human connection piece of this work, but with only 113 people showing up, spending \$12,000 is not cutting it. Focus on doing a smaller number of meetings, but better. Seconded the motion to approve the report as is.

Chair Narath - Suggested that CAB does not stick to a number but say we will re-look at the number prior to planning for the meetings.

Public Comment

Gregory - Santa Rosa Together thanks staff and CAB for the outreach that was done for the meetings. Staff and CAB were asked to get information out to the public about CIP, which the public really does not care much about. Would like CAB to keep the idea of Participatory Budgeting open. Do a Participatory Budgeting Capital Improvement program - spoke to Jason Nutt and there is not enough money to do it this upcoming year. He suggested looking to a future PB CIP process.

**A motion was made by Holmes, seconded by Fleming, to
Approved as submitted. the [FILE TYPE]. The motion carried by
the following vote:**

Yes 9 - Narath Harper Querubin Weeks Holmes Fleming Nazario
Barnett Moore

No 1 - Adrain

Absent 2 - Lewers Montgomery

7. CAB MEMBER ANNOUNCEMENTS

Member Holmes reminded everyone about the Homeless Summit on January 30-31 at the Spring Hills Community Church. Still room for those who have not registered.

Member Harper announced that there would be a Pozole Night event at Roseland Elementary School on January 27th. Open to the public.

Member Moore announced that there would be a Community Engagement Fair on January 29th from 12-5pm at the Sonoma County Fairgrounds. Members Moore, Weeks, Harper and Adrain would attend on behalf of CAB.

8. PARKING LOT

- CAB work plan for FY2017/2018
- CIP Town Halls discussion regarding improvement of outreach for meetings and meeting structure.
- CIP Subcommittee Chair nomination and vote - include in subcommittee discussion.
- Housing Action Plan Implementation: Zoning Code Amendment - Accessory Dwelling Units and Community Outreach
- Bicycle and Pedestrian Master Plan Update (March 2017)

9. ADJOURNMENT

Chair Narath adjourned the meeting at 7:34pm

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.

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