



**community  
advisory board**

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City of Santa Rosa

# COMMUNITY ADVISORY BOARD ORIENTATION

**FEBRUARY 24, 2021**

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# **WELCOME TO THE COMMUNITY ADVISORY BOARD!**



# CAB MISSION

The **Community Advisory Board** connects city government and residents so the public can have a voice in decisions that impact their lives and build a stronger community.



# CAB BACKGROUND

- Council established CAB in City Charter in 2002
  - To represent views and ideas from broader community on issues of interest to the City Council
- Resolution 25805 (2003)
  - Roles and responsibilities
  - CAB boundaries
  - CAB appointees – 21 members
- CAB restructured in 2006 – reduced to 14 members



# CAB BACKGROUND

- Resolution 28174 (2012): further defined roles and responsibilities of the CAB
  - Issues of concerns of City residents, including public safety;
  - Capital Improvement Program (CIP) budget priorities;
  - Increase public participation and build civic capacity;
  - Community meetings and events (4/year); and
  - Community Improvement Grant Program
- 5-Year Strategic Plan (2018)



# STRATEGIC PLAN



**STRATEGIC  
CATEGORY 1:  
COMMUNITY  
EMPOWERMENT**

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**1. Implement Neighborfest**

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**2. Create a civic engagement academy**

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**3. Proactively attend neighborhood meetings**

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**4. NEW: Assist Community Engagement staff in creating a series of civic engagement 101 videos**

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## Strategic Category 2:

### COMMUNITY ENGAGEMENT EXPERTISE

1. Create a list of board assets and present one CAB Member per meeting (Meet Your CAB Member)

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2. Create talking points, flyer and FAQs for CAB recruitment

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3. Create a CAB orientation packet and mentoring program to assist new members.

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4. NEW: Create a report to present to Council outlining successes and challenges of implementing the strategic plan and opportunities for future projects/next steps.

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5. NEW: Update CAB Grant Program to reflect current community conditions, including pandemic

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# COMMUNITY IMPROVEMENT GRANT PROGRAM

- Resolution 28442 – defines community improvement projects (physical improvements and capacity building projects)
- Resolution 28686 – provided CAB final decision-making authority on grant selections
- RES-2019-124 – changed grant program focus to Neighborfest; still includes physical improvement projects as long as they are part of Neighborfest event



# MEMBER REQUIREMENTS



## FROM CITY CLERK'S OFFICE

- File Statement of Economic Disclosure Form by April 2<sup>nd</sup>
- AB 1234 – Mandatory Ethic's Training (online – must be completed within 12 months of appointment)
- SB 1343 – Preventing Workplace Harassment Training for Elected & Appointed Officials (within 6 months of appointment and every 2 years after)
- Boards, Commissions & Committees Training (online - <https://srcity.org/180/Boards-Commissions>, video link under Get Involved)
- Annual Boards, Commissions & Committees Thank-You Luncheon (not required, but fun!)



## FROM CITY STAFF

- Oath of Office (takes place during member's first meeting)
- CAB Orientation

## MEMBER RESPONSIBILITIES

- Monthly Meeting Attendance – 75% of all monthly meetings
  - **4<sup>th</sup> Wednesdays of every month**
- Subcommittee Meetings – you will be assigned to a subcommittee
  - Expertise: **1<sup>st</sup> Wednesday of every month**
  - Empowerment: **2<sup>nd</sup> Wednesday of every month**



# OTHER BOARD INFORMATION



## CAB CHAIR & VICE CHAIR

- Chair: Leslie Graves
- Mayor appoints chair; CAB selects vice chair annually
- Chair and Vice Chair co-facilitate monthly meetings
- Subcommittees select meeting chairs to facilitate

## MEETINGS

- CAB follows rules of the Brown Act
- Must have quorum to hold meetings: 50% +1
  - Monthly meetings = 8 members for a quorum
- CAB creates agendas – Future Agenda Items



# STAFF CONTACT

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# RESOURCES

[www.srcity.org/cab](http://www.srcity.org/cab)

[www.srcity.org/cabgrants](http://www.srcity.org/cabgrants)

[www.srcity.org/neighborfest](http://www.srcity.org/neighborfest)

