



City of Santa Rosa

Virtual Meeting

Community Advisory Board Meeting Minutes

Wednesday, December 16, 2020

6:00 PM

SPECIAL MEETING

6:00 P.M.

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE COMMUNITY ADVISORY BOARD MEMBERS WILL BE PARTICIPATING VIA ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY VISITING:

**<https://srcity-org.zoom.us/j/95766187612> OR BY DIALING 877 853 5257
AND ENTERING WEBINAR ID: 957 6618 7612**

**THE MEETING WILL BE LIVE STREAMED AT
[HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE "IN
PROGRESS" LINK TO VIEW. THE MEETING CAN ALSO BE VIEWED ON
COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99, AND AT
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

Public Comment may be made live during the meeting via Zoom or submitted by 5:00 pm, the Tuesday (12/15) before the CAB Meeting via e-mail at communityengagement@srcity.org or via recorded voice message at 707-543-3080. E-mail comments and recorded voice message comments will be read into record or played (up to 3 minutes each) at the time that Agenda Item is discussed during the meeting.

1. CALL TO ORDER & ROLL CALL

Meeting called to order at 6:02pm.

Present: 8 - Chair Cherie Barnett, Board Member Daniel Chaparro, Board Member Veronica Cruz, Board Member Danielle Divine, Board Member Kevin Foster, Board Member Jacquelynne Ocana, Board Member Vincent Harper, and Vice Chair Leslie Graves

Absent: 3 - Board Member Cecile Querubin, Board Member Keith Roberts , and Vice Chair Carley Moore

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES

November 18, 2020 Special Meeting Minutes.

Public Comments: None.

A motion was made by Board Member Ocana, seconded by Board Member Foster, to approve the Special Meeting Minutes of November 18, 2020. The motion carried by the following vote:

Yes: 7 - Chair Barnett, Board Member Cruz, Board Member Divine, Board Member Foster, Board Member Ocana, Board Member Harper, and Vice Chair Graves

Absent: 3 - Board Member Querubin, Board Member Roberts, and Vice Chair Moore

Abstain: 1 - Board Member Chaparro

4. CAB ANNOUNCEMENTS

Co-Vice Chair Graves announced that she attended the West End Neighborhood Association meeting. She stated that the group had questions about the Neighborfest Program and if there were any updates for 2021.

Member Divine announced that the Kawana Spring neighborhood would like to start a community garden and was wondering how the CAB can support that project.

Public Comments: None.

5. STAFF UPDATES

Community Empowerment Plan Update

- Final report is complete and being reviewed by other staff
- Numbers of people engaged: 280 people total engaged through listening sessions, one-on-one meetings, and small informal group meetings; 265 BIPOC engaged
- Current actionable items being implemented by the City:

- o Chief's Community Ambassadors Team (C-CAT), applications due by 12/22
- o Development of a Model for Response to Mental Illness and Homelessness (similar to CAHOOTS) - draft of the program will be ready to share by February 2021
- o Multicultural Roots Project
- o Ethnic Studies with a Cop Pilot Project - completed and evaluation being conducted
- o SRPD Lowrider Patrol Car - collaboration with Sonoma County Lowrider Council. Car should be received in January 2021 to begin work
- o Citizen's Guidebook - OGTF recommendation and outlined in the Open Gov Ordinance (will talk more about this during presentation)
- o Improving Language Access - also part of Open Gov Ordinance (will talk more about this during presentation)

CAB Appointments and Recruitment

- If appointment term is up and member would like to continue serving on the CAB:
 - o 1st term - letter to City Clerk's Office stating desire to remain on the CAB
 - o 2+ terms - need to fill out and submit new application
- 8 open seats
 - o At-Large: 2 current, 1 upcoming
 - o Southwest: 1 upcoming
 - o Northeast: 1 upcoming
 - o Southeast: 1 upcoming
 - o South: 1 upcoming
 - o Central/Core: 1 upcoming

Public Comments: None.

6. SCHEDULED ITEMS

6.1 PROPOSED STREETLIGHT POLE BANNER POLICY

PRESENTATION - SANTA ROSA BANNER POLICY

Rafael Rivero, Economic Development Program Specialist, presented information on the proposed Street Pole Banner Policy to the CAB. There is currently no policy in place that addresses banners on street poles in Santa Rosa. The goals of the proposed policy are:

1. Establish program regulations and procedures
2. Ensure safe use

3. Application and fees
4. Placemaking enhancement and promotion of community-orienting activities

Under the proposed policy, the following uses of banners are approved: recognition, events, placemaking, seasonal/historic recognition, and public facilities. The following uses are ineligible under the policy: violation of City Code; violation of City Council Advertising Policy; activities not open to the public; and commercial, political or religious activities.

The process outlined under the policy for installation of banners on street poles include an application (fee - \$45), permit issuance (encroachment fee - \$128 and traffic control fee - \$147), and installation (inspection fee - \$75).

A public hearing for the proposed policy will be held on January 5, 2021 during the City Council meeting.

Public Comment: None.

6.2 OPEN GOVERNMENT ORDINANCE OVERVIEW

PRESENTATION - OPEN GOVERNMENT ORDINANCE OVERVIEW

Danielle Garduno, Community Engagement Coordinator with the Office of Community Engagement, provided an overview of the newly adopted Open Government Ordinance to the CAB. Highlights presented included:

1. Enhanced agenda posting requirements, including earlier posting of preliminary agendas (12 business days) and final agendas (4 business days) for City Council meetings. In addition, agenda materials will be published with the preliminary agenda once they become available.
2. Language access - all City Council agendas will be made available at no cost in English and Spanish. Translation of the agenda in a language other than English and Spanish will be made available upon request. Interpretation services will be made available upon request and translation of meeting materials are not required.
3. Public records - the ordinance establishes a Public Records Coordinator for each department. Requests for public records can be made in writing, by phone or in-person. Staff has 10 calendar days to respond to requester on status of records request. The ordinance also requires an annual report on public records requests from the City Clerk's Office to the City Council.
4. Open data - all data generated by the City and its departments shall be open for public review unless the data contains information exempt from disclosure under the Public Records Act, or any federal, state or local law, rule or

regulation. Data will be made available on a single portal on the City's website.

5. Public education - the Office of Community Engagement will develop a Citizen's Guidebook that covers public participation and public comment; City government structure, organization and responsibilities; government terms and definitions; how to make a public records request; and general categories of records kept and maintained by the City.

Public Comment: None.

6.3 CAB SUBCOMMITTEE UPDATES

The Expertise Subcommittee had no updates.

The Empowerment Subcommittee provided the CAB an update on the Civic 101 videos project. The Subcommittee members were assigned topics to develop content for and the Subcommittee will review the draft content at their next meeting.

Public Comment: None.

6.4 MEET YOUR CAB MEMBER

Member Harper presented the CAB information about himself, including education, work experience and special skills that he brings to CAB. The full presentation can be viewed at: <https://www.youtube.com/watch?v=eqJLOEEjE2k> and starting at 1:50:28.

Public Comment: None.

7. FUTURE AGENDA ITEMS

The following requests were added to upcoming agenda items:

1. Santa Rosa's version of CAHOOTS
2. Homeless Count (Catholic Charities)
3. Update on Caritas Village
4. Hotels purchased for homeless by County in Santa Rosa (Azul Hotel)

Public Comment: None.

8. ADJOURNMENT

Meeting adjourned at 8:15pm.

A motion was made by Board Member Divine, seconded by Board Member Foster, to adjourn the meeting. The motion carried by the following vote:

Yes: 8 - Chair Barnett, Board Member Chaparro, Board Member Cruz, Board Member Divine, Board Member Foster, Board Member Ocana, Board Member Harper, and Vice Chair Graves

Absent: 3 - Board Member Querubin, Board Member Roberts, and Vice Chair Moore

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. (TTY Relay at 711).

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.