

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: MISTI D. WOOD, CIRO OFFICER
COMMUNICATIONS AND INTERGOVERNMENTAL RELATIONS
OFFICE
SUBJECT: COMMUNITY ADVISORY BOARD (CAB) WORK PLAN AND
ANNUAL REPORT

AGENDA ACTION: MOTION

RECOMMENDATION

The Communications and Intergovernmental Relations Office (CIRO) and the Community Advisory Board (CAB) recommend that the Council, by motion, approve the 2025-2027 CAB Work Plan and accept the 2025 CAB Annual Report. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The Community Advisory Board (CAB) serves as a vital link between Santa Rosa residents and city government. This report summarizes CAB's activities, achievements, and work plan priorities for the 2025–2027 period, including community engagement efforts, and district-based meetings. It also summarizes the Community Improvement Grants (CIGs) reports for the 2024 calendar year grants and the administration during the 2025 calendar year.

GOAL

This item relates to Council Goal #4 - Foster a Safe, Healthy, and Inclusive Community by fostering collaboration, trust building, and civic engagement with our community.

BACKGROUND/PRIOR COUNCIL REVIEW

Established in 2002 by City Charter, CAB was created to represent community perspectives on issues of interest to the City Council. Over the years, CAB has undergone several structural changes, including Resolution RES-2024-200, which restructured CAB to seven district-based members. Supported by CIRO staff, CAB currently consists of seven members, each representing one city district.

The COVID-19 pandemic significantly disrupted CAB's ability to engage with the community. In response, CAB redesigned its work plan to better reflect emerging needs and priorities. This process included gathering community input and meeting quarterly with Councilmembers. Through these efforts, CAB identified informing, fostering communication, and trust-building as top objectives. The work plan was adopted in March 2025 and extended through 2027 in November to align with Council's goal-setting cycle.

The achievements presented in this report reflect CAB's 2025–2027 work plan and its commitment to strengthening civic engagement.

ANALYSIS

I. CAB Work Plan

During 2024 and 2025, CAB and Councilmembers met on a quarterly basis to collaborate and discuss district-based community priorities. Simultaneously, CAB gathered community input through community engagement activities. These efforts led to the establishment of key work plan objectives: promoting civic education, fostering meaningful engagement, and building trust and collaboration among CAB, City Councilmembers, and community members.

The 2025-2027 work plan outlined the following key actions: CAB will engage in community meetings and events, promote City programs, oversee CIGs, collaborate with Councilmembers, provide annual reports, and implement an issue-tracking tool to monitor community concerns.

II. CAB Annual Report

During 2025, CAB worked on the following areas:

a) Community Engagement and Education

CAB participated in major events, such as Earth Day, Cinco de Mayo, Rose Parade & Festival, Pride, and Juneteenth. Members promoted City programs and the Community Improvement Grant (CIG) program through tabling and outreach. In addition, CAB members have attended some neighborhood meetings.

b) District Meetings

CAB hosted five district-based community meetings in collaboration with Councilmembers, CIRO, and other City staff. The meetings had a total of 84 attendees. These meetings surfaced the following community concerns:

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- **Housing & Development:** affordable, senior, and family housing; large projects; support for unhoused residents.
- **Transportation & Parking:** downtown parking, bus delays, SMART connectivity.
- **Infrastructure:** sidewalks, road safety, green spaces, play structures.
- **Public Safety & Emergency Preparedness:** fire safety, evacuation routes, resilience hubs, communication for vulnerable groups, e-bike safety.
- **Immigration:** Protection for immigrant communities.

Community Improvement Grant (CIG)

Resolution No. 28686 authorizes CAB to oversee the CIG program. These grants are aimed at community building and neighborhood improvement. During 2024, CAB awarded \$47,0954.40 to 20 grant applicants. So far in 2025, CAB has awarded \$26,379.58 to 13 grant applicants.

FISCAL IMPACT

Approval of the 2025-2027 CAB Work Plan and acceptance of the 2025 CAB Annual Report does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

It is recommended by the CAB that the Council approves the 2025-2027 CAB Work Plan and accepts the CAB Annual Report.

NOTIFICATION

Not applicable.

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ATTACHMENTS

- Attachment 1 - Community Advisory Board 2025-2027 Work Plan
- Attachment 2 - Community Advisory Board 2025 Annual Report

PRESENTER(S)

Andrea Rodriguez, Community Advisory Board Chair
Jude Frates, Community Advisory Board Vice-Chair
Ana Horta, Community Engagement Manager