

# **COMMUNITY ADVISORY BOARD WORK PLAN (DRAFT)**

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**Ana Horta, Community Engagement Manager  
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## CAB'S MISSION

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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.

# INTRODUCTION

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The CAB was created as part of the Santa Rosa City Charter in 2002 and represents views and ideas from the broader community on issues of interest to the Santa Rosa City Council (Council). The CAB is a 7-member board, all of them district-based. The CAB is supported by staff from the Communications and Intergovernmental Relations Office (CIRO).

## OBJECTIVES

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- Produce an annual work plan for CAB that follows the charter.
- Create a calendar of events and activities.
- Increase CAB's visibility
- Educate/promote CIG grants and other city programs.
- Follow-up: issue tracking sheet
- Increase communication and collaboration between CAB & City Councilmembers.
- Promote civic engagement
- Foster community building, empowerment, and resiliency

## Monthly & Quarterly

**Goals: communication and collaboration, follow up (issues tracking), foster community building and improvement**

- CIG grants
- Multicultural Roots Project
- CAB meetings
- Issues/opportunities tracking sheet
- Councilmember & CAB meetings = annual workplan + townhalls and community meetings agenda

## Spring & Summer

**Goals: increasing CAB's visibility, promoting grants and City projects, building community**

- City events
- District specific events
- County events
- Community events

\*See calendar

## Fall & Winter

**Goals: communication and collaboration, education, civic engagement, neighborhood empowerment and resiliency**

- Townhalls
- Community meetings
- Neighborhoods workshops
- CAB's Annual Report to City Council

\*See calendar

### January

Optional: townhalls, community meetings, or neighborhoods workshops  
Park-A-Month

### February

Optional: townhalls, community meetings, or neighborhoods workshops  
Park-A-Month

### March

Neighborhood Serv. Prog. Spring Fest  
Leprechaun Treasure Hunt  
St Patrick 5k  
SRPD Easter Event  
Park-A-Month

### April

City of Santa Rosa's Earth Day  
Women in Public Safety Day  
Festival del Nino  
Park-A-Month

### May

Roseland Cinco De Mayo Festival  
Bike to [Work Day](#)  
Bike-in Block Party  
Rose Parade and Festival  
Kids to Parks Day  
City Works Festival  
Park-A-Month  
Wednesday Night Market

### June

Pride Parade and Festival  
Child in the Wild  
Matsuri Japanese Art Festival  
Railroad Square Music Festival  
WaterSmart Expo  
Juneteenth Celebration  
Park-A-Month  
Wednesday Night Market

### July

Senior Expo  
Summer in South Park Festival  
Park-A-Month  
Wednesday Night Market  
Live at Julliard  
Optional: neighborhoods workshops

### August

National Night Out  
Wildfire Ready  
Park-A-Month  
Live at Julliard

### September

South Park Day and Night Festival  
Fiesta de la Independencia  
Park-A-Month  
Creek Cleanup  
Optional: townhalls, community meetings, or neighborhoods workshops

### October

October Fest  
Halloween at Howarth  
Trunk or Treat  
Park-A-Month  
Creek Cleanup  
Optional: neighborhoods workshops

### November

Santa Rosa Turkey Trot  
Park-A-Month  
Creek Cleanup  
Optional: townhalls, community meetings, or neighborhoods workshops

### December

Holiday Crafts Fair  
Park-A-Month  
Creek Cleanup  
CAB's Annual Report to Council  
Optional: townhalls, community meetings, or neighborhoods workshops

# ISSUES TRACKING SHEET

# TOWNHALLS AND COMMUNITY MEETING'S THEMES

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- Transportation
- Infrastructure
- Economic resiliency
- Disaster preparedness
- Safety (e.g. safer parks)
- Downtown beautification and vibrancy
- Communications and education
- Unhoused community
- Civic engagement
- Neighborhood empowerment and resiliency



## WORK PLAN

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- Continue to review and approve CIGs.
- Assist with community meetings/town halls that directly impacts member's area.
- Table events to educate the community about City programs, initiative, events and promote CIG.
- Minimum of quarterly meetings with City Council Member to increase communication and collaboration.
- Annual report to Council about accomplishments.
- Assist as needed with Multicultural Roots Project.

## NEXT STEPS

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- CAB to discuss and adopt:
  - a- Work plan
  - b- Event & activity list
  - c- Issues tracking sheet
- Approve updated and revise CIG's application and rubric
- Set up recurrent CAB members & Councilmembers recurring collaboration meetings
- Plan and assist with town halls, community meetings, and neighborhood workshop planning

## QUESTIONS?

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