ORIENTATION PACKET

Congratulations on your appointment to the Community Advisory Board (CAB). This orientation document will help guide you through your first few months with the CAB. Together, we hope that this document will make the beginning of your CAB journey as seamless and painless as possible.

Please note that you may reach out to Daniel Chaparro, Community Engagement Coordinator and CAB Staff Liaison, with questions or concerns regarding your appointment: dchaparro@srcity.org or 707-543-4661.

INTRODUCTION
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 14-member board and includes seven (7) area-based seats and seven (7) at-large seats. The CAB is staffed by staff from the Community Engagement Office and receives a budget each year from the Council to implement its strategic plan and Community Improvement Grant Program.

MISSION
The CAB connects city government and residents so that the public can have a voice in the decisions that impact their lives and to build a stronger, more resilient community.

The City Charter requires the CAB to advise the City Council on:
1. Public Safety issues;
2. Capital Improvement priorities;
3. Involvement plans for development issues; and
4. Recommendations on public improvement funds that are allocated by the City Council
DUTIES & RESPONSIBILITIES PER CITY CHARTER

The CAB shall act in an advisory capacity to the City Council on City issues, including community-based issues such as public safety or other matters of concern to residents, budget priorities for capital improvement projects, participation in neighborhood planning meetings, public involvement process and community building to promote a culture of mutual respect, dialogue and inclusion to improve our City’s ability to work together and address concerns as described below:

1. Annual Report: CAB to Council; identify one (1) community-based issue (public safety and others), requiring outreach efforts to neighborhoods and feedback.
   - Currently, CAB must align goals, objectives and strategies with City Council Goals and Priorities.

2. Advise on public participation process offering minimum of four (4) neighborhood meetings for community to provide feedback on CIP budget/priorities:
   - The City’s Capital Improvement Program (CIP) team will join the CAB at Wednesday Night Market events (dates pre-selected) in offering information to the public about the CIP. The CAB uses this time to collect feedback from the public on the CIP budget priorities (using the voting buckets and chips). The use of the Wednesday Night Market table (and possibly Neighborfest events and proactively attending neighborhood meetings) to collect this feedback would be in lieu of the CIP town hall meetings/open house events we usually do each year.

3. Member to attend minimum of four (4) community meetings/workshops/events; quarterly report to the CAB, then Chair to Council.

4. CAB to advise Council on ways to increase public participation in the resolution of issues coming to the Council, Boards & Commissions. Works with the Community Engagement Office on creating and implementing outreach and engagement strategies.

5. Partner with Community Engagement Office to build civic capacity, quarterly report to the CAB. Annually 4 CAB meetings held in various neighborhoods.

6. Public improvement projects in each neighborhood; the CAB to oversee public grant application, including selection of applications to fund.

7. Report goals annually. CAB Resolution 28442 modifies to include definition of grant categories: public improvements and community events in the 7 areas. CAB
Resolution 28686 modifies to grant CAB authority to approve applications to expedite process.

STRATEGIC PLAN OVERVIEW

In 2018, the CAB developed a 5-year strategic roadmap, which included a variety of strategies and activities for the board to implement between 2018-2023. The CAB prioritized the Neighborfest Program, along with making meetings more efficient and effective, training for members, and improving the onboarding process. Unfortunately, due to the pandemic, Neighborfest was placed on hold and CAB meetings went virtual.

In 2022, the CAB conducted a strategic plan refresh and developed a list of priorities to focus on over the next few years. These priorities included:

1. Document the tangible benefits the CAB to share with the community. Develop hybrid tools and make available to educate the public on what city government does and how to access services (Civic 101 videos).
2. Boost’s CAB’s overall engagement with and empower the community in City decision making by reconnecting with community at community events (CAB to participate and have a presence at Wildfire Ready in May) and gather data on how people want to connect with the City. Make a presence in all seven districts.
3. Reactivate/reconvene neighborhood groups. Facilitate neighborhood groups – how to start a neighborhood group.

STAFF RESPONSIBILITIES

The City Clerk’s Office will contact you for the following:

1. File Statements of Economic Disclosure due around April 2 (potential fine if not filed by due date)
2. AB 1234 Attend mandatory ethics training-2 hours within 12 months of appointment. On-line training available
3. SB 1343 Attend Preventing Workplace Harassment-Orientation for Elected & Appointed Officials within 6 months of appointment and then every 2 years after
4. **Boards, Commissions, and Committees Orientation Training**

Office of Community Engagement staff will:

1. Conduct your Oath of Office – this will take place prior to your first CAB meeting
2. CAB Orientation
3. Staff monthly meetings
4. Draft and post meeting agendas
5. Draft and finalize meeting minutes
6. Coordinate meeting presentations

MEMBER REQUIREMENTS

Your responsibilities as a CAB member include:

1. Attend 11 CAB meetings per year (4th Wed from 6-8 pm); attendance of at least 75% of meetings to maintain appointment (7 meetings minimum)

2. Conduct outreach for the CAB, including the Community Improvement Grant Program. Outreach includes tabling or attending community meetings/workshops (see Duties & Responsibilities per City Charter, #3). Community events include, but not limited to:
   a. Roseland Cinco de Mayo
   b. Wildfire Ready
   c. MLK Juneteenth Community Celebration (MLK Park in South Park neighborhood)
   d. Staff may send other opportunities as well, as they come up

3. Participate in grant application selection process.

4. Implementation of Duties and Requirements Per City Charter (page 2) and CAB Strategic Plan (see page 3 for Overview).