



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. In addition, you will be linked with a current CAB member who will serve as your mentor for the next three months. Together, we hope that this document and your mentor will make the beginning of your CAB journey as seamless and painless as possible.

Please note that you may reach out to Danielle Garduño, Community Engagement Coordinator and CAB Staff Liaison, at any time with questions or concerns regarding your appointment: dgarduno@srcity.org or 707-835-6535.

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:

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; 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 (being met via Neighborfest).
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

Excerpt from CAB Vision: When Council wants to engage underrepresented, hard-to-reach groups or when they need in-house experts about how best to engage the community, they turn to CAB. As a result of our work, residents, especially those who have historically been underrepresented, now feel they have a voice in decisions that impact their lives. We've also created strong community cohesion, more pride, less violence, more resilience, and more peace because people feel heard and see their input in citywide decision making.

Strategic Categories: Empowerment, Community Engagement Expertise & Operations

Empowerment Strategy

1. Citizen Engagement Academy for residents
 - a. Understand what an academy is, plan & develop curriculum, timeline for implementation, develop outreach strategy for enrollment.
 - b. 2020/2021: Assist Community Engagement Office in creating a series of Civic 101 videos
2. Proactively attend neighborhood meetings
 - a. Create format for CAB members to report back to CAB on their attendance at these and other community meetings
3. Implement Neighborfest (currently suspended for 2020)

Expertise Strategy

(Operations Strategy completed and integrated with Expertise – please refer to Strategic Roadmap for more information on Operations)

1. Assess strengths & weaknesses to identify training areas on an annual basis. Based on data, define training priorities. (Completed assessment)
2. Create ideal CAB member profile (Complete)
3. Add accomplishments to agenda to make a recognition system
4. Create onboarding, orientation and mentor program and documentation
5. Increase awareness of CAB & tangible results

MEMBER REQUIREMENTS

The City Clerk 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](#)
5. Boards, Commissions, and Committees Thank-You Luncheon (annual, not required)

City Staff will conduct the following:

1. Oath of Office – this will take place during your first CAB meeting
2. CAB Orientation

Your responsibilities as a CAB member include:

1. Attend 10 CAB meetings per year (4th Wed from 6-8 pm); attendance of at least 75% of meetings / events to maintain appointment (7 minimum)
2. Attend 10 CAB Subcommittee meetings per year (once member joins subcommittee)
 - a. Expertise (1st Monday/month from 5:30-6:30 pm)
 - b. Empowerment (2nd Wednesday/month from 6-7 pm)