

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: INTERVIEWS FOR BOARD OF BUILDING REGULATION  
APPEALS AND BICYCLE AND PEDESTRIAN ADVISORY BOARD

AGENDA ACTION: APPOINTMENTS

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RECOMMENDATION

It is recommended by the City Clerk, and by direction of the Mayor, that the Council interview one applicant for the Disabled Community Representative vacancy on the Bicycle and Pedestrian Advisory Board and one applicant for the Board of Building Regulation Appeals.

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider appointments to fill a vacancy on the Bicycle and Pedestrian Advisory Board with a term ending December 31, 2026, and on the Board of Building Regulation Appeals with a term ending December 31, 2025.

BACKGROUND

The Bicycle and Pedestrian Advisory Board has one Disabled Community Representative vacancy due to a term ending December 31, 2022. The four-year term for this appointment runs 2023 through 2026 with the term ending December 31, 2026.

The Board of Building Regulation Appeals has three current vacancies. The initial term of a person appointed to the board is two years, with a four-year term for those reappointed to a second or additional consecutive terms. The two-year term for a new appointee will end December 31, 2025.

PRIOR CITY COUNCIL REVIEW

Not applicable.

### ANALYSIS

Per City Charter and the Council's Appointment Policy (Policy 000-06), both the Bicycle and Pedestrian Advisory Board Disabled Community Representative and members of the Board of Building Regulation Appeals are appointed by the full Council.

The City Clerk's Office conducted a recruitment for the vacancies and received the following applications:

Board	Position	Applicant
Bicycle and Pedestrian Advisory Board	Disabled Community Representative	Scott Doig
Board of Building Regulation Appeals	Member	Eric Miller

The Council's Appointment Policy sets out the following voting procedures for appointments made by the full Council:

"Voting:

- a. Members of boards, commissions and committees shall be selected from all applicants by a process of elimination or by motion.
- b. If selection is by process of elimination, each Council member shall vote for a number of applicants equal to the number of vacant positions, plus two. In the event there are an insufficient number of applicants to vote for a number of applicants equal to the number of vacant positions plus two, the Council may vote for a fewer number as recommended by the City Attorney.
- c. Those applicants receiving one vote or less shall be eliminated.
- d. Subsequent votes shall be taken with each Council member voting for one less applicant than voted for in the previous round. Only applicants not eliminated may be voted upon."

### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in

the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

#### NOTIFICATION

The City Clerk's Office conducted recruitment efforts seeking applicants for various vacancies through our srcity.org/boards website, City Connections Newsletter, The Press Democrat, La Voz, through multiple professional and community organizations, and using social media outreach.

#### ATTACHMENTS

- Attachment 1 - Notice of Availability of Applications
- Attachment 2 - Council Policy 000-06, Appointment to Boards/Commissions/Committees
- Attachment 3 – Reso No. 26536 – Bicycle & Pedestrian Advisory Board
- Attachment 4 – BOBRA City Code

#### PRESENTER

Dina Manis, City Clerk