

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: PERSONNEL BOARD INTERVIEWS

AGENDA ACTION: INTERVIEWS/APPOINTMENTS

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RECOMMENDATION

It is recommended by the City Clerk and with direction from the Mayor, that the Council conduct applicant interviews for the Personnel Board and consider appointments to fill two at-large vacancies with four-year terms ending on December 31, 2028.

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider appointments to fill vacancies on the Personnel Board.

BACKGROUND

The Personnel Board has two At-Large vacancies due to one resignation in May 2024 and one term that ended on December 31, 2024.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Personnel Board members are appointed by the full Council per Council Policy 000-06. All persons interested in serving on City boards, commissions, and committees shall submit an application to the City Clerk's Office.

The City Clerk's Office has conducted continued recruitment efforts to fill vacant positions, and the following persons have submitted applications for consideration for an At-Large position:

At-Large Applicants
Luana Vaetoe (Incumbent)

## INTERVIEWS AND APPOINTMENTS TO THE PERSONNEL BOARD

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Deanna Martin
Stacy Spector
Erika Thibault

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 has conducted continued recruitment efforts seeking applicants to fill vacancies through the following means:

- Noticing on the srcity.org/boards website
- Advertisement in The Press Democrat and LaVoz
- Announcements through City Connections, the Fall/Winter Activity Guide, and social media outreach
- Posting of a recruitment flyer with QR code in multiple City owned locations.

## INTERVIEWS AND APPOINTMENTS TO THE PERSONNEL BOARD

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- Email announcements to multiple community partners including Sonoma State, SRJC, local libraries, senior centers and other community groups.
- Report outs at City Council and Board/Committee meetings.

### ATTACHMENTS

- Attachment 1 - Notice of Availability of Applications
- Attachment 2 - Council Policy 000-06, Appointment to Boards/Commissions/Committees
- Attachment 3 – Personnel Board City Code Section 2-28.010 Appointment – Powers and Duties
- Attachment 4 – The Personnel Board Reference

### PRESENTER

Dina Manis, City Clerk