

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, DEPUTY CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: INTERVIEW AND APPOINTMENT BOARDS, COMMISSIONS,  
AND COMMITTEES

AGENDA ACTION: APPOINTMENTS

---

RECOMMENDATION

It is recommended by the City Clerk that the Council conduct applicant interviews for the Personnel Board and consider appointment to fill one At-Large and one Labor Representative vacancy.

---

EXECUTIVE SUMMARY

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

BACKGROUND

The Personnel Board has one At-Large vacancy and one Labor Representative vacancy due to member resignations.

Position	Incumbent	Term End Date
At-Large	Davie Parks	12/31/2024
Labor Representative	Maria Peluso	12/31/2022

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 must submit an application to the City Clerk's Office.

The City Clerk's Office conducted a recruitment for Personnel Board At-Large Position applications and the following persons have submitted applications for At-Large consideration:

<b>Applicants</b>
Sandy Litzie
Luana Vaetoe
Roger Altman

The At-Large term (previously held by Davie Parks) expires 12/31/2024.

Labor Representative: Per City Code Section 2-28.010, candidates for the Labor Representative are submitted by union leaders to the City Council for consideration. The City Clerk's Office coordinated with the Director of Human Resources to invite union leaders to submit candidate names for Council's consideration. The following name(s) were submitted by union leaders:

<b>Candidate</b>	<b>Referral Union</b>
Mike Reynolds	Teamsters Local Union 856

The Labor Representative term expires 12/31/2022. Mr. Reynolds is unable to attend the interview, but his application can still be considered for appointment.

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 recruitment efforts seeking applicants for the At-Large expired terms and vacancies on the Personnel Board through our [srcity.org/boards](http://srcity.org/boards) website and through social media outreach.

### 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 – Reference
- Attachment 5 – Interview Order

### CONTACT

Dina Manis, Deputy City Clerk, [dmanis@srcity.org](mailto:dmanis@srcity.org), (707) 543-3126.