

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: INTERVIEWS FOR SANTA ROSA TOURISM BUSINESS  
IMPROVEMENT AREA ADVISORY BOARD AND BOARD OF  
BUILDING REGULATION APPEALS

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 applicants for the Santa Rosa Tourism Business Improvement Area Advisory Board (SRTBIA) and the Board of Building Regulation Appeals (BOBRA).

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider appointments to fill one vacancy on the Santa Rosa Tourism Business Improvement Advisory Board with no specified term ending and fill one of three vacancies on the Board of Building Regulation Appeals with a term ending December 31, 2025.

BACKGROUND

The Santa Rosa Tourism Business Improvement Area Advisory Board has one vacancy due to a recent resignation.

The Board of Building Regulation Appeals has three vacancies due to one recent resignation and two vacancies that have remained unfilled since December of 2022.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Per section 6-56.400 of Ordinance 3946 establishing the Santa Rosa Tourism Business Improvement Area, the Advisory Board shall be made up of five (5)

Interviews and Appointments to the Santa Rosa Tourism Business Improvement Area Advisory Board and Board of Building Regulation Appeals

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members appointed as follows: one Santa Rosa Chamber of Commerce employee, one City of Santa Rosa employee, and Three hotel operators, at least one of whom is employed by a full-service hotel and one of whom is employed by a select service hotel. The Advisory Board shall thereafter be subject to Council Policy No. 000-06.

Pursuant to City Code Section 18-04.050 it is desirable but not required that candidates be active in their field and are qualified by experience and training to pass upon matters pertaining to building constructions.

Per City Charter and the Council's Appointment Policy (Policy 000-06), members of the Santa Rosa Tourism Business Improvement Area Advisory Board and members of the Board of Building Regulation Appeals are appointed by the full Council. The City Clerk's Office has received the following applications following recruitments for these positions:

Board	Applicants	Position
Santa Rosa Tourism Business Improvement Area Advisory Board	Steven Boswell Tony Pace	Full-Service Hotel Operator
Board of Building Regulation Appeals	John Gordon	

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](http://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
- Attachment 3 – Ordinance Establishing SRTBIA
- Attachment 4 – BOBRA City Code

### PRESENTER

Dina Manis, City Clerk