



# City of Santa Rosa

City Hall, Council  
Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA 95404

## CITY COUNCIL SPECIAL MEETING NOTICE AND AGENDA DECEMBER 20, 2019 SPECIAL MEETING

**12:00 P.M. (MAYOR'S CONFERENCE ROOM, ROOM 10)**

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### **1. CALL TO ORDER AND ROLL CALL**

### **2. PUBLIC COMMENT (Public Comment will be limited to the items listed on the Special Meeting Agenda)**

### **3. REPORT ITEMS**

#### **3.1 RESOLUTION - EXTENSION OF PROCLAMATION OF EXISTENCE OF LOCAL EMERGENCY DUE TO 2019 KINCADE FIRE**

RECOMMENDATION: It is recommended by the City Attorney's Office that the Council, by resolution, declare that the proclamation of a state of local emergency within the City of Santa Rosa has been and remains in full force and effect without interruption.

**Attachments:** [Resolution](#)  
[Attachment A - Proclamation of Existence of a Local Emergency](#)  
[Attachment B - RES-2019-157](#)

#### **3.2 REPORT - COUNCIL VACANCY APPOINTMENT PROCEDURES**

BACKGROUND: Council member Julie Combs resigned from the City Council effective November 25, 2019. Her resignation created a vacancy on the Council. Section 31 of the Santa Rosa City Charter provides that such vacancy may be filled either (a) by appointment by the Council within 60 days of the vacancy, or (b) by the calling of a special election. On December 3, 2019, the Council determined to fill the vacancy by appointment.

The appointment by the Council is governed by Council Policy No. 000-23. In accordance with Policy No. 000-23, on December 3, 2019, the Council took the following actions:

1. Council adopted a schedule for the appointment, including a deadline for applications, a deadline for the public to submit interview questions, and the date(s) on which applicants will be interviewed.
2. Council approved an application form.
3. Council determined to present advance questions to the applicants, to be answered verbally at the time of interview.
4. The Mayor appointed an ad hoc subcommittee to determine the advance questions.
5. Council delegated to the ad hoc subcommittee the task of (a) evaluating the need for a time limit on each interview and or a limitation on the number of questions asked, and (b) making a recommendation to the full Council for approval.
6. Council directed that final approval of the recommendation be made on January 7, 2020, the day on which interviews are scheduled to begin.

In order to allow for the tentative scheduling of applicant interviews, the City Attorney and Acting City Clerk recommend that Council tentatively approve the recommendations of the ad hoc subcommittee with respect to interview time limits, limits on the number of questions asked, if any, and other procedural matters. Final Council approval of the interview procedures would occur on January 7, 2020, as directed by Council on December 3, 2019.

Once Council makes the appointment, the individual appointed will serve for the remainder of Council Member Julie Combs' term, ending in December 2020.

**RECOMMENDATION:** It is recommended by the City Attorney that the Council, by motion, provide preliminary approval for interview procedures in connection with the appointment of an individual to fill the City Council vacancy created by the resignation of Council Member Julie Combs.

**Attachments:**   [Staff Report](#)  
[Attachment 1 - Council Policy No. 000-23](#)

#### **4. ADJOURNMENT**

The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the City Clerk's Office at 707-543-3015 (TTY Relay at 711) or [cityclerk@srcity.org](mailto:cityclerk@srcity.org). Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

Meeting information can also be accessed via the internet at <http://srcity.org>

*Any writings or documents provided to a majority of the City Council prior to this meeting regarding any item on this agenda, excluding closed session items, are available for public review in the City Clerk's Office, Room 10, City Hall, 100 Santa Rosa Ave, during normal business hours.*