

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SUE GALLAGHER, CITY ATTORNEY  
DINA MANIS, ACTING CITY CLERK  
SUBJECT: INTERVIEW AND APPOINTMENT PROCEDURES FOR CITY  
COUNCIL VACANCY

AGENDA ACTION: MOTION / RESOLUTION

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RECOMMENDATION

It is recommended by the City Attorney and the City Clerk that the Council: (1) by motion, approve procedures for interview of applicants for appointment to the City Council; (2) hold interviews of applicants; and (3) by resolution, appoint applicant to fill vacancy on the City Council.

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EXECUTIVE SUMMARY

On December 3, 2019, City Council determined to proceed with an appointment process to fill the vacancy created by the resignation of Council member Julie Combs, which was effective November 25, 2019.

Section 31 of the Santa Rosa City Charter provides that such vacancy shall be filled either (a) by appointment by the Council within 60 days of the vacancy, or (b) by the calling of a special election. The individual appointed to fill the vacancy will serve for the remainder of Council member Combs' term, ending in December 2020.

BACKGROUND

On November 19, 2019, Council member Julie Combs announced her resignation from the Council, effective November 25, 2019. Her resignation creates a vacancy on the Council.

Section 31 of the 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 special election. The individual selected to fill the vacancy will serve for the remainder of Council member Combs' term. Council member Combs' four-year term ends in 2020, upon certification of the November election results and presentation of those results to the

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City Council. The certification and presentation are expected to occur in early or mid-December 2020.

On December 3, 2019, the City Council determined to fill the vacancy by an appointment process and approved the following steps as required by Council Policy No. 000-23 – Procedure For Filling Council Vacancies:

1. Time Schedule: By motion, Council approved a schedule for the appointment, including (a) an application period opening December 4, 2019 at noon and closing December 18, 2019 at 5:00 p.m.; (b) an interview question submittal period opening December 4, 2019 at noon and closing December 16, 2019 at 5:00 p.m.; (c) an interview period to begin on January 7, 2019 and concluding as needed.
2. Applications: By motion, Council approved the application form as submitted.
3. Advance Interview Questions: By motion, Council determined to provide questions to applicants in advance of the interviews and to request that applicants respond verbally during their interviews. Council confirmed that the council members may also ask additional questions during the interview process. The Mayor announced the establishment of an ad hoc committee to prepare the advance interview questions.
4. Interviews Process: By motion, Council directed that the ad hoc committee make a recommendation regarding the time limit for the interviews, and that the Council approve the recommendation prior to the commencement of interviews on January 7, 2020.

On December 20, 2019, in a duly noticed Special Meeting, the Council met to review the recommendations of the ad hoc committee regarding interview procedures. At that time, the Council provided preliminary approval for the procedures as set forth below. It is recommended that the Council provide final approval for those procedures at the outset of its meeting on January 7, 2020.

PRIOR CITY COUNCIL REVIEW

On July 19, 1988, the City Council, by Resolution No. 19000, adopted Council Policy No. 000-23, establishing procedures for filling council vacancies.

On July 10, 2007, the City Council, by Resolution No. 26891, amended Policy No. 000-23.

On January 15, 2013, the City Council, by Resolution No. 28224, amended Policy No. 000-23.

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On December 3, 2019, the City Council, by multiple motions outline above, determined to fill the vacancy by an appointment process; and approved the necessary steps to establish the interview process.

On December 20, 2019, the City Council, by motion, gave preliminary approval for the interview process outlined below.

### ANALYSIS

As moved by the City Council, the application period opened December 4, 2019 at noon and closed on December 18, 2019, at 5:00 p.m. The application packet required the following documents be filed with the City Clerk:

1. Application - including a statement of background, a statement of qualifications and a statement of why the application wishes to be appointed. In addition, the form asked nine additional questions, questions that mirror those asked in connection with prior Council vacancies.
2. Nomination Paper - signed by at least 20 registered City voters.
3. Statement of Economic Interests (Form 700)

Thirty-five application packets were issued, and nineteen completed applications were submitted by the deadline. Following verification by the County Registrar of Voter's Office of voter registration of the applicants and those who signed the Nomination Papers submitted, the nineteen qualified applicants are now presented for the City Council's consideration.

The ad-hoc committee determined, and on December 20, 2019, the Council gave its approval, that the following three (3) questions be presented to the applicants in advance of their interviews, with responses to be incorporated into each applicant's opening statement:

1. Are you prepared to attend the regularly scheduled Tuesday Council Meetings (attached schedule), of which some start in the mid-morning and continue into late night hours?
2. Will you be able to attend the scheduled City Council Goal Setting Sessions scheduled for March 12 & 13?
3. Do you foresee any issues with additional time commitments on various City Council subcommittee assignments?

Per Council Policy No. 000-23, Council members may each ask additional questions during the interview. At the December 20, 2019 Special Meeting, the ad hoc committee recommended, and the Council gave preliminary approval, that each interview be limited to a maximum of 30 minutes and include the following components:

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1. Applicant Opening Statement (3-minutes)
2. Council Member Questions to Applicant (4-minutes per council member)
3. Applicant Closing Statement (1-minute)

Staff was directed to research the possibility of requiring sequestration of applicants during the interview process to ensure fairness. Staff determined that a formal sequestration process would be difficult to manage and enforce. Council determined, instead, to ask candidates to refrain from watching or listening to any interviews prior to their own interview.

The order of interviews was determined by random draw that took place at the December 20, 2019 Special Meeting. The order of the interviews is as follows:

30 min interview 9:00 am		Applicant Name
1	9:00	James Pedgrift
2	9:30	Clint Saunders-Yant
3	10:00	Jacquelynn Ocana
4	10:30	Brian Flores
	<b>11:00 BREAK</b>	10-minute break
5	11:10	Judy Kennedy
6	11:40	Penny Herman
7	12:10	Duane De Witt
8	12:40	Karen Weeks
	<b>1:10 LUNCH</b>	20-minute lunch
9	1:30	Evette Minor
10	2:00	David Ebright
11	2:30	Erin Carlstrom
12	3:00	William Petker
	<b>3:30 BREAK</b>	10-minute break
13	3:40	Gary Wysocky
14	4:10	Michael Martini
15	4:40	Dennis Beach

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16	5:10	Sandra Lynn Wandel
	<b>5:40 BREAK</b>	10-minute break
17	5:50	Richard Dowd
18	6:20	Mark Andrews
19	6:50	Maxwell Church

At the conclusion of all interviews, and in accordance with Council Policy No. 000-23, Council will vote through a process of elimination to fill the Council vacancy. In accordance with the Council Policy, the ad hoc committee recommended, and Council gave its preliminary approval, to allow each Council member to vote for four applicants in the first round of voting, given the high number of applicants. Applicants who receive one or fewer votes will be eliminated.

After the first round, three additional rounds of voting will occur. Each Council member will cast one fewer vote each round, until, in the fourth and final round, each Council member will vote for just one applicant. The applicant receiving at least four votes in that final round will be appointed, by resolution, to fill the Council vacancy.

FISCAL IMPACT

Advertisement of the City Council vacancy had estimated costs of approximately \$1,500.

ENVIRONMENTAL IMPACT

Not applicable.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

The City Council vacancy was advertised through the following:

- The City's website
- The City Connection Newsletter
- Facebook
- NextDoor
- Twitter
- Print advertisements in the Press Democrat
- Radio advertisements on KSRO

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- Press Release

ATTACHMENTS

- Attachment 1 – Council Policy 000-23
- Attachment 2 – Applications
- Attachment 3 - Correspondence

CONTACT

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