

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: INTERVIEWS FOR HOUSING AUTHORITY VACANCIES

AGENDA ACTION: APPOINTMENTS

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RECOMMENDATION

It is recommended by the City Clerk, and by direction of the Mayor, that the Council conduct applicant interviews and consider appointments to fill two at-large vacancies on the Housing Authority.

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider appointments to fill two at-large vacancies on the Housing Authority with terms ending December 31, 2028.

BACKGROUND

The Housing authority has two vacancies due to one term expiring on December 31, 2024, and one previously unfilled vacancy.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Housing Authority At-Large positions 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 has had an ongoing recruitment effort to fill vacancies and the following persons have submitted applications for consideration:

<b>Housing Authority Applicants</b>
Wayne Downey (Incumbent)
Claudia Cappio
Toua Doherty
Kathleen Franco-Harris
Miles Horton
Joseph Moriarty

Each of the applicants for the Housing authority are eligible to serve four-year terms per the Bylaws of the Housing Authority.

The Council's Appointment Policy sets out the following appointment procedures for appointments made by the full Council, specific to incumbents, under Section E:

Council's Appointment Policy:

#### Section E - Incumbents

1. At the end of the first term, an incumbent board, commission, or committee member may, at the discretion of the Council or appointing Council member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission, or committee member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term.
2. Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section F.

#### Section F - Application

"Except as set forth in Section E.1, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk's Office at least five (5) days prior to the appointment taking effect."

#### Section H.1.a – Appointment Procedure for Board and Commission Members Appointed by the full Council/Review of Applications:

"Subject to review by the Council, the Mayor may establish a procedure for review of applications and selection of applicants for interview, for those board, commission and committee members appointed by the full Council. Such

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selection and interview may be conducted by a committee of the Council or the full Council.”

### 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 ongoing 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 – Housing Authority Resolution No. 1724

### PRESENTER

Dina Manis, City Clerk