

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: PERSONNEL BOARD INTERVIEWS

AGENDA ACTION: MOTION

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RECOMMENDATION

The City Clerk's Office recommends that the Council interview applicants for the Personnel Board and by motion appoint one member to fill an At-Large vacancy with a term expiring December 31, 2026. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider an appointment to fill a vacancy on the Personnel Board.

GOAL

This item relates to Council Goal #4 - Foster a Safe, Healthy, and Inclusive Community by ensuring the Personnel Board is functional, safeguarding a public employment system that is fair, transparent and accountable.

BACKGROUND/PRIOR COUNCIL REVIEW

The Personnel Board has one At-Large vacancy due to a resignation in May of 2024 with a term that expires on December 31, 2026.

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

The City Clerk's Office has conducted continued recruitment efforts to fill vacant positions, and the following eligible persons have submitted applications for consideration for the At-Large position:

At-Large Applicants
Stacy Spector
Marcus Corey

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

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

#### NOTIFICATION

The City Clerk's Office has conducted recruitment efforts seeking applicants to fill vacancies through the following means:

- Noticing on the srcity.org/boards website
- Advertisement in The Press Democrat and LaVoz

## INTERVIEWS AND APPOINTMENT TO THE PERSONNEL BOARD

PAGE 3 OF 3

- Announcements through City Connections, the Fall/Winter Activity Guide, and social media outreach
- Posting of a recruitment flyer with QR code in multiple City owned locations
- Email announcements to multiple community partners including Sonoma State, SRJC, local libraries, senior centers and other community groups
- Report outs at City Council and Board/Committee meetings

### ATTACHMENTS

- Attachment 1 - Notice of Application Availability
- Attachment 2 - Council Policy 000-06, Appointment to Boards/Commissions/Committees
- Attachment 3 – Personnel Board City Code Appointment Powers and Duties
- Attachment 4 – The Personnel Board Reference

### PRESENTER(S)

Dina Manis, City Clerk