

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DINA MANIS, CITY CLERK
CITY CLERK'S OFFICE
SUBJECT: APPOINTMENTS TO BOARD OF BUILDING REGULATIONS
APPEALS

AGENDA ACTION: APPOINTMENT

RECOMMENDATION

It is recommended by the City Clerk, and by direction of the Mayor, that the Council review applications from incumbents Craig Lawson and David Cooper for reappointment to the Board of Building Regulations Appeals.

EXECUTIVE SUMMARY

The Council will consider appointments to fill two of five vacancies on the Board of Building Regulations Appeals with four-year terms ending December 31, 2028.

BACKGROUND

The Board of Building Regulations Appeals has five vacancies due to three expiring terms on December 31, 2024, and two previously unfilled vacancies.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Board of Building Regulations Appeals members are appointed by the full Council. Per 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 construction. All persons interested in serving on City boards, commissions, and committees must submit an application.

The City Clerk's office has had an ongoing recruitment to fill the vacancies and has received applications for reappointment from Craig Lawson and David Cooper.

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Craig Lawson has served one term and David Cooper has served four terms on the Board of Building Regulations Appeals and therefore can be considered for 4-year terms per City Code Section 18-04.050 (D) Board of Building Regulations Appeals, establishing term lengths.

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 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

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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 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 – City Code Section 18-04.050 Board of Building Regulations Appeals

PRESENTER

Dina Manis, City Clerk