



Guidelines for Application for Appointment to City Council, District 2

The Mayor and City Council invite qualified residents from Council District 2 to submit applications to fill the City Council District 2 seat vacated effective August 18, 2020.

During the Stay at Home Order issued by the Governor, and to ensure a healthy and safe environment for all, the South Pasadena City Clerk's Office is offering the Application Packet for interested parties to be downloaded from the City's website at <https://www.southpasadenaca.gov/government/city-council>. Interested parties may also request the Application Packet via e-mail. If hard copies are desired, appointments must be made during available office hours (with a 24-hour advanced notice).

Applications should be submitted via email. Please note, that additional written information after the deadline will not be accepted, unless requested by the City Council.

For in-person appointment requirements, mask/face covering is required for staff and all applicants. You will need to contact the City Clerk's Office when you arrive so that you can be met at the front door of City Hall. Your temperature will be taken at that time. A 6-foot physical distancing is required during the appointment.

In order to be a qualified applicant for consideration for appointment, the completed documents must be received by the City Clerk's Office by the close of the application period: Friday, August 28, at 3 p.m.

Questions pertaining to this process should be directed to:

Maria E. Ayala, Chief City Clerk

T: (626) 403-7232 or mayala@southpasadenaca.gov

To be eligible to be appointed to the South Pasadena City Council, District 2 seat, you:

- Must be a resident and registered voter in Council 2 District;
- Must be selected by a majority vote of the City Council.

Please note that:

- The person appointed would hold office from **September 16, 2020 until December 2, 2020**, at which time it is expected that the successful candidate from the General Municipal Election (to be held on November 3, 2020) will take office.
- Verification of voter registration will be confirmed upon submittal of your application.
- Once an application is filed with the City, all information contained therein (except for telephone number(s), email(s), and other personal contact information) becomes a public record.
- If appointed, you will be required by state law to file a Statement of Economic Interests – Form 700 (Assuming Office) with the Fair Political Practices Commission (www.fppc.gov) and annually thereafter. The Form 700 can be previewed at: <http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2019-2020/Form%20700%202019.2020%20IA.pdf>

- There are no application filing fees.

The timeline for filling the City Council - District 2 vacancy is as follows:

Thursday, August 20, 2020	Official Announcement of Application for Appointment Consideration
Friday, August 21, 2020	<p>Filing Period BEGINS.</p> <p>You may download the Application Packet Online at: https://www.southpasadenaca.gov/government/city-council</p>
Friday, August 28, 3 p.m.	<p>Filing Period ENDS.</p> <p>You must submit your Candidate Application Packet via email to mayala@southpasadenaca.gov. Submittals received after 3 p.m. will not be considered.</p> <p>If applicant desires to submit Application Packet in-person, appointments are required during available office hours (with a 24-hour advanced notice).</p>
<i>At the latest</i> , Saturday, August 29, 2020	Special City Council Agenda Posted to include the Applicants for Consideration for Council Appointment
Wednesday, September 2, 2020	<p>Special City Council Meeting for Council to Interview Applicants in Special Open Session (Applicants should expect to be listed on the agenda and attend the meeting in person or via Zoom. Applicant interview will take place one at a time. Proper social distancing measures will be put in place for those wishing to attend in person.)</p> <p>City Council anticipates to be able to make and announce their selection on September 2, 2020. With the selected applicant being formally appointed and sworn-in at the September 16, 2020 Regular City Council Meeting.</p>
September 16, 2020	Selected Applicant is formally appointed and sworn-in at the Regular City Council Meeting.



APPLICATION TO FILL CITY COUNCIL VACANCY - COUNCIL DISTRICT 2

(This Application is a Public Document)

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on the City Council.

Full Name	
Home Address	
Preferred Phone No.	
Secondary Phone No.	
Email Address	

Are you a registered voter of the City of South Pasadena, District 2?	YES		NO	
Have you ever been convicted of a crime that would prohibit you from hold elective office pursuant to CA Elections Code Chapter 1, Section 20 (attached).	YES		NO	
Are you actively engaged in or representing someone who is in a lawsuit against the City?	YES		NO	

****Please answer the following questions. Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement****

1. Occupational Experience: _____

2. Educational Background: _____

3. Why do you want to serve on the City Council? _____

4. Civic or community experience, membership, or previous public service appointments: _____

5. From your point of view, what are the three greatest needs and challenges of/for the city at this time? _____

6. What are the greatest opportunities for the City from your perspective? _____

7. Additional Information/Remarks: _____

***Disclosure of Economic Interests**

City Councilmembers are required to file a Statement of Economic Interest upon appointment, termination, and annually. Under existing California law, a member of City Council may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member of the immediate family, or any of his or her financial interests. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office (for general questions) or the Fair Political Practices Commission if they have any questions.



Where Do I File My Application?

Completed applications should be submitted via email to:
City of South Pasadena
Maria E. Ayala, Chief City Clerk
mayala@southpasadenaca.gov

If you wish to drop off completed documents in-person, please contact (626) 403-7232 for an appointment.

I have read and hereby certify that I meet the eligibility criteria shown in the attached Appointment Guideline Form, and comply with all Fair Political Practice Commission (FPPC) reporting requirements.

SIGNATURE

DATE

ELECTIONS CODE - ELEC

DIVISION 0.5. PRELIMINARY PROVISIONS [1 - 362]

(Division 0.5 heading added by Stats. 1996, Ch. 1143, Sec. 17.)

CHAPTER 1 General Provisions [1. - 20]

(Chapter 1 enacted by Stats. 1994, Ch. 920, Sec. 2.)

20.

(a) A person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

(b) For purposes of this section, “conviction of a felony” includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

(Added by Stats. 2012, Ch. 160, Sec. 1. (AB 2410) Effective January 1, 2013.)



APPLICATION FORM CHECKLIST

Please
Initial

1.	I am a qualified resident and registered voter in South Pasadena, Council District 2.	
2.	I have answered all of the questions in the Council Vacancy Application.	
3.	I have reviewed the attached Council District Map adopted in 2017.	
4.	I have reviewed the "Duties of a Councilmember".	
5.	I have attached my completed and signed application.	
6.	I have attached my resume (optional).	
7.	I am aware that if appointed I will be subject to filing the Statement of Economic Interest (Form 700). Note: The form and instructions may be accessed here: http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2019-2020/Form%20700%202019.2020%20IA.pdf	
8.	I have submitted all materials listed above to the City Clerk's Office by the deadline date: Friday, August 28, 2020, 3 p.m. Postmarks not acceptable.	
9.	I am aware that if I want to submit my Application documents in person, I need to make an appointment.	
10.	I understand eligible candidates will be invited for an oral interview by the City Council at the Special City Council meeting scheduled for Wednesday, September 2, 2020, unless otherwise notified; and, that I need to attend via Zoom or in person.	
11.	I understand the that the Application Documents are public records (with the exemption of personal contact information)	

PRINT NAME

SIGNATURE

DATE

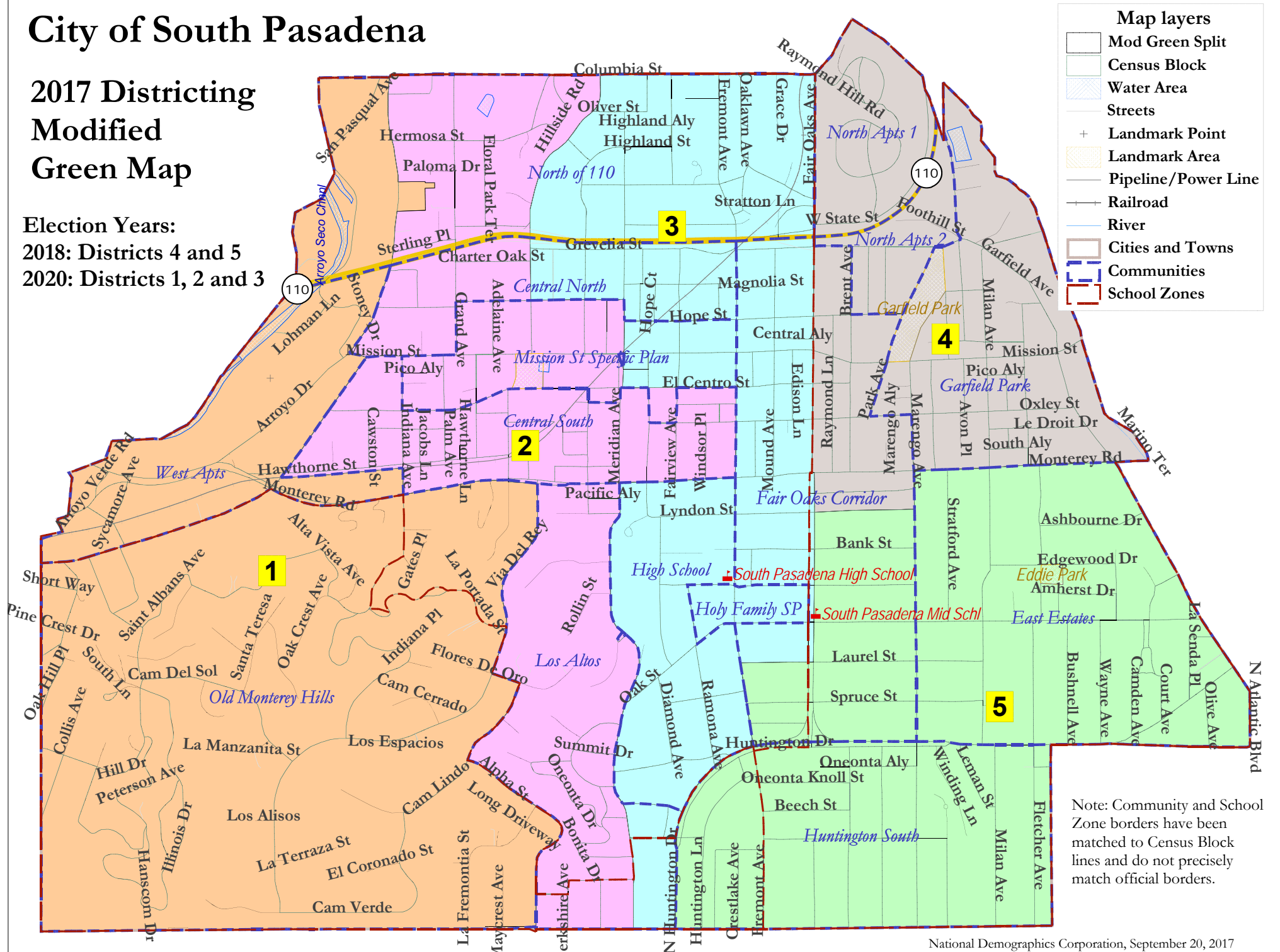
City of South Pasadena

2017 Districting Modified Green Map

Election Years:

2018: Districts 4 and 5

2020: Districts 1, 2 and 3



Duties of a Councilmember

City of South Pasadena

The City of South Pasadena operates under what is commonly known as a "Council/Manager" form of government. The citizens elect the five members of the City Council, and each member will be considered by their fellow Councilmembers to serve as the Mayor and Mayor Pro Tempore during their term. The City Council hires a City Manager to administer the daily operations of the organization. The City Council derives its powers from the laws and Constitution of the State of California.

All five City Council positions are elected for terms of four years, with General Municipal Elections staggered every two years. Each December, the Councilmembers vote among each other to elect a Mayor and Mayor Pro Tempore. Each member of the City Council receives a monthly stipend of \$300.

In October 2017, the City officially transitioned from at-large to by-district elections with respect to electing members of the City Council.

City residents interested in running for a seat on the City Council must be 18, a United States citizen, and a registered voter in South Pasadena.

Mayor

The Mayor serves as a member of the City Council and presides over its meetings. The Mayor represents the City at community and inter-governmental meetings and at various ceremonial functions.

The Mayor serves as the official representative of the people in all matters and officially signs enactments of the City Council. The Mayor Pro Tempore fulfills the Mayor's duties when he/she is absent.

City Council

The City Council, including the Mayor, is the governing body of the City and exercises legislative power by enacting ordinances, resolutions, orders and other policies necessary for the management and execution of the powers vested in the City. As individuals, Councilmembers have no administrative authority. The City Manager is the administrative head of the government of the City under the direction and control of the City Council as a whole.

Although most of the proposed laws that come before the City Council are referred by management staff, the City Council may also initiate legislation itself. Councilmembers will often

propose new programs at the suggestion of city residents. Among other things, the City Council as a body that is empowered to:

- Appoint the City Manager and City Attorney.
- Adopt an annual budget, set fiscal policies and approve all spending, whether for operations (e.g., salaries) or capital items, such as major equipment purchases, street repairs, or other public improvements.
- Conduct an annual independent audit of the City's finances.
- Establish policies and programs for the effective delivery of City services.
- Act as the Successor Agency to the Community Redevelopment Agency.
- Enact and provide for the enforcement of all laws and ordinances.
- Acquire, sell and lease buildings and property.
- Issue municipal bonds.
- Approve fees and charges.
- Create Special Assessment Districts.
- Enter into contracts, agreements, franchises, etc.
- License and regulate all businesses, trades and professions.
- Protect the public health and welfare of the City and its inhabitants.
- Enact and enforce building and safety codes.
- Provide for the zoning, subdivision and use of private land and buildings.
- Provide for the abatement, prevention and removal of nuisances.
- Establish City Boards, Commissions, and Committees, and appoint citizens to serve as members.
- Serve as a City Council liaison to City Boards, Commissions, and Committees.
- Represent the City on various outside agencies and boards, e.g., Sanitation District.
- Exercise fiscal authority. The Council shall apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims, and other payment thereof. It shall make all assessments for the cost of street improvements, sidewalks, sewers and other work, improvement or repairs.
- Authorize, by resolution, the number, duties and compensation of employees not otherwise provided for by state law or the City Municipal Code.
- Maintain records of City Council proceedings.
- Respond annually to constituent requests, filling a crucial oversight role in the delivery of basic City services to the public.
- Judge the qualification and election of its own officers.
- Set and interpret rules governing its own proceedings.
- Legislate for the City.
- Direct the enforcement of City ordinances.
- Conduct the City's intergovernmental affairs.
- Provide community leadership.

Role of the Individual Councilmember

- One important responsibility of a Councilmember is participation in twice-monthly regular City Council meetings, and at special meetings. At those meetings, Councilmembers, having studied a packet of materials, deliberate and make decisions on a variety of complex topics, from land use to purchasing to allocating scarce resources. Each Councilmember, including the Mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the City Council.

- Councilmembers' statutory duties are to be performed, almost without exception, by the Council as a whole. For example, the Council, not individual members, must supervise and provide direction to the City Manager and the City Attorney, formulate policies, and exercise City powers. Councilmembers should devote their official time to issues of basic policy and act as liaisons between the City and the general public. Councilmembers should be concerned not only with the conduct of daily affairs, but also with the future development of the City.
- Councilmembers serve as Council liaisons to City Boards, Commissions, and Committees, and represent the City on various bodies, e.g., the San Gabriel Valley Council of Governments. Councilmembers also serve as part of Ad Hoc City Council and community committees.