



OFFICE OF THE CITY MANAGER

September 19, 2005

**TO:** CITY COUNCIL  
**FROM:** City Manager  
**SUBJECT:** RESPONSIBLE CONDUCT OF PUBLIC SERVICE TASK FORCE

This memo is intended to facilitate City Council's discussion on campaign reform. The City Council has expressed interest in the possibility of creating a task force to review the process in which gifts, employment, and campaign contribution is set for persons in public service. The objective would be to ensure that both elected and city officials are serving the public in the most effective and ethical manner and not for personal gain.

More recently the voters approved the Oaks Project Initiative. The intent of the initiative is to prohibit elected and appointed officials from receiving a personal or campaign advantage from a person or entity if the public official has previously approved or voted to approve a "public benefit" for that person or entity. However, as the city has begun to implement this initiative, the intent is being lost in the impracticality of its requirements. Having a task force review the checks and balances already included in the Pasadena Municipal Code (PMC) and the City Charter, there may be an opportunity to recommend changes which prohibit personal gain by elected officials with a process that can be reasonably implemented and enforced. Amendments to the PMC can be made directly by City Council and amendments to the City Charter would require a vote of the people.

If the City Council would like to include any potential charter amendment on the June 6, 2006 election, the City Clerk has prepared the attached proposed timeline.

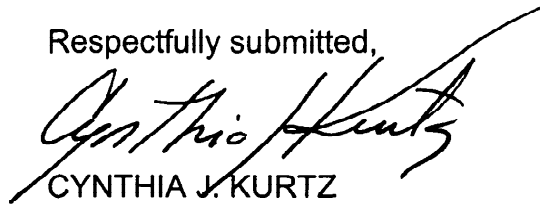
The task force should have seven members or if the City Council feels it should be larger, then no more than nine.

In order to further the discussion, staff has developed the following proposed make-up of the task force:

- Five members from the community with one or more combination of the following expertise:
  - Attorneys with experience working in or working with government
  - Financial auditors with experience in governmental accounting
  - Persons who have served in an elected official capacity
  - Persons with experience in areas related to ethics
  - Persons who have been actively involved in the community
  
- Two members who are either current or former Pasadena Councilmembers.

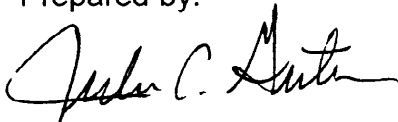
Persons wishing to serve on the task force would be nominated by the City Council or could submit an application through the Mayor's Office. The final selection of the task force members would be made by the City Council at a regularly scheduled council meeting.

Respectfully submitted,



CYNTHIA J. KURTZ  
City Manager

Prepared by:



Julie A. Gutierrez  
Interim Assistant City Manager

## PROPOSED TASK FORCE TIMELINE

<u>Date</u>	<u>Action</u>
Sept. 19, 2005	Council takes action to create a Task Force, charge to the Task Force, determine size, representation, and timeline.
Oct. 3, 2005	Council takes action to approve appointments and budget for the Task Force.
Oct. 2005 - Jan. 2006	Task Force meets and prepares recommendations for City Council.
Feb. 7, 2006	Task Force submits its final report to the City Clerk (for City Council's Feb. 14 <sup>th</sup> meeting).
Feb. 14, 2006	Council receives and reviews Task Force's report/recommendations; may direct City Attorney to prepare ballot language and formal resolutions.
Feb. 28, 2006	Council reviews ballot language and formal resolutions; may adopt on Feb. 28 <sup>th</sup> , or further revise and adopt on Mar. 7 <sup>th</sup> .
Mar 7, 2006	Council adopts formal resolutions calling a special election (to be consolidated with State Primary Election on June 6, 2006). City Clerks forwards Resolutions to County by March 10, 2006 (88-day deadline to place measure(s) on June 6, 2006 ballot).

CITY OF PASADENA  
**BIOGRAPHICAL DATA FOR APPOINTMENT TO CITY ADVISORY BODY**

*(Please type or print)*

The information contained on this form is for the use of the City Council in order to fill vacancies on City Advisory Boards, Commissions, Committees, or Task Forces.

Biographical forms may be submitted at any time during the year; however, they will be purged January 31 of each year. If you have not been appointed to an advisory body during the preceding year, and still desire appointment, please resubmit an updated biographical form or advise in writing that the initial form is still usable.

-----  
Board, Commission, Committee, or Task Force to which appointment is desired: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Business: \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Date available for appointment: \_\_\_\_\_

Answer the following: (Use additional sheets if necessary)

**Community Service**

(List boards, commissions, committees and organizations currently serving or have served, offices held and in what city)

**Employment**

(Title and duties, current and past)

**Education**

(Include professional or vocational licenses or certificates)

**Personal**

Have you ever worked for the City of Pasadena? *(If yes, please list dates and names of departments.)* YES\_\_\_\_\_ NO \_\_\_\_\_

Are you related to any employee or appointee of the City of Pasadena? *(If yes, please indicate name and relationship.)* YES\_\_\_\_\_ NO \_\_\_\_\_

Are you aware that financial disclosure may be required annually? *(e.g. sources of income, loans and gifts, investments, interests in real property).* YES\_\_\_\_\_ NO \_\_\_\_\_

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment? *(If yes, please indicate any potential conflicts).* YES\_\_\_\_\_ NO \_\_\_\_\_

Have there been, or are there now, any personal or business circumstances which might reflect adversely on the propriety of your serving as a member of any advisory body to which you might be appointed? YES\_\_\_\_\_ NO \_\_\_\_\_

Are you aware of the time commitment necessary to fulfill the obligations of the advisory body to which you seek appointment? YES\_\_\_\_\_ NO \_\_\_\_\_



One of the goals of the City Council is to balance advisory body appointments in terms of geographic residence location, ethnicity, gender and age.

The following information is desirable but not required for appointment.

Year of Birth \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Ethnicity \_\_\_\_\_ District No. \_\_\_\_\_

If City resident, number of years \_\_\_\_\_

-----