

ATTACHMENT A



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CITY CLERK
MARK JOMSKY

VICTOR M. GORDO
CITY COUNCIL
COUNCILMEMBER
DISTRICT 5

December 7, 2020

Mark Jomsky, City Clerk
City of Pasadena

Re: Resignation

Pursuant to my recent election and in anticipation of my swearing in as Mayor, please accept this letter as my official resignation from the office of City Councilmember representing District 5.

I look forward to continuing my service to the City of Pasadena in this new role.

Sincerely,

Victor M. Gordo

Section 404. - VACANCY—APPOINTMENT.

If a vacancy occurs in the office of Mayor, the Vice Mayor shall assume the duties of the office of Mayor until the office shall be filled at the next general municipal election. The assumption of the duties of the Mayor shall not require that the Vice Mayor relinquish his or her seat as a Councilmember elected or appointed from a district. If a vacancy occurs among any other members of the City Council, the remaining members shall within 75 days after such occurrence appoint a qualified resident voter of the unrepresented district who shall hold office until the office is filled at the next general municipal election. If the City Council cannot agree on one person to fill the vacancy, the replacement shall be chosen by lot.

Nothing herein provided shall limit the power of the City Council to provide by ordinance for the continuity of the City Government in the event of war, enemy-caused disaster or common accident in which a majority of the members of the City Council are killed, missing or injured so as to be unable to perform their duties.

(Sec. 404 amended by vote of the people 11-3-1998; Sec. 404 amended by vote of the people 3-9-1993.)



**NOTICE OF INTENTION
TO FILL A VACANCY BY APPOINTMENT
FOR A MEMBER OF THE CITY COUNCIL, DISTRICT 5**

Notice is hereby given that, in accordance with Pasadena City Charter, Section 404, the City Council of the City of Pasadena will accept applications from qualified registered voters residing in City Council District 5 to fill a vacancy by appointment created by the resignation of Councilmember Victor M. Gordo, which occurred on December 7, 2020 as a result of his successful election and start of term as Mayor of Pasadena.

The term of service for the appointment to the Council District 5 seat is from the date of appointment to December 12, 2022.

In addition to a completed application, applicants must circulate a nomination petition and gather a minimum of 25 qualified signatures from registered voters living in and registered in District 5. Nomination petitions and application materials are available in the City Clerk's Office, and will be issued subject to confirmation of eligibility. Applicants must hand-deliver all completed materials no later than **5:30 p.m. on Thursday, January 14, 2021** to the Office of the City Clerk. No postmarks, email submissions, or faxes will be accepted. There is a \$25.00 filing fee due at the time applications and nomination petitions are filed.

To be considered for the position, those applicants invited to participate must also attend a special meeting of the City Council in February 2021 for the purposes of a public interview by the full City Council. The date and time of the meeting has yet to be determined and further information will be provided after all applications are received.

Presentations by applicants at the special meeting will be limited to six (6) minutes, followed by a question and answer period conducted by the City Council on each applicant's qualifications. The effective date of service for the newly appointed City Councilmember representing District 5 will begin on the day of appointment following the administration of the Oath of Office by the City Clerk.

Application period: Thursday, December 17, 2020 – Thursday, January 14, 2021

Applications can be obtained **in person** (APPOINTMENT REQUIRED):

City of Pasadena, Office of the City Clerk
100 North Garfield Avenue, Room S228
Pasadena, California 91101
(626) 744-4124, mjomsky@cityofpasadena.net

Applications and nomination petitions are available during regular business hours, Monday through Friday, 7:30 a.m. – 5:30 p.m. City Hall will be closed on December 18 and 25, 2020, and January 1, 2021. Appointments are required to obtain materials. Due to COVID-19, all individuals coming to City Hall must wear facial coverings and observe social distancing.

Completed application and nomination petitions must be hand delivered to: Pasadena City Hall, Office of the City Clerk, 100 North Garfield Avenue, Room S228, Pasadena, California 91101

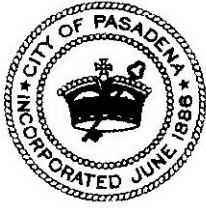
Submission deadline: **5:30 p.m., Thursday, January 14, 2021**

Mark Jomsky,
City Clerk, CMC

Published and Posted: Thursday, December 17, 2020

ATTACHMENT D

OFFICIAL APPLICATION FORM



City Clerk or Deputy City Clerk

Date

CITY OF PASADENA

APPLICATION FOR APPOINTMENT TO THE CITY COUNCIL, DISTRICT 5

*The information contained on this form will be used by the City Council to fill a vacancy on the City Council for the District 5 seat. All applicants must be a resident living in Council District 5, of voting age, and registered to vote in Council District 5 at the time the application is **issued** by the City Clerk. Applicants are invited to attach additional pages, a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application.*

Applicant Name:

Home Address:

Home Phone: ()

Employer:

Work Phone: ()

Work Address:

E-mail:

Community Service - *List boards, commissions, committees, and organizations on which you are 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.*

Application for Appointment - continued

Personal – Answer “yes” or “no” to the following questions.

- | | | |
|---|------------|-----------|
| 1. Have you ever worked for the City of Pasadena? (If yes, please list dates/department) | YES | NO |
| 2. Are you related to any employee or appointee of the City of Pasadena? (If yes, please indicate name and relationship) | YES | NO |
| 3. Are you aware that financial disclosure will be required to serve? (e.g. sources of income, loans and gifts, investments, interests in real property) | YES | NO |
| 4. 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 City Council, to which you seek appointment? (If yes, please indicate any potential conflicts) | YES | NO |
| 5. 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 the City Council to which you might be appointed? | YES | NO |
| 6. Are you aware of the time commitment necessary to fulfill the obligations of the City Council, District 5 seat, to which you seek appointment? | YES | NO |
| 7. What specifically in your background, training, education, or interests qualifies you as an appointee? | | |

Application for Appointment - continued

8. What do you see as the objectives and goals of the City Council?

9. How would you help achieve these objectives and goals? What special qualities would you bring?

Signature:

Date:

I hereby certify that the following information is correct to the best of my knowledge.

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*Prior to **January 14, 2021 at 5:30 p.m.**, submit original application to: Mark Jomsky, City Clerk
100 N. Garfield Ave., Room S228
Pasadena, CA 91109*

Applications not received by the above stated deadline will not be accepted or considered for appointment.