



CITY OF PASADENA APPLICATION FOR APPOINTMENT TO THE CHARTER STUDY TASK FORCE

The information contained on this form will be used by the City Council to appoint members to the Charter Study Task Force. Please answer all questions. You 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. **Please note that, once submitted, this form, and all attachments, will become subject to public access under the Public Records Act, with the exception of personally identifiable information.**

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CITY OF PASADENA
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Applicant Name: Paul A. Novak

Home Address: REDACTED Pasadena, CA 91107

Mailing Address: REDACTED Pasadena, CA 91107

Email Address: REDACTED

Business Phone: REDACTED Date Available to Start: Immediately

Home Phone: REDACTED Cell Phone: REDACTED

Indicate if you wish to be considered for a District, At-Large, and/or Mayoral Nomination (mark one or more):

- District Representative representing City Council District 4
- At-large Representative City Council District 4
- Mayoral Representative

Community Service – List boards, commissions, committees, and organizations on which you are currently serving or have served, offices held and in what city.

~~Former Commissioner, Board of Zoning Adjustments, City of Glendale, 1995-2003; Former President and Honorary Lifetime Member, Southern California Planning Congress (1996 to present); Advised Pasadena Transportation Department on street/speed improvements in Upper Hastings Ranch (2014-2015); and Former Board-Member, State of California Board for Professional Engineers, Land Surveyors, & Geologists (2021-23).~~

Employment – Title and duties, current and past (acceptable to attach resume as an alternative).

Please see resume, attached.

Education – Include professional or vocational licenses or certificates.

~~Master of Real Estate Development, University of Southern California; Bachelor of Arts, Political Science, Claremont McKenna College, and Member, American Institute of Certified Planners (AICP), 1995 to present.~~

1. **Have you ever worked for the City of Pasadena?** (If yes, please list dates/department)

YES NO

~~Yes, but NOT as a City employee. I am a vendor (contractor) to the City of Pasadena Planning Department, where I serve as a Zoning Hearing Officer (retained originally in 2002)~~

2. **Are you related to any employee, appointed or elected official of the City of Pasadena?** (If yes, please indicate name and relationship)

YES NO

3. **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 circumstances which may develop from your occupation or economic holdings, that might relate to your service as a member of a Charter Study Task Force?** (If yes, please indicate any potential conflicts)

YES NO

4. **Have there been, or are there now, any personal or business circumstances which might reflect adversely on your service as a member of a Charter Study Task Force?**

YES NO

5. **Are you aware of the time commitment necessary to fulfill the obligations of a member on a Charter Study Task Force, including meetings on nights and weekends?**

YES NO

6. **What specifically in your background, training, education, or interests qualifies you to serve on the Charter Study Task Force? Please highlight any relevant experience with the City of Pasadena or other municipality that involves Charter Study, elected experience, or knowledge of City Charter laws and provisions:**

~~I have worked at the Federal (U.S. Congress), State (current position with LAFCO), and County (Los Angeles) levels of government. I manage a public agency with a \$1.7 million budget, so I am familiar with municipal procurement, budgeting, and management issues. As a former registered lobbyist (LA City and LA County), I am familiar with lobbying registration/reporting requirements. I have significant experience working in the public and private sectors, and I am comfortable working with stakeholders of varying perspectives.~~

7. **What objectives and goals should the Charter Study Task Force consider?**

~~The Task Force should consider how best to update a dated charter to reflect current conditions; ensure transparency~~

~~in all municipal administration, budgeting, and decision-making; protect the city's financial resources in a fair, transparent, and consistent manner; address issues surrounding the appropriate number of City Council districts; consider the Council's appointment process due to vacancy; explore the role of the Vice Mayor; identify appropriate increases to procurement limits which do not require City Council approval; consider whether the City should enact campaign contributions; and review Councilmember compensation.~~

8. In your opinion, what is the importance of the scope and charge of the Charter Study Task Force, as approved and assigned by the City Council?

The City Council would like to address the Council's appointment process due to vacancy, the role of the Vice Mayor, increases to procurement limits which do not require City Council approval, campaign contributions, and Councilmember compensation.

9. How would you help to achieve the Charter Study Task Force's objectives and goals, while adhering to the City Council's approved Scope and Charge?

I would bring an open mind and a strong record of adhering to what is in the best interest of the public. In both my public sector work experience, as well as my work as a Hearing Officer, I have demonstrated the capacity to weigh varying perspectives, consider all relevant facts, and make decisions that are in the best interests of all relevant stakeholders.

Signature: *[Handwritten Signature]*

Date: 10/03/2023

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

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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: REDACTED REDACTED REDACTED

If City resident, number of years: 16

Paul A. Novak, AICP
Pasadena, California

REDACTED

EXPERIENCE

Executive Officer, Local Agency Formation Commission for the County of Los Angeles (LAFCO). Serve as the principal staff advisor to the Commission; provide advice and assistance to local agency representatives, property-owners, and the general public concerning LAFCO procedures and policies; prepare annual budget. Pasadena, California. 2011 to present.

Zoning Hearing Officer, City of Pasadena Planning & Permitting Department. Review land-use applications, staff reports, and visit sites of proposed development projects; conduct public hearings relative to land-use permit applications; and serve as the decision-maker for proposed conditional use permit, hillside development permit, subdivision, variance, and zone change applications. Pasadena, California. 2002 to present.

Hearing Officer, City of San Marino Planning and Building Department. Review enforcement actions, city permits, staff reports, appeals, and additional documentation; conduct public hearings relative to appeals of city enforcement actions; and serve as the decision-maker for enforcement appeals. San Marino, California. 2020 to present.

Senior Deputy, Los Angeles County Supervisor Michael D. Antonovich. Served as the Supervisor's liaison to the Departments of Beaches & Harbors, Local Agency Formation Commission, Public Works, and Regional Planning; as well as the Community Development Commission, Film L.A., and the County Sanitation Districts; worked with County staff and other public agency representatives to formulate and revise policies and procedures relative to aviation, economic development, land-use planning and zoning, permit processing, real estate development, solid waste; wastewater; water supply and quality; and assisted constituents and permit applicants with County agencies. Los Angeles, California. 2003 to 2010.

Principal, Novak + Associates, Inc. Secured land-use and zoning approvals (coastal development permits, conditional use permits (CUPs), General Plan amendments, subdivisions, variances, and zone changes) from cities, counties, and the California Coastal Commission for a range of clients, including AT&T, Boston Market, Hollywood Video, In-N-Out, Lennar Homes, Occidental College, Premier Homes, Salvation Army, Sprint, and Southern California Presbyterian Homes, Texaco, and Verizon. Los Angeles and Glendale, California. 1992 to 2003.

PUBLIC SERVICE

Board-Member; State of California Board for Professional Engineers, Land Surveyors, and Geologists. Appointed by Assembly Speaker Anthony Rendon. Sacramento, California. 2021 to 2023.

Member, Protest Provisions Rewrite Working Group. Served on a task force which recommended amendments to the protest provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, under the auspices of the Assembly Local Government Committee (ALGC) and the Senate Governance & Finance Committee (SGFC). Appointees represented ALGC, SFGC, the California Association of Local Agency Formation Commissions

(CALAFCO), the California Special Districts Association, the League of California Cities, and the County Supervisors Association of California. The Group's work led to the enactment of SB 938 (Hertzberg) in 2022, representing the most significant revision to the body of law governing LAFCOs in more than two decades. Sacramento, California. 2019 to 2022.

Member, Upper Hastings Complete Streets Working Group. Pasadena, California. 2014 to 2015.

Commissioner, City of Glendale Board of Zoning Adjustments. Glendale, California. 1995 to 2003.

UNIVERSITY INSTRUCTION

Adjunct Instructor, University of California Los Angeles Extension. Taught a course (LAFCO: Planning and Regulating the Boundaries of Cities and Special Districts in California) to practicing professionals. Los Angeles, California. October 15, 2015; and February 22, 2018.

Adjunct Instructor, University of California Davis Extension. Taught a course (LAFCO: Planning and Regulating the Boundaries of Cities and Special Districts in California) to practicing professionals. Sacramento, California. March 13, 2015; and March 16, 2018.

Adjunct Associate Professor, University of Southern California Price School of Public Policy, Los Angeles, California, 2006 to 2016. Taught a course (The Approval Process) to graduate students in the Master of Real Estate Development (MRED) program. Los Angeles, California. 2006 to 2016.

AWARDS

California Association of Local Agency Formation Commissions (CALAFCO) Special Recognition awarded to Paul Novak for "service on the Protest Provisions Working Group and for his dedication and years of work on SB 938 (Hertzberg)." October, 2022.

Los Angeles Chapter of the American Planning Association (LAAPA) Award of Excellence in the "Hard Won Victories" for "**Rescuing the Sativa Water System: Ensuring safe, clean, affordable and accessible water for a Severely Disadvantaged Community**" awarded to LA LAFCO, the County of Los Angeles, and the State Water Resources Control Board. November, 2019.

CALAFCO Government Leadership Achievement Award awarded to LA LAFCO, the County of Los Angeles, and the State Water Resources Control Board, and "presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California" for the successful collaboration dissolving the Sativa County Water District. October, 2019.

CALAFCO Outstanding LAFCO Professional Achievement Award awarded to Paul Novak to "recognize an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year." October, 2017.

CALAFCO Most Effective Commission Achievement Award awarded to LA LAFCO and “presented to an individual Commission [LAFCO] to recognize innovation, streamlining, and/or initiative in implementing LAFCO programs.” October 2017.

CALAFCO Government Leadership Achievement Award awarded to Imperial, Orange, Los Angeles, Riverside, San Bernardino, and San Diego LAFCOs and “presented to a decision-making body [or bodies] at the city, county, special district, regional or state level which has furthered good government efforts in California” for joint work on soliciting audits, GIS mapping, and common training. October, 2016.

PRESENTATIONS

Guest Speaker, Special Districts Association of North Los Angeles County. Palmdale, California. May 18, 2023.

Speaker and Moderator, CALAFCO University Webinar. The Dirty Dozen: Things I Wish I Knew About the Act. February 23, 2023.

Speaker, CALAFCO Annual Conference. Mock Planning Commission Hearing. Newport Beach, California. October 21, 2022.

Speaker, UCLA Luskin School of Public Affairs Seminar. The Human Right to Water in Los Angeles County. Los Angeles, California. March 2, 2020.

Moderator, California Association of Local Agency Formation Commissions (CALAFCO) Annual Conference. It Takes a Village: State, County, and LAFCO Collaboration to Solve a Local Problem (Sativa County Water District). Sacramento, California. October 30, 2019.

Keynote Speaker, San Gabriel Valley Water Association. Sativa County Water District: LAFCO, Legislation, and Luck. Pomona, California. May 22, 2019.

Speaker, CALAFCO Southern Region LAFCOs Quarterly Meeting. LAFCOs and Municipal Service Reviews. San Diego, California. January 14, 2019.

Presenter, California State Senate Environmental Quality Committee. Invited speaker relative to proposed Assembly Bill 1577 (Gipson) concerning the Sativa County Water District. Sacramento, California. June 20, 2018.

Keynote Speaker, Three Valleys Municipal Water District Leadership Breakfast. What Public Officials Need to Know About LAFCO. Pomona, California. May 31, 2018.

Speaker, CALAFCO Annual Conference. Legislative Update: Legislative Impacts on LAFCOs. San Diego, California. October 27, 2017.

Presenter, California State Senate Governance & Finance Committee Invited speaker relative to proposed Senate Bill 634 (Wilk) concerning the consolidation of the Castaic Lake Water Agency and the Newhall County Water District. Sacramento, California. April 26, 2017.

Speaker and Moderator, American Planning Association (APA) California Chapter Annual Conference. City Incorporations in California: Case Studies and Prospects for New Cities. Pasadena, California. October 27, 2016.

Speaker, CALAFCO Primer for Legislative Staffers. Spheres of Influence and Municipal Service Reviews. Sacramento, California. November 12, 2015.

Speaker and Moderator, League of California Cities Annual Conference. What City Council Members Need to Know About LAFCO. San Jose, California. October 2, 2015.

Speaker, CALAFCO Annual Conference. CALAFCO Legislative Update: The Good, The Bad, and Everything In-between. Sacramento, California. September 4, 2015.

Conference Organizer and Moderator, CALAFCO University. LAFCOs and Litigation. Santa Ana, California. June 29, 2015.

Guest Speaker, University of California Davis Extension, Planning in California: An Overview and Update. “What Comes Next: Three Experts Look Forward.” Los Angeles, California. June 18, 2015.

Speaker, CALAFCO Annual Conference. CALAFCO Legislative Update. Ontario, California. October 17, 2014.

Speaker and Moderator, APA California Chapter Annual Conference. What Planners Need to Know About LAFCO. Anaheim, California. September 15, 2014.

Speaker, California Special Districts Association (CSDA) Annual Conference. “Can’t We All Just Get Along? LAFCOs’ Power to Initiate Changes of Organization Affecting Special Districts.” Monterey, California. September 18, 2013.

Moderator, CALAFCO Annual Conference. California’s Healthcare Districts Without Hospitals: Challenges and Opportunities. Lake Tahoe, California. August 29, 2013.

Speaker and Moderator, CALAFCO Annual Conference. Breaking Up is Hard to Do: Commission-Initiated Consolidations, Dissolutions, and Mergers. Lake Tahoe, California. August 29, 2013.

Moderator, CALAFCO Annual Conference. LAFCO’s Role in the Oversight of Local Agencies. Monterey, California. October 4, 2012.

Moderator, CALAFCO Annual Conference. Next Generation of Municipal Service Reviews. Napa, California. September 1, 2011.

Speaker, Coalition of California LAFCOs Media Relations Workshop. Media Relations: War Stories and Strategies. Santa Ana, California. July 25, 2011.

EDUCATION

Master of Real Estate Development, University of Southern California School of Urban & Regional Planning. Los Angeles, California.

Bachelor of Arts, Political Science, Latin and Departmental Honors, Claremont McKenna College. Claremont, California.

PUBLICATIONS

Baldwin Park Should Join 23 Other Cities for Protection Against Mosquitoes: Guest Commentary with San Gabriel Valley Mosquito & Vector Control District General Manager Kenn Fujioka. San Gabriel Valley Tribune. May 8, 2016.

Hiring a Planning Consultant. Business Life. September-October, 1997.

Housing Linkage Fees: Lessons for Los Angeles. The Journal of Urban Planning and Development. September, 1993.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Planners (AICP). Member, 1995 to present.

American Planning Association (APA). Los Angeles Chapter Board of Directors, 1988-89. Member, 1988 to present.

California Association of Local Agency Formation Commissions (CALAFCO). Deputy Executive Officer, 2014 to 2016; Member, Legislative Committee, 2011 to 2021; Planning Committee Chair, 2015 Annual Staff Workshop; Host Committee Chair, 2016 Annual Staff Workshop.

National Council of Examiners for Engineering and Surveying (NCEES). Member, 2021 to present.

Southern California Planning Congress. President, 1996, and Honorary lifetime member.