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**Section 4.** This Resolution shall take effect and be in full force immediately after its adoption by the City Council of the City, and shall expire upon the appointment of an individual to the vacant City Council seat.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 4<sup>th</sup> day of December 2018, by the following vote:

<b>AYES:</b>	Councilmembers:	<u>Day, Segala, Williams, Wilson</u>
<b>NOES:</b>	Councilmembers:	<u>None</u>
<b>ABSENT:</b>	Councilmembers:	<u>None</u>
<b>ABSTAIN:</b>	Councilmembers:	<u>None</u>

WITNESS my hand and the seal of said City this 4<sup>th</sup> day of December 2018.

  
\_\_\_\_\_  
Donna Pock, CMC  
Deputy City Clerk

## Exhibit "A"

### Selection Procedures

1. **Application Period.** Application submittal period shall begin on December 5, 2018, and shall close on January 3, 2019, at 5:00 p.m. Applications received after 5:00 p.m. on January 3, 2019 shall not be accepted.

2. **Qualifications.** Applicants shall be a resident of the City and a registered voter of the City.

3. **Application Contents.** Applications shall include the following information:

3.1 Applicant's full name

3.2 Applicant's address

3.3 Statement stating whether the applicant is a registered voter of the City

3.4 Statement of Qualifications

3.5 Questionnaire

4. **Public Record.** All submitted applications shall be public records pursuant to the California Public Records Act and subject to the exemptions found thereunder. The Statement of Qualifications for each applicant will be posted on the City's web site. Hard copies of all applications will be made available at City Hall as required by the Public Records Act.

5. **Selection Process.**

5.1 **Interview.** The City Council will interview applicants on January 12, 2019, at 9:00 a.m. The interview will be a "town hall" style meeting and will be noticed and agendized as a public meeting of the City Council.

5.1.1 Prior to the interview, the Mayor, in her discretion, may reduce the number of applicants interviewed if more than five applications have been submitted to no more than ten applicants and to no less than five applicants for interview.

5.1.2 City residents who are registered voters of the City may submit questions to be read by the City at the meeting. The City is not required to ask all questions that are submitted. Such questions shall be submitted by January 3, 2019 at 5:00 p.m.

5.2 **Appointment.** The City Council will meet at its regular meeting on January 22, 2019, for the purpose of appointing an applicant to the City Council.

5.2.1 The Mayor shall make the appointment subject to ratification by the full City Council.

5.2.2 Ratification of an appointment shall require three affirmative votes of the City Council. The Mayor may also vote and be counted.

Schedule of Events

December 5, 2018	<p><b>Open application period.</b> Starting on December 5, 2018, individuals desiring to be appointed to the City Council may submit an application to the City Clerk.</p> <p>Applications must include a <b>Statement of Qualifications</b>, which will be posted on the City’s website.</p>
January 3, 2019 5:00 p.m.	<p><b>Close application period.</b> Applications must be filed with the City Clerk’s office by 5:00 p.m. on January 3, 2019.</p> <p>LATE APPLICATIONS WILL NOT BE ACCEPTED.</p>
January 3, 2019 5:00 p.m.	<p>Last day to submit questions to be read by City at the January 12, 2019, “town hall” style meeting.</p>
January 12, 2019 9:00 a.m.	<p>A “town hall” style meeting will be held and agendized as a public meeting for interviewing of council candidates.</p>
January 22, 2019	<p>Regular meeting of the City Council to make an appointment.</p>



# CITY OF SUISUN CITY

## CITY COUNCIL VACANCY 2018

Date Received

### REQUEST FOR CONSIDERATION FOR APPOINTMENT TO CITY COUNCIL VACANCY

Please type or print clearly.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Are you a registered voter? Yes  No  City Clerk will verify voter registration.

Are you a resident of Suisun City? Yes  No

How long have you lived in Suisun City? \_\_\_\_\_

**NOTE:** This application is a public record and will be included with the applicable City Council materials, posted on the City's website, and made available to the press and public. Personal data will be redacted.

This application is to fill a vacancy on the Council in the City of Suisun City. Only voters registered in Suisun City who have submitted a complete application packet by the deadline will be considered for appointment.

When submitting please include:  Application  Statement of Qualifications  Questionnaire

**A COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE CITY CLERK BY:**

**THURSDAY, JANUARY 3, 2019 at 5:00 PM**

### BECOMING A MEMBER OF THE CITY COUNCIL

**Private Versus Public:** Becoming a candidate for public office means that information about you will become a matter of public record immediately. With a few exceptions, this includes any and all documents submitted to the City during the course of the application period. As such, these documents must, by law, be available to the public for inspection and/or copying. Redacted copies of submitted applications will be available on the City website.

**Interview Process:** Interviews will take place in a "Town Hall" format and are scheduled for a Special Council meeting to be held on January 12, 2019 at 9:00am. Attendance is required.

**Term of Office:** The term of this office will be from the day of appointment and will expire in December 2020.

#### **City Council:**

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs.

The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is appointed by the Mayor from among its members. Suisun City has no term limits.



# CITY OF SUISUN CITY

## CITY COUNCIL VACANCY 2018

### **Duties:**

- Attend all City Council meetings as an appointed member.
- Attend all special meetings, work sessions and other meetings as scheduled.
- Actively participate and serve on various outside agency liaisons, committees and commissions as assigned.
- Council Members are required, by law, to complete and file a Form 700 Statement of Economic Interests disclosing various financial interests.

**Meetings:** The City Council holds regular meetings on the 1st and 3rd Tuesdays of the month in the City Council Chamber in City Hall at 701 Civic Center Blvd, Suisun City, California. If necessary to conduct City business, a regular meeting may be scheduled for any Tuesday.

More information can be found on the Suisun City website:

<https://www.suisun.com/government/city-council/>

*Civic service is both a privilege and responsibility of every American citizen. The value and importance of engagement by Suisun City residents cannot be measured. Your interest in serving on the City Council of the City of Suisun City is greatly appreciated.*



# CITY OF SUISUN CITY

## CITY COUNCIL VACANCY 2018

### APPLICATION

Please type or print clearly.

PERSONAL DATA			
Name:			
Address:	City:	State:	Zip:
Home Phone:	Cell Phone:		
Email Address:			

EMPLOYMENT DATA		
Employer:		
City:	Industry:	Dates:
Employer:		
City:	Industry:	Dates:

EDUCATION DATA			
College/Universities Attended (Name/Location)	Major	Degree	Year Completed
Licenses or Special Certificates Held:			

EDUCATION DATA		
Prior or Current Civic Experience (Include Membership in Professional, charitable, or community organizations)	Office Held (if any)	Dates of Service/Membership



# CITY OF SUISUN CITY

## CITY COUNCIL VACANCY 2018

### STATEMENT OF QUALIFICATIONS

Attach a separate sheet of paper to this statement with your responses.

**Instructions to the Applicant:**

- This statement may include your name, age, occupation, and a brief description of your education and qualifications
- Prepare statement according to the following guidelines:
  - Statements are limited to no more than 200 words (See attached Word Count Guidelines)
  - Statements must be in PARAGRAPH BLOCK FORM.
  - Statements must be in UPPER and LOWER CASE.
  - You are limited to a recitation of your own personal background and qualifications and shall not in any way make reference to another person’s qualifications, character, or activities.
- Statements which do not conform to the above guidelines may be rejected by the Mayor.
- Check carefully for errors in spelling, punctuation, and grammar before filing.
- After the statement has been filed, it will be distributed exactly as submitted.

My Name is: \_\_\_\_\_

My Age is (optional): \_\_\_\_\_

My Occupation is: \_\_\_\_\_

Statement and word count begin below:

*I have reviewed the above statement, I understand no corrections or changes are allowed after it has been filed, and it will be printed as filed with the City Clerk. I hereby certify that the statement submitted is true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date





# CITY OF SUISUN CITY

## CITY COUNCIL VACANCY 2018

### QUESTIONNAIRE FOR CITY COUNCIL APPOINTMENT

PLEASE ANSWER THE FOLLOWING QUESTIONS.

Attach a separate sheet of paper to this questionnaire with your responses.

1. What are your top 3 priorities for Suisun City? Why do you think these are most important?
2. What are the key issues you see facing our community? Why do you think these are the key issues and what might be the solutions?
3. What is your vision for Suisun City and how would you like it to look in 10 years?
4. Please describe how your qualifications, education and work experience/training would be relevant in your role as a Councilmember.
5. What has your previous involvement with the City of Suisun City been? Please include any service organizations or community engagement specific to Suisun City you have participated in and what your role was.
6. The City Council regularly meets on the 1st and 3rd Tuesdays of each month at 7:00 p.m. and periodically has additional special meetings and study sessions. Councilmembers also serve on a number of subcommittees, commissions and outside agency boards. Please describe any time constraints or limitations/obligations that might limit your availability for regular meetings, special meetings or community events.
7. Are you aware of the time commitment and the responsibilities associated with serving as a Councilmember and are you prepared to serve without reservation? Yes / No

I hereby certify that all statements made in this application are true and complete. I legally reside in the City of Suisun City. I am 18 years of age or older. In compliance with State law, I understand that I will be required to file a Statement of Economic Interests upon appointment to office and annually thereafter. I understand that my application and materials will be considered a public record and thus will be available for public inspection and copying.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date