



OFFICE OF THE MAYOR

February 27, 2018

Michael Coppess
1577 Old House Rd.
Pasadena, CA 91107

Dear Michael:

I am pleased to inform you that the City Council, at its meeting on Monday, February 26, 2018, approved your appointment as the At Large/District 4 nominee to the Planning Commission. This term is scheduled to end on June 30, 2020.

Prior to attending your first meeting you will be contacted to arrange for your Oath of Office. Enclosed for your review is a copy of the full text of the Oath. While you will be asked to sign a copy similar to the enclosed form, a shortened version will be used in the ceremony. In addition, once you have been sworn in, City staff will contact you to review your responsibilities and to answer any questions you may have concerning your participation on this important advisory body. A commissioner orientation handbook is available for your viewing and/or download at the following City website: <http://ww5.cityofpasadena.net/commissions/commissioner-orientation-handbook/>

You will need to file a Statement of Economic Interest (financial disclosure statement). Enclosed are a copy of Resolution 9541 that establishes this filing requirement, and Form 700 and related instructions. Your statement is due in the City Clerk's Office, 100 N. Garfield Ave., 2nd Floor, P.O. Box 7115, Pasadena, California, 91109-7215, within 30 days of your taking the oath of office. If you have any questions, you may contact City Clerk, Mark Jomsky, at (626) 744-4124. Government Code Section 91013 imposes a \$10 per day fine, up to a maximum of \$100, for the late filing of a Statement of Economic Interest. And finally, enclosed is a copy of Resolution 8075 which outlines when advisory body members should disqualify themselves from participating in advisory body meetings.

On behalf of the City Council, I wish to express our appreciation for your willingness to serve the community in this capacity.

Sincerely,

TERRY TORNEK
Mayor

TT:jls
enclosures

cc: City Clerk
City Manager
FPPC