

CITY OF EL MONTE – VACANCY APPLICATION PACKET

DATE: January 10, 2025

SUBJECT: APPOINTMENT PROCESS FOR FILLING OF CITY TREASURER

ELIGIBILITY: Eligible applicants must be at least 18 years of age, a registered voter in the City of El Monte, and a resident of the City of El Monte.

APPLICATION FILING REQUIREMENTS: Completed applications will be accepted by the City Clerk’s Office up to and until **5:00 PM** on **Wednesday, January 22, 2025**. Applications submitted or otherwise received after 5:00 PM will not be accepted. Applications postmarked before the application deadline but received after the deadline will not be accepted. Please thoroughly complete the entire application; including the preparation of a Candidate Statement. Your application must be signed and include your current registered voter information. Voter registration will be confirmed. Applications must be submitted to the attention of Chief Deputy City Clerk Griselda Contreras at El Monte City Hall – East, 11333 Valley Boulevard, El Monte, California 91731. Applications can also be submitted via e-mail at cityclerk@elmonteca.gov, provided all material is included and attached and further provided that the candidate delivers the original application with the candidate’s wet signature no later than the date of the interview proceedings. E-mail submissions received after the deadline will not be accepted and the City is not responsible for any technical difficulties a candidate may have in email his or her application (e.g., e-mail cannot be sent because attachments are too large). Candidates who submit their application via e-mail are strongly encouraged to call the City Clerk’s Office to confirm receipt.

INTERVIEW PROCESS: Eligible applications will be posted to the City’s website on Thursday, January 23, 2025 or as soon thereafter as they may feasibly be posted. Applicant names and applications will be kept by the City Clerk’s Office and will not be released to the public prior to being posted on the City’s website.

The City Council will interview candidates as part of a Special Meeting to be held **Monday, January 27, 2025** in the City Council Chambers located at El Monte City Hall – East, 11333 Valley Boulevard, El Monte, CA 91731. Interviews will start at 6:00PM or as soon thereafter as the City Council may take up the matter. Candidates must appear in person and are encouraged to arrive at El Monte City Hall at least a half hour before the 6:00PM start time. Members of the public will be allowed to provide public comment at the beginning of the proceedings in the manner also to be specified in the same special meeting agenda. Note that the City Council reserves the right to call an Adjourned meeting for **Monday, February 3, 2025** at 6:00PM (or such other start time as circumstances may necessitate), in the event the City Council is unable to complete the interview process at the January 27, 2025 special

meeting or in the event Councilmembers need more time to consider candidate qualifications before making a decision.

Upon arrival, applicants will be asked to surrender their electronic devices and will be sequestered in a meeting room at City Hall. Applicants will be called into the main City Council Chambers one by one in alphabetical order (by last name) to be interviewed by the City Council.

Each applicant will be given **3 minutes** to make a general statement of their qualifications and an opportunity to explain why the candidate believes he or she should be appointed to fill the vacancy. The City Council reserves the right to adjust the amount of time given for opening statements based on the number of applications received. Each Councilmember shall be given the opportunity to pose questions to the candidate subject to a format to be determined by the City Council by or before the date of the interview proceedings. Once the City Council has completed its questioning of a candidate, the candidate's electronic device(s) will be returned to the candidate and he/she may take a seat in the City Council Chambers until the conclusion of the proceedings. Once all applicants have been interviewed, the Mayor may entertain a motion to (a) vote to appoint a candidate that same day; (b) defer the vote to a future meeting date; or (c) extend the application period to solicit additional applications.

Term of Office: The successful appointee will serve the unexpired 2-year balance of the vacant City Treasurer seat whose term will expire following the certification of election results and the installation of Councilmembers for the City's November 3, 2026 General Municipal Election.

General Information Regarding the Position: Regular meetings of the City Council are held at 6:00 p.m. on the second and fourth Wednesday of each month. The successful appointee will also need to be available for Special Meetings.

In accordance with Government Code Section 87200, the City Treasurer is subject to the State's financial disclosure laws and Fair Political Practices Commission regulations and will be required to disclose their economic interests upon appointment to this office.

Currently, the City Treasurer receives a stipend per month. Additional benefits are summarized in the Elected Official benefits summary. This information will be covered by the Human Resources/Risk Manage Department during the on-boarding process. Note that the City Council reserves the right to change benefits granted to elected officials as a group, including reducing, eliminating or discontinuing certain benefits altogether as necessary or desirable in the interests of the City.

APPLICATION TO SERVE AS CITY TREASURER

This is a public document. To assist the City Council in evaluating each applicant in the selection of City Treasurer, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME		PHONE NO.
RESIDENCE ADDRESS	CITY & STATE	ZIP CODE
MAILING ADDRESS <i>(If different than above)</i>	CITY & STATE	ZIP CODE
EMAIL ADDRESS		
EMPLOYER	OCCUPATION	
BUSINESS ADDRESS	CITY & STATE	ZIP CODE
EDUCATION <i>(Highest school year and degree received)</i>		
ARE YOU A REGISTERED VOTER OF THE CITY OF EL MONTE ? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN CONVICTED FOR AAN OFFENSE OTHER THAN A TRAFFIC CITATION OR TRAFFIC MISDEMEANOR? <i>(If yes, please explain)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		

MEMBER COMMITMENT

I am willing to fulfill all requirements as City Treasurer, including but not limited to the following:

- I am able to attend City Council meetings that are regularly scheduled on the second and fourth Wednesday of each month at 6pm.
- I understand that if I am chosen as an appointee, I will only serve as City Treasurer for the unexpired balance of the currently vacant City Treasurer seat and in no event longer than the certification of election results and the installation of newly elected City officials corresponding to the General Municipal Election of November 3, 2026. If I wish to continue to serve as City Treasurer beyond expiration of my term as an appointee, I must be elected to the City Treasurer office at the November 3, 2026 General Municipal Election and installed for a new and subsequent 4-year term of office.
- I understand that upon appointment I will be obligated to complete and file with the City Clerk a Form 700, Statement of Economic Interests within 30 days of my appointment and once thereafter as required by State law.
- I understand that this application and any documents submitted in connection with this application process are public records that may be disclosed to the general public upon request and do not object to the disclosure of any information contained herein.
- I understand that upon appointment I will have six (6) months from my date of appointment to complete two (2) hours of Sexual Harassment Prevention training as required by law and will be required to complete two (2) hours of such training every two (2) years thereafter. I also understand that upon appointment I will have one (1) year from my date of appointment to complete two (2) hours of AB1234 Ethics Training and will be required to complete two (2) hours of such training every two(2) years thereafter. For both types of training, I understand that I will be required to file certificates proving I have taken all required training with the Office of the City Clerk.

Please complete the questions on page 4 and the candidate statement on page 5.

By my signature below, I hereby declare under penalty of perjury under the laws of the State of California that the information I have provided in this application and all attachments, are true and correct and that I am 18 years of age or older and a registered voter and resident of the City of El Monte as of the date below and will remain so at the time of appointment should I be appointed to the City Council.

APPLICANT SIGNATURE	DATE
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BACKGROUND INFORMATION (Please Keep Your Responses to Each Question to 400 words or less):

1. Describe your background and qualifications that you believe are relevant to this position. (Attach resume that is no more than 2 pages in length. Resume text will not count toward 400-word limit for this Question No. 1):
2. Please identify and describe any community involvement and/or your service on boards, commissions or committees in El Monte or elsewhere:
3. Briefly explain why you would like to serve as City Treasurer and provide your top 3 priorities:

SUPPLEMENTAL QUESTIONNAIRE – EL MONTE CITY TREASURER VACANCY

ANSWERS TO QUESTIONS ARE REQUIRED. PLEASE USE NO MORE THAN TEN TYPED OR HANDWRITTEN PAGES TOTAL IN RESPONDING TO ALL THE QUESTIONS BELOW. WORD FONT SHOULD BE NO LESS THAN 10 PT.

1. What do you believe is the most critical duty of the City Treasurer and why?

2. What do you see as the role of City staff?

3. What steps would you take to learn about the City's financial policies and procedures?

4. Have you reviewed the City's budget and are you familiar with where and how the City receives its funding?

5. How would you work collaboratively with other City officials and departments?

6. Give an example of how you resolve a situation where your personal philosophy is at odds with what is best for the City?

7. How would you handle disagreements or conflicts in a professional setting?

8. What would you do if you were contacted directly by a resident or business to resolve a City related problem?

9. What actions would you take if the audit reveals findings? How would you address any recommendations or concerns raised by the auditors?

10. What steps would you take to address potential conflicts of interest with City staff and vendors?

CANDIDATE STATEMENT (Please include a Candidate Statement below)

Your Candidate Statement should not exceed 400 words in length and may include the following:

- Your name and occupation.
- A brief description of your education and qualification to be a City Treasurer.
Your Candidate Statement **may not** include the following:
 - Your political party affiliation; or
 - References to membership or activity in partisan political organizations; or
 - Comments or statements concerning the qualifications or alleged lack of qualifications of other applicants. Applicants should avoid making any reference to other applicants in the Candidate Statement.