

## **CITY OF EL MONTE – VACANCY APPLICATION PACKET**

**DATE:** January 5, 2021

**SUBJECT: APPOINTMENT PROCESS FOR FILLING OF COUNCIL VACANCY**

**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 20, 2021**. 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](mailto: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 21, 2021 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 **Tuesday, January 26, 2021** 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. Because of the current COVID-19 pandemic members, El Monte City Hall will be closed to all, except Councilmembers, City staff and eligible candidates. Members of the public will be allowed to view the proceedings by logging on to the remote viewing platforms indicated on the special meeting agenda to be published for this meeting and will also 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 Regular meeting for January 27, 2021 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 26, 2021 meeting or in the event Councilmembers need more time to consider candidate qualifications before making a decision.

Candidates must observe the City's COVID-19 infection control rules to be allowed entry into City Hall, which includes wearing a face-covering at all times. 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 (subject to social distance restrictions) 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. The City Council also reserves the right to forgo making an appointment and instead call a special election.

**Term of Office:** The successful appointee will serve the unexpired 2-year balance of the vacant City Council seat whose term will expire following the certification of election results and the installation of Councilmembers for the City's November 8, 2022 General Municipal Election.

**General Information Regarding the Position:** Regular meetings of the City Council are held at 6:00 p.m. on the first and third Tuesday of each month and generally run between 3 to 5 hours. The successful appointee will also need to be available for Special Meetings special *ad hoc* Committee meetings of the City Council and may even be asked to represent the City on regional boards, commissions and committee which have their own separate meeting schedules.

In accordance with Government Code Section 87200, members of the City Council are 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, City Councilmembers receive a stipend of \$720 per month. Additional benefits are summarized in the Elected Official benefits summary included with this application packet. 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 ON CITY COUNCIL

*This is a public document. To assist the City Council in evaluating each applicant in the selection of City Council Members, 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 of a City Councilmember, including but not limited to the following:

- I am able to attend City Council meetings that are regularly scheduled on the first and third Tuesday of each month at 6pm.
- I understand that if I am chosen as an appointee, I will only serve on the City Council for the unexpired balance of the currently vacant City Council 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 8, 2022. If I wish to continue to serve on the City Council beyond expiration of my term as an appointee, I must be elected to City Council office at the November 8, 2022 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 6 months from my date of appointment to complete 2 Hours of Sexual Harassment Prevention training as required by law and will be required to complete 2 hours of such training every two years thereafter. I also understand that upon appointment I will have 1 year from my date of appointment to complete 2 hours of AB1234 Ethics Training and will be required to complete 2 hours of such training every two 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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**SUPPLEMENTAL QUESTIONNAIRE – EL MONTE CITY COUNCIL 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.

**Budget and Finance:**

1. Have you reviewed the city's budget and are you familiar with where and how the City receives its funding?
2. Circumstances outside the City's control can (i.e, COVID) and have dramatically impacted the City's budget. What approach would you take as a Council Member to balance the budget or address the issues?

**Economic Development:**

3. How do you think the City's General Plan can facilitate the creation of housing?

**Public Safety:**

4. Given the social unrests that occurred this past summer, where do you stand on defunding/restructuring of policing budgets?

**Parks and Recreation:**

5. Given the pandemic and less resources coming to the city government, what would be your top priorities for protecting programming/community services budget cuts.

**Streets and sidewalks (infrastructure):**

6. Are you familiar with the pavement management plan? If so, how would you approach improving streets and sidewalks in the City?

**General government**

7. What do you see as the role of the City Council? What do you see as the role of City staff?
8. Give an example of how you resolve a situation where your personal philosophy is at odds with what is best for the City?
9. What would you do if you were contacted directly by a resident or business to resolve a City related problem?
10. Since council members are usually elected at large, how would you increase council member accountability?

**Ethics and government**

11. Many people outside of the government, get paid to speak to government officials (lobbyists), what can the City do to better increase transparency regarding these contacts with staff and council members?
12. The state legislature enacted a new law that limits local campaign contributions, what policies would you recommend (i.e., campaign finance reform) to improve the ethical standards of this government?

**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, age and occupation;
- A brief description of your education and qualification to be a council member;

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 other applicants. Applicants should avoid making any reference to other applicants in the Candidate Statement.



**CITY OF EL MONTE  
BENEFITS SUMMARY**

**ELECTED OFFICIALS  
EFFECTIVE JANUARY 1, 2019**

The following is a general outline of compensation and benefits. For a complete explanation of benefits, benefit eligibility and restrictions please refer to the 2019 City of El Monte Elected Officials Benefits Profile.

**COMPENSATION**

**Mayor and City Council Member Salary = \$732 per month**  
**City Clerk and City Treasurer Salary = \$602 per month**

**BENEFITS**

**Cafeteria Plan Allotment = \$1,510.59 per month** (same as Executive Management Team)

**Medical Insurance:**

<b>Plan Year 2019 (LA Area Rates)</b>	<b>Employee Only</b>		<b>Employee +1</b>		<b>Employee + Family</b>	
	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>
Health Insurance Plan Name:						
Anthem HMO Select	\$627.07	\$313.54	\$1,254.14	\$627.07	\$1,630.38	\$815.19
Anthem HMO Traditional	\$878.48	\$439.24	\$1,756.96	\$878.48	\$2,284.05	\$1,142.03
Blue Shield HMO	\$669.75	\$334.88	\$1,339.50	\$669.75	\$1,741.35	\$870.68
Health Net Salud Y Mas HMO	\$356.60	\$178.25	\$713.00	\$356.60	\$926.90	\$463.45
Health Net SmartCare HMO	\$584.27	\$292.14	\$1,168.54	\$584.27	\$1,519.10	\$759.55
Kaiser Permanente HMO	\$618.64	\$309.32	\$1,237.28	\$618.64	\$1,608.46	\$804.23
PERS Choice PPO	\$654.50	\$327.25	\$1,309.00	\$654.50	\$1,701.70	\$850.85
PERS Select PPO	\$420.77	\$210.39	\$841.54	\$420.77	\$1,094.00	\$547.00
PERS Care PPO	\$843.78	\$421.89	\$1,687.56	\$843.78	\$2,193.83	\$1,096.92
PORAC PPO	\$774.00	\$387.00	\$1,623.00	\$811.50	\$2,076.00	\$1,038.00
United Healthcare HMO	\$699.67	\$334.84	\$1,339.22	\$669.61	\$1,740.99	\$870.50

After enrolling in selected coverage or opting out pursuant to the waiver requirements described below, Elected Officials may receive any unused portion, up to a maximum of \$600 per month, as deferred compensation in their 401(a) City plan (up to the legal limits).

If the cost of the Elected Official’s selected benefits exceed the City’s Cafeteria Plan Allotment, the excess cost will be paid by pre-tax payroll deductions from the pay of the Elected Official.

Elected Officials declining medical insurance coverage through City sponsored plans must file proof of alternative medical insurance coverage with the Human Resources/Risk Management Department, and must provide waiver verification documentation annually at open enrollment or within 30 days after the start of the plan year.

**Dental Insurance:** City paid for Elected Official and their eligible dependents under the City's dental plan. Not deducted from Cafeteria Plan Allotment and no cash out value.

**Vision Insurance:** City paid for Elected Officials and their eligible dependents under the City's vision plan. Not deducted from Cafeteria Plan Allotment and no cash out value.

**Long Term Disability Insurance:** City pays employee only premium for the City's disability insurance program. Benefit level will be at 60% of base salary income replacement, up to a maximum monthly benefit of \$9,000, when an Elected Officials is disabled and unable to work for a period in excess of 60 days.

**Life Insurance:** City paid for Elected Official only for life insurance policies of \$25,000 for basic life and \$25,000 for accidental death and dismemberment. Additional coverage, as well as supplemental life insurance, if available/offered through the City, may be purchased through the Elected Official's Cafeteria Plan Allotment or payroll deduction.

**Long-Term Care:** City paid for Elected Official only while in active service with the City. Continuation of the plan following separation from the City will be at the discretion of and paid for by the plan participant (former Elected Official).

**Flexible Spending Account Plan:** Allows Elected Officials to make pre-tax deductions for qualifying medical, dental, vision, and dependent care expenses. Maximum contribution for calendar year 2019 is \$2,700. Not eligible for deduction from Cafeteria Plan Allotment or other City contribution.

**Deferred Compensation:** City 457(b) plan; voluntary contributions only; no City match or other contribution.

**Employee Assistance Program (EAP):** Provides confidential counseling, education, and referral services regarding work and life issues at no cost to Elected Official.

## VEHICLE ALLOWANCE

**Vehicle Allowance = \$400 per month**

## RETIREMENT

**California Public Employees' Retirement System (CalPERS):**

CalPERS membership is optional for Elected Officials pursuant to Government Code Section 20322. Elected Officials are eligible for membership under the City's Miscellaneous Employee Group.

If CalPERS membership is elected, City pays full amount of employee contribution.

If CalPERS membership is not elected, City contributes an amount equal to the employee contribution into the Elected Official's 401(a) City deferred compensation plan.