



APPLICATION FOR CITY COUNCIL APPOINTMENT FOR FILLING OF THE VACANCY

Pursuant to Government Code section 36512(b), the Montebello City Council is seeking eligible applicants to fill two (2) at-large City Council vacancies, through the remaining term which expires November 12, 2024. Interested applicants must meet the eligibility criteria set forth and submit a completed application, including mandatory attachments, in person or by email to the Montebello City Clerk office staff, **time stamped, no later than Tuesday, January 24, 2023, on or before 4:00 p.m.** Please note that Office Hours are Monday through Thursday from 8:00 a.m. to 5:30 p.m. *Failure to complete the application or submit any attachments to the application will disqualify an interested applicant from consideration.*

ELIGIBILITY.

To serve on the Montebello City Council, an applicant must be at least 18 years of age, reside and be a registered voter in the City of Montebello. In addition, applicants must complete a felony conviction declaration form per Montebello Municipal Code §2.08.040. The person appointed to serve as Council shall be required to complete and file a Form 700 Statement of Economic Interest disclosing various financial interests.

Mandatory Items to Submit:

1. *Application (submitted electronically via email and/or in person).*
 - a. *Please include Full Name, Date of Birth, and Residential Address for City Clerk's office to verify residency and voter status.*
2. *Candidate Statement - must be typed and contain a minimum of 250-500 words (submitted electronically via email and/or via USB with the application).*
3. *Felony Conviction Declaration.*
4. *Form 700 Statement of Economic Interest.*

Applicants to be considered for appointment must be available for a 1.5-minute oral statement with the City Council at the Regular Meeting scheduled for Wednesday, January 25, 2023, at 6:00 p.m. Applicants are required to be present for the statement.

GENERAL INFORMATION.

The City of Montebello is a general-law city that operates through the Council-City Manager form of municipal government. On May 11, 2022, the City Council adopted a City Council district map, creating a total of five (5) electoral districts within the City. On June 22, 2022, the City Council adopted Ordinance No. 2451 that placed all five (5) districts on the ballot temporarily forming a seven (7) member legislative body, eliminating the two (2) at-large seats in November 2024.

The City Council is the legislative body responsible for the overall policies and direction for the City of Montebello, and they are the citizens' representatives in local government. It is the City Council's responsibility to enact Ordinances, Resolutions, and orders necessary for governing the affairs of the City, to approve or amend the annual budget, to authorize contracts on behalf of the City, act as the final appeal body on rulings of commissions, and appoint the City Manager and all members of the various commissions and committees.

The Regular Meeting of the City Council is a vital part of the democratic process in the conduct of the City's affairs. It is at City Council meetings that laws, policies, and basic decisions are enacted by the City Council. All meetings of the City Council are open to the public and citizens are encouraged to attend to learn more about how the City operates. City Council meetings are held at the City Hall Council Chambers, 1600 West Beverly Boulevard, on the second and fourth Wednesday of each month. Additional meetings may be called as necessary. In addition, attendance to at city council meetings, the individual appointed must be available to actively participate as a Council liaison to numerous external agencies and organizations and to attend city-sponsored events.

THE VACANCY.

The City Council seeks eligible candidates for appointment to fill two (2) unexpired terms of City Council seat. The selected candidates will serve through the remaining term which expires November 12, 2024.

PUBLIC INFORMATION.

Becoming an applicant for consideration to fill a city council seat means that information about the applicant contained herein will become a matter of public record immediately. This includes any all documents submitted to the City during the course of the application period. As such, these documents must be available to the public for inspection and copying. However, confidential information of the applicant may be redacted as required by law.

APPLICATIONS ARE DUE BY TUESDAY, JANUARY 24, 2023, NO LATER THAN 4:00 P.M.

Please submit a completed application and requested documents to the Montebello City Clerk's office or via email:

**DROP OFF: Montebello City Clerk's Office
1600 W. Beverly Boulevard, Montebello, CA 90640
(Office Hours: Monday – Thursday from 8:00 a.m. – 5:30 p.m.)
Please request to speak with either Alicia Fernandez, Senior Deputy City Clerk or Kimberly Guillen, Deputy City Clerk**

**EMAIL: cityclerk@montebellocal.gov
(The City is not responsible for technological errors in transmission of the application/attachments via email)**

For questions regarding this application or the appointment process, please contact the Montebello City Clerk at (323) 887-1367 or at cityclerk@montebellocal.gov