

Gloria Olmos, Mayor
Rudy Bojorquez, Mayor Pro Tem
Manuel Acosta, Councilmember
Richard Angel, Councilmember
Hector Delgado, Councilmember



Rene Salas, City Manager
Anthony R. Taylor, City Attorney
Sabrina Muhne, Interim City Clerk
Masami Higa, Finance Director

CITY OF SOUTH EL MONTE
CALL AND NOTICE OF SPECIAL MEETING
CALLED BY CITY COUNCIL
AGENDA

September 24, 2024, 7:30 PM
1415 Santa Anita Avenue, South El Monte, CA 91733

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of South El Monte will be held on September 24, 2024, at City Hall in the Council Chambers, 1415 Santa Anita Avenue, South El Monte, CA 91733.

PUBLIC COMMENT

To participate during public comment via teleconference, see below:

Link: <https://us02web.zoom.us/j/86581711880>
Webinar ID: 865 8171 1880

Or call in: 1 669 900 6833, when prompted, enter 86581711880#

For both open and closed sessions, each speaker will be limited to five minutes. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. This is the only opportunity for public input except for scheduled public hearing items. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

LIVE STREAMING OF MEETINGS

The City of South El Monte live streams the City Council Meetings over the Internet at <https://www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes> after the meetings, recordings are immediately posted. NOTE: Your attendance at this public meeting may result in the streaming and recording of your image and/or voice.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk's office at (626) 579-6540 at least 72 hours prior to the meeting.

GENERAL COMMENT

Members of the public wishing to submit a general comment or a comment on an agenda item, can email smuhne@soelmonte.org or call (626) 579-6540 to leave a voicemail message. All comments received an hour before the scheduled meeting will be read during public comment and made part of the record.

MEETINGS

The City Council holds regular meetings on the second and fourth Tuesday of every month. Regular meetings start at 6 p.m. in the Council Chambers at City Hall, 1415 Santa Anita Avenue, South El Monte, California. Special and Adjourned Regular meetings start time are to be determined.

POSTING LOCATIONS OF AGENDA AND/OR CANCELLATION NOTICES

Regular meeting agendas will be posted at least 72 hours before the meeting (GC 54954(a)(1)).

Agenda and Cancellation Notices can be viewed online and are also posted at the following three (3) locations: City Hall located at 1415 Santa Anita Avenue, Senior Center located at 1556 Central Avenue and the Community Center located at 1530 Central Avenue, South El Monte, California.

VIEWING OF AGENDA PACKETS

Full agenda packet can be viewed either at www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes or in the City Clerk's Office during normal business hours Monday through Thursday 7:00 a.m. to 5:30 p.m. Closed on Fridays and major holidays.

ISSUES RELATED TO AGENDA

For issues related to the agenda, including a disability-related accommodation necessary to participate in this meeting, please contact:

Sabrina Muhne, Interim City Clerk
Ph (626) 579-6540
Cell (626) 374-1998

Robert Molina, Interim Deputy City Clerk
Ph (626) 579-6540
Cell (626) 816-2907

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

Councilmembers: Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos

2. APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES

By motion of the City Council, this is the time to notify the public of any changes to the agenda, remove items from the consent calendar for individual consideration and/or rearrange the order of the agenda.

3. PUBLIC COMMENT

Speakers may provide public comments on any matter within the subject matter jurisdiction of the City Council, including items on the agenda. Each speaker will be limited to five minutes. Unless a majority of the Council objects, the Mayor may provide speakers more or less time to speak. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

4. CONSENT CALENDAR – None

5. GENERAL BUSINESS

5.a. CONSIDERATION AND APPROVAL OF REQUIRED STATEMENT OF RESIDENCY FORM FOR ALL EXISTING COMMISSIONERS AND REVIEW OF UPDATES TO APPLICATION FOR APPOINTMENT TO COMMISSION FOR FUTURE COMMISSIONERS

At the September 10, 2024, Regular City Council Meeting, the Mayor and City Council directed staff to draft a Statement of Residency for all existing commissioners and councilmembers to sign under penalty of perjury, with a required due date of one week of finalization and receipt. Corresponding updates have been made to the Application for Appointment to Commission for future commissioners, with the statement included on future commission applications.

RECOMMENDED ACTION: Staff recommends City Council:

1. Approve the required Statement of Residency form for all existing commissioners or alternatively provide direction to staff on changes to the Statement of Residency; and
2. Provide direction on the updated Application for Appointment to Commission form for all new commissioners.

6. CLOSED SESSION - None

7. ADJOURNMENT

Tuesday, October 8, 2024, at 6:00 p.m.

I, Sabrina Muhne, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 24 hours at the following locations: City of South El Monte City Hall, Senior Center and Community Center and made available at www.cityofsouthelmonte.org on this September 23, 2024.



Sabrina Muhne



City Council Agenda Report

Agenda Item No. 5.a.

DATE: September 24, 2024

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Sabrina Muhne, Interim City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF REQUIRED STATEMENT OF RESIDENCY FORM FOR ALL EXISTING COMMISSIONERS AND REVIEW OF UPDATES TO APPLICATION FOR APPOINTMENT TO COMMISSION FOR FUTURE COMMISSIONERS

SUMMARY: At the September 10, 2024, Regular City Council Meeting, the Mayor and City Council directed staff to draft a Statement of Residency for all existing commissioners and councilmembers to sign under penalty of perjury, with a required due date of one week of finalization and receipt. Corresponding updates have been made to the Application for Appointment to Commission for future commissioners, with the statement included on future commission applications.

RECOMMENDED ACTION: Staff recommends City Council:

1. Approve the required Statement of Residency form for all existing commissioners or alternatively provide direction to staff on changes to the Statement of Residency; and
2. Provide direction on the updated Application for Appointment to Commission form for all new commissioners.

FISCAL/FINANCIAL IMPACT: None.

DISCUSSION: At the September 10, 2024, Regular City Council Meeting, the Mayor and City Council directed staff to draft a Statement of Residency for all existing commissioners and councilmembers to immediately sign under penalty of perjury. Upon approval of the draft Statement of Residency ("form"), the form will be provided to all existing commissioners and councilmembers, with a due date of one week from distribution, returned to the City Clerk's Office.

Corresponding updates have been made to the Application for Appointment to Commission for future commissioners ("application"). Additionally, staff conducted a

review of commission applications from surrounding cities and is proposing updates to the South El Monte commission application in a similar format. Suggested updates include:

- Indicating whether the applicant is a registered voter
- Listing two (2) personal references
- Providing required proof of residency (with examples provided)
- Acknowledging that the application is a public record
- Agreeing to undergo required AB 1234 Ethics training and filing a Form 700 Statement of Economic Interests
- Declaring under penalty of perjury that the application and accompanying documents are true and correct

ATTACHMENT(S):

- A. Statement of Residency Affidavit 2024
- B. Application to Serve on City Commission DRAFT Revision 9-11-24



ATTACHMENT A

****STATEMENT OF RESIDENCY****

I, _____ [Name], residing¹ at
_____, [Address],
state the following facts to be true and correct concerning my Place of Residency (as
defined and explained below) in the City of South El Monte:

I attest that the above information is current, true and correct and provided to the City of South El Monte (City) to establish my eligibility and (where applicable) as required by law for a city council seat and (where applicable) in consideration for appointment to a city commission. For all current commissioners and for all applicants for a commission, I understand that this information about my residency in the City is given in connection with receipt of my application/appointed seat for the City and is required to remain on a commission (for all current commissioners). I authorize that City employees, representatives and/or officials can verify all of the information provided by me and that any misrepresentation(s) in the information that I provide can subject me to immediate removal of my appointed commission seat (for all current commissioners) and disqualification of my application to a commission (for applicants to a commission).

[SIGNATURE PAGE FOLLOWS]

¹ **Definition of Place of Residency:** Pursuant to Government Code section 244, a place of residence is “the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.” The IRS provides in its guidelines that a “residence” is the address that you list on your tax returns, driver’s license, voter registration, mortgage/rent statements, correspondence with your financial institution, or utility bills. The meaning of the term “residence” in this form is the same as stated above.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Signature: _____

Your Printed Name: _____

(Person completing this form)

Ensure the facts are accurate and review this form carefully before signing it. You may consult with an attorney of your choice, hired by you and at your expense, if you would like to ensure through that attorney's advice that this document meets all applicable legal standards.



ATTACHMENT B

CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member on a commission.

Mark which Commission you wish to serve on:

- () Advancement for Women and Girls:
 () Representing Senior Member At Least 55 years of age
 () Representing Youth Member Between 16-17 years of age
- () Community Services: () Representing Senior Member At Least 60 years of age
 () Representing Youth Member Between 16-21 years of age
- () Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: _____ Address: _____

Years in South El Monte: _____ Home Phone: _____

E-mail Address: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Occupation: _____ Employers Address: _____

Registered to Vote in South El Monte (Yes/No): _____

EDUCATION/TRAINING

High School

Name/Location Highest Grade Completed

University, College, Trade School, or Other

Name/Location Major/Degree

LIST TWO (2) PERSONAL REFERENCES NOT EMPLOYED BY CITY

1) Name:	Contact Information:
2) Name:	Contact Information:

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? _____

Would your personal or business activities conflict with you serving as a commissioner? _____ If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

Proof of residency is required, including a government issued Driver's License or Identification Card, plus two different documents showing your name and residence address. Examples of residency documents may include but is not limited to the following:

- Home Utility Bill or Cellular Phone Bill
- Signed Rental/Lease Agreement, or Mortgage Bill
- Vehicle or Vessel Registration
- USPS Change of Address Confirmation
- Voter Registration Confirmation

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check, that this document is a public record subject to disclosure upon request, and that I will be required to undergo AB 1234 Ethics training as well as filing a Form 700 Statement of Economic Interests.-

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residency. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____ **Date** _____

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

If appointed, Human Resources will contact you regarding the Live Scan.