



AGENDA
SPECIAL MEETING OF THE MAYWOOD CITY COUNCIL AND THE
SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY

TUESDAY, SEPTEMBER 12, 2023 AT 5:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia

CITY CLERK
VACANT

MAYOR PRO TEM
Mayra Aguiluz

CITY TREASURER
Mary Mariscal

COUNCIL MEMBERS
Jessica Torres
Eduardo De La Riva
Heber Marquez

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. MEETING PROCEDURES

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/81017334373> AND VIA THE CITY'S FACEBOOK PAGE.

Public Participation Options:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Before the Meeting:** Public comment will be accepted for the record in advance by 4:00 p.m. the day of the meeting by email to daisy.guerrero@cityofmaywood.org; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

VI. DISCUSSION/ACTION ITEMS

1. DISCUSSION AND DIRECTION REGARDING FILLING THE CITY CLERK VACANCY PURSUANT TO GOVERNMENT CODE SECTION 36512 CAUSED BY RESIGNATION AND CONSIDER THE APPOINTMENT OF A CITY CLERK

VII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, September 27, 2023, at 5:30 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, _____, City Clerk or Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: September 12, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: DAISY GUERRERO, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

SUBJECT: DISCUSSION AND DIRECTION REGARDING FILLING THE CITY CLERK VACANCY PURSUANT TO GOVERNMENT CODE SECTION 36512 CAUSED BY RESIGNATION AND CONSIDER THE APPOINTMENT OF A CITY CLERK

RECOMMENDATION:

Staff recommends that the City Council discuss and provide staff with direction on how to continue with the filling of the City Clerk vacancy, including but not limited to considering and making an appointment to fill the City Clerk vacancy.

BACKGROUND:

Appointed City Clerk Andrea Aguilar submitted a letter of resignation to the City Manager and City Council as she will be moving out of the City of Maywood. The effective date of her resignation was July 14, 2023. Pursuant to Government Code Section 1770(c), City Clerk Aguilar's resignation created a vacancy for the elected City Clerk position. Government Code Section 36512(b) outlines options for the City Council with regard to the vacancy. Government Code 36512(b) is the relevant code section and provides as follows: "If a vacancy occurs in an elective office provided for in this chapter, the Council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy." The 60th day following the vacancy date is September 14, 2023.

DISCUSSION:

At the August 23, 2023, City Council meeting, the City Council directed staff to advertise the vacancy and an application for the seat of City Clerk. The advertisement/application was advertised on August 25, 2023, with a deadline of September 8, 2023, at 3:00 p.m. City staff also advertised the vacancy on our social media platforms on August 31, September 7, and September 8. The Deputy City Clerk received three (3) applications.

LEGAL REVIEW:

City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. 2023_Candidate Application Packet and Application - City Clerk Vacancy

2. Kimberly Salina - City Clerk Application
3. Paola Lopez-Carrillo - City Clerk Application
4. Brian Juarez - City Clerk Application



CANDIDATE APPLICATION PACKET

City of Maywood

CITY CLERK

The Office of the City Clerk is committed to providing courteous and professional customer service. The City Clerk attends meetings of, and serves as the secretary of record for, all regular and special City Council meetings and is responsible for keeping accurate minutes of such proceedings. The City Council meets every 4th Wednesday of each month. The City Clerk position is an elected, part-time position. The candidate appointed to fill the vacant seat will serve as the City Clerk and will hold office for the unexpired term of the former incumbent, which ends in November 2024.

To qualify for this appointment, applicant must:

- Be registered to vote;
- Be a resident within the incorporated City of Maywood City limits (MMC §9-1.02); and
- Submit annual Conflict of Interest Statements and biennial Ethics Training Certification.

Application Process

To apply for this vacancy, you must complete and submit the City Clerk application enclosed in this Candidate Application Packet.

1. Those interested in applying for appointment of City Clerk may obtain an application from the City Clerk's Division, 4319 E. Slauson Avenue, or by downloading it from the City's website: www.cityofmaywood.com
2. Completed applications must be submitted to the Deputy City Clerk in person or by e-mail to clerk.office@cityofmaywood.org.
3. All requested information within the application must be provided.
4. Resumes, attachments and other supporting documentation must be included and cannot be substituted for an application.
5. A separate application must be submitted for each candidate.
6. Applications will be kept on file for one year.
 - a. Applications on file will NOT be automatically included in future recruitments.
 - b. The City will e-mail notice of vacancy to applicants with applications on file.
 - c. Candidates with applications on file wishing to be considered for appointment to vacancy occurring after the initial recruitment, must notify the City in writing during the recruitment period and prior to the advertised application deadline.
 - d. It is the candidates' responsibility to ensure their application is current and updated prior to each recruitment deadline.
7. **Application deadline is Friday, September 8, 2023, at 3:00 p.m.**
8. All applications and resumes will be provided to the City Council for review after the deadline.
9. All applicants will be invited to attend a Special City Council Meeting the week of September 11, 2023, at 5:00 p.m. in the City Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA 90270.

Eligibility

1. Applicants must meet all the requirements of the City Clerk at the time their application is submitted as well as during their entire term of service.
2. Applicants shall be considered **ineligible** to serve as City Clerk if the candidates' relative(s) is employed by the City in the same department.

Disclosure and Regulatory Requirements and Non-Compliance

Conflict of Interest Disclosure

In compliance with California State Law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter. If appointed, you may be required to make information available as to any potential conflict of interest arising from business/affiliations where that affiliation or business may be doing business with the City of Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation.

Mandatory Ethics Training (Government Code §53234, et seq.)

Following California State Law, all appointments, past, present, and future, will be required to complete the AB1234 Ethics Training. AB1234 requires two hours of ethics training within one year of appointment. This training is valid for two years and must be retaken every two years. The State has an online ethics-training program which may be completed from any computer with internet access. The training may be completed all at once, or in smaller increments, as the program keeps track of your time every time you sign on.

Public Records Act (Government Code §6250-6276.48.)

This application qualifies as a public record and all information provided on the application itself and any supporting documents attached hereto will be treated as a public record.

Attendance (MMC §9-1.05 Meetings/Absences)

The City Clerk is required to attend meetings on a regular basis, and will be automatically removed if a member does not attend any three regularly scheduled meetings within a twelve month year period.

Non-Compliance with Requirements

City of Maywood elected/appointed members not in compliance with the required State law disclosure and regulatory requirements, which can include a current AB1234 Ethics Training certificate, conflict of interest disclosure statements and attendance of a City held Brown Act training, will be suspended from participating in meetings until compliance is re-established.

CONTACT INFORMATION

4319 E. Slauson Ave., Maywood, CA 90270

Attention: Daisy Guerrero, Deputy City Clerk/Assistant to the City Manager

E-mail: Clerk.Office@cityofmaywood.org | Office: (323) 562-5714 Fax: (323) 773-2806

Website: www.cityofmaywood.com



APPLICATION FOR CITY CLERK

City of Maywood

Date Stamp Received

4319 E. Slauson Ave., Maywood, CA 90270 • Telephone (323) 562-5700 • Fax (323) 773-2806

Submittal Requirements (Completed Application must contain the following)

- ☐ Completed, Signed Application ☐ Three (3) References with Contact Information ☐ Resumé

Instructions (Please Type or Print Clearly)

All requested information must be provided on the application itself. Resumes, attachments and other supporting documentation cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets.

Applications received after vacancy has been filled will be kept on file for future vacancies.

Completed applications should be returned to the City of Maywood, 4319 E. Slauson Ave., Maywood, CA 90270 Attention: City Clerk's Office

Information Sheet

1. Please confirm that you are applying for City Clerk: _____ Yes _____ No
2. Have you ever served on the any legislative bodies or been employed by the City? _____ Yes _____ No

If yes, in what capacity and when (months/years) _____

3. Name: _____
(Last) (First) (Middle)

4. Residential Address: _____

5. Phone Number: _____ Email: _____

6. Are you a registered voter in the City of Maywood? _____ Yes _____ No

7. Do you currently reside within the incorporated City limits? _____ Yes _____ No

8. Occupation and Place of Employment: _____

9. Do you have any relatives currently working for the City of Maywood? _____ Yes _____ No

If Yes, please list name(s) and relationship: _____

10. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

11. Please state the reasons you are interested in filling this vacancy:

12. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

13. Please briefly express your views regarding current and future development in Maywood:

14. References (Provide the names and contact information for three (3) individuals who we can contact)

1. _____ (Name)	Home Number: _____ Cell Number: _____
2. _____ (Name)	Home Number: _____ Cell Number: _____
3. _____ (Name)	Home Number: _____ Cell Number: _____

15. DISCLOSURE AND REGULATORY REQUIREMENTS

Conflict of Interest Disclosure – In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed, I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation. The City will provide appointees with the filing form and instructions.

Initials

Attendance (MMC §9-1.05) – Appointed members are required to attend meetings on a regular basis, and may be removed if a member does not attend three regularly scheduled meetings within any twelve month period. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Initials

Mandatory Ethics Training (Government Code §53234) – In compliance with state law, if appointed, I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Initials

16. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Maywood. Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Meets Minimum Requirements: _____ Yes _____ No

Residency Verified (Incorporated Area): _____ Yes _____ No

Application Active Until: _____



APPLICATION FOR CITY CLERK

City of Maywood

Date Stamp Received

4319 E. Slauson Ave., Maywood, CA 90270 • Telephone (323) 562-5700 • Fax (323) 773-2806

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Information Sheet

1. Please confirm that you are applying for City Clerk: ☒ Yes ☐ No
2. Have you ever served on the any legislative bodies or been employed by the City? ☐ Yes ☒ No

If yes, in what capacity and when (months/years) _____

3. Name: Salinas Kimberly G
(Last) (First) (Middle)
4. Residential Address: _____ Maywood, CA 90270
5. Phone Number: _____ Email: _____@gmail.com
6. Are you a registered voter in the City of Maywood? ☒ Yes ☐ No
7. Do you currently reside within the incorporated City limits? ☒ Yes ☐ No
8. Occupation and Place of Employment: Human Resources Assistant at After-School All-Stars, Los Angeles
9. Do you have any relatives currently working for the City of Maywood? ☐ Yes ☒ No

If Yes, please list name(s) and relationship: _____

10. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

N/A

11. Please state the reasons you are interested in filling this vacancy:

The City Clerk position in Maywood intrigues me for multiple reasons. The emphasis on interacting with residents corresponds perfectly with my commitment to community involvement and my goals when working for nonprofit organizations. I aim to build bridges between officials and interested parties by leveraging my strong communication skills. As a bilingual individual, I am eager to promote inclusiveness and effective communication to ensure that the voices of all community members are heard.

CITY CLERK ApplicantApplicant Name: Kimberly G SalinasDate: 08/26/2023**12. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:**

My comprehensive HR background, leadership prowess, organizational finesse, and pursuit of excellence position me as an exceptional candidate for the role of Maywood City Clerk. With experience as a Human Resources Assistant and Coordinator, I've mastered intricate tasks, meticulous record-keeping, and adherence to legal standards – crucial skills for the City Clerk, responsible for precise documentation of city records.

My adeptness in presentations, employee relations, and communication showcases my proficiency in engaging stakeholders. This skill is pivotal for the City Clerk's role, involving effective communication with officials, agencies, and the public. My expertise extends to logistics, evident in my role scheduling orientations and trainings, aligning with the City Clerk's responsibilities of managing meetings, agendas, and events. My familiarity with digital tools like Microsoft Office, Zoom, and Dropbox adds value to managing digital duties.

Experience in daily operations management, relationship-building, and compliance instills confidence in my capacity to fulfill the City Clerk's multifaceted obligations. My pursuit of a Human Resources Management Certificate underscores my commitment to growth. To conclude, my HR prowess, leadership, meticulousness, communication, and adaptability make me an apt choice for the Maywood City Clerk role. I'm enthusiastic to leverage my skills to enhance the city's administrative landscape.

13. Please briefly express your views regarding current and future development in Maywood:

Currently, Maywood is experiencing positive developments that hold promise for its future growth. The city's ongoing efforts to enhance infrastructure, public services, and community engagement are notable. Improved roadways, upgraded facilities, and better access to amenities reflect a commitment to enhancing residents' quality of life. Furthermore, economic initiatives to attract businesses and create local job opportunities are fostering a more vibrant local economy. Collaborative efforts with neighboring communities and regional partnerships are contributing to a well-rounded approach to development. Looking ahead, Maywood's focus on sustainable practices, affordable housing, and green spaces aligns well with modern urban planning trends. The city's commitment to balancing growth with environmental consciousness indicates a forward-looking approach to development.

14. References (Provide the names and contact information for three (3) individuals who we can contact)1. Charmane Zimmerman

(Name)

Home Number: _____

Cell Number: _____

2. Oscar Magana

(Name)

Home Number: _____

Cell Number: _____

3. Stephanie Khan

(Name)

Home Number: _____

Cell Number: _____

15.**DISCLOSURE AND REGULATORY REQUIREMENTS**

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KS

Initials

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KS

Initials

Mandatory Ethics Training (Government Code §53234) – In compliance with state law, if appointed, I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

KS

Initials

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Applicant's Signature

08/28/2023

Date

FOR INTERNAL USE ONLY

Meets Minimum Requirements: _____ Yes _____ No

Residency Verified (Incorporated Area): _____ Yes _____ No

Application Active Until: _____

KIMBERLY SALINAS

██████████@gmail.com | ██████████

Maywood, CA 90270

PROFESSIONAL SUMMARY

To obtain employment that enables me to showcase my leadership, organizational, and fiscal management abilities as well as demonstrate my skills in cultivating rapport with individuals to optimize goals and output within the organization and deliver innovative improvement strategies.

SKILLS

- Good Verbal and written communication skills
- Working Knowledge of ADP
- Ability to use judgement and experience to resolve employee issues related to time & attendance, payroll, org policies & procedures
- Ability to handle multiple tasks and prioritize efforts
- Knowledgeable in Microsoft Office programs
- Adaptable to Changing Conditions
- Work well independently or in a group setting
- Knowledgeable using Zoom and Dropbox
- Knowledgeable in federal and state grants (ASES, ASSETS, 21st CCLC)

WORK HISTORY

Human Resources Assistant | After-School All-Stars, Los Angeles *Current*

- Maintain accurate and up-to-date employee records and files, and prepare reports as needed
- Partner with Finance to process payroll biweekly, final checks, and reimbursements
- Assist in day-to-day functions of HR, provide input and suggestions on projects and initiatives, address employee questions and concerns, and ensure legal compliance
- Manage and conduct employee relations investigations, complete unemployment claims, process Leave of Absence requests, workers' compensation claims, COVID Cases (SB-95 compensation), etc.

- Responsible for the administration of HR policies and procedures, including recruitment and selection, orientation and onboarding, and performance management
- Support promoting job openings on social media, job boards, and job fairs
- Streamlining processes such as hiring, separation, Leave of Absences, etc.
- Outreach for partnerships with vendors to provide services such as Tuberculosis testing, livescan, first aid/CPR certification, etc. to our new hires
- Complete internal audits to ensure compliance under grant funding requirements (TB expirations, CPR Certifications, training certificates)
-

Human Resources Coordinator | Think Together

01/2021 – 11/2021

- Responsible for maintenance of daily employee transactions on ADP such as: Transfers, promotions, voluntary and involuntary separations, etc
- Prepare exit materials for separation of employment and exit interview
- Coordinates with payroll department in timely manner to ensure accuracy of final wages
- Assist in day-to-day functioning of HR providing input and suggestions on projects and initiatives, addressing employee questions and concerns, and ensuring legal compliance
- Update and manage new hire and employee files. Coordinate record keeping and data accuracy with HRIS department at Home Office. Audit Records periodically to ensure quality.
- Oversee coordination and scheduling of new hire induction by preparing and delivering new hire and onboarding presentations and subsequent trainings to 10-60 new hires across the organization
- Provide support to program departments and regional hub office
- Complete special projects by conducting research and developing and organizing information
- Takes and records accurate and legible individual finger and four finger impressions on Live Scan System. Knowledge of proper techniques in obtaining legible impressions.
- Creating and maintaining data entry/tracking sheets as needed (recruitment, separations, phone screening, I-9 collection, etc.)
- Maintain highest level of confidentiality in securing fingerprint, applicant data, and any other information requiring safekeeping
- Worked with HRBP on managing and conducting employee relations investigations, completing unemployment claims, processing Leave of

Absence requests, guiding employees through workers compensation claims, COVID Cases (SB-95 compensation), school partner mandates, etc.

- Helped Talent Acquisition team create flyers for promotion of different positions

Site Coordinator | Think Together (Transition From YPI)

10/2014 - 12/2020

- Manage day-to-day operations of expanded learning program at school site.
- Complete paperwork, and meet deadlines; inputting attendance, submitting supply requests, planning program activities/field trips, maintain documents for federal compliance, approve timesheets, etc.
- Maintain accurate records [i.e attendance rosters, student enrollment & consent forms, staff sign in sheets, etc.]
- Recruit students as needed to meet daily/weekly/monthly attendance goals.
- Develop and implement interesting and interactive learning mediums to meet academic, intellectual, and social emotional needs of students.
- Establish and maintain positive relationships, and communication with school personnel, program staff, students, and families regarding all aspects of student involvement in expanded learning program
- Connect with instructional day staff to increase student success and program alignment
- Assist with student to staff ratio, when necessary, facilitate classes and clubs as needed in absence of regularly assigned staff.
- Attend and participate in agency and department required professional development
- Travel to off-site meetings and trainings

EDUCATION

UCLA Extension

Present

Human Resources Management Certificate Program

Bishop Conaty – Our Lady of Loretto High School

2014

High School Diploma

LANGUAGES

Spanish

Native or Bilingual



APPLICATION FOR CITY CLERK
City of Maywood

Date Stamp Received

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1. Please confirm that you are applying for City Clerk: ☐ Yes ☐ No
2. Have you ever served on the any legislative bodies or been employed by the City? ☐ Yes ☐ No

If yes, in what capacity and when (months/years) _____

3. Name: LOPEZ-CARRILLO PAOLA
(Last) (First) (Middle)
4. Residential Address: _____ MAYWOOD CA 90270
5. Phone Number: _____ Email: _____@GMAIL.COM
6. Are you a registered voter in the City of Maywood? ☐ Yes ☐ No
7. Do you currently reside within the incorporated City limits? ☐ Yes ☐ No
8. Occupation and Place of Employment: UNEMPLOYED
9. Do you have any relatives currently working for the City of Maywood? ☐ Yes ☐ No

If Yes, please list name(s) and relationship: _____

10. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

I currently do not hold any active memberships in community or professional organizations.

11. Please state the reasons you are interested in filling this vacancy:

My academic background, career goals and demeanor match the applicant requirements well. I am confident I would make a lasting contribution to the City of Maywood.

CITY CLERK Applicant

Applicant Name: PAOLA LOPEZ-CARRILLO

Date: 09/06/2023

12. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

- Experience with the Los Angeles County Registrar-Recorder/County Clerk Election Department
- Comfortable with Public Speaking
- Ability to work in a team environment
- Costumer Service experience

13. Please briefly express your views regarding current and future development in Maywood:

Our community is central to our existence, and it is our job to contribute to, work and relay on one another for the present and future development of in Maywood.

14. References (Provide the names and contact information for three (3) individuals who we can contact)

1. OLVIA ILLAS

(Name)

Home Number: _____

Cell Number: _____

2. TIFFANY ALEXANDER

(Name)

Home Number: _____

Cell Number: _____

3. DANAE MCDANIELS

(Name)

Home Number: _____

Cell Number: _____

15.

DISCLOSURE AND REGULATORY REQUIREMENTS

Conflict of Interest Disclosure – In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

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PLC

Initials

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PLC

Initials

Mandatory Ethics Training (Government Code §53234) – In compliance with state law, if appointed, I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

PLC

Initials

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PAOLA LOPEZ-CARRILLO

Applicant's Signature

09/06/2023

Date

FOR INTERNAL USE ONLY

Meets Minimum Requirements: _____ Yes _____ No

Residency Verified (Incorporated Area): _____ Yes _____ No

Application Active Until: _____

EXPERIENCE

Los Angeles Regional Food Bank / Volunteer - Los Angeles, CA

- Contributed to help fight hunger in the Los Angeles community
- In charge of warehouse assembly line through food sorting, cleaning, and repackaging donated food products
- Helped package approximately a 1,000+ crates of food

Vote Save America / Volunteer - Los Angeles, CA

- Phonebanked with NextGen America
- Helped young voters in Georgia prepare to vote in the runoff election

Community Election Worker / Vote Center Clerk - Maywood, CA

- Assisted with opening/closing the Vote Center
- Assisted with processing voters throughout the day
- Answered voter questions

Clerk, NC / Data Entry and Signature Verification - Norwalk, CA

- Updating and rechecking petition signers

Election Assistant I, NC / Mobile, Pop-Up and Flex Center Program - Norwalk, CA

- Performed various election related duties

EDUCATION

California State University Dominguez Hills / Bachelor's Degree in Science in Criminal Justice Administration / University Honors / Alpha Phi Sigma Criminal Justice Honors Society

May 2022, Carson, CA

East Los Angeles College / Associates in Science for Transfer in Administration of Justice

June 2020, Monterey Park, CA

Maywood Academy High School / Graduated with Honors

June 2017, Maywood, CA

SKILLS

- Conversational in Spanish

ACHIEVEMENTS

Full Time Dean's Honor List Dec. 2017

Part Time Dean's Honor List June 2018

Part Time Dean's Honor List June 2020

Full Time Dean's Honor List Dec. 2021

Grade Point Average 3.55

Valid: verification processed on September, 8 2023 at 04.39.11 PM GMT.

Name on Diploma: **Paola Lopez-Carrillo**
Institution: **California State University, Dominguez Hills**
Degree: **Bachelor of Science**
Graduation Date: **May 31, 2022**
Other Detail: **Criminal Justice Administration / Cum Laude**
/ Honors in the Major
Diploma Size: **8.5x11**



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City of Maywood

Date Stamp Received

4319 E. Slauson Ave., Maywood, CA 90270 • Telephone (323) 562-5700 • Fax (323) 773-2806

Submittal Requirements (Completed Application must contain the following)

- ☐ Completed, Signed Application ☐ Three (3) References with Contact Information ☐ Resumé

Instructions (Please Type or Print Clearly)

All requested information must be provided on the application itself. Resumes, attachments and other supporting documentation cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets.

Applications received after vacancy has been filled will be kept on file for future vacancies.

Completed applications should be returned to the City of Maywood, 4319 E. Slauson Ave., Maywood, CA 90270 Attention: City Clerk's Office

Information Sheet

1. Please confirm that you are applying for City Clerk: ☒ Yes ☐ No
2. Have you ever served on the any legislative bodies or been employed by the City? ☐ Yes ☒ No

If yes, in what capacity and when (months/years) _____

3. Name: Juarez Brian Emilio
(Last) (First) (Middle)
4. Residential Address: [REDACTED] 90270, Maywood, CA
5. Phone Number: [REDACTED] Email: [REDACTED]@gmail.com
6. Are you a registered voter in the City of Maywood? ☒ Yes ☐ No
7. Do you currently reside within the incorporated City limits? ☒ Yes ☐ No
8. Occupation and Place of Employment: Logistics Manager at Custodial Janitorial Services
9. Do you have any relatives currently working for the City of Maywood? ☐ Yes ☒ No

If Yes, please list name(s) and relationship: _____

10. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

Society of Industrial and Organizational Psychology (SIOP)
Latinos-in-IO Psychology
YMCA (SERV) – Youth and Government (advisor)

11. Please state the reasons you are interested in filling this vacancy:

The city clerk position would serve as the first legitimate step towards the first of many steps I'd like to take. I believe it would be the catalyst to my journey in impacting my community and empowering myself to lead in the community.

CITY CLERK Applicant

Applicant Name: Brian Juarez

Date: 09/06/2023

12. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

Graduate degree in Organizational Psychology and Evaluation which specializes in evaluating broad and specific systems and dynamics. The graduate program trained me to evaluate programs and their merit to better understand the effects and adverse impacts on communities. I was graciously given the chance to practice evaluation of the Youth and Government program held at the SERV YMCA. Lastly, having grown up in Maywood, I believe I understand the needs and demands that member of the community face in their day-to-day.

13. Please briefly express your views regarding current and future development in Maywood:

Maywood has experienced a rapid change over the last 5 years. I have noticed there is an increased feeling of belonging and ownership to the community. I believe the current development is focused around increasing engagement in the city and incorporating and empowering younger members of the community to spark new ideas for change. For future development, I believe youth empowerment should be the focus for future development as research continuously shows us how important development is for long term quality of life and other health determinants.

14. References (Provide the names and contact information for three (3) individuals who we can contact)

1. Jessica Diaz

(Name)

Home Number:

Cell Number:

2. Michael Byfield

(Name)

Home Number:

Cell Number:

3. David Estrada

(Name)

Home Number:

Cell Number:

15.

DISCLOSURE AND REGULATORY REQUIREMENTS

Conflict of Interest Disclosure – In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

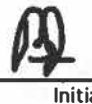
I, acknowledge, that if appointed, I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation. The City will provide appointees with the filing form and instructions.


Initials

Attendance (MMC §9-1.05) – Appointed members are required to attend meetings on a regular basis, and may be removed if a member does not attend three regularly scheduled meetings within any twelve month period. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.


Initials

Mandatory Ethics Training (Government Code §53234) – In compliance with state law, if appointed, I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.


Initials

16. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Maywood. Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.



Applicant's Signature

09/07/2023

Date

FOR INTERNAL USE ONLY

Meets Minimum Requirements: _____ Yes _____ No

Residency Verified (Incorporated Area): _____ Yes _____ No

Application Active Until: _____

BRIAN JUAREZ



Skills Summary

Quantitative analysis (Descriptive and Predictive) – 5 years

Qualitative methodology. – 2 years

R Studio Programming – 5 years

Customer Service 7+ years

Supervision Experience 2 years

EXPERIENCE

Blue Shield of California, Monterey Park, CA

May 2023 – August 2023

Intern, Leadership and Career Development

The intern analyzed and developed leadership behaviors that reflected BSC's commitment to professional development and 'doing good work.'

Project overview: Develop and publish the first two of four learning paths for employees to asynchronously develop into their next role.

- ▶ Analyzed and constructed leadership and high-performing behaviors using organizational career matrix and existing leadership models.
- ▶ Developed a categorized list for those leadership behaviors based on responsibilities per job role and identified employees of interest to pilot the behaviors
- ▶ Collaborated cross-functionally to publish two of four leadership paths onto the internal LinkedIn learning website.

Claremont Graduate University - Office of Student Engagement, Claremont, CA

May 2022 – May 2023

Graduate Assistant

Support the Office of Student Engagement at Claremont Graduate University on cross-department initiatives to engage and supplement students learning through active learning seminars and professional development-focused webinars, events, and newsletters across various schools.

- ▶ Spearheaded the first Graduate Student Professional Development Competency model for First-year students.
- ▶ Managed FYE (First-year experience) program and evaluated the effectiveness based on data analysis.
- ▶ Presented engagement trends to stakeholders (VP of Student Enrollment, Director of Student Engagement, and Executive Cabinet).
- ▶ Presented evidence-based recommendations informed by management and behavioral science literature.

Blue Shield of California, Monterey Park, CA

June 2022 – October 2022

Intern, Human Resource Business Partner

The intern was responsible for developing and executing a headcount initiative on the Strategic Planning and Performance role and creating actionable insights for Human Capital Planning.

- ▶ Primary investigation involved assessing current resource allocation across multiple business units investigating a total of 55 Strategic Planning and Performance employees holding the role.
- ▶ Develop quantitative and qualitative assessments to capture the Strategic Planning and Performance role.

- ▶ Collaborate with stakeholders to capture valuable outputs and make informed recommendations for Human Capital Planning 2023 (Compensation, COO, SVPs, and HRBPs).
- ▶ Present the current state of the business alongside identified trends and process gaps from the data to develop recommendations for senior staff.

The Venn Collective, Los Angeles

July 2022 – September 2022

Business Development Associate

Supporting leadership team by performing administrative and junior consultant level deliverables, which helped the leadership team gain clients or prepare for engagements.

- ▶ Managed client database for the leadership team
- ▶ Created client reports for the leadership team to prepare for client engagements.
- ▶ Build and manage new client ventures for sports entertainment industry.

Microsoft - Cloud and Operations Innovation CA, U.S.A

January 2022 – June 2022

Organizational Development Consultant (Independent)

Tasked with measurement in parallel with increasing enrollment, engagement, and retention of well-being champion programs globally.

- ▶ Create criteria for a successful intervention using their baseline enrollment, engagement, and retention.
- ▶ Research best practices and develop a framework around Positive Psychology and the role recommendations play in meeting the objective.
- ▶ Coordinated and scaled a culturally responsive semi-structured interview guide for five focus group sessions in five different global regions.
- ▶ Delivered workshop which covered both methodologies of findings from the focus groups, how best practices, and research support the proposed intervention to increase the facets of the well-being program impacting 300+ CO+I employees.

Parking Company of America Los Angeles, CA

April 2018 – March 2020

Valet Supervisor

- ▶ Performed new hire orientation and on-site training
- ▶ Managed payroll, scheduling, and operations of three valet locations
- ▶ Supervised 15+ employees

EDUCATION

Master of Arts, Division of Behavioral Sciences, Organizational Psychology & Evaluation

Claremont Graduate University, Claremont, CA

Bachelor of Science Degree, College of Behavioral Sciences, Psychology

California State University Dominguez Hills, Carson, CA