



## **NOTICE OF INTENTION TO FILL A VACANCY FOR CITY CLERK BY APPOINTMENT**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Livingston will accept applications for appointment to the City Clerk to fill the unscheduled vacancy created by the resignation of City Clerk Leticia Vasquez-Zurita on June 8, 2023. The term of this City Clerk seat is from the date of appointment to December 2024. Candidates must be at least 18 years old, a registered voter, and a resident of the City of Livingston.

Applicants must attend the Regular City Council Meeting on August 1, 2023, at 7:00 p.m. to be considered for the position. During the Regular City Council meeting, each applicant will be asked to respond to questions from the City Council to assess their knowledge, qualifications, and application details.

The Council intends to make an appointment at the meeting on August 1, 2023. The appointee will be sworn in by the Mayor and will take his or her seat as the newly appointed City Clerk.

Interested applicants may obtain information and applications on our city website at [https://www.cityoflivingston.org/sites/default/files/fileattachments/city\\_clerk/page/2281/city\\_clerk.pdf](https://www.cityoflivingston.org/sites/default/files/fileattachments/city_clerk/page/2281/city_clerk.pdf) or the office of the Deputy City Clerk, 1416 C Street, Livingston, CA. To be considered, applications should be returned to Monica Cisneros, Deputy City Clerk, no later than 5:00 p.m. on Thursday July 24, 2023.

For further information, please contact the Deputy City Clerk's Office at (209) 394-8041 Ext. 121.



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**GOVERNMENT CODE - GOV**

**TITLE 4. GOVERNMENT OF CITIES [34000 - 45345]** ( Title 4 added by Stats. 1949, Ch. 79. )

**DIVISION 3. OFFICERS [36501 - 41805]** ( Division 3 added by Stats. 1949, Ch. 79. )

**PART 3. OTHER OFFICERS [40601 - 41805]** ( Part 3 added by Stats. 1949, Ch. 79. )

**CHAPTER 2. City Clerk [40801 - 40814]** ( Chapter 2 added by Stats. 1949, Ch. 79. )

**40801.** The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index. (Added by Stats. 1949, Ch. 79.)

**40802.** The city clerk is the accounting officer of the city and shall maintain records readily reflecting the financial condition of the city. (Added by Stats. 1949, Ch. 79.)

**40804.** The city clerk shall cause a summary of the city's financial report required by Section 53891, in a form prescribed by the Controller, to be published once in a newspaper of general circulation, pursuant to Article 1 (commencing with Section 6000) of Chapter 1 of Division 7 of Title 1 of the Government Code. If there is no newspaper, the city clerk shall cause copies of the statement to be posted in three public places in the city designated by ordinance as the places for posting of public notices. (Amended by Stats. 2018, Ch. 467, Sec. 42. (SB 1498) Effective January 1, 2019.)

**40805.** The report shall be published or posted consistent with the timelines established in Section 53891 after the close of the fiscal year for which the report is compiled. (Amended by Stats. 2016, Ch. 366, Sec. 10. (SB 974) Effective January 1, 2017.)

**40805.5.** The financial and accounting duties imposed upon the city clerk by Sections 40802 through 40805 may be transferred to a director of finance when such office has been established and the powers and duties thereof defined by ordinance. (Added by Stats. 1955, Ch. 1754.)

**40806.** The city clerk shall keep a book marked "ordinances" and record in it all city ordinances with a certificate annexed to each, stating:

- (a) It is a true and correct copy of a city ordinance.
- (b) The ordinance number.
- (c) It has been published or posted pursuant to law.

(Amended by Stats. 2018, Ch. 467, Sec. 43. (SB 1498) Effective January 1, 2019.)

**40807.** The record with the certificate is prima facie evidence of the contents of each ordinance and of its passage and publication. It is admissible as such evidence in any court or proceedings. (Added by Stats. 1949, Ch. 79.)

**40808.** The official city records in the custody of the city clerk shall not be filed in any court proceeding or other action but shall be returned to the custody of the city clerk. (Added by Stats. 1949, Ch. 79.)

**40809.** This article does not prevent the proof of the passage and publication of ordinances in the usual way. (Added by Stats. 1949, Ch. 79.)

**40810.** The city clerk is the ex officio assessor unless the legislative body provides for the assessment and collection of city taxes by county officers or otherwise. (Added by Stats. 1949, Ch. 79.)

**40811.** The city clerk is the custodian of the city seal.

*(Added by Stats. 1949, Ch. 79.)*

**40812.** The city clerk shall perform any additional duties as are prescribed by ordinance.

*(Amended by Stats. 2018, Ch. 467, Sec. 44. (SB 1498) Effective January 1, 2019.)*

**40813.** The city clerk may appoint deputies, for whose acts the city clerk and the city clerk's bondspersons are responsible. The deputies shall hold office at the pleasure of the city clerk and receive the compensation as provided by the legislative body.

*(Amended by Stats. 2018, Ch. 467, Sec. 45. (SB 1498) Effective January 1, 2019.)*

**40814.** The city clerk and the city clerk's deputies may administer oaths or affirmations and take and certify affidavits and depositions pertaining to city affairs and business which may be used in any court or proceedings in the state. The acknowledgment of an instrument may be made before a city clerk and the city clerk's deputies within the city in which they were elected or appointed.

*(Amended by Stats. 2018, Ch. 467, Sec. 46. (SB 1498) Effective January 1, 2019.)*



**Please Return To:**  
Monica Cisneros, Deputy City Clerk  
1416 C Street  
Livingston CA 95334  
(209) 394-5544  
[mcisneros@livingstoncity.com](mailto:mcisneros@livingstoncity.com)

**FILING DEADLINE: Thursday, July 24, 2023 at 5:00 PM.**

**CITIZEN APPLICATION FOR APPOINTMENT TO CITY CLERK POSITION**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

**CONTACT INFORMATION:**

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Method of Contact Preferred: \_\_\_\_\_

**LENGTH OF RESIDENCE**

at above address: \_\_\_\_\_ in Livingston \_\_\_\_\_ in County: \_\_\_\_\_

**OCCUPATION:**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Street

City

Zip

**EMPLOYMENT HIGHLIGHTS:**

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(Attach additional pages as necessary.)

EDUCATION (highest school year, degrees, etc.)

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LIST PAST OR PRESENT EXPERIENCE AS A PUBLIC OFFICIAL, MEMBERSHIP ON THE LIVINGSTON CITY COUNCIL, ANY COUNCIL APPOINTED COMMITTEE OR COMMISSION, AND/OR ANY OTHER PUBLIC AGENCY, INCLUDING THE TIME PERIODS OF MEMBERSHIP OR APPOINTMENT.

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PAST AND PRESENT COMMUNITY SERVICE:

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WHAT DO YOU FEEL ARE YOUR MOST IMPORTANT QUALIFICATIONS FOR APPOINTMENT TO THE CITY CLERK POSITION?

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(Attach additional pages as necessary.)

WHAT DO YOU HOPE TO ACCOMPLISH AS THE CITY CLERK?

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PLEASE REVIEW THE ATTACHED DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF THE LIVINGSTON CITY CLERK POSITION. IS THERE ANY REASON YOU WOULD BE UNABLE TO FULFILL THESE DUTIES AND RESPONSIBILITIES?

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**Please list three (3) references with telephone numbers:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION**

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

You are invited to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in its evaluation of your application.

(Attach additional pages as necessary.)