

# CITY OF LA PALMA



## APPLICATION FOR APPOINTMENT TO THE COMMUNITY ACTIVITIES & BEAUTIFICATION COMMITTEE

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Years Lived in La Palma: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

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

### COMMUNITY SERVICE

List any La Palma, Orange County, or other city committee or commission on which you have served, offices held, and the year(s) served:

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List any organizations to which you belong (professional, technical, community, service):

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List CAB Committee activities you have attended (Concerts in the Park, Memorial Day Event, etc):

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## EDUCATION

Educational backgrounds/degrees:

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Professional or vocational licenses or certificates:

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## AVAILABILITY

The Community Activities & Beautification Committee meets on the second Tuesday of every month (September-June) and on an as needed basis. Meetings are currently held at 6:30 p.m. at City Hall, 7822 Walker Street, in the Council Chambers.

Please indicate dates and times that you are available for additional meetings, if needed:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

## EXPERIENCE/INTEREST

Briefly answer the following questions. Use an additional sheet of paper, if necessary, and attach to the application.

Please describe any educational, vocational, or volunteer experience and/or training you have that qualifies you as an applicant for this position:

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What do you see as the objectives and goals of the CAB Committee?

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How would you help achieve these objectives and goals?

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Why are you interested in serving on the CAB Committee?

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What special qualities can you bring to the CAB Committee?

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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.

### REQUIREMENTS/ACKNOWLEDGEMENT

***Please note that members of the Community Activities & Beautification Committee are required under the Political Reform Act to file a statement of economic interests (Fair Political Practices Commission (FPPC) Form 700) upon taking office, annually, and upon leaving office. This report includes information regarding all investments and business positions in business entities, and sources of income, that are located in, do business in, or own real property within the City of La Palma; all interests in real property, which is located in whole or in part within, or not more than two (2) miles outside, the City of La Palma; and all investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the City of La Palma as it relates to the committee members involvement on the Community Activities & Beautification Committee.***

(A copy of the City's Conflict-of-Interest Code is available for review in the City Clerk's office)

I hereby acknowledge that, if appointed, as a member of the Community Activities and Beautification Committee I will be required to file a FPPC Form 700 and I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

When completed, please mail or deliver a signed original:

**City of La Palma  
7822 Walker Street  
La Palma, CA 90623  
Attention: City Clerk**

## CITY OF LA PALMA

### COUNCIL POLICY

**NUMBER:** 10

**DATE ADOPTED/AMENDED:** December 18, 1972; June 2, 1975; March 21, 1995; February 4, 1997; September 15, 1998; May 4, 2004; August 16, 2005; December 4, 2007, July 15, 2008, August 19, 2008

**SUBJECT:** City Council Appointed Citizen Committees

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#### **POLICY:**

The City of La Palma has three citizen committees appointed by the City Council: Community Activities and Beautification Committee, Development Committee and Traffic Safety Committee. Committee members are appointed when a vacancy arises on a committee. The City Council reviews applications for Committee vacancies and interviews applicants prior to making appointments.

#### Terms of Office

Committee members are appointed for two, four-year terms.

1. No person shall hold a committee seat for more than two consecutive terms per committee.
2. Any person may hold a committee seat for more than two terms if he or she does not hold the committee seat for two or more consecutive years following the conclusion of each two-consecutive terms as a committee member. (For example, a Traffic Safety Committeemember may serve two consecutive, four-year terms, for a total of eight years. Then, there must be a lapse of time of at least two years before that person can join the Traffic Safety Committee again. However, a Traffic Safety Committee member who has reached his or her term limit may serve on a different Committee without any lapse of time between Committees.)
3. Committee members may resign or be removed by a majority vote of the Council at any time. When a vacancy exists in an unexpired term, the City Council may make an appointment to fill the unexpired term.

#### Youth Terms of Office:

Youth Community Activities and Beautification Committee members are appointed for up to four, one-year terms.

1. Up to three of the Community Activities and Beautification Committee's eleven seats shall be designated for youth representatives.
2. Youth ages 15 to 18 years, who are in the 9th through 12th grades and are La Palma residents will be eligible to serve on the Community Activities and Beautification Committee.
3. Youth Community Activities and Beautification Committee members' terms shall begin in September and end in August of each year, in conjunction with the start of the school year.

#### Selection and Appointment Process

It shall be the policy of the City Council to advertise vacancies for all appointed positions when they expire. The advertising of upcoming vacancies may occur prior to the actual expiration of a Committee member's term, in an effort to fill vacancies as close as possible to the expiration date. All vacancies on any citizen committees will be filled using the process described below, except if a vacancy occurs because of resignation, the Council may either re-advertise using the process described below or appoint an applicant from an existing list to fill the unexpired term.

1. The City Clerk will prepare a *Citizen Committee Availability Notice*. The Notice will detail the current or anticipated vacancy status and identify the committees affected. The Notice will describe the Committee's purpose and meeting location/time information. The Notice will also specify a specific application deadline and have a minimum filing period of at least thirty (30) days.
2. The Notice will be advertised in the regular pages of a newspaper of general circulation in the City of La Palma, posted at the three designated official posting locations, publicized in various City publications (as timing permits), and highlighted on the City's website. For youth committee members, the Notice will be distributed to high schools serving La Palma youth via their registration packets, which are distributed in August prior to the start of the Fall school term, in daily announcements over the schools' public address systems, school papers and through on campus clubs and organizations.
3. All interested applicants, including incumbents seeking reappointment, will be required to fill out an application. The application forms will be specific for each of the citizen committees and will be available from the City Clerk. Interested members of the community may apply for more than one committee vacancy. Applications for vacant and/or expiring Committee positions may be filed with the City Clerk at any time and will be retained until a vacancy occurs.

4. Applications received prior to the filing deadline will be reviewed by the City Clerk to ensure eligibility of the applicants.
5. All eligible applicants will be invited to an interview, conducted by the City Council. Where practicable, such interviews should be conducted within 45 days from receipt of an application or close of an application period. At the conclusion of interviews, deliberations will be conducted during the Special Meeting. If necessary the Special Meeting will be continued and additional interviews may be conducted.
6. Appointments will be announced/approved in a regular City Council Meeting. Generally, applicants must be present to be appointed.
7. If after the appointment process, a vacancy still exists on a committee, staff will continue to publicize the vacancy through City publications and the City website until the vacancy is filled.

#### Expectations for Committee Members

Citizen committees serve an important function that is vital to the public participation process in the City of La Palma. Consequently, Committee members are expected to attend all meetings, to adequately prepare for meetings, to show respect for staff and the community, and to maintain residency in the City of La Palma.

1. Committee members shall notify the City staff in advance if they are unable to attend a meeting, for purposes of determining whether a quorum for calling the meeting exists.
2. Through the City Manager, staff shall notify the City Council when a Committee member is not meeting established expectations in terms of participation and attendance, preparation, respect for staff and the community, or residency, or when a conflict of interest appears to exist.
3. The City Council has the authority to remove and replace Committee members who do not fulfill their basic responsibilities.

#### **BACKGROUND:**

This Council Policy was updated in 2004 to reiterate the Council's desire that all Committees have the same terms and term limits. In August 2005, the policy was modified to clarify the process for appointing citizens to committees, the expectations for citizen committee members, and the grounds for which they may be removed by the City Council. In December 2007, the policy was modified to clarify the process for appointing citizens to committees and removed references to a Council Sub-Committee on Citizen Committee Selections. In July 2008, the policy was again modified to add provisions for adding youth members to the Community Activities and Beautification

Committee. In August 2008, the policy was again updated to provide time guidelines for conducting interviews.