

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:

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

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

EDUCATION

Educational backgrounds/degrees:

Professional or vocational licenses or certificates:

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:

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

How would you help achieve these objectives and goals?

Why are you interested in serving on the CAB Committee?

What special qualities can you bring to the CAB Committee?

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: 3

DATE (Adopted/Amended): March 20, 2018

SUBJECT: City Committees

POLICY:

The City Council appoints two citizen committees to advise them on various City policies and actions and to provide enhanced public engagement relative to the affairs of the City. As of the adoption of this Policy, these two committees are the Community Activities and Beautification Committee (CAB), and the Development and Circulation Committee (DCC) (also may be referenced as the Development Committee in the Municipal Code.

Mission and Expectations

Each Council appointed Committee has a purpose or mission as defined in the Municipal Code or other formative document which guides their scope of responsibilities as an advisory body. Due to the important public participation process function served by each of the committees, individual Committee members also have common expectations placed upon them including:

- a. Attend all meetings and notify City staff in advance if they are unable to attend a meeting so that it can be determined whether a quorum for the meeting will exist;
- b. Adequately prepare for meetings;
- c. Show respect for staff and the community; and,
- d. Maintain residency within the City of La Palma.

Through the City Manager, staff shall notify the City Council when a Committee member is not meeting established expectations as defined above, where lack of attendance is having a negative impact on the Committee, or when a conflict of interest appears to exist. The City Council has the authority in such cases to remove and replace such Committee members.

Terms of Office

- a. No person may serve on more than one of the two citizen committees concurrently.

- b. 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 Council may make an appointment to fill the unexpired term.
- c. Each committee shall have seven members.

Selection and Appointment Process

All vacancies for appointed positions on City Committees shall be advertised, including those associated with expiring terms of office. Vacancies may be advertised prior to the actual expiration of the Committee member's term in an effort to fill vacancies as close as possible to the expiration date. All vacancies on any citizen committee will be filled using the process described below, except that if a vacancy occurs because of a 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, as described above.

- a. City Clerk prepares 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 mission 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.
- b. 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.
- c. 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.
- d. Applications received prior to the filing deadline will be reviewed by the City Clerk to ensure eligibility of the applicants.
- e. All eligible applicants will be invited to an interview conducted by the entire 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 and appointments will be announced/approved in a regular City Council meeting. Appointment requires a majority vote of the City Council.
- f. To ensure a quorum when a conflict of interest arises, no more than two appointments will be made to the Development and Circulation Committee wherein the Committee Members live within 500 feet of another member (500 feet is the typical circumference where a Committee Member would have to recuse themselves from participating in a decision when the affected property is within 500 feet of their property).
- g. If after the appointment process, a vacancy still exists on a committee, staff will, at a minimum, continue to publicize the vacancy through the City website until the vacancy is filled.

Posting of Agendas and Packets

Regular Agendas for members of City Committees shall be available for distribution at least 72 hours prior to the meeting in accordance with the Ralph M. Brown Act. Distribution is via electronic packets. All agendas and packet materials for Regular Meetings, shall be posted to the City's website at least 72 hours prior to the meeting.

Preparation of Committee Correspondence

Any correspondence deemed necessary by a City committee shall be prepared by the department assigned as staff to that committee and shall be reviewed by the City Manager or his/her designee prior to transmittal. Regular City letterhead shall be used for such correspondence.

Speaker cards

Members of the public speaking at a committee meeting are requested to complete a speaker card before addressing the committee. Completion of the speaker card is voluntary; but the Chair will encourage speakers to complete the card. Cards shall be available at the meeting. Cards are delivered to the Chair in chronological order and are kept as part of the official record of the meeting. Speakers will be asked to adhere to a five-minute time limit and are not permitted to transfer their time to another speaker. Large groups are encouraged to appoint a spokesperson to speak on their behalf.

BACKGROUND:

This policy consolidates and amends prior City Council policies on Posting and Distribution of Development, Traffic Safety and Community Activities and Beautification Committee Agendas and Packets, Preparation of Advisory Committee Correspondence, and City Council Appointed Citizen Committees. This policy seeks to clarify, simplify and consolidate all prior Council policies regarding City Committees into one City Council policy. These prior policies were originally adopted on November 3, 1987, August 16, 1971, and December 18, 1972 respectively. This policy was amended on February 7, 2017, to require interviews to be conducted by the full City Council and to combine the Development and Traffic Safety Committees into one Development and Circulation Committee. This policy was amended on March 20, 2018, to remove term limits.

REVIEW:

This policy is to be reviewed as needed.