



**CITY OF LAWNSDALE  
APPLICATION FOR APPOINTMENT TO  
CITY COMMISSIONS, COMMITTEES AND BOARDS**

**I am applying for appointment to: (check all boxes that apply)**

<input type="checkbox"/> <b>Planning Commission</b>	<input type="checkbox"/> <b>Beautification Committee</b>
<input type="checkbox"/> <b>Parks, Recreation &amp; Social Services Commission</b>	<input type="checkbox"/> <b>Senior Citizen Advisory Committee</b>
<input type="checkbox"/> <b>Cable Commission</b>	<input type="checkbox"/> <b>Personnel Board</b>

Name: \_\_\_\_\_ Daytime Phone: (    ) \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Yrs. Lived in Lawndale: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Educational Background/Degrees: \_\_\_\_\_

Licenses or Special Certificates Held: \_\_\_\_\_

List any other committees/commissions on which you have served, and the year(s) of service: \_\_\_\_\_

Organizations to which you belong (professional, technical, community, services): \_\_\_\_\_

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary). \_\_\_\_\_

References (include name and daytime phone number: (1) \_\_\_\_\_  
(2) \_\_\_\_\_

**I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that any or all information on this form may be verified; b) that this document is a public record subject to disclosure under the Public Records Act c) that, if I am appointed, I will be required to submit to a background check by the City.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.**

**RETURN THIS FORM TO:**  
CITY CLERK, CITY OF LAWNSDALE, 14717 BURIN AVENUE, LAWNSDALE, CA. 90260  
For information call (310) 973-3213

**CITY OF LAWNSDALE COMMISSIONS AND COMMITTEES  
DUTIES, RESPONSIBILITIES AND QUALIFICATIONS**

**Qualifications:** Unless otherwise specified below, all applicants must be at least 18 years of age and have resided in Lawndale for at least 30 consecutive days prior to be eligible for appointment.

**Planning Commission - 5 positions**

**Meeting Schedule:** 2nd & 4th Wednesday of each month, 6:30 p.m.  
**Staff Liaison:** Director of Community Development, (310) 973-3230

**Powers and Duties:**

- A. Recommends to the proper office plans for the regulation of the future growth, development and beautification of the city;
- B. Recommends to the proper office of the city plans consistent with the future growth and development of the city; and
- C. Does such other things as shall be necessary to carry out the provisions of the municipal code and the Conservation and Planning Act of the state.

**Parks, Recreation & Social Services Commission - 5 positions**

**Meeting Schedule:** 2nd and 4th Monday of each month, 7:00 p.m.  
**Staff Liaison:** Director of Community Services, (310) 973-3270

**Powers and Duties:**

- A. Is advisory to the city council in matters pertaining to social and leisure programs for the city; may make recommendations to the city council on priorities for the development and provision of social and leisure programs for the residents of Lawndale and the acquisition and operation of related facilities.
- B. Is responsible for assisting the city council and community services department in identifying and assessing areas of social and leisure needs, and for cooperating with other individuals and community agencies engaged in serving human needs to identify service gaps and areas of duplication within the community.
- C. Encourages the maximum availability of social and leisure opportunities within the community through appropriate scheduling of facilities and through the promotion of citizen participation in the development and operation of nontax-supported programs.
- D. Is authorized to spend funds it raises on social and leisure items and events within the city as described in Lawndale Municipal Code Chapter 3.10.

**Cable Commission - 5 positions**

**Meeting Schedule:** 1st Wednesday of each odd-numbered month, 7:00 p.m.  
**Staff Liaison:** Cable Television Supervisor, (310) 973-3259

**Powers and Duties:**

- A. Makes recommendations regarding Lawndale community cable television programming;
- B. Approves grants for community access productions;
- C. Develops and recommends a promotion plan to enhance channel usage and viewership;
- D. Reviews effectiveness of outreach efforts;
- E. Creates maximum interest in local events, people, place and issues via community cable television;
- F. Provides Lawndale residents, businesses and organizations an opportunity to produce and participate in community television;
- G. Encourages the education of Lawndale students in community television programming and production;
- H. Produces cable television productions of interest to residents of Lawndale; and
- I. Assesses, reviews and makes recommendations regarding the adequacy of community access equipment and facilities.

**Beautification Committee** - 10 positions

**Meeting Schedule:** 2nd Thursday of each month, 7:00 p.m.  
**Staff Liaison:** Municipal Services Department staff, (310) 973-3220

**Purpose:**

- A. Sponsors a "Clean Up Week" activity;
- B. Sponsors a holiday decoration competition;
- C. Sponsors a program of awards for recognition of homes with significantly improved appearances;
- D. Sponsors a program of awards for recognition of businesses with significantly improved appearances;
- E. Develops a beautification program in conjunction with City-sponsored community functions; and
- F. Any other purposes which the City Council may from time to time assign.

**Senior Citizen Advisory Committee** - 10 positions

**Qualifications:** 55 years of age or older and (a) reside in Lawndale, or (b) participate in the City's senior citizen program and reside in any of the South Bay cities (Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, or Torrance), or (c) participate in the City's senior citizen program and reside in El Camino Village

**Meeting Schedule:** 4th Wednesday of each month, 2:00 p.m.  
**Staff Liaison:** Community Services Department staff, (310) 973-3270

**Purpose.** The primary function of the Committee shall be to advise the Parks, Recreation and Social Services Commission on matters relating to senior citizen programs and needs in the City of Lawndale.

**Personnel Board** - 5 positions

**Qualifications:** Preferably, professional persons with education, training, and experience in the field of labor management, personnel relations and employee discipline

**Meeting Schedule:** As needed  
**Staff Liaison:** Human Resources Director, (310) 973-3201

**Powers and Duties:**

- A. Has the right of subpoena, the power to examine witnesses under oath, the power to compel the attendance of witnesses and the power to require the production of evidence by subpoena. Subpoenas shall be issued in the name of the city and attested by the city clerk.
- B. Each member of the board shall have the power to administer oaths to witnesses.
- C. The board, in a manner provided for in the rules and regulations of the classified service, shall hear appeals submitted by any person in the classified service relative to any disciplinary action, dismissal, demotion, charge of discrimination or alleged violation of this chapter or the rules and regulations of the classified service; and shall certify its findings and recommendations as provided in the rules and regulations of the classified service.

For additional information, interested parties are invited to:

- Contact Mayor, City of Lawndale - (310) 973-3200
  - Contact the staff liaison - see above, or
- Attend a meeting and speak with current members