



LA HABRA BEAUTIFICATION COMMITTEE

The La Habra Beautification Committee was created by the City Council in May 2000 as an advisory body whose purpose is to encourage the beautification of residential and commercial property in La Habra. The Committee does this by recognizing residents and businesses who improve the aesthetics of their properties, which contributes to the City's larger beautification campaign. The Community Services Department oversees the Committee.

Mission Statement: To represent and serve the La Habra residents and businesses to promote, acknowledge and support pride in property improvements and maintenance, as well as enhancement of the visual quality of the community.

1. Qualifications

- a. Resident of La Habra
- b. Interest in the community
- c. Volunteer Position

2. Membership and Appointment (at the discretion of the City Council)

- a. **The Beautification Committee is composed of four (4) Chamber of Commerce appointees and three (3) City Council appointees.**
- b. The City Clerk administers and coordinates the application, interview, and appointment process with the City Council.
- c. The City Council nominates and approves up to three committee members as needed.
- d. Chamber of Commerce nominates and recommends up to four committee members as needed, which must be ratified by the City Council.

3. Officer Positions

- a. Chair
- b. Vice-Chair

4. Annual election of officers

- a. The Chair will open the floor to nominations for the office of Chair. Any member may nominate any one other member for office; the nomination must be seconded. Upon the seconding of the nomination, the member who has been nominated shall be given the

- opportunity to decline nomination. If the member does not decline, the nomination stands. A roll call vote is taken and the nomination must pass by at least a simple majority.
- b. If the nomination does not pass by majority vote, another nomination shall be made, and another vote taken, until a Chair is elected.
 - c. The same procedure is then repeated for the election of Vice Chair

5. Term (at the discretion of the City Council)

- a. No term limit

6. Term for Chair and Vice-chair Officers

- a. A full term of office is one year (12 months)
- b. Chair and Vice-Chair can be re-elected, and serve consecutive years

7. Duties of the Chair and Vice Chair

- a. Chair leads all meetings and follows the agenda protocol
- b. Chair communicates with Community Services liaison as necessary
- c. Chair updates members who are absent from a meeting on what was covered in the meeting within two days following the meeting
- d. Chair communicates information to members as necessary
- e. Chair conducts an in-service with new members with the Community Services liaison
- f. Chair announces Beautification winners at City Council meetings and represents the committee at various City events
- g. If the Chair is absent then the Vice-Chair takes over the responsibilities of the Chair
- h. If the Chair or Vice-Chair is unable to fulfill their duties the committee will vote in a replacement for the term

8. Duties of the Committee

- a. Attend all monthly meetings
- b. Identify and recognize efforts to improve the visual quality of the community by nominating residential and commercial properties on a monthly basis
- c. Participate in award presentations at City Council meetings
- d. Represent the City at special events
- e. Make recommendations to administration and/to the City Council
- f. To promote the Beautification program to residents and businesses

9. Time and Location of Monthly Meetings

- a. Third Thursday of each month from 4:00 pm to 5:00 pm at the La Habra City Hall, Atrium Conference Room with the exception of December
 - i. December meeting date and time will be selected by the members and will vary each year due to City Council meeting date for Holiday Home Decorating Awards
 - ii. December is a special meeting to select the Holiday Decorating contest winners

- iii. Meeting will be cancelled due to a lack of a quorum
- iv. Meetings may be reschedule with a majority vote

10. Meeting Order

- a. Community Services liaison prepares meeting agenda with the Chair
- b. Members may request an item be placed on the agenda through the Chair
- c. Community Services liaison takes meeting minutes
- d. Community Services liaison distributes agenda and minutes prior to next monthly meeting
- e. Chair leads the meeting with support from the Community Services liaison
- f. If the Chair is absent then the Vice-Chair leads the meeting
- g. Committee is in compliance with and governed by the Brown Act and Council Policies and Procedures

11. Nominating Properties

- a. Districts 1-4 are rotated each month
- b. Members select properties that have made improvements or a property that is maintained and enhances the community
- c. Members submit a picture with the address of the property to the Community Services liaison no later than 3 working days prior to each meeting (must be received by the Community Services liaison by 8:00 am the Monday prior to the Thursday meeting)
 - i. If the nomination is not received timely by the Community Services liaison the member must print the nomination and bring to the meeting
 - ii. If there are issues with the nomination that are submitted to the Community Services liaison, such as the address does not match the picture of the property, the nomination will not be considered but can be resubmitted with the correction when that district is being reviewed again.
- d. Properties are reviewed by the Community Preservation Division in the Community Development and verify that there are no outstanding code enforcement issues or fines due to the City

12. Beautification Awards

- a. Committee selects the winner(s) by voting on each nomination during the monthly meeting
- b. The selected nominations are submitted to Community Preservation to ensure that code violations do not exist and property is in good standing with the City
- c. The nominated properties are reviewed and approved by Community Preservation and then forwarded to Community Services
- d. Community Services liaison will send a letter to the winning properties letting them know they have won and invite them to City Council to be recognized. Property winners must RSVP in order to be included on the City Council meeting agenda

- e. Each property winner receives a 'Beautification Winner' yard sign to be placed in the front of their house and certificate signed by the Mayor
- f. Holiday Decorating winners receive a yard sign, gift card, holiday award ornament and certificate signed by the Mayor.

13. Bylaw Updates

- a. Any changes to the by-laws will be discussed by the committee, and sent to the Community Services liaison and Chair for inclusion on a future agenda. The committee may make a recommendation and a final approval by administration and/or City Council is needed.
- b. Once approved, the By-laws are updated by the Community Services liaison and distributed to the Committee

14. Attendance

- a. Members are required to attend at least 10 of 12 monthly meetings
 - i. Exceptions are 'approved' absences which occur when a meeting date and/or time is changed and/or advanced notice of absence
- b. Members must actively nominate City properties
- c. Members must participate in the annual Fall Harvest Spooktacular and Holiday Home Decorating Contests
- d. Members should attend city council meetings for award presentations and represent the committee at City sponsored events

15. Resignation/Termination

- a. Breach in confidentiality
- b. Misrepresenting the Beautification Committee and/or inappropriate behavior at City meetings and events
- c. Any posting on social media such as Facebook, Twitter, Instagram that does not promote goodwill and misrepresents the City of La Habra
- d. By majority vote of the City Council
- e. Member is no longer a permanent resident of La Habra his or her removal shall be automatic and no action by the Council is necessary;
- f. If a member is absent from three consecutive regular meetings, except for good cause as determined by members of the committee, in which event their removal shall be automatic and no action by the Council is necessary