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## **Chapter 2.28 COMMUNITY SERVICES COMMISSION**

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### **2.28.010 Establishment—Membership.**

There is hereby created a community services commission for the city which shall be known as “La Habra Community Services Commission.” The community services commission shall consist of five members appointed by the city council. Commissioners shall be residents of the city and appointments shall be made on the basis of interest and qualifications of applicants. (Ord. 1840 § 1, 2022; Ord. 1351 § 4, 1989; Ord. 1151 § 1, 1981)

### **2.28.020 Terms.**

The terms of the five members of the community services commission shall be for a period of three years. All terms shall expire on March 31st and terms shall be staggered so that the terms of no more than three members shall expire each year. Each member shall serve until his or her successor is appointed by the city council. (Ord. 1840 § 2, 2022; Ord. 1351 § 4, 1989; Ord. 1151 § 2, 1981)

### **2.28.030 Vacancies.**

A. Vacancies to the community services commission occurring otherwise than by expiration of term shall be filled by the city council. The person appointed to fill a vacancy shall serve for the unexpired term of office of the member whose vacancy was filled.

B. Members of the community services commission shall be removed from office or their office declared vacant in the following manner and for the following reasons:

1. By a majority vote of the council;
2. If a member is no longer a permanent resident, his or her removal shall be automatic and no action by the council is necessary;
3. If a member is absent from three consecutive regular meetings of the commission, except for good cause as determined by members of the commission, his or her removal shall be automatic and no action by the council is necessary; or
4. If a member is absent from four meetings in any twelve-month period of the commission, except for good cause as determined by members of the commission, in which event his or her removal shall be automatic and no action by the council is necessary. (Ord. 1351 § 4, 1989; Ord. 1151 § 3, 1981)

## **2.28.040 Organization—Meetings, minutes, officers.**

A. Meetings. The community services commission shall hold at least one regular meeting each month for the transaction of its business. The commission shall adopt rules and regulations to govern procedures and shall, by a duly adopted resolution, set a time for regular meetings. Additional adjourned or special meetings may be held from time to time as needed, provided that said meetings are properly called and noticed according to state law.

B. Minutes. The city manager, or designee, shall act as secretary to the commission, and shall keep a record of its proceedings and transactions. Minutes of the commission shall be filed with the city clerk for transmittal to and approval by the city council.

C. Officers. The community services commission shall, during their regular meeting in April of each year, meet and select a chair and vice-chair from members of the commission. Their duties shall respectively be such as are usually carried by such officers. Such officers shall hold office for one year or until their successors are selected. (Ord. 1738 § 1, 2012; Ord. 1351 § 4, 1989; Ord. 1151 § 4, 1981)

## **2.28.050 Powers and duties.**

The duties of the community services commission shall be as follows:

- A. To advise the city and its officers on all matters referred to it by the city council;
- B. To act in an advisory capacity to the city council, the city manager, and the direction of community services on all matters pertaining to public recreation, cultural, child development and social services and to coordinate with school districts and other governmental agencies and with civic groups in the advancement of these services;
- C. To recommend policies on recreation, cultural, child development and social services to the city council, the city manager and the departmental director;
- D. To serve as the Head Start and Early Head Start sub-board to oversee the responsibilities for program governance and improvement in accordance with federal requirements;

E. To make periodic inventories of recreation, cultural, child development and social services that exist or may be needed to interpret the needs of the public to the city council;

F. To aid in coordinating the recreation, cultural, child development and social services of the city with the programs of other governmental agencies and voluntary and civic organizations;

G. To advise the city and its officers on matters concerning the social needs of the community, including actions deemed appropriate;

H. To initiate and enlist the cooperation of community organizations in programs approved by the city council;

I. To conduct educational and informational programs to promote the programs approved by the city council;

J. To generally advise the city council and the officers of the city on means of progressively improving human conditions throughout the city;

K. The commission may hold public hearings concerning the recreation, cultural, child development and social service needs of the community;

L. The commission's powers are advisory only and are not administrative, operational or policy making legislative powers or duties. (Ord. 1738 § 2, 2012; Ord. 1351 § 4, 1989; Ord. 1151 § 5, 1981)

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## Contact:

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