

Title 2. Administration and Personnel

Chapter 2.12. COMMISSIONS

§ 2.12.010. Planning Commission.

- A. Created. The City Council hereby creates a Planning Commission to be known as the City Planning Commission.
- B. Composition—Qualifications—Appointment and Term of Office of Members—Filling Vacancy in Office. The Planning Commission of the City shall consist of five members, who shall be qualified electors of the City, none of whom shall hold any paid office or employment in the City government. The five members of the City Planning Commission heretofore appointed to office shall continue to hold such office for the term heretofore created, subject to the terms and provisions of this section. Successors to such offices of the City Planning Commission shall serve for a term of four years and until their successors are appointed and qualified. If vacancies occur, otherwise than by expiration of term, they shall be filled by appointment for the unexpired portion of the term by the City Council. Members shall be appointed by the Mayor with the approval of the City Council.
- C. Removal of Members—Attendance at Meetings—Compensation of Members. Any member of the Planning Commission shall be subject to removal by motion of the City Council adopted by at least three affirmative votes. The office of any member of the Planning Commission shall be vacated if the member absents him or herself from three regular meetings of the Commission, unless by permission of the Commission, or if he or she is convicted of a crime involving moral turpitude or ceases to be an elector of the City. The members of the Planning Commission shall receive compensation on a monthly basis at a rate to be determined from time to time and set forth by resolution of the City Council.
- D. Powers and Duties Generally. It shall be the duty of the members of the Planning Commission to inform themselves on matters affecting the function, duties and matters before the Commission. The Planning Commission shall have all powers and duties given to them by general State statutes and this Code, and in its deliberations, conduct and acts, be governed by the statutes of the State and this Code in reference thereto. In addition to the aforementioned duties, the members of the Planning Commission shall also serve as the Development Review Board pursuant to Chapter **17.60** of the Paramount Municipal Code and, when necessary, shall also sit as the Economic Development Board to receive information regarding economic development activities in the City.
- E. Officers—Meetings—Rules and Regulations—Records. The Planning Commission shall elect its chairperson from among its appointed members for a term of one year, and shall likewise elect one of its members to serve as presiding officer pro tempore (vice-chairperson) at the pleasure of the Commission. The Planning Commission shall hold at least one meeting in each month in the City Council chambers which shall be open to the public, and may adjourn or readjourn any regular meeting to a date and hour certain which shall be specified in the order of adjournment. When so adjourned, such adjourned meeting shall be a regular meeting for all purposes. If at any time any regular meeting falls on a holiday, such regular meeting shall be held in the next business day. The Planning Commission shall adopt rules and regulations for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which records shall be a public record.
- F. Applicability of State Law. The City Planning Commission and the City Council shall be governed in all their actions, where not specifically covered by this section, by Sections 65000 to 65711 of the **Government Code** of the State.
(Prior code §§ 2-48—2-53)

§ 2.12.020. Public Works Commission.

- A. Establishment. The City Council does hereby establish a Public Works Commission which shall act as an advisory board, subject to City Council direction, for the development and operation of the City's Public Works Department.
- B. Membership and Terms of Office.
 - 1. Membership. The Commission shall consist of five members who shall be appointed by the City Council of the City. All members of the Public Works Commission shall be residents of the City and shall serve at the will and pleasure of the City Council.
 - 2. Terms of Office—Vacancy.
 - a. Members to the Commission shall be appointed for a term of two years or until their successors are duly appointed. The Public Works Commission shall elect a chairperson and a vice chairperson from among its appointed members for a term of one year at its regular meeting in May of each year.
 - b. If a vacancy occurs otherwise than by expiration of a term it shall be filled by appointment for the unexpired portion of the term.
- C. Duties and Functions.
 - 1. Recommendation—Hearings. The Public Works Commission shall be charged with the responsibility for making recommendations regarding matters affecting public works in the City, and such related matters that may be directed by order of the City Council, and in that connection shall hold monthly meetings to effect these purposes. Actions of this Commission shall take the form of recommendations and reports to the City Council.
 - 2. Power and Authority. The Public Works Commission shall cause proper records to be kept of all its official acts and proceedings. The Commission shall have no power or authority to bind or obligate the City or any officer or department thereof for any money, debt, undertaking or obligation of any kind in excess of the appropriation which the City Council may have made for the purpose of the Commission in any fiscal year.
 - 3. Rules of Organization and Procedure. The Commission is a reviewing and recommending body and shall have no power to direct members of the City staff or contract entities. Except as otherwise provided in this title or by law, the Commission shall have power to and shall provide for its own organization, shall adopt rules and regulations for the transaction of business before it, and shall designate the time and place for the regular monthly meeting or meetings of the Commission.
 - 4. Review Areas. The Public Works Commission shall review, advise, and report to the City Council on topics related to the development and operation of a City Public Works Department including the operation of the City's water system, road maintenance issues, traffic safety requests for stop signs, street lighting, colored curbs, etc., and other related items which may from time to time be referred to them.
- D. Compensation. The members of the Public Works Commission shall receive compensation on a monthly basis at a rate to be determined from time to time and set forth by resolution of the City Council.
(Prior code §§ 2-54—2-57)

§ 2.12.030. Public Safety Commission.

- A. Created and Established. A Public Safety Commission which shall be known as the Public Safety Commission of the City is hereby created and established.
- B. Membership. The Commission shall consist of five members who shall be appointed by the Mayor with the approval of the City Council of the City. All members serve at the will and pleasure of the City Council.
- C. Terms of Office—Vacancy.
 - 1. Members to the Commission shall be appointed for terms of one year or until their successors are appointed.

2. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term.

- D. Recommendation—Hearings. The Public Safety Commission shall be charged with the responsibility for making recommendations regarding matters affecting police services and programs in the City, and such related matters that may be directed by order of the City Council, and in that connection shall hold monthly meetings to effect these purposes. Actions of this Commission shall take the form of recommendations and reports to the City Council.
- E. Power and Authority. The Public Safety Commission shall cause proper records to be kept of all its official acts and proceedings. The Commission shall have no power or authority to bind or obligate the City or any officer or department thereof for any money, debt, undertaking or obligation of any kind in excess of the appropriation which the City Council may have made for the purpose of the Commission in any fiscal year.
- F. Rules of Organization and Procedure. The Commission is a reviewing and recommending body and shall have no power to direct members of the City staff or contract entities. Except as otherwise provided in this chapter or by law, the Commission shall have power to and shall provide for its own organization, shall adopt rules and regulations for the transaction of business before it, and shall designate the time and place for the regular monthly meeting or meetings of the Commission.
- G. Duties and Functions. The Commission may review topics such as police service request for patrol services, neighborhood watch issues, public safety training in the schools as conducted by the City, drug education as conducted by the City, and other related items which may from time to time be referred to them. Also, the members of the Public Safety Commission shall convene as the Board of Appeals, pursuant to Paramount Municipal Code Section **13.20.540**, when an appeal has been filed with the City pursuant to that section.
- H. Compensation. The members of the Public Safety Commission shall receive compensation on a monthly basis at a rate to be determined from time to time and set forth by resolution of the City Council.
(Prior code §§ 2-80—2-87)

§ 2.12.040. Parks and Recreation Commission.

- A. Created. A Parks and Recreation Commission is hereby created and established.
- B. Membership. The Commission shall consist of five members who shall be appointed by the Mayor with the approval of the City Council of the City. All members serve at the will and pleasure of the City Council. Members to the Commission shall be appointed for terms of one year or until their successors are appointed. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term.
- C. Duties and Functions. The Commission shall act in an advisory capacity to the City Council in matters pertaining to parks, recreation facilities, and local transportation; review community organization funding requests which are included in the annual budget; consider uses of recreational facilities; evaluate recreation programs to promote the development of open space for recreational and leisure activities; encourage the development of leisure opportunities for residents of all ages; and promote positive lifestyle choices and alternatives to self-destructive behavior.
- D. Power and Authority. The Parks and Recreation Commission shall cause proper records to be kept of all its official acts and proceedings. The Commission shall have no power or authority to bind or obligate the City or any officer or department thereof, for any money, debt, undertaking or obligation of any kind in excess of the appropriation which the City Council may have made for the purpose of the Commission in any fiscal year.
- E. Rules of Organization and Procedure. The Commission is a reviewing and recommending body and shall have no power to direct members of the City staff or contract entities, except as otherwise provided in this chapter or by law the Commission shall have power to and shall provide for its own organization, shall adopt rules and regulations for the transaction of business before it, and shall designate the time and place for the regular monthly meeting or meetings of the Commission.
- F. Compensation. The members of the Parks and Recreation Commission shall receive compensation on a monthly basis at a rate to be determined from time to time and set forth by resolution of the City Council.

(Prior code §§ 2-88—2-93)

§ 2.12.050. Senior Services Commission.

- A. Created and Established. A Senior Services Commission which shall be known as the Senior Services Commission of the City is hereby created and established.
 - B. Membership. The Commission shall consist of five members who shall be appointed by the Mayor with the approval of the City Council of the City. All members serve at the will and pleasure of the City Council. The minimum age for eligibility for appointment is 55 years of age.
 - C. Terms of Office—Vacancy.
 - 1. Members to the Commission shall be appointed for terms of one year or until their successors are appointed.
 - 2. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term.
 - D. Recommendation—Hearings. The Senior Services Commission shall be charged with the responsibility for making recommendations regarding matters affecting senior services in the City, and such related matters that may be directed by order of the City Council, and in that connection shall hold monthly meetings to effect these purposes. Actions of this Commission shall take the form of recommendations and reports to the City Council.
 - E. Power and Authority. The Senior Services Commission shall cause proper records to be kept of all its official acts and proceedings. The Commission shall have no power or authority to bind or obligate the City or any officer or department thereof for any money, debt, undertaking or obligation of any kind in excess of the appropriation which the City Council may have made for the purpose of the Commission in any fiscal year.
 - F. Rules of Organization and Procedure. The Commission is a reviewing and recommending body and shall have no power to direct members of the City staff or contract entities. Except as otherwise provided in this chapter or by law, the Commission shall have power to and shall provide for its own organization, shall adopt rules and regulations for the transaction of business before it, and shall designate the time and place for the regular monthly meeting or meetings of the Commission.
 - G. Review Areas. The Commission may review topics such as the senior meal program; senior excursions; senior activities including instructional classes, bingo, and special events; and other related items which may from time to time be referred to them.
 - H. Compensation. The regular members of the Senior Services Commission shall receive compensation of \$100.00 per meeting.
- (Prior code §§ 2-94—2-101)