

RESOLUTION NO. 07-045, SERIES 2007

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAVIS REGARDING THE
STRUCTURE AND PURPOSE OF THE SOCIAL SERVICES COMMISSION**

WHEREAS, this resolution supercedes all previous resolutions related to the structure and purpose of the Commission; and

WHEREAS, the City Council relies on Boards and Commissions to provide advice and information on subjects within the Commission's scope; and

WHEREAS, the city of Davis has determined that there is a need on the part of the city government and the community to institute an official body which will concentrate its time and efforts on social services issues related to the health, safety and general welfare of the citizens of Davis.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Davis creates a Social Services Commission to achieve the following:

1. PURPOSE

The Davis Social Services Commission is to advise the City Council on matters related to the health, safety and general welfare of the citizens.

As an advisory body of the Davis City Council, the commission is established and guided by the following documents:

- a. Davis Anti-discrimination ordinance; and
- b. Commission Handbook; and
- c. Commission Policy Guidelines

2. MEMBERSHIP

The Social Services Commission shall consist of seven (7) members and one (1) alternate. All voting members of the Social Services Commission, regular and alternate, shall be appointed by the City Council.

The alternate member shall not vote except upon one of the following conditions:

- a. Absence of one (1) or more of the regular members of the commission.
- b. Disqualification of a regular member of the commission because of an expressed conflict of interest.

3. TERMS OF OFFICE

Members of the commission shall serve a term of four (4) years, or until their successors are appointed. For purposes of establishing staggered terms, appointments may be for terms varying

between one (1) and four (4) years as the Council may decide. No members shall serve for more than two (2) consecutive terms, except under special circumstances.

4. TERMINATION OF APPOINTMENT

The term of appointment of any member of the commission who has been absent from three (3) consecutive regular or special meetings, or who has missed more than 1/3 of the meetings in a 12-month period, without the approval of the City Council, shall automatically terminate.

Members of the Social Services Commission serve at the pleasure of the Council and may be removed from office by a majority vote of the Council.

5. VACANCIES

Vacancies on the commission shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

6. OFFICERS OF THE COMMISSION

The members of the Social Services Commission annually shall select one (1) of its members as Chairperson and one (1) of its members as Vice Chairperson. No chairperson or vice chairperson shall serve more than two (2) consecutive years as chair.

- a. THE CHAIRPERSON of the commission shall call the meetings to order at the appointed time, shall appoint all committees, subject to the approval of the commission, shall have all the powers and duties of the presiding officer as described in Robert’s Rules of Order, and shall perform such other duties as may from time to time be prescribed by the commission.
- b. THE VICE CHAIRPERSON of the commission shall have all the powers and perform all the duties of the Chairperson in the case of absence or inability of the Chairperson to act. The Vice Chairperson shall perform such other duties as may from time to time be prescribed by the commission or the Chairperson.

7. MEETINGS OF THE COMMISSION

The Social Services Commission shall establish a regular time and place of meeting and shall hold regular meetings. Special meetings of the commission may be called by the Chairperson, or by any four (4) or more voting members of the commission, with permission of the Council liaison or the City Council. Personal notice must be given to all members of the commission. If personal notice cannot be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.

8. QUORUM

For the purpose of transacting business, a quorum of the Social Services Commission shall consist of four (4) of the seven (7) members. An alternate member shall be counted as a full voting member for purposes of attaining a quorum.

9. FUNCTIONS OF THE COMMISSION

The Social Services Commission shall have the responsibilities as provided in this section and such other duties as the Council may, from time to time, decide:

- a. To advise the City Council on all matters relating to issues of social services which affect the citizens of Davis, including but not limited to the issues of social services in health, affordable housing, homelessness, hunger, transit, child care, elder adult services, accessibility and low income needs.
- b. To serve, at the request of the City Council, as a community forum for education, discussion and debate around the issues of social services.
- c. To hold public hearings and community forums on issues which fall within its charge, and call appropriate witnesses to provide pertinent information.
- d. To serve, at the request of the City Council, as a liaison between community groups organizing around issues of social services, and city government.
- e. To coordinate the efforts of the City of Davis in recognition of volunteers and document the value of volunteer contributions to the City.
- f. To advise the City Council on Community Development Block Grant, Home Investment Partnership Program and other social services-related Federal and State grant programs.
- g. To coordinate with other city commissions (e.g., Human Relations Commission, Planning Commission,) on matters of mutual interest.

The Commission will have one standing subcommittee:

The ADA Subcommittee, which will advise the on Social Services Commission on all matters related to ADA compliance, accessibility and disability policies, programs and issues. ADA Subcommittee responsibilities shall include:

- a. Identification and removal of architectural and other barriers in City facilities, programs and services;
- b. Participation in the ADA Self Evaluation and Transition Plan;
- c. Prioritize and recommend ADA related projects for CDBG and other funding;
- d. Conducting community education and outreach activities to increase public awareness of issues related to accessibility and disabilities;
- e. Collect, maintain, and interpret information and statistics on access and disability issues for the use of community members, organizations and the City;
- f. Encourage and assist in preparation of publications and results of study and research pertaining to access and disability issues.
- g. Serve as liaisons between City departments and city commissions to improve communications on ADA topics, to regularly identify and discuss access issues, and to assist with departmental training related to ADA.

The ADA Subcommittee shall be comprised of Davis residents, two Social Services Commission members, City employees, and community members. The Subcommittee serves as a liaison between the City and the disabled community the city of Davis.

- a. The Social Services Commission can choose to have ad hoc subcommittees, and is expected to convene ad hoc subcommittees on Affordable Housing and Transportation as needed and with sufficient frequency to meet the requirements and demands of state, federal and local programs. These ad hoc subcommittees will have at least two members from the Commission.

PASSED AND ADOPTED by the City Council of the City of Davis on this third day of April, 2007 by the following vote:

AYES: Asmundson, Heystek, Saylor, Souza, Greenwald

NOES: None

ABSENT: None

/S/
Sue Greenwald
Mayor

ATTEST:

/S/
Margaret Roberts, CMC
City Clerk