

## HUMAN SERVICES COMMISSION

### General Functions:

The goal of the Human Services Commission is to assess community needs and requests and to provide the City Council with recommendations for fiscal support ensure that basic critical needs (food, shelter, clothing, and personal protection) of Lompoc citizens. The City Council has established the Human Services Commission to make recommendations and advise the City Council on matters affecting the human services of this community, as well as those in areas surrounding the City and having some relationship to the City.

The Human Services Commission shall perform the following functions:

1. Establish procedures for applying for funds, criteria for allocations, and making funding recommendations to the City Council.
2. Coordinate Human Services and Community Development Block Grant (CDBG) Public Service Activity funding so that basic human service needs are met.
3. Encourage citizens to contribute to the Human Services Fund.
4. Provide recommendations to the City Council concerning matters relating to human services.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

Emergency Grant Authority – Emergency grants of a maximum of \$1,000 per year may be available to any requesting human service agency to provide non-duplicate services or items not funded under current contract, which fall within basic critical needs as defined by , General Functions, and meet CDBG criteria.

### Membership:

Five members appointed by the City Council.

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Human Services Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Human Services Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Human Services Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Human Services Commission, once the majority of all the members of the City Council have voted the approval of such nomination.

### Removal of Members:

Any member of the Human Services Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

Meetings: The Human Services Commission shall meet at least once per calendar month on a date and at a time to best ensure a quorum is present, as determined by the Commission Chair or a majority of the Commission Members. The meetings shall be convened at City Hall, in the Administrative Conference Room. Regular meetings may be opened and, if needed, as determined by a majority of Commission Members, adjourned to a time and place certain. The Commission may also meet on other dates and at other times as determined by the majority of Commission Members. The time and date of each meeting will be made public as soon as feasible after each meeting is set.

### Officers:

A meeting shall be scheduled in ~~February-July~~ of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Human Services Commission and the vice chairperson shall act as presiding officer in the chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and/or advisors.

### Expenses:

All operational expenses of the Human Services Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Human Services Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

Time Involved: Approximately 60 to 80 hours per year.

References: ~~LMC section 5.60.030;~~ Resolution Nos. 3754(88), 3842(89), 4113(91), 4265(93), 4467(95), 4728(98), 5214(04), 5437(07), 5483(08), 5916(14), 6075(16), 6146(18), ~~and 6373(20), and 6385(21).~~

## PUBLIC SAFETY COMMISSION

### General Functions:

The Public Safety Commission shall advise the City Council and review local concerns related to police, fire or emergency medical activities, criminal activities or social conditions that present a real or perceived threat to public safety in Lompoc. The Commission's functions shall include:

1. Review public safety service delivery and address problems related to criminal activities, fear of crime, neighborhood decay and quality of life issues, as well as fire suppression and prevention efforts, and emergency medical services. Address problems related to criminal activities encountered by all segments of the community.
2. Attend meetings, solicit input and encourage community involvement in programs and matters of public safety and related volunteer services. Solicit community input on issues of crime, crime prevention and volunteer programs.
3. Make recommendations to the City Council in matters of public safety.

The Commission will abide by applicable Parliamentary procedures and all requirements of the Brown Act.

### Membership:

Five members to be appointed by the City Council.

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Public Safety Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Public Safety Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Public Safety Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Public Safety Commission, once the majority of all the members of the City Council have voted the approval of such nomination.
3. Failure to nominate a person for a seat on the Public Safety Commission for six (6) consecutive regular or adjourned City Council meetings shall entitle the Mayor to appoint the Mayor's or any other Council Member's nominee to the seat upon the approval of the majority of all the members of the City Council without the nomination of that member of the City Council otherwise entitled to nominate.

### Qualifications of Members:

1. Each Public Safety Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Public Safety Commissioner shall create a vacancy for that Public Safety Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Public Safety Commission seat.
2. No person shall be appointed to the Public Safety Commission who is employed by the City.
3. For purposes of Qualifications paragraph 1, "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

### Term of Office:

The term of office of each Public Safety Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. Vacancies on the Public Safety Commission shall be filled in the same manner provided for in the Membership section above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section above. A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section above.

### Removal of Members:

Any member of the Public Safety Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

### Meetings:

The Public Safety Commission meets monthly on the third Wednesday of February, April, June, August, October, and December, at 6:30 p.m., in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. Meetings may be called by the Chairperson of the Commission, or by a majority of its members. The Public Safety Commission shall meet at such times and dates necessary to consider the activities described under General Functions. Meetings may be called by the chairperson of the Commission, or by a majority of its members.

#### Officers:

A meeting shall be scheduled in February of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Public Safety Commission and the vice chairperson shall act as presiding officer in the chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and/or advisors.

#### Expenses:

All operational expenses of the Public Safety Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Public Safety Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

#### References:

Resolution Nos. 4298(93), 4594(97), 6075(16), 6303(20), 6307(20), ~~and 6373(20)~~, and 6385(21).