



# City of Glendale

5850 West Glendale Avenue  
Glendale, AZ 85301

## City Council Workshop Agenda

*Mayor Jerry Weiers*  
*Vice Mayor Ian Hugh*  
*Councilmember Jamie Aldama*  
*Councilmember Samuel Chavira*  
*Councilmember Ray Malnar*  
*Councilmember Lauren Tolmachoff*  
*Councilmember Bart Turner*

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Tuesday, February 2, 2016

1:30 PM

Council Chambers

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### Workshop

One or more members of the City Council may be unable to attend the Workshop or Executive Session Meeting in person and may participate telephonically, pursuant to A.R.S. § 38-431(4).

#### CALL TO ORDER

#### WORKSHOP SESSION

1. [16-002](#) FY14-15 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END AUDIT UPDATE  
Staff Contact and Presenter: Tom Duensing, Interim Assistant City Manager  
Staff Presenter: Vicki Rios, Interim Director, Finance and Technology  
Guest Presenter: Dennis J. Osuch, CPA, Principal, CliftonLarsonAllen, LLP

**Attachments:** [POWERPOINT - CAFR REPORT AND YEAR-END AUDIT UPDATE](#)

2. [16-020](#) CIOSI: DIVERSITY AND HUMAN RELATIONS COMMISSION  
Staff Contact: Jim Brown, Director, Human Resources and Risk Management  
**Attachments:** [Ordinances for Chandler, Gilbert, Mesa, Scottsdale and Tempe](#)  
[POWERPOINT - CIOSI - DIVERSITY AND HUMAN RELATIONS COMMISSION](#)

#### CITY MANAGER'S REPORT

This report allows the City Manager to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from discussing or acting on any of the items presented by the City Manager since they are not itemized on the Council Workshop Agenda.

#### CITY ATTORNEY'S REPORT

**This report allows the City Attorney to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from discussing or acting on any of the items presented by the City Attorney since they are not itemized on the Council Workshop Agenda.**

#### **COUNCIL ITEMS OF SPECIAL INTEREST**

**Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.**

#### **MOTION TO GO INTO EXECUTIVE SESSION**

##### **1. CALL TO ENTER INTO EXECUTIVE SESSION**

#### **EXECUTIVE SESSION**

##### **1. LEGAL MATTERS**

A. The City Council will meet with the City Attorney for legal advice, discussion and consultation regarding the city's position in pending or contemplated litigation, including settlement discussions conducted in order to avoid or resolve litigation. (A.R.S. § 38-431.03(A)(3)(4))

B. Council will meet to discuss and consider records exempt by law from public inspection and are specifically required to be maintained as confidential by state or federal law. (A.R.S. § 38-431.03(A)(4))

##### **2. PERSONNEL MATTERS**

A. Various terms have expired on boards, commissions and other bodies. The City Council will be discussing appointments involving the following boards, commissions and other bodies. (A.R.S. § 38-431.03(A)(3)(4))

1. Arts Commission
2. Aviation Advisory Commission
3. Board of Adjustment
4. Citizens Bicycle Advisory Committee
5. Citizens Transportation Oversight Commission
6. Commission on Neighborhoods

7. Commission on Persons with Disabilities
8. Community Development Advisory Committee
9. Glendale Municipal Property Corporation
10. Historic Preservation Commission
11. Industrial Development Authority
12. Judicial Selection Advisory Board
13. Library Advisory Board
14. Parks and Recreation Advisory Commission
15. Personnel Board
16. Planning Commission
17. Public Safety Personnel Retirement Board/Fire
18. Public Safety Personnel Retirement Board/Police
19. Risk Management/Workers Compensation Trust Fund Board
20. Water Services Advisory Commission

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (i) discussion or consideration of personnel matters (A.R.S. § 38-431.03(A)(1));
- (ii) discussion or consideration of records exempt by law from public inspection (A.R.S. § 38-431.03(A)(2));
- (iii) discussion or consultation for legal advice with the city's attorneys (A.R.S. § 38-431.03(A)(3));
- (iv) discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4));
- (v) discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. § 38-431.03(A)(5)); or
- (vi) discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. § 38-431.03(A)(7)).

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. § 38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless the City Council takes a legal action at a properly noticed open meeting to approve of such expenditure prior to incurring any such obligation or indebtedness. A.R.S. § 38-431.07(A)(B).



## Legislation Description

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**File #: 16-002, Version: 1**

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### **FY14-15 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END AUDIT UPDATE**

Staff Contact and Presenter: Tom Duensing, Interim Assistant City Manager

Staff Presenter: Vicki Rios, Interim Director, Finance and Technology

Guest Presenter: Dennis J. Osuch, CPA, Principal, CliftonLarsonAllen, LLP

### **Purpose and Policy Guidance**

The purpose of this item is to present Council with an overview of the results of the Fiscal Year ended June 30, 2015 annual external audit.

### **Background**

Article VI, Section 16 requires the City of Glendale to obtain an independent annual audit of its financial statements. Specifically, Section 16 reads as follows.

Sec. 16. Independent annual audit.

Prior to the end of each fiscal year the council shall designate qualified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the city government and shall submit their report to the council and to the city manager. This section shall not preclude the city council from executing a contract with an accounting firm for more than one year subject to annual appropriation and a maximum three-year agreement.

Such accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the city government or of any of its officers. They shall not maintain any accounts or records of the city business, but, within specifications approved by the council, shall post-audit the books and documents kept by the city and any separate or subordinate accounts kept by any other office, department or agency of the city government.

Consistent with government finance best practices, the results of the annual external financial statement audit should be presented to the City Council upon completion of the Comprehensive Annual Financial Report (CAFR). Additionally, the City has historically submitted the annual CAFR to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting award. The June 30, 2015, CAFR has been completed and submitted to the GFOA for award consideration.

### **Analysis**

Staff will present Council with an overview of the results of the Fiscal Year Ended June 30, 2015 annual external audit which will be presented by Mr. Dennis Osuch, a partner with CliftonLarsonAllen, the City's independent auditor.

**Previous Related Council Action**

On January 20, 2015, staff and Mr. Dennis Osuch, a partner with CliftonLarsonAllen, presented the June 30, 2014 CAFR and reviewed the audit results.

On January 21, 2014, staff and Mr. Dennis Osuch, a partner with CliftonLarsonAllen, presented the June 30, 2013 CAFR and reviewed the audit results.

**Community Benefit/Public Involvement**

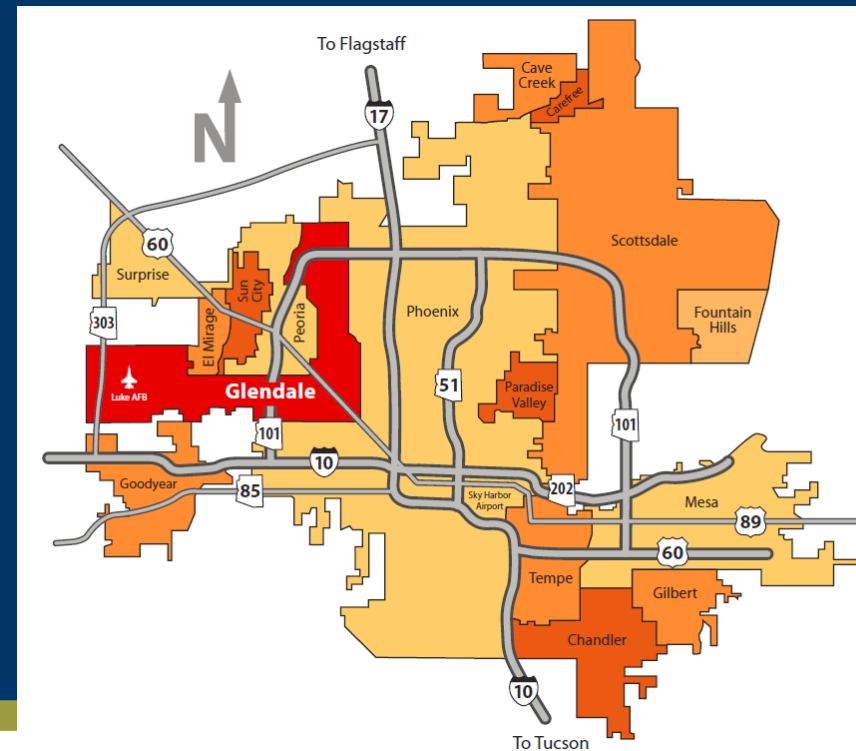
The annual audit and issuance of a Comprehensive Annual Financial Report is an important element to the City's commitment to financial stability and transparency.

**Budget and Financial Impacts**

This report is for information purposes only.

# City of Glendale Financial Audit for the Fiscal Year Ended June 30, 2015

Dennis J. Osuch, CPA  
Principal  
February 2, 2016



# What is an Audit?

An audit is the process of examining and verifying management's assertions

The objective is for the auditor to provide an opinion based on the examinations performed



# What is the Result of an Audit

An opinion

- Reasonable, but not absolute assurance

Findings and recommendations

# How do Auditors Determine What to Test?

## Risk based approach

### Apply risk factors to account balances and programs

- Account balances, then financial statement assertions

### Factors based on understanding of the government

- Gained through inquiry
- Gained through observation
- Gained through prior experience
- Gained through test work
- Gained through other factors

# Audit Process

Sign engagement letter



Audit planning by firm



Audit preparation by  
management

Audit communication with  
governance and management



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graph TD; A[Audit communication with governance and management] --> B[Audit examination (Fieldwork)]; B --> C[Communication of results];
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Audit examination  
(Fieldwork)

Communication of results

# The Reporting Package

Communication to Governance

Opinion on the Comprehensive Annual Financial Report

The Single Audit Report (Including the *Government Auditing Standards* Report and the Report on Major Federal Programs and the Schedule of Federal Expenditures)

Independent Accountants' Report on the use of Highway User Revenue Funds

# The Reporting Package

The Annual Expenditure Limitation Report

Landfill Assurance Agreed-Upon Procedures

Management Letter (If Applicable)

# Comprehensive Annual Financial Report

- Provide an opinion on the basic financial statements
- Provide an in-relation-to opinion on the combining and individual fund financial statements and schedules
- Provide an in-relation-to opinion on the federal data schedule
- Disclaim an opinion on the required supplementary information, introductory, and statistical sections

**We rendered an Unmodified (Clean) Opinion  
on the Financial Statements**

# Single Audit Report

- Provide an Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Provide an Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Federal Program, on Internal Control Over Compliance, and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133



# Single Audit Report

- Government Auditing Standards Report
  - We do not provide an opinion on internal controls, but we will report on any deficiencies in internal controls (significant deficiencies and/or material weaknesses) related to the financial statements
- OMB Circular A-133 Compliance
  - We provide an opinion on the City's major federal programs compliance
  - We do not provide an opinion on internal controls over compliance; however, we will report on any deficiencies in internal controls (significant deficiencies and/or material weaknesses) over compliance

# Single Audit Results

- We rendered an unmodified (clean) opinion on the City's compliance of its major federal programs
- No material weaknesses or significant deficiencies in internal controls in the *Government Auditing Standards Report*
- No matters of noncompliance related to a major federal program reported as a material weakness or a significant deficiency

# Types of Audit Findings

- Deficiency – either an error occurred or the design of the Organization's controls may not prevent or detect an error
- Significant Deficiency – a deficiency occurred, but it is not material and in all likelihood would not cause something to be materially misstated, but it's important enough that it should be reported to governance
- Material Weakness – a deficiency is present and it is either material or it could cause a material misstatement

# Other Reports

- Independent Accountants' Report on the use of Highway User Revenue Funds
  - Rendered a clean opinion as to the use of highway user revenue funds
- Independent Accountants' Report on the Annual Expenditure Limitation Report
  - Rendered a clean opinion
- Landfill Assurance Agreed-Upon Procedures
  - We do not render an opinion, we only report on those procedures agreed upon with the City and report on those matters

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# Questions or Comments?

Dennis J. Osuch, CPA, Principal

[Dennis.Osuch@CLAconnect.com](mailto:Dennis.Osuch@CLAconnect.com)



## Legislation Description

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**File #: 16-020, Version: 1**

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### **CIOSI: DIVERSITY AND HUMAN RELATIONS COMMISSION**

Staff Contact: Jim Brown, Director, Human Resources and Risk Management

### **Purpose and Policy Guidance**

At the November 17, 2015 Council Workshop, the City Council gave direction to bring to a future workshop information a citizens' Diversity/Human Relations Commission for review, discussion and possible further Council action.

### **Background**

The Human Resources and Risk Management Department has reviewed valley benchmark cities' Human Relations Commissions and in general, these Commissions were similar in purpose, structure and function. In all cases, the Commissions were titled "Human Relations Commission" and the Commission staff liaisons resided either in the Diversity Office (Chandler, Mesa, Scottsdale and Tempe), the Equal Opportunity Department (Phoenix), or the Community Resources Department (Gilbert). In the 'Analysis' section below, the Human Resources Department recommends a structure and function of a citizens' Diversity/Human Relations Commission based on the best practices of the valley cities that were researched.

### **Analysis**

The Diversity/Human Relations Commission will advocate and promote all dimensions of diversity. The Commission will act as an advisory body to the mayor, city council, and staff and will make recommendations on ways to encourage mutual respect and understanding among people, discourage prejudice and discrimination, and to work towards cultural awareness and unity. The Commission may also make recommendations for holding special events within the community that will further its purpose.

This Commission will serve the city council in an advisory role and be structured as follows:

- Seven (7) members, appointed by the city council, that broadly represent the diverse demographics of the community.
- Two (2) year staggered terms would be set for the members of the Commission

Once membership is determined by the council, the Commission will:

- Establish rules, regulations and procedures that will govern its affairs, including provisions for selection of a chairperson and vice chairperson and other officers and determined necessary.
- Establish time, place and manner of notice of all regular and special meetings.
- Establish Commission By-Laws and annual plan.

**Previous Related Council Action**

At the November 17, 2015 Council Workshop, the city council gave direction to bring to a future workshop information on a citizens' Diversity/Human Relations Commission for review, discussion and possible further Council action.

**Community Benefit/Public Involvement**

Establishing a Diversity/Human Relations Commission benefits the public by helping the community to become more harmonious, respectful, and cohesive.

ORDINANCE NO. 2806

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA, AMENDING ARTICLE IV OF CHAPTER II, CODE OF THE CITY OF CHANDLER; RELATING TO THE CHANDLER HUMAN RELATIONS COMMISSION.

BE IT ORDAINED by the City Council of the City of Chandler, Arizona, that Article IV of Chapter II, Code of the City of Chandler is amended to read as follows:

ARTICLE IV. COMMISSION ON HUMAN RELATIONS

Sec. 2-28. Establishment of the Commission.

There is hereby established the Chandler Human Relations Commission which shall consist of eleven (11) members broadly representative of the diverse demographics of the community. Such members shall be residents of Chandler and shall be appointed by the Mayor, subject to approval of the council without regard to their political affiliations, one of whom shall be elected by the other members to serve as chairperson.

Sec. 2-29. Terms of Office and Compensation of Members.

The terms of office for members of the Commission shall be three years, except that the first members shall be appointed for the following terms: Three (3) members shall serve one (1) year; four (4) members shall serve for two (2) years; and four (4) shall serve for three (3) years. Thereafter, their successors shall serve a full term and may not serve more than two (2) consecutive terms. All members shall serve until their successors have been duly appointed and qualified. Vacancies shall be filled for the unexpired term of the member whose office is vacant in the same manner as such member received original appointment. The Mayor shall have the right and power to remove any Commission member, with the approval of the Council. Members of the Commission shall serve without compensation.

Sec. 2-30. Staff Representation and Cooperation of City Departments.

The City Manager or a designee shall staff the Chandler Human Relations Commission. The City Manager, and all department heads through the City Manager, shall render such aid, assistance and staff help to the Commission as may be necessary to accomplish and fulfill its purpose and functions.



**Sec. 2-31. Purpose, Functions and Duties of the Commission.**

In that the Chandler City Council finds it to be of the utmost importance to work toward the elimination of prejudice and discrimination; and to promote amicable relations among all racial, cultural, religious, age, gender, disabled, socio-economic and national groups within the community. It will be the purpose of the Chandler Human Relations Commission to act as an advisory body to the City Council. It shall recommend ways to encourage mutual respect and understanding among the many groups of people who live, work and spend time within the community. The Commission should make recommendations to discourage all manner and manifestation of discriminatory practices, and assist the City Council and City departments on ways in which people from different racial, cultural or religious backgrounds can be made to feel at home within the Chandler community.

The Commission shall establish such rules and regulations as it deems necessary for Commission regulation and for the faithful performance of its duties. It should vote to set a time for regular meetings and to provide that six (6) members will constitute a quorum. The affirmative vote of six (6) members shall be required for passage of any matter before the commission.

INTRODUCED AND TENTATIVELY APPROVED by the City Council of Chandler, Arizona, this 12 day of ~~January~~, 1998.  
*February*

ATTEST:

*Carolyn Duen*  
CITY CLERK

*Gay Libby*  
MAYOR

PASSED AND ADOPTED by the City Council of the City of Chandler, Arizona, this 12 day of ~~February~~, 1998.  
*march*

ATTEST:

*Carolyn Duen*  
CITY CLERK

*Gay Libby*  
MAYOR

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Ordinance No. 2806 was duly passed and adopted by the City Council of the City of Chandler, Arizona, at a regular meeting held on the 12 day of ~~February~~ MARCH, 1998, and that a quorum was present thereat.

Carolyn Dean  
CITY CLERK

APPROVED AS TO FORM:

Dennis M. O'Neill  
CITY ATTORNEY

Published: March 17 & 24, 1998

DIVISION 8. - HUMAN RELATIONS COMMISSION<sup>[12]</sup>*Footnotes:*

--- (12) ---

**Editor's note**—Ord. No. 2409, § 1, adopted Dec. 6, 2012, repealed Div. 8 and enacted a new division as set out herein. The former Div. 8, §§ 1-320—1-322, pertained to the human relations, culture and arts promotion commission and derived from Ord. No. 2154, § 1, adopted May 13, 2008; and Ord. No. 2297, adopted Aug. 5, 2010.

## Sec. 1-320. - Creation.

Human relations are the ways we interrelate, by respecting one another, valuing strengths and differences. The council hereby establishes the human relations commission to advise the council on these values. The commission shall meet on an as needed basis.

(Ord. No. 2409, § 1, 12-6-12; Ord. No. 2539, § 1, 6-4-15)

## Sec. 1-321. - Membership.

The commission shall consist of five members and one alternate member appointed by the council. Terms shall be for three years, with staggered terms so no more than one-third of the membership shall expire in one year. The council may appoint nonvoting ad hoc members who are not residents of Gilbert.

(Ord. No. 2409, § 1, 12-6-12; Ord. No. 2539, § 1, 6-4-15)

## Sec. 1-322. - Powers and duties.

The commission shall have the following powers and duties:

- (1) Serve in an advisory role to the council on human relations and diversity-related issues;
- (2) Serve as a resource and an advocate on behalf of the community on human relations and cultural diversity issues;
- (3) Review, suggest and champion policies, programs, services, and events, which affect human relations and cultural diversity; by consciously and consistently seeking to serve all residents;
- (4) Build purposeful relationships with residents, the outlying community, council, town leadership and a wide range of local, state, national and international groups, agencies and organizations to respect diversity and promote unity in the town;
- (5) Communicate accurate and respectful information in order to educate the community of the town's rich cultural heritage and diversity;
- (6) Provide support/vision to the staff to promote the cultural initiatives and events as identified by the commission and approved by the council;
- (7) Identify opportunities to increase the awareness of cultural diversity between citizens by establishing ongoing dialogue and interaction to promote respect for diversity among all citizens within the town;
- (8) Identify and collaborate with groups and organizations that can provide cultural activities and enrichment to the town;
- (9)

Respond to community human relations and cultural diversity issues in a timely manner and with sensitivity and compassion;

- (10) Remain informed, open and responsive to opportunities that promote inclusion, equality, and unity within the town's strategic plan through council, town leadership and other commissions;
- (11) Encourage private funding for human relations efforts; and
- (12) Perform other duties as may be directed by the council from time to time.

(Ord. No. 2409, § I, 12-6-12)

Secs. 1-323—1-325. - Reserved.

**CHAPTER 12**  
**(880,902,1620,2712)**

**HUMAN RELATIONS**  
**ADVISORY BOARD**

**SECTION:**

- 2-12-1: BOARD CREATED**
- 2-12-2: PURPOSE AND FUNCTIONS**
- 2-12-3: MEMBERSHIP**

**2-12-1: BOARD CREATED:**

The City Council hereby creates a citizens advisory board to be known as the Human Relations Advisory Board. (3617)

**2-12-2: PURPOSE AND FUNCTIONS:**

In addition to such functions as the City Council may delegate to it, the Human Relations Advisory Board shall advise the City Council about racial, religious, ethnic, cultural, disability, or other human relations issues affecting Mesa City government and the delivery of City services. The Board may recommend policies to eliminate discrimination and prejudice, and to promote mutual understanding and harmony. The Board may also serve as a public forum for citizen input on issues related to the purpose and functions of the Board. (3617)

**2-12-3: MEMBERSHIP:**

- (A) The Board shall be composed of eleven (11) persons who are residents and electors of the City. Subject to the concurrence of the City Council, the Mayor shall appoint Board members for staggered terms of three (3) years each. At the time of initial appointment, the Mayor shall designate the length of term for each Board member to provide for staggered terms. (3617)
- (B) No Board member shall serve more than two (2) complete consecutive terms; however, a Board member may be reappointed after the lapse of three (3) years from the end of the previous term. (3617)
- (C) Continued absence of any Board member shall, at the discretion of the City Council, render such member liable for immediate removal from office by the Council. Any Board member absent from three (3) consecutive meetings without being excused by the Board shall constitute abandonment of office and the Board member is deemed to have vacated his or her office without further action of the Board or Council. (3617)
- (D) The Board's officers shall consist of a chairperson and a vice chairperson, each of whom shall be selected by the Board from the Board's members. Board officers shall serve a one- (1-) year term. No member shall serve more than two (2) full terms as chairperson and two (2) full terms as vice chairperson, not including partial terms in either capacity. (3617)

**CHAPTER 13**

**ELECTRICAL ADVISORY BOARD**  
**(945,1068,1621,2582)**

**(Repealed by 4206)**

DIVISION 14. - HUMAN RELATIONS COMMISSION

Sec. 2-361. - Established.

The Scottsdale Human Relations Commission is hereby established.

(Ord. No. 3315, § 1, 5-15-00; Ord. No. 3357, § 1, 11-6-00)

Sec. 2-362. - Membership.

- (a) The Scottsdale Human Relations Commission shall consist of seven (7) members, appointed by the city council, who shall individually and collectively be broadly representative of the diverse demographics of the community.
- (b) The terms of office for members of the Commission shall be three (3) years, except that the original members shall be appointed for staggered terms, two (2) for one (1) year, two (2) for two (2) years, and three (3) for three (3) years. The term shall commence on the date of appointment.
- (c) All members shall serve until their successors have been appointed and qualified. Vacancies to fill an unexpired term, or for any other cause, shall be filled by appointment by the city council and the term of the newly appointed member shall commence on the date of appointment.
- (d) The city council shall have the power to remove any commission member for cause.

(Ord. No. 3315, § 1, 5-15-00; Ord. No. 3357, § 1, 11-6-00)

~~Sec. 2-363. - Purpose; functions; duties.~~

The Scottsdale Human Relations Commission will advocate and promote all dimensions of diversity. The Scottsdale Human Relations Commission will act as an advisory body to the mayor, city council and staff and to make recommendations on ways to encourage mutual respect and understanding among people, to discourage prejudice and discrimination, and to work towards cultural awareness and unity. The commission may also make recommendations as to special events which will further its purpose.

(Ord. No. 3315, § 1, 5-15-00; Ord. No. 3357, § 1, 11-6-00)

Sec. 2-364. - Procedures; rules and regulations.

The Scottsdale Human Relations Commission will:

- (1) Establish rules, regulations and procedures that shall govern its affairs, including provisions for the selection of a chairman and vice-chairman and such other officers as may be deemed reasonably necessary for the effective and efficient operation of the board.
- (2) Establish the time, place and manner of notice of all regular and special meetings.
- (3) Establish the manner of adoption, amendment and repeal of the rules and regulations of the board. A vote by the members will determine a set time for regular meetings, which shall be held at least once a month. Four (4) members will constitute a quorum, which will be required for passage of any matter before the Commission.

(Ord. No. 3315, § 1, 5-15-00; Ord. No. 3357, § 1, 11-6-00)

TEMPE CODE

CHAPTER 2. ADMINISTRATION

ARTICLE V. BOARDS, COMMISSIONS, ETC.

DIVISION 6. HUMAN RELATIONS COMMISSION

**Sec. 2-225. Established; composition.**

(a) There is hereby established the Tempe human relations commission to be composed of eleven (11) members.

(b) The city manager or his designee shall serve the human relations commission in an advisory capacity.

(Ord. No. 95.18, 6-1-95; Ord. No. 2008.01, 1-24-08; Ord. No. O2014.22, 6-12-14)

**Sec. 2-226. Repealed.**

(Ord. No. 95.18, 6-1-95; Ord. No. 2008.01, 1-24-08)

**Sec. 2-227. Repealed.**

(Ord. No. 95.18, 6-1-95; Ord. No. 2008.01, 1-24-08)

**Sec. 2-228. Repealed.**

(Ord. No. 95.18, 6-1-95; Ord. No. 2008.01, 1-24-08)

**Sec. 2-229. Officers.**

The initial officers of the commission shall be selected by the mayor with the approval of the city council. Thereafter, the officers of the commission shall be selected by the commission members at the first meeting of commission following the 31st day of December of each year and shall serve from January 1 until the 31st day of December of the next succeeding year. No officer may serve in the same capacity for more than three (3) consecutive one-year terms.

(Ord. No. 95.18, 6-1-95)

**Sec. 2-230. Powers and duties.**

The human relations commission shall have the following powers and duties:

- (1) To advise the mayor and city council and assist city departments in promoting mutual understanding and respect among the many groups of people who live, work and spend time in our community;
- (2) To advise the mayor and city council and assist city departments on ways to eliminate prejudice and discrimination;
- (3) To advise the mayor and city council and assist city departments on ways in which people from different cultural backgrounds can be made to feel at home in the community; and

- (4) To advise the mayor and city council and assist city departments on ways in which information on human relations topics can be disseminated including: conducting surveys and studies, convening forums, seminars and workshops, and sponsoring special event and award recognitions.

(Ord. No. 95.18, 6-1-95; Ord. No. 2008.01, 1-24-08)

**Secs. 2-231—2-234. Reserved.**



# Diversity / Human Relations Commission

February 2, 2016

# Background

- Human Resources researched benchmark cities who had a Diversity or Human Relations Commissions (HRCs)
- Six valley cities currently have HRCs:
  - Chandler
  - Gilbert
  - Mesa
  - Phoenix
  - Scottsdale
  - Tempe

# Diversity / Human Relations Commission Role

- Advisory in nature
- Do not enforce ordinances
- Focus on community education and awareness
- Do not address complaints
- Externally focused and generally have a staff liaison that resides in a Diversity Office, Equal Opportunity Office, or Community Resource Office.
- Promote and obtain sponsorships for community events such as:
  - Celebration of Unity Luncheon
  - Multi-cultural festivals
  - MLK Awards Program
  - Unity Walk
  - Pride Parade
  - Educational Events and Diversity Dialogues

# Diversity / Human Relations Commission Recommendation

## Purpose:

To advocate for and promote all dimensions of diversity within the community.

## Accomplished by:

- Acting as an advisory body to the mayor, council and city staff
- Recommending ways to encourage mutual respect and understanding among people
- Discouraging prejudice and discrimination
- Working toward cultural awareness and unity
- Recommending special events within the community to further its purpose

# Diversity / Human Relations Commission Structure

The following structure is recommended:

- Seven (7) members, appointed by council, that broadly represent the diverse demographics of the community
- Two (2) year staggered terms set for members of the commission

# Diversity / Human Relations Commission Structure

Once membership is determined:

- Establish rules, regulations and procedures that will govern its affairs, including provisions for selection of a chair and vice chair and other officers as determined necessary
- Establish time, place for regular and special meetings
- Establish By-laws and annual plan

Questions and Council Direction?