

ORDINANCE NO. 12-87 N.S.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF RICHMOND ADDING
 CHAPTER 3.58 TO THE MUNICIPAL CODE OF SAID CITY ESTABLISHING THE
HUMAN RELATIONS AND AFFIRMATIVE ACTION COMMISSION

The Council of the City of Richmond do ordain as follows:

Section 1. Chapter 3.58 of the Municipal Code of the City
 of Richmond is hereby adopted to read as follows:

CHAPTER 3.58

Human Relations and AffirmativeAction Commission

Sections:

- 3.58.010 Creation of Commission
- 3.58.020 Duties and functions
- 3.58.030 Appointment and qualifications of members
- 3.58.040 Terms of office
- 3.58.050 Officers
- 3.58.060 Meetings
- 3.58.070 Rules and records
- 3.58.080 Absence from meetings
- 3.58.090 Relations with City departments and agencies

3.58.010 Creation of Commission. There is hereby created a Human Relations and Affirmative Action Commission.

3.58.020 Duties and functions. The duties and functions of the Commission shall be as follows:

(a) Review and evaluate the overall compliance with the goals and requirements of the City's Affirmative Action Plans and submit recommendations to the City Council;

(b) Consider appeals which may be filed pursuant to the City's Affirmative Action Plans;

(c) Initiate and investigate and/or receive and hear complaints of community tensions, practices and effects of discrimination, and acts of prejudice against any party because of race, religion, age, sex or ethnic origin, and attempt to resolve such matters through consultation with the advice of the City Council and/or City staff;

(d) Provide conciliation assistance and consultation to such parties as shall request its assistance in matters, controversies or disputes which may arise between said parties and any department, agency or commission of the City of Richmond. In instances involving City officials or agencies, the Commission shall facilitate communications, understanding and improved relationships between City employees and the City, and shall not be construed as constituting an abridgment of the responsibilities, duties and functions of any department, agency or other commission of the City;

(e) As deemed appropriate, conduct any educational or informational programs which would promote human relations in the City;

(f) Perform any other duties as may be requested by the City Council.

3.58.030 Appointment and qualifications of members. The Commission shall consist of eleven (11) members who shall be broadly representative of the community, who shall not be officers or employees of the City of Richmond and who shall be appointed by the Mayor with the concurrence of the City Council. Any vacancies on the Commission shall be filled by appointment by the Mayor with the concurrence of the City Council for the unexpired portion of the term of the appointee's predecessor. At least six of the members of the Commission shall be residents of the City of Richmond. Members of the Commission shall serve without compensation, provided that the City Council may authorize reimbursement of reasonable expenses incurred by the members in the performance of their duties.

3.58.040 Terms of office. The term of each member of the Commission shall be for three years; provided, however, that of the members first appointed, four shall serve for a term of one year, four shall serve for a term of two years, and three shall serve for a term of three years, as determined by lot by such members at the first regularly scheduled meeting following the adoption of this chapter. No member shall serve for more than three consecutive full terms.

3.58.050 Officers. The Commission shall meet within thirty days after their appointment by the Mayor and the City Council and from their own number elect a chairman and vice-chairman. Said officers shall serve for a period of one year. In the case of a vacancy in the position of chairman or vice-chairman, the Commission shall elect a successor who shall serve for the balance of the predecessor's term. The Commission shall appoint a secretary who may be, but need not be, a member of the Commission.

3.58.060 Meetings. The Commission shall fix the time and place of regular meetings of the Commission which shall not be less frequent than once each month. All meetings of the Commission shall be open to the public.

3.58.070 Rules and records. The Commission shall adopt rules for the transaction of the business of the Commission, which rules shall, among other things, include the term of the secretary of the Commission, the manner of calling and giving notices of special meetings and hearings, and the appointment and powers of standing committees. The commission shall keep records which shall be open to the public of its resolutions, transactions, motions, orders, findings and determinations.

3.58.080 Absence from meetings. The absence of any member of the Commission from more than three regularly scheduled meetings of the Commission within any twelve-consecutive-month period shall constitute an automatic resignation from the Commission. Such a resignation shall not, however, disqualify an individual from subsequently being appointed to the same or any other City commission or board. In the event of any

such resignation, the vacancy shall be filled by appointment for the unexpired portion of the term of the appointee's predecessor in the manner prescribed in Section 3.58.030.

3.58.090 Relations with City departments and agencies. So far as practicable and subject to the approval of the City Manager, the services of all other City departments and agencies shall be made available by their respective heads to the Commission for the purpose of carrying out the responsibilities of said Commission. The City Attorney may assign legal counsel to assist the Commission in the conduct of its investigations or hearings.

Section 2. Chapters 3.30 and 3.52 of the Municipal Code of the City of Richmond are hereby repealed.

Section 3. This Ordinance shall become effective after its final passage and adoption.

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First read at a regular meeting of the Council of the City of Richmond, California, held March 23, 1987, and finally passed and adopted at a regular meeting thereof held March 30, 1987, by the following vote:

Ayes: Councilmembers Niccolls, Corbin, Marquez, Ziesenhenne, McMillan, MacDiarmid, Griffin and Mayor Livingston

Noes: None

Absent: Councilmember Washington

HARLAN J. HEYDON
Clerk of the City of Richmond

Approved:

GEORGE L. LIVINGSTON
Mayor

Approved as to form:

MALCOLM HUNTER
City Attorney

State of California)
County of Contra Costa : ss.
City of Richmond)

I certify that the foregoing is a true copy of Ordinance No. 12-87 N.S. finally passed and adopted by the Council of the City of Richmond at a regular meeting held March 30, 1987, and published in accordance with law.

Harlan J. Heydon
Clerk of the City of Richmond

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