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Apache Junction, AZ Code of Ordinances

## **ARTICLE 2-11: HEALTH AND HUMAN SERVICES COMMISSION**

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### **§ 2-11-1 CREATION.**

(A) The Health and Human Services Commission of the City of Apache Junction, Arizona, is hereby created.

(B) Staff responsibilities shall be assigned through the City Manager's office.

(Prior Code, § 2-11-1)

### **§ 2-11-2 MEMBERSHIP AND TERMS OF OFFICE.**

(A) The Health and Human Services Commission shall consist of 5 members who shall be appointed and approved by the Council.

(B) (1) The appointments to this Commission shall be for terms of 3 years each, with the terms of members so staggered that the terms of no more than 3 members shall expire in any given year.

(2) Upon expiration of the term of office, all new appointments shall be made by the Mayor and Council for full 3-year terms and all such terms shall expire on October 31, except that in the event of death or resignation of a member, the vacancy shall be filled by appointment of the Mayor and Council for the unexpired term.

(C) At least 3 of the 5 members shall be residents of the city, with no more than 2 being non-residents from within the zone of influence.

(D) No individual shall be appointed to the Commission if the individual has received funding from the city either as an individual, or if such person has served on the board of any agency or been the employee of any agency that has received funding from the city at any time during the preceding 12 months.

(E) No former member of the Health and Human Services Commission shall make application to the city for funding as an individual or as the employee or representative of any agency within 12 months after they have ceased to be a member of the Commission.

(Prior Code, § 2-11-2) (Am. Ord. 1328, passed 10-27-2008)

### **§ 2-11-3 COMPENSATION AND EXPENSES.**

The members of the Health and Human Services Commission shall receive no salaries or other remuneration for their services as members of the Commission and shall not be entitled to personal expenses incurred by them in the discharge of their official duties, except to the extent, purposes and amount such expense is first authorized and approved in advance by the Council.

(Prior Code, § 2-11-3)

### **§ 2-11-4 OFFICERS.**

The Commission shall elect a Chairperson and Vice Chairperson from among its members to serve for a period of 1 year. The Vice Chairperson shall preside at Commission meetings in the absence of the Chairperson.

(Prior Code, § 2-11-4)

### **§ 2-11-5 DUTIES.**

The Health and Human Services Commission is hereby charged with the following duties:

(A) To conduct public hearings to determine the needs of city residents with regard to public health needs, provision of human services and care of the elderly, handicapped and developmentally disabled;

(B) To enhance the development of the public health through public forums, seminars and work with other agencies;

(C) To review requests submitted by health and human service providers (non-profit agencies) for city funding and to make recommendations to the Council regarding that funding;

(D) To assist in the development of health care facilities; and

(E) To make recommendations to the Council regarding elderly health care and emergency transportation programs.

(Prior Code, § 2-11-5)

**§ 2-11-6 MEETINGS.**

(A) The Commission shall establish a regular meeting date which shall be placed on file in the office of the City Clerk.

(B) Special meetings may be called by the Chairperson.

(C) A quorum shall consist of 3 members for the transaction of all business.

(Prior Code, § 2-11-6)

**§ 2-11-7 VACANCIES.**

Vacancies shall be filled in accordance with the provisions of Vol. I, § 2-11-2 for the unexpired term of the member affected.

(Prior Code, § 2-11-7)

**§ 2-11-8 REMOVAL OF MEMBERS.**

(A) Members of the Commission serve at the pleasure of the Council and may be removed from office by the majority of the Council.

(B) A member of the Commission shall not be absent from more than 3 consecutive meetings.

(C) If such an absence occurs, the remaining members of the Commission shall vote to retain or recommend to the Council that the absentee member be relieved of his or her duties on the Commission.

(Prior Code, § 2-11-8)

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**ARTICLE 2-14: REQUESTS FOR FINANCIAL ASSISTANCE**

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## Section

2-14-1 Requests for non-profit funding

2-14-2 Requests for financial assistance

**§ 2-14-1 REQUESTS FOR NON-PROFIT FUNDING.**

(A) *Required documentation.* Any non-profit agency submitting a request for an allocation or grant of city funds shall submit to the city specific documentation including, but not limited to, the following: A copy of the agency's most recent audit report; a certified copy of the agency's most recent financial statement; detailed expenditure statements in order to provide a detailed accounting of all funds previously received from the city; complete information on the source and amount of funding received from all other sources such as non-governmental agencies, membership fees and dues, and private contributions; client service information as it applies to residents of the city; proof of non-profit status as

determined by the Internal Revenue Service; proof of corporate status to include copies of by-laws and articles of incorporation; the source and amount of funding received from other governmental agencies; the names and addresses of current board members; and any other documentation as may be deemed necessary by the city.

(B) *Reporting requirements.* Any non-profit agency receiving an allocation or grant of city funds shall be required to submit to the city, on a quarterly basis, a detailed accounting of the expenditure of city funds for the previous quarter, a written report outlining the agency's performance and accomplishments within the scope of work outlined in their contractual agreement with the city, and any other documentation as may be deemed necessary by the city in order to determine the agency's compliance with the provisions of the contract.

(C) *Contract required; procedure for distribution of funds.*

(1) All city funds allocated or granted to any non-profit agency shall be by means of a written contract based upon services to be provided to or work to be performed on behalf of the city and its residents in compliance with the provisions of Arizona Revised Statutes regarding the use of public funds.

(2) All city funds allocated or granted under the provisions of this section shall be released in equal quarterly installments or quarterly payments based upon a schedule of anticipated expenses which has been approved by the Mayor and Council. No subsequent quarterly allocation or grant shall be released until such time that the receiving agency has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the scope of work stipulated in their contract with the city.

(D) *Submittal of requests for funding.* All funding requests submitted by non-profit agencies for the allocation or grant of city funds shall be submitted to the City Clerk's office during the month of January of each year. Requests so submitted shall not be subject to city funding unless approved by the Council and only following adoption of a final budget for the subsequent fiscal year.

(Ord. 659, passed 11-3-1998)

## **§ 2-14-2 REQUESTS FOR FINANCIAL ASSISTANCE.**

All requests for financial assistance shall comply with the following stipulations and conditions:

(A) All requests shall be filed by or on behalf of a valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office. The registration shall be current and documentation of such status and registration shall be provided at the time of the request. This article shall not apply to governmental or quasi-governmental jurisdictions;

(B) All requests shall be submitted to the City Clerk during the month of January of each year in order to be eligible for consideration in conjunction with the subsequent fiscal year budget;

(C) All requests received in accordance with division (B) above shall be referred to the appropriate city board or commission for purposes of review and recommendation to the Council; and

(D) In those instances where a request is due to catastrophic circumstances or when the public health, safety and welfare is at risk, the requirements of this article may be waived by action of the Council. It is

preferable, however, even in such instances, for the request to receive a review and recommendation from the appropriate city board or commission.

(Prior Code, Art. 2-14)