



**MEMORANDUM**

City Manager's Office

**DATE:** June 4, 2020  
**TO:** Human Relations Commission  
**FROM:** Christina Gilmore, Assistant to the City Manager  
**SUBJECT:** Fiscal Year 2020-21 Work Plan Final Discussion

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**RECOMMENDATION**

Discuss and finalize recommended items for the Human Relations Commission Fiscal Year 2020-21 Work Plan.

**BACKGROUND**

At its May 21, 2020 meeting, the Human Relations Commission (HRC) reviewed the work plan status for Fiscal Year 2019-20, identified ongoing work plan items that will carry forward to the next fiscal year, and engaged in a discussion about a proposed new project for the Fiscal Year 2020-21 Work Plan.

**DISCUSSION**

Commission members confirmed that the following work plan items would be carried forward from the Fiscal Year 2019-20 Work Plan to the Fiscal Year 2020-21 Work Plan:

- Immigrant Resources Needs and Assets Assessment;
- Safe Parking Subcommittee;
- ADA Subcommittee; and
- Civility Roundtable on Unconscious Bias.

Commission members identified the following potential new or amended work plan items for the Commission to consider adding to the Fiscal Year 2020-21 Work Plan:

- Serve as a resource for Community COVID-19 Needs;

- Expand the Safe Parking Committee; and
- Conduct the Civility Roundtable on Unconscious Bias in a remote participation format and incorporate unconscious bias associated with the COVID-19 pandemic.

## **ANALYSIS**

Following the May 21 HRC meeting, staff assessed the proposed work plan items and met with the Chair and Vice Chair to discuss the potential project scope and the level of HRC and staff effort required to support each item.

As mentioned in the May 21, 2020 memorandum, due to the COVID-19 pandemic and the shelter-in-place orders, there is considerable uncertainty about when and how community events and traditional community engagement can be resumed. Additionally, the City's COVID-19 recovery priorities will require the focus of staff and the City Council at the same time that the economic impact of the pandemic has resulted in fiscal constraints. For these reasons, staff recommended that the HRC consider proposing only one new item for Fiscal Year 2020-21 and carry forward two items from the Fiscal Year 2019-20 Work Plan.

## **Recommended Work Plan Items**

Based on the above assessment, discussion with the Chair and Vice Chair, and capacity considerations, staff recommends the following work items for the Commission's consideration for the Fiscal Year 2020-21 HRC Work Plan.

1. *Continue the work of the Immigrant Resources Needs and Asset Assessment*
2. *Serve as a resource for Community COVID-19 needs*

Plan a Listening Forum to give voice to the Mountain View community experience, feelings, and impacts as a result of the COVID-19 pandemic. Staff recommends the appointment of a subcommittee at the June 4, 2020 meeting to enable work to begin on planning, in the event that the Mountain View Resiliency Roundtable recommends an event for late summer or early fall, and the Roundtable or City Council asks for HRC assistance before the next Commission meeting.

3. *Civility Roundtable on Unconscious Bias*

Assess the feasibility of implementing a new event format and speaker availability to identify a path forward for the previously planned Civility Roundtable event.

4. *Safe Parking Subcommittee*

In September 2019, the City Council approved a work plan item for the HRC to extend staff's capacity to conduct safe parking outreach to help secure new lots through the streamlined City process and to provide quarterly updates. Since that time, the Subcommittee has made important accomplishments, helping to develop more effective messaging about safe parking and engaging in a positive way with lot owners and the public. Over the past three years, the City has collaborated with the County and community-based organizations to plan and implement five Safe Parking Lots, resulting in Mountain View having the largest safe parking capacity in the County. The City values the Subcommittee's work to share these successes to encourage private lot owners to participate and to generate broader community support for safe parking.

Staff recommends continuing the work of the Safe Parking Subcommittee within the existing subcommittee scope and the limits of staff capacity to support this work plan item.

5. *ADA Subcommittee*

Staff will return to the HRC to provide an update and an overview of the City's ADA Compliance Work Plan. At that time, the ADA Subcommittee will be engaged by staff to support the City's work plan.

**Process for Selection**

Staff recommends that the HRC discuss the feasibility and scope of the recommended items and determine if there is consensus to include them in the Fiscal Year 2020-21 Work Plan.

**NEXT STEPS**

The work plan items for the next fiscal year will be submitted to the City Council for approval in September 2020.

CG/1/MGR  
608-06-04-20M

Attachment: 1. May 21, 2020 HRC Agenda Packet