



MEMORANDUM

City Manager's Office

DATE: May 6, 2021

TO: Human Relations Commission

FROM: Christina Gilmore, Assistant to the City Manager
Audrey Seymour Ramberg, Assistant City Manager/
Chief Operating Officer

SUBJECT: Fiscal Year 2021-22 Work Plan Discussion

PURPOSE

Review the work plan status for Fiscal Year 2020-21, identify ongoing work plan items that can be carried over to the next fiscal year, and discuss potential new items for the Fiscal Year 2021-22 Work Plan.

BACKGROUND

City Council Policy A-23, "Work Item Referral Process for Council Advisory Bodies and Councilmember Committees," requires all Council Advisory Bodies to annually prepare work plans for City Council review and approval (Attachment 1).

The Human Relations Commission (HRC)-recommended advisory body work plan is typically developed through a two-step process in May and June for the next fiscal year beginning July 1. City Council review and approval of Council Advisory Body work plans for the Fiscal Year 2021-22 are expected to occur in September.

DISCUSSION

Fiscal Year 2020-21 Work Plan Review

The Fiscal Year 2020-21 Work Plan includes 12 routine work items that the HRC implements annually and five new work items. The ongoing work items are listed as A-L in the current work plan and have been completed or have an ongoing status. The five new items are listed as 1-5 in the Fiscal Year 2020-21 Work Items in the work plan (Attachment 2).

In Fiscal Year 2020-21, the HRC has completed the following work plan items:

- The Community-Police Relations Subcommittee organized four listening forums, developed an online portal for written stories, and conducted one-on-one interviews with community members to provide a safe space for community members to share their stories and experiences with policing in Mountain View. The Subcommittee shared a summary report with themes from the community engagement process on local policing that will help inform future police policies and programs with the community and the City Council in November 2020.
- The Civility Roundtable (CRT) subcommittee held a virtual CRT on Unconscious Bias in December 2020.
- The Immigrant Resources Needs and Assets Assessment Subcommittee shared the final report and findings from the needs and assets community survey conducted in fall 2019 with stakeholders and the Mountain View community. The Subcommittee presented their findings and recommendations to the City Council in January 2021.
- The HRC held a public hearing to review and make funding allocation recommendations for the Fiscal Year 2021-22 CDBG and HOME Funding requests in March 2021.

Potential Work Plan Items

As noted in the Background section of the memo, the focus of this item is for the HRC to identify ongoing work plan items that can be carried over to the next fiscal year and discuss a limited number of potential new items for the Fiscal Year 2021-22 Work Plan. The prioritization of work plan items following staff analysis of work needed and capacity to execute projects will occur at the June 3, 2021 HRC meeting.

Due to capacity constraints throughout the organization, the City's continued focus on COVID-19 recovery, and the Council's desire to limit the number of work plan items on advisory work plans, advisory bodies are being asked to limit their proposed Fiscal Year 2021-22 Work Plan items.

It is important to note that the City Council or the Race, Equity, and Inclusion Ad Hoc Subcommittee may refer work plan items or assignments to the HRC during Fiscal Year 2021-22.

Staff recommends that the HRC consider whether to carry forward the Safe Parking Subcommittee from the Fiscal Year 2020-21 Work Plan if the Subcommittee indicates that their primary work will not be completed after June 30, 2021.

Staff recommends an approach to identifying potential work plan items that consider both the types of roles and activities for which the HRC has experience successfully planning and implementing and the issue areas that are of interest to the HRC.

Staff suggests these HRC roles and best practices related to the following categories:

- Community Engagement (e.g., Listening Forums, training, Civility Round Tables)
- Information-sharing to help the community understand an issue, raise awareness, or conduct storytelling (e.g., Community-Police Subcommittee, Safe Parking Subcommittee)
- Needs and Assets Assessment (e.g., LGBTQ, Immigrant Needs and Assets)

As for the issues that might be pursued through one of these activities above, the HRC may wish to consider or identify issue areas that are especially timely, consistent with the HRC's mission, consistent with existing City policy, and that would provide an opportunity to add value above and beyond the work of other groups or organizations.

RECOMMENDATION

Staff recommends that each Commissioner put forward up to three new work plan items for any of the three categories.

A recommended process for Commissioners to share their top three new work plan items is as follows:

1. During the meeting, each Commissioner will share their top three work plan items, noting both the issue and the category for the type of activity. Staff will document each Commissioner's top three items.
2. Staff will assist with consolidating or combining similar work plan items as necessary.
3. The HRC, as a body of the whole (consensus or majority), will affirm the final list of potential work plan items to be considered for prioritization at the next HRC meeting.

NEXT STEPS

As noted above, the prioritization of work plan items following staff analysis of work needed and capacity to execute projects will occur at the Commission's June 3, 2021 meeting.

CG-ASR/1/MGR

608-05-06-21M

- Attachments:
1. [City Council Policy A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees](#)
 2. Fiscal Year 2020-21 HRC Work Plan