



MEMORANDUM

City Manager's Office

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

RECOMMENDATION

Review the work plan status for Fiscal Year 2019-20, identify ongoing work plan items that can be carried over to the next fiscal year, and engage in a discussion with staff about potential new items for the Fiscal Year 2020-21 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 Fiscal Year 2020-21 is expected to take place in September.

DISCUSSION

The Fiscal Year 2019-20 work plan includes 13 routine, ongoing work items that the HRC implements annually, and six new work items. The ongoing work items are listed as 1-13 in the current work plan and have been completed, or have an ongoing status. The three new items are listed as 1-3 in the Fiscal Year 2019-20 Work Items in the work plan (Attachment 2).

In the first half of Fiscal Year 2019-20, the HRC was able to make significant progress on or complete the following work plan items:

- The Immigrant Resources Needs and Assets Assessment Subcommittee completed the needs and assets assessment community survey in fall 2019 and are in the process of evaluating the data to develop a preliminary report and findings for HRC review in the spring of 2020. Following the presentation of the preliminary data, the subcommittee will share the information with stakeholders and the Mountain View community to receive additional input prior to finalizing the findings and developing recommendations for HRC input in fall 2020.
- A Safe Parking Subcommittee was formed in the fall of 2019 to assist City staff with safe parking community outreach. The subcommittee engaged in business outreach with City staff to identify available lots for safe parking and educate the community and businesses about the safe parking program.
- The HRC held a public hearing to review and make funding allocation recommendations for the Fiscal Year 2020-21 CDBG and HOME Funding requests.

Unfortunately, the COVID-19 pandemic and the county-wide and state-wide shelter-in-place orders have resulted in the postponement or cancellation of a wide range of meetings, events, and activities, which has impacted the HRC's ability to complete several of its Fiscal Year 2019-20 work plan items. Specifically, the Civility Roundtable on Unconscious Bias scheduled for March 30, 2020, was canceled continued in-person outreach of the Safe Parking Subcommittee has been impacted, and the City's work to update its ADA plan has been postponed.

At this time, there is considerable uncertainty about when and how community events and traditional community engagement can be resumed. In addition, 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, advisory bodies are being asked to limit their proposed Fiscal Year 2020-21 work plan items. .

Staff recommends 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. The two items staff recommends to carry-forward are the Immigrant Resources Needs and Assets Assessment and the Safe Parking Subcommittee, due to the ongoing status of these work plan items. The Commission may also wish to consider whether holding two Civility Roundtable events, which have been traditionally been listed as an ongoing work plan item, will be feasible and how the format of these events can be changed in light of public health order constraints on large gatherings.

It is important to note that the City Council COVID-19 recovery priorities may also result in referrals or assignments to the advisory bodies during FY 2020-21. The Commission could consider including in the proposed work plan its interest in providing assistance on COVID-19 recovery issues as directed by Council. There is a separate item on the May 21 agenda that seeks the Commission's input regarding its perspective about pandemic recovery issues.

NEXT STEPS

Staff recommends that the HRC confirms the two recommended carry forward work items, and discuss any potential additional projects for the coming fiscal year. After dialogue and discussion, the Commission can prioritize their top new work plan item to be reviewed and finalized by the Commission at the June 5, 2020 meeting.

- Attachments: 1. [City Council Policy A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees](#)
2. FY 2019-20 Work Plan