

DATE: June 6, 2024

TO: Human Relations Commission

FROM: Laurel James, Principal Management Analyst

VIA: Audrey Seymour Ramberg, Assistant City Manager

SUBJECT: **Fiscal Year 2024-25 Meeting Schedule**

RECOMMENDATION

Approve the Human Relations Commission meeting schedule for Fiscal Year 2024-25.

BACKGROUND AND ANALYSIS

On December 14, 2021, the City Council approved Resolution No. 18634, which revised City Council Policy K-2—Council Advisory Bodies (Attachment 1), which states that each Council Advisory Body must formally adopt an annual meeting schedule.

The proposed schedule below is intended to serve as the calendar of regularly scheduled Human Relations Commission (HRC) meetings through the end of Fiscal Year 2024-25 (FY 24-25) on June 30, 2025. The schedule calls for the HRC to meet on the first Thursday of every month at 6:30 p.m., except in the months of July and August, when the City Council and Council Advisory Bodies are regularly in recess. HRC Special Meetings and other events (e.g., Civility Roundtables) will be scheduled as needed. Scheduled meetings will be canceled if there are no New Business items and the meeting scheduled immediately prior was not canceled.

The proposed meeting schedule for FY 24-25 is as follows:

September 5, 2024	March 6, 2025
October 3, 2024	April 3, 2025
November 7, 2024	May 1, 2025
December 5, 2024	June 5, 2025
February 6, 2025	

While Rosh Hashanah, a Jewish high holiday, falls on October 3, 2024, staff recommends retaining this meeting on the HRC's FY 24-25 schedule as it is the first meeting at which the HRC will have a Council-approved FY 24-25 Work Plan. Postponing this meeting would delay the Commission's

ability to establish ad hoc committees and begin work on new FY 24-25 projects for an additional month.

LJ/4/MGR

612-06-06-24M

Attachment: 1. City Council Policy K-2—Council Advisory Bodies