



MEMORANDUM

City Manager's Office

DATE: May 3, 2018

TO: Human Relations Commission

FROM: Christina Gilmore, Assistant to the City Manager

SUBJECT: Fiscal Year 2018-19 Work Plan Discussion

RECOMMENDATION

Review the work plan status for Fiscal Year 2017-18, identify ongoing work plan items that will carry over to the next fiscal year, and engage in a discussion with staff about potential new items for the Fiscal Year 2018-19 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 and ending June 30. City Council review and approval of Council Advisory Body work plans for Fiscal Year 2018-19 will take place in September.

DISCUSSION

The Fiscal Year 2017-18 work plan includes 16 routine, ongoing work items that the HRC implements annually, and three new work items. The ongoing work items are listed as A - M 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 work plan (Attachment 2).

The HRC has had a very full year with many significant accomplishments toward completion of the Fiscal Year 2017-18 work plan. The assessment of the 2017 Multicultural Festival was completed in December 2017 and a recommendation for a proposed Multicultural Festival in FY 2018-19 has been incorporated in the FY 2018-19 City Manager's Office budget request.

The LGBTQI Needs and Assets Subcommittee completed the needs and assets assessment in spring 2018, and is currently reviewing the data and information collected to present initial findings and recommendations for HRC dialogue and discussion at its June 7, 2018 meeting. Following the June presentation, the Subcommittee will post the initial findings for community review and feedback, and return to the HRC at its September 6, 2018 meeting with a final report.

Start of work on the Immigrant Resources Needs and Assets Assessment was delayed pending completion of other HRC work plan items. The Subcommittee was appointed at the February 1, 2018 meeting and provided an oral update on the Subcommittee's progress at the HRC's April 5, 2018 meeting. The Subcommittee will present a more detailed work plan for HRC dialogue and discussion at its May 3, 2018 meeting, and anticipates implementing the work plan throughout Fiscal Years 2017-18 and 2018-19..

Due to the ongoing status of these two work items, it is recommended that the LGBTQI Needs and Assets Assessment, and the Immigrant Resources Needs and Assets Assessment be carried forward to the Fiscal Year 2018-19 work plan.

In addition to the two recommended carry forward work items, there are three ongoing work items that have a significant impact on available Subcommittee capacity and staff assistance that should be considered while developing new items for FY 2018-19. These are the (1) CDBG/HOME funding allocation process, (2) the Civility Roundtable community dialogue, and (3) a tentative 2018 Multicultural Festival. An additional work item proposed for the FY 2018-19 work plan, and to be presented by staff during the May 3, 2018 HRC meeting, is the HRC's role in recommending funding for a soon to be developed one-time Fiscal Year 2018-19 "Community for All" grant process.

For the Commission's reference, an FY 2018-19 tentative agenda calendar that identifies agenda items to be considered at upcoming regularly scheduled HRC meetings is included as Attachment 3 to this memorandum.

NEXT STEPS

Staff recommends that the HRC confirms the two recommended carry forward work items, the proposed Fiscal Year 2018-19 Community for All grant allocation work item, and discuss any potential additional projects for the coming fiscal year. After dialogue and discussion, the Commission can prioritize their top new work plan items to be reviewed and finalized by the Commission at the June 7, 2018 meeting.

- Attachments:
1. [City Council Policy A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees](#)
 2. FY 2017-18 Work Plan
 3. FY 2018-19 Tentative Agenda Calendar