



CITY OF  
**PALO  
ALTO**

## City Council Staff Report

**Report Type: CONSENT CALENDAR**

**Lead Department: City Clerk**

**Meeting Date: June 19, 2023**

Report #:2305-1581

### **TITLE**

Approval of the 2023-2024 Human Relations Commission Work Plan; CEQA Status – Not a Project

### **RECOMMENDATION**

Staff recommends Council review and approve the 2023-2024 Human Relations Commission Work Plan.

### **BACKGROUND**

On November 30, 2020, the City Council adopted the Boards, Commissions and Committees (BCC) Handbook, which implemented an annual review and approval of BCC work plans.

Each BCC is required to prepare an annual work plan for review and approval by the Council by second quarter of the calendar year. The annual report should include the results of the prior year's plan and should consist of up to three priorities. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.

Council may refer additional items to the BCCs in response to new developments. BCCs should work on the items outlined in the approved workplans over the course of the year and should refrain from expending their time and staff resources on items that have not been approved by the City Council.

In the event a BCC would like to add an item to the workplan for review after an annual workplan has been approved by the City Council, a prompt request by the BCC Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

At the June 12, 2023 meeting, Council will review the workplans for Architectural Review Board, Historic Resources Board, Parks and Recreation Commission, Planning and Transportation Commission, Public Art Commission, Stormwater Management Oversight Committee, and Utilities Advisory Commission. At this meeting, Council will review the workplan for the Human Relations Commission.

**FISCAL/RESOURCE IMPACT**

There is no fiscal impact associated with the review and approval of the BCC workplans. Any fiscal resources that will be necessary for the implementation of these workplans can be incorporated into the FY 2024 budget discussions at the Council's discretion.

**ATTACHMENTS**

Attachment A: Human Relations Commission Work Plan

**APPROVED BY:**

Mahealani Ah Yun, Interim City Clerk