



*City of Arts & Innovation*

# Human Relations Commission Memorandum

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**TO: HUMAN RELATIONS COMMISSION**                      **DATE: JANUARY 23, 2025**  
**FROM: HUMAN RELATIONS COMMISSION CHAIR**            **WARDS: ALL**  
**SUBJECT: DRAFT 2025 HUMAN RELATIONS COMMISSION ANNUAL WORKPLAN**

**ISSUE:**

Review and approve the draft of the 2025 Human Relations Commission Annual Workplan.

**RECOMMENDATION:**

That the Human Relations Commission review and approve the draft of the 2025 Human Relations Commission Annual Workplan and recommend moving it forward in the review process to the City Manager and the Finance Committee for approval.

**BACKGROUND:**

At the direction of the City Council Governmental Processes Committee, in an effort to focus and enhance the direction of City boards and commissions, City staff was assigned the responsibility of collaborating with each City board and commission to formulate an annual work plan that aligns with the City's Strategic Plan. Each workplan was then taken to the respective City Council Standing Committee for review and approval.

On September 28, 2023, the Human Resources Commission (HRC) received a draft 2024 Workplan for review. On October 26, 2023, the HRC reviewed a revised 2024 Workplan and recommended that it move forward to the City Council Standing Committee for approval. On January 10, 2024, the Financial Performance and Budget Committee approved the proposed 2024 Workplan for the Human Relations Commission. The 2024 Workplan commenced in March 2024 and is to be completed in February of 2025.

**DISCUSSION:**

Following the completion of the 2024 Workplan, an updated 2025 Workplan must be created and forwarded to the City Council Finance Committee for review and approval. With input from the Chair and Vice Chair of the HRC, a draft 2025 HRC Workplan (attachment) has been created for review and input from the Commission. Any input and suggested edits to the draft 2025 Workplan are to be discussed amongst the Commission. Following approval of the 2025

Workplan, the draft will be presented before the Finance Committee for final approval. The 2025 Annual Workplan will commence on March 1, 2025.

The 2025 Annual Workplan tasks should be created in alignment with the powers and duties of HRC and the City's Strategic Plan. The HRC was created to advise the Mayor and the City Council on issues of discrimination and advocate for equal opportunity, justice, and access to service and opportunities. The Commission engages in activities designed to aid in the elimination of prejudice, intolerance, and discrimination against individuals or groups because of race, color, religion, national origin, language, citizenship status, sex, sexual orientation, gender identity, gender expression, or cultural background. The Commission promotes an informed and inclusive multicultural society.

Riverside Municipal Code Section 2.16.030 identified the following powers, duties, and functions for the HRC:

1. To advise the City Council on all problems of local inter-group relations;
2. To study the problems of prejudice and discrimination in the community and the causes thereof;
3. To work with other agencies, public and private, in developing programs to eliminate prejudice and discrimination;
4. To sponsor and encourage educational activities which tend to promote interracial, interfaith, and interethnic harmony, progress, and integration;
5. To foster mutual understanding and respect among all racial, religious, and national groups;
6. To prepare and submit an annual report to the City Council concerning human relations by the end of the fiscal year;
7. To recommend and coordinate effective systems to ensure justice and access for the City of Riverside.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst

Attachment: Draft 2025 HRC Workplan