

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Karin Flom, Assistant Planner
DATE: February 11, 2021
RE: Human Relations Commission Meeting on February 18, 2021

The next meeting of the Fargo Human Relations Commission will be held on Thursday, February 18, 2021 at 12:00 p.m., as a **virtual meeting**. If you are not able to attend, please contact staff at 701.241.1474 or Planning@FargoND.gov.

**HUMAN RELATIONS COMMISSION
Thursday, February 18, 2021 at 12:00 p.m.
Virtual Meeting**

AGENDA

1. Welcome & Introductions
2. Approve or Amend AgendaAction Item
3. Approve or Amend Minutes.....Action Item
4. Public Comment – Citizens to be Heard.
5. Meeting Frequency & Structure RecommendationAction Item
6. Liaison Position Vision Statement RecommendationAction Item
7. Staff Presentation: Carrying Out The Work Plan
8. 2021 Budget Memo Discussion
9. Legislative Update
10. HRC Work Group Reports
11. Police Liaison Update
12. Planning Staff Report
13. Announcements
14. Adjourn

Human Relations Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Thursday at 12:00 p.m. Minutes are available on the City of Fargo Web site at www.FargoND.gov/humanrelations.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701-241-1474. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Individuals wishing to address the commission virtually during public comment must contact the Planning Department in advance at 701-241-1474 for instructions.

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Karin Flom, Assistant Planner
DATE: February 11, 2021
RE: Meeting Report

Item 1. Welcome & Introductions

Chair Matuor Alier will call the meeting to order.

Item 2. Approve or Amend Agenda

Chair Alier will seek a motion to approve or amend the agenda.

Recommended Motion: To approve the February 18, 2021 agenda.

Item 3. Approve or Amend Minutes

Chair Alier will seek a motion to approve or amend the minutes of the January 21, 2021 Human Relations Commission meeting.

Recommended Motion: To approve the minutes of the January 21, 2021 meeting.

Item 4. Public Comment – Citizens to be Heard

Chair Alier will open the floor to public comment. Speakers must state their name and will be limited to two minutes. Comments should not contain profanity or personal attacks. At the chair's discretion, an overall time limit may be placed on this agenda item. If time permits, the chair may choose to call on staff or liaisons to engage in dialog about any of the public comments received.

Item 5. Meeting Frequency & Structure Recommendation

Based on feedback to the staff presentation at the November HRC meeting regarding proposals for the HRC's meeting structure, the Executive Committee is recommending the HRC adopt "Option 2." This option is outlined in the attached memo. If approved, staff would work with the Executive Committee to implement the change.

Recommended Motion: To approve the Executive Committee's recommendation to adjust the HRC's monthly meeting structure as outlined in the memo.

Item 6. Liaison Position Vision Statement Recommendation

Based on feedback to the staff presentation at the November HRC meeting regarding the formalizing and expansion of liaisons to the HRC, the Executive Committee is recommending the HRC adopt the liaison position vision statement. Background information and the statement are included in an attached memo.

Recommended Motion: To approve the Executive Committee's recommendation to adopt the liaison vision statement.

Item 7. Staff Presentation: Carrying Out The Work Plan

Planning staff have begun to roll out a training for all the executive committees of boards and commissions staffed by the Planning Department, including the HRC. Staff will provide a summary of this material. Staff will also discuss how the HRC can use this information to carry out the goals of the work plan.

Item 8. 2021 Budget

Planning staff will discuss the City of Fargo's 2021 budget and changes to allocations for the Planning Department boards and commissions (including the HRC). An explanatory memo is included in the packet.

Item 9. Legislative Update

The North Dakota legislature is in session. This agenda item is a place for commission members to provide updates on legislation relevant to the HRC. A reminder to commissioners: if you would like a bill to be tracked and/or are seeking testimony from the City or the HRC, please e-mail the Executive Committee and copy staff.

Item 10. HRC Work Group Reports

One representative from each HRC Work Plan group will present an update. The HRC Work Plan goals are the following:

Goal 1: Create a more inclusive community via formally protect rights.

Members: Carolyn Becraft, Cody Severson

Goal 2: Increase and promote diversity, equity, inclusion, and anti-discrimination practices within City government.

Members: Matuor Alier, Laetitia Hellerud, Abdiwali Sharif, Ahmed Shiil

Goal 3: Promote and grow community-wide efforts related to advancing diversity, equity, inclusion and anti-discrimination.

Members: Hamida Dakane, Barry Nelson, Cheryl Schaeffle

Item 11. Police Liaison Update

Lieutenant George Vinson will provide updates from the Fargo Police Department and answer any questions from HRC members.

Item 12. Planning Staff Update

The January staff report is included in the agenda packet. Time permitting, Chair Alier will open the floor to commission members for any questions on the report.

Item 13. Announcements

Chair Alier will open the floor to commission members for any announcements.

Item 14. Adjourn

Upon no further business, Chair Alier will adjourn the meeting.

**BOARD OF HUMAN RELATIONS COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, January 21, 2021

The Regular Meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held virtually in the Commission Chambers at City Hall at 12:00 p.m., Thursday, January 21, 2021.

The Human Relations Commissioners present or absent were as follows:

Present: Abdiwali Sharif-Abdinasir, Cheryl Schaeffle, Matuor Alier, Laetitia Hellerud, Barry Nelson, Hamida Dakane, Cody Severson, Ahmed Shiil, Carolyn Becraft

Item 1. Welcome and Introductions

Chair Alier welcomed Members to the meeting and introductions were made.

Item 2. Approve Order of Agenda

Member Nelson moved the Order of Agenda be approved as presented. Second by Member Dakane. All Members present voted aye and the motion was declared carried.

Item 3. Approve Order of Minutes

Member Dakane moved the minutes of the December 17, 2020 Human Relations Commission meeting be approved as presented. Second by Member Shiil. All Members present voted aye and the motion was declared carried.

Members Becraft and Sharif-Abdinasir present.

Item 4. Public Comment – Citizens to be Heard

No public comment was presented.

Members Hellerud and Schaeffle present.

Item 5. Announcement of the 2021 MLK Human Relations Awards Winners

Chair Alier stated the award presentation will take place January 25 at the City Commission meeting, and announced the 2021 MLK Human Relations Awards winners as Clara Derby, Nola Storm, and the Women's Initiative Network-Liberia (WIN-Liberia).

Items 6 and 7 were presented together.

Item 6. Presentation: Local Rental Assistance Program Outcomes – SouthEastern North Dakota Community Action Agency (SENDCAA) and Presentation Partners in Housing

Item 7. Presentation: Homeless Prevention & Diversion – Presentation Partners in Housing

Sarah Hasbargen, SENDCAA, provided an overview of the housing assistance program and its process, number of families assisted, funding amounts allocated, and staff time involved to make the program a success. She stated the low barriers in place allowed them to assist as many households as possible.

Sarah Kennedy, Presentation Partners in Housing, gave a brief presentation on the principles of homelessness and preventing homelessness. She stated the importance of working to prevent homelessness before it gets to the managing homelessness stage.

Discussion was held on the counties covered by SENDCAA, the turnaround time for the housing assistance program, the overall takeaways and reactions from the housing assistance program, and how auxiliary costs are covered when people move into new housing.

Item 8. HRC Work Group Reports

No new work group updates were shared.

Item 9. Police Liaison Update

Lt. George Vinson, Fargo Police Department Liaison to the Human Relations Commission, provided an overview of the Mission, Vision, and Values statements being created to guide the Police Department. He noted Police Chief Zibolski will be sharing the final product with the community soon.

Discussion was held regarding if Fargo would offer a Citizens Police Academy again in the future, work being done to identify bias crimes, hate crime reporting, neighborhood engagement, and educational opportunities for the Police Department.

Item 10. 2021 Budget

Planning Coordinator Tia Braseth provided a brief summary on the update to the budget process stating the importance of aligning with the City of Fargo purchasing policy. She noted more information will be distributed to Board Members.

Item 11. Planning Staff Update

Assistant Planner Karin Flom highlighted items 2 and 3 included in the staff report in the packet. She also noted that the North Dakota Legislative session has begun and if Members have bills of interest, there is a process to go through to submit responses, and should contact staff as soon as they can.

Item 12. Announcements

Member Nelson inquired if an update was available on the DEI (Director of Equity and Inclusion) position.

Planning and Development Director Nicole Crutchfield noted the position will be closing soon and updates will be provided to the Board on the process.

Member Nelson acknowledged the closing of Lutheran Social Services and noted it will have an impact on many in the community.

Member Nelson noted that North Dakota House Bill 1298 regarding the trans athletes is scheduled to be heard on Monday, January 25.

Item 13. Adjourn

The time at adjournment was 1:00 p.m.

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Karin Flom, Assistant Planner

DATE: February 11, 2021

RE: Meeting Frequency & Structure Recommendation

At the September 17, 2020 Human Relations Commission meeting, the Commission created a work group to strategize the ideal format and frequency of business meetings. This work was prompted by the HRC's adoption of its work plan.

Through a September 29 work group meeting and e-mail survey, staff asked HRC members four questions to better understand members' priorities and expectations about HRC meetings. A summary of the work group discussion and responses was included in the October 15 HRC packet.

During the November 19 meeting, Planning staff presented a summary of the feedback. Staff also presented three options for meeting frequency and structure for the HRC's consideration. Due to time constraints at the meeting, a survey was distributed after the meeting seeking feedback from HRC members.

The Executive Committee is recommending the HRC adopt the frequency and structure in Option 2 from the staff presentation. This option incorporates work plan groups into the HRC's regular meetings. Informational slides about Option 2 from the November 19 presentation are attached to this memo. To summarize:

- HRC would continue to meet once a month (third Thursday of the month).
- The meeting would be extended to 1 hour and 30 minutes (noon to 1:30 p.m.).
 - Once a quarter, the HRC would meet for the full 1 hour and 30 minutes as a whole board. This would be the primary place for items that may need substantive discussion by the full HRC or educational/informational presentations from community members.
 - Twice a quarter, the HRC would meet for 30 minutes as a whole board. It would use the remaining time (1 hour) to meet as their work plan groups.

If approved, the next step would be for staff to provide technical assistance to the work plan groups in transitioning to this meeting setup beginning with the April meeting.

Attachments:

1) November 19 Presentation Slides – Option 2

Option 2: Incorporate Work Plan Groups

- HRC would meet as a full board (business meeting) once a month
- For 2 out of the 3 months
 - 30 minute business meeting
 - 1 hour work group meeting (after the business meeting adjourns)
- For 1 out of the 3 months
 - 1.5 hour business meeting

Option 2: Incorporate Work Plan Groups

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
30 minute business meeting	✓	✓		✓	✓		✓	✓		✓	✓	
1 hour work plan groups	✓	✓		✓	✓		✓	✓		✓	✓	
1.5 hour business meeting			✓			✓			✓			✓

Total Meetings / Month 1 meeting

Total Time / Month 1.5 hours

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Option 2: What could the meetings look like?

30-minute business meetings

- Public comment opportunity
- Work Plan Group reports (5 minutes / group)
- Action/business items

1 hour work group meetings

- Commissioners would be responsible for preparing and setting the agenda, inviting speakers, etc.
- If prepared one week in advance of HRC meeting, staff can include the work group agenda and/or other materials in the packet.
- Primary space for informational presentations from the community

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Option 2: What could the meetings look like?

1.5 hour business meetings

- Public comment opportunity
- Work Plan Group reports (5 minutes / group)
- Action/business items
- One outside speaker from one work group
- If time permits, can retire to the floor for work plan group coordination

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Karin Flom, Assistant Planner

DATE: February 11, 2021

RE: HRC Liaison Positions

At the September 17, 2020 Human Relations Commission meeting, the Commission created a work group to brainstorm about the how new liaisons to the HRC from other agencies or organizations could be established and formalized to be mutually beneficial.

Through an October 1 work group meeting, staff facilitated a discussion around the liaison position such as developing a shared definition of the role, understanding the work group's expectations of the roles and responsibilities of a liaison, and considering what expectations a liaison would have. A draft vision statement was included in the October 15 HRC packet. The statement was also distributed to the HRC after the November 19 meeting and included a survey from staff seeking feedback on the statement.

Based on the feedback received, the Executive Committee is recommending the HRC adopt the vision statement (attached to this memo).

If approved, the next step would be for the Executive Committee and staff to discuss what new liaison positions could be created and how to formalize those roles. Recommendations would come to the full HRC for discussion and eventual action.

Staff and the Executive Committee anticipate collaborating with work plan groups that intersect with this topic, particularly the work plan groups to promote diversity, equity, inclusion, and anti-discrimination in City of Fargo government (Goal 2) and in the community (Goal 3). However, all members are welcome to submit suggestions for the liaison roles. Please reach out to the Executive Committee (Matuor Alier, Cody Severson) if you have ideas or suggestions related to the liaison positions.

Attachments:

- 1) Liaison position vision statement
- 2) Work Plan Goals & Strategies Framework

HRC Liaison Positions

Draft Vision Statement

A liaison to the Human Relations Commission serves as a resource and connection point for the Commission, the public, and their employer. The HRC wants to create a liaison role that is mutually beneficial. For this position to be mutually beneficial, the work group is presenting the following vision for liaison roles:

- A liaison should come from an organization or agency which wants to actively and positively participate in the HRC's work. The agency should see their participation and collaboration as valuable to the agency's work and the community.
- The HRC should create a system which allows the liaison to be active and engaged. This system would identify and provide the liaison clearly defined opportunities (and boundaries) to follow-up on issues or questions raised by the HRC and/or the public.
- The liaison is also expected to be proactive on issues concerning the HRC's work. In addition to regularly attending meetings, they should be provided an avenue/opportunity to regularly engage the HRC both during meetings (such as quarterly presentations) and in between regular meetings.
- The liaison should be someone who is knowledgeable about their organization's policies and procedures which are relevant to the HRC's work. The individual should also be in a position where they can bring the HRC's feedback, questions, or concerns to their agency and vice versa.

Work Plan Framework

Goal 1: Create a more inclusive community via formally protected rights.

Strategy: Discrimination Complaint Audit

Goal 2: Increase and promote diversity, equity, inclusion, and anti-discrimination practices within City government.

Strategy: Bias Assessment Tool

Goal 3: Promote and grow community-wide efforts related to advancing diversity, equity, inclusion, and anti-discrimination.

Strategy: Inclusion & Equity Study

Strategy: Strategic Programming & Events

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Nicole Crutchfield, Planning Director

DATE: February 11, 2021

RE: Staff Presentation: Carrying out the Work Plan

A Planning Department goal going into 2020 was to organize a shared training for the executive committees of the boards and commissions staffed by Planning (for example, HRC, Native American Commission, Arts and Culture Commission). Due to time constraints from COVID-19 response and the challenges of coordinating the schedules of a large group, staff are delivering this training to each executive committee individually in the first few months of 2021.

Since the January meeting, the HRC Executive Committee has met with staff for this training. Topics included the organization of the City as a whole, the organization of the Planning Department, and the role of the Executive Committee and Subcommittees. During the February 18 meeting, staff will present a shortened version of this information for the commission.

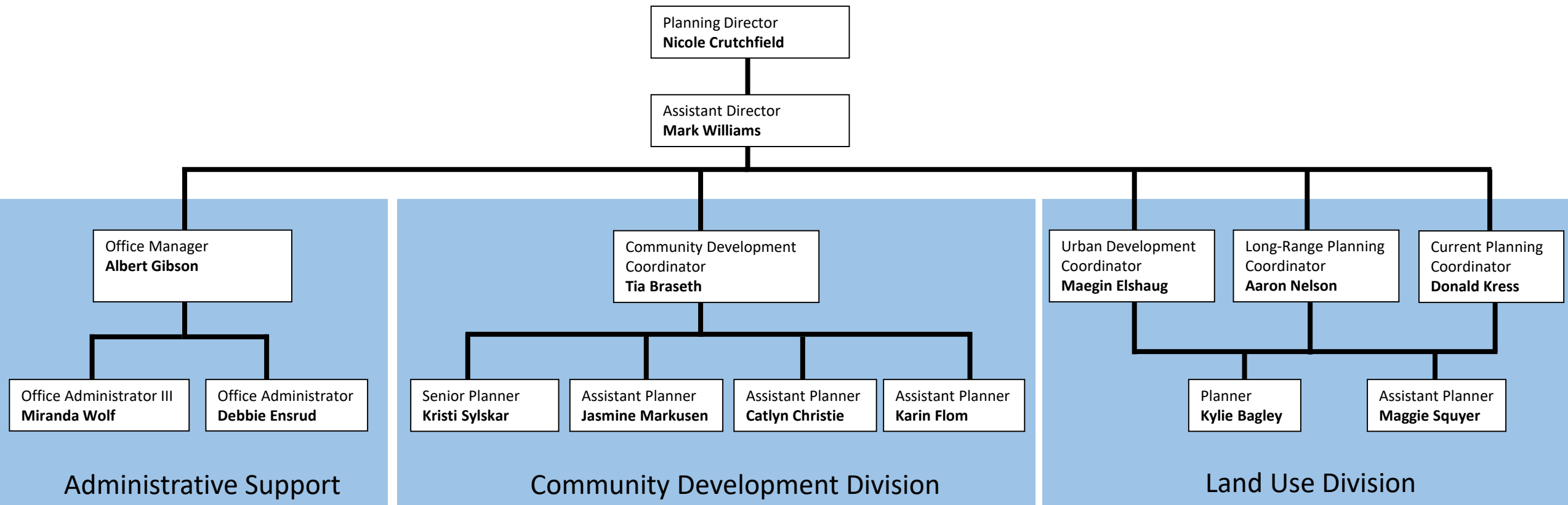
This presentation will also include information on how the HRC work groups can use this information in their work plan groups and the types of assistance staff can provide.

Attachments:

Slides of training materials

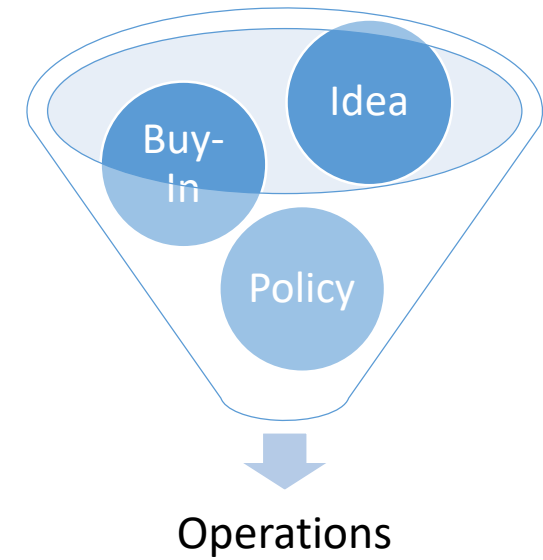
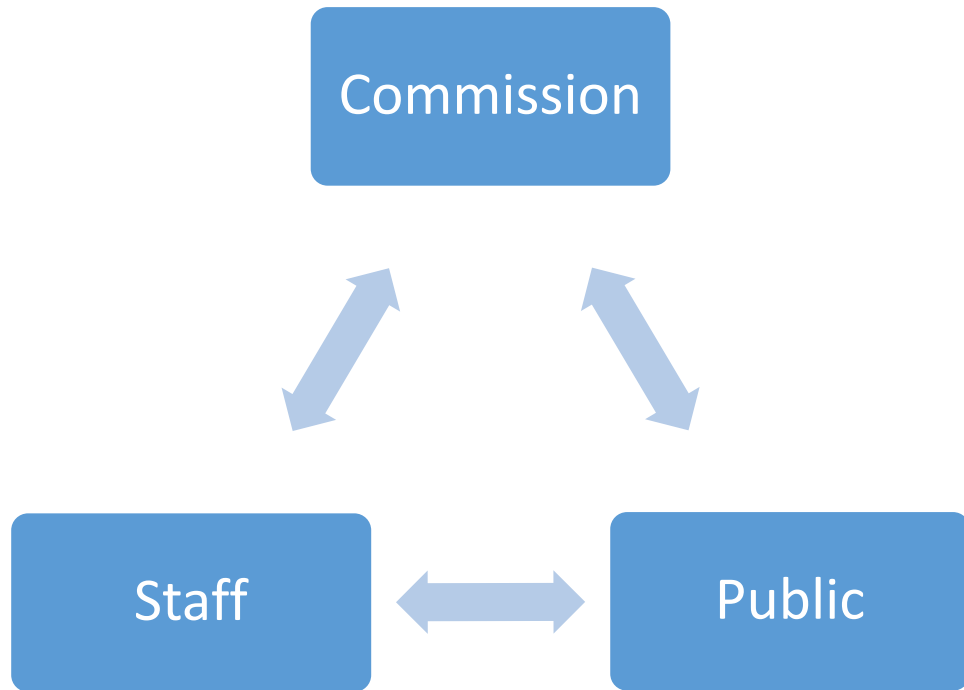
Airport Authority	Ambulance Service Oversight Committee	Arts & Culture Commission ★	Housing & Redevelopment Authority ★	Human Relations Commission ★	Library Board
Auditorium Commission	Board of Adjustment ★	Board of Appeals	Liquor Control Board	Metro Area Transit Coordinating Board	Metro Flood Diversion Authority
Community Development Committee ★	FARGODOME Authority	Fargo City Commission	Native American Commission ★	Parking Commission ★	Performing Arts Task Force
Board of Health	Cass Clay Food Commission	Civil Service Commission	Planning Commission ★	Renaissance Zone Authority ★	Special Assessment Commission
Fargo Youth Initiative ★	Historic Preservation Commission ★	House Moving Board ★	Special Assessments Taskforce	Tax-Exempt Review Committee	Traffic Technical Advisory Committee

★ denotes housed under Planning Department



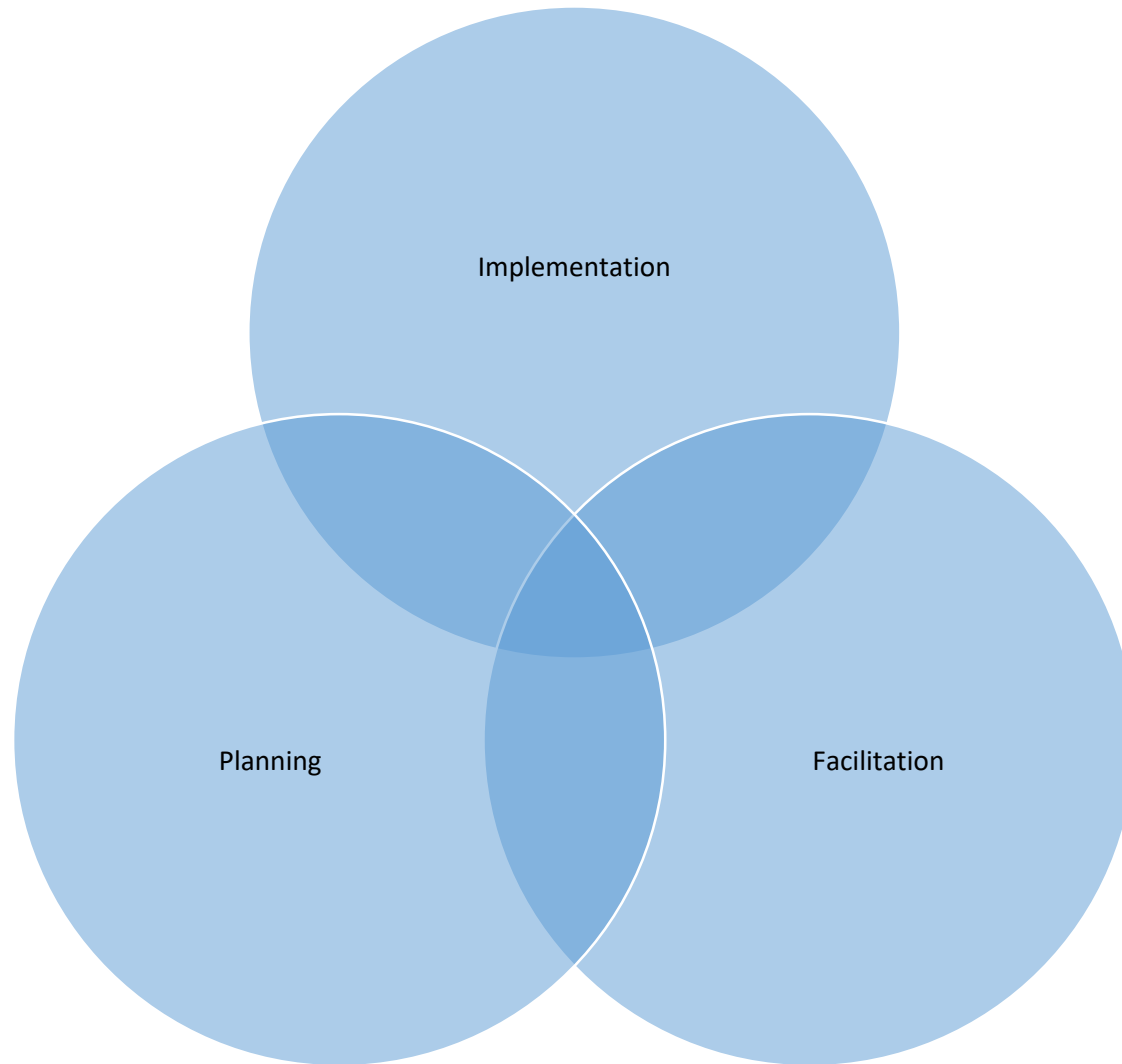
- Community Development Committee
- Fargo Youth Initiative
- Human Relations Commission
- Native American Commission

- Arts and Culture Commission
- Board of Adjustment
- Historic Preservation Commission
- House Moving Board
- Parking Commission
- Planning Commission
- Renaissance Zone Authority

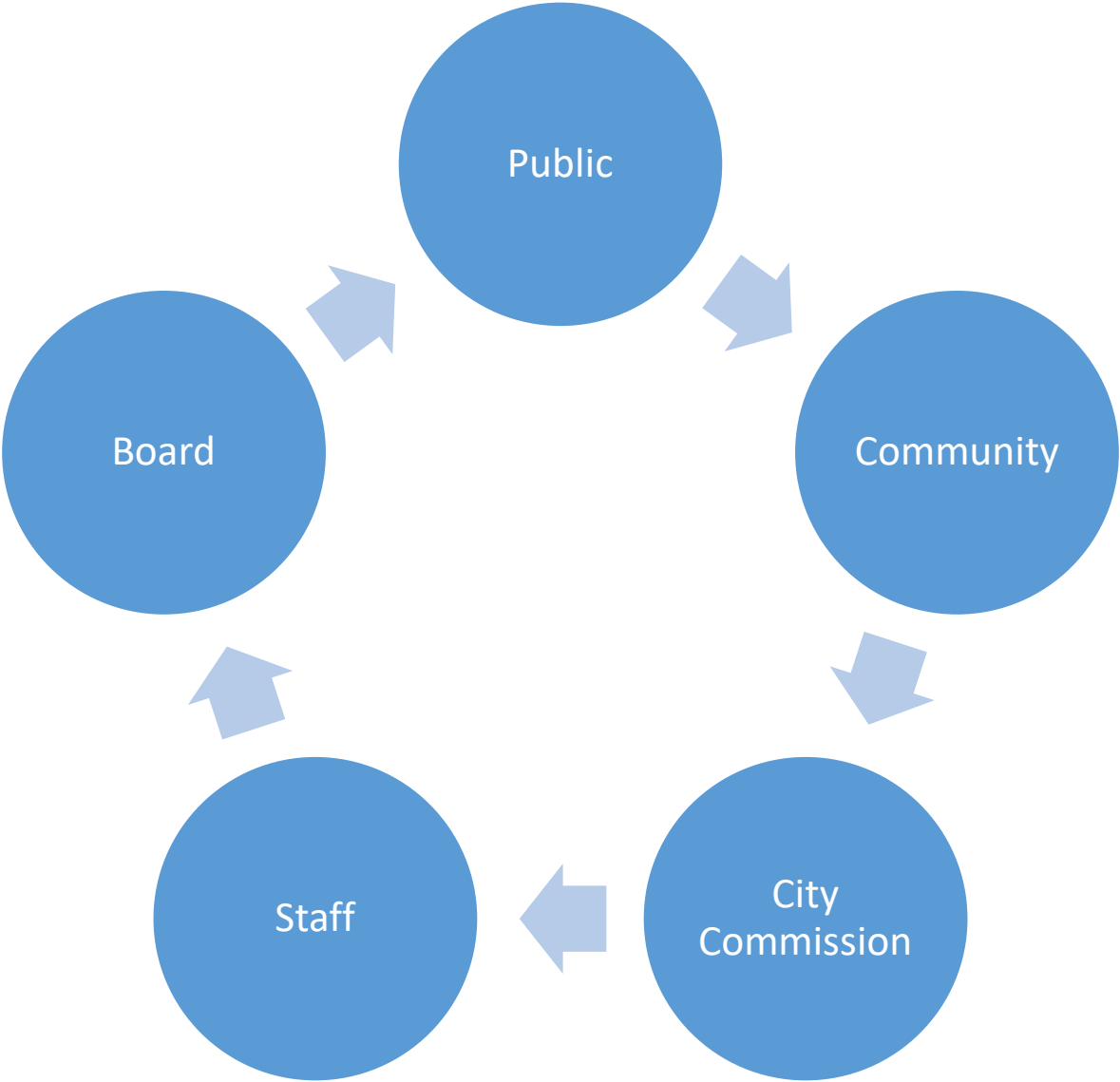


What and then the How...

Planning Department Functions

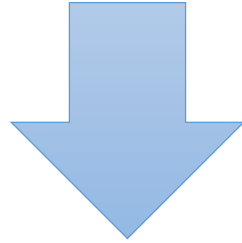


Communication Flow

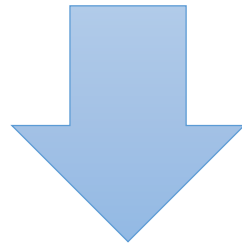


Someone on the HRC has a new idea. Now what? (Simple Version)

STEP 1: Bring the request to the Chair and/or Vice Chair.



STEP 2: The Executive Committee vets the idea or suggestion.



STEP 3: Full HRC for discussion, decision, and/or action.

Someone on the HRC has a new idea. Now what? (Extended Version)

STEP 1:

Bring it to the Chair and/or Vice Chair's attention for discussion at the next Executive Committee meeting.

STEP 2:

The Executive Committee vets the idea or suggestion:

- Does it align with the HRC work plan? How?
- Does it align with the City of Fargo's work plan / goals or Planning Department's work plan and goals? What impact will it have?
- Does the HRC or staff have the time/capacity to work on the new item and does it require a trade-off with priorities?
- What resources (time or money) is required?

STEP 3:

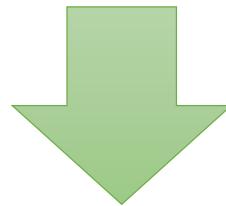
If there is support from the Executive Committee and it is aligned with the Planning Department, the idea is brought to the full HRC for discussion/decision/action.

Someone from the HRC Subcommittee **Work Plan Groups** has an idea or action item request pertaining to their strategy. Now what?

STEP 1: Bring it to the Chair and/or Vice Chair's attention for discussion at the next Executive Committee meeting.



STEP 2: The Executive Committee discusses the request at its meeting and adds it to an HRC agenda as appropriate.



STEP 3: The idea is brought to the full HRC for discussion/decision/action.

Goal 1:

Create a more inclusive community via formally protected rights.

Strategy: Discrimination Complaint Audit

Goal 2:

Increase and promote diversity, equity, inclusion, and anti-discrimination practices within City government.

Strategy: Bias Assessment Tool

Goal 3:

Promote and grow community-wide efforts related to advancing diversity, equity, inclusion, and anti-discrimination.

Strategy: Inclusion & Equity Study

Strategy: Strategic Programming & Events

17 staff/ 24
mos.

Cross training of staff

Communicate expectations

**Technology and data management
tools**

Partnerships



What are we doing and why?



Who is our audience and what is our goal?



How do we adapt to change and incorporate transparency, flexibility and adaptation?

4 Divisions



Community
Development

Priority: HUD

Purpose: connecting needs with activities through funding

Main topics: HUD, Housing Rehab and housing programs, Social Services

Urban
Development

Priority: Site plan permitting

Purpose: Aligning the built environment with quality of life

Main Topics: RZ, Downtown, Arts and Culture, Site plans, permitting, Historic Preservation and EPA, Renaissance Zone Update and Civic Plaza

Long Range
Planning

**Priority: LDC Diagnostic and Core
Neighborhood Plan kick-off**

Purpose: Building our toolkit

**Main Topics: LRTP, Data
management, Agency
Partnerships, FM MetroCOG,
Transportation**

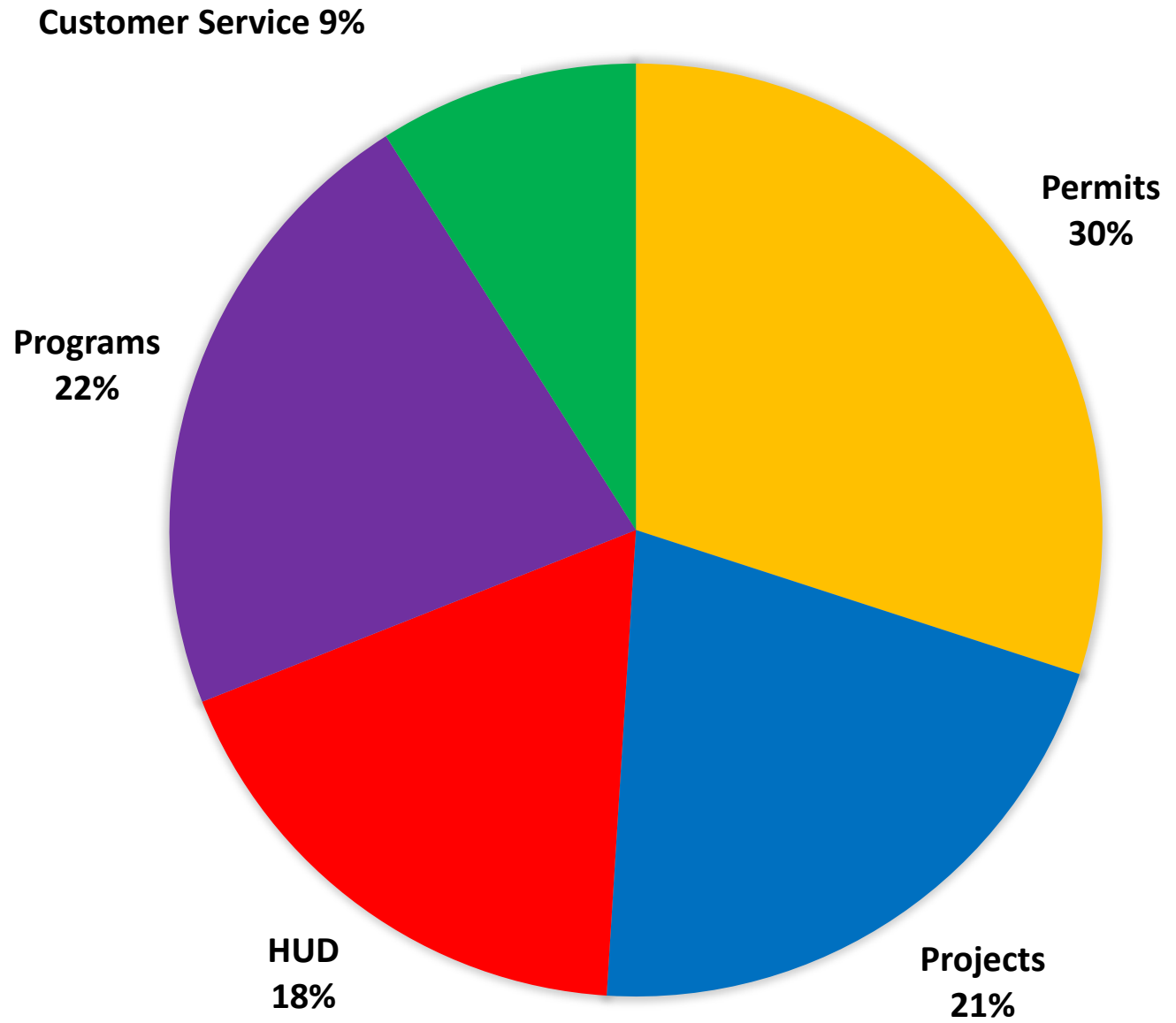
Current
Planning

**Priority: LAMA and Census
Complete Count**

**Purpose: Customer service and
cross cutting rules, ordinances
and development programs “front
lines”**

**Main Topics: Predevelopment,
Annexation, Plats, Zoning**

How do we
spend our
time?



Governance and Oversight

Historic Preservation Commission
Arts and Culture Commission
Human Relations Commission
Native American Commission
Renaissance Zone Authority
Planning Commission
Community Development Committee
Parking Commission
Fargo Youth Initiative
House Moving Board
Board of Adjustment

Plus....

City Commission
FM Metro COG

Plus Internal Staff/Business....

Finance
PWPEC
Downtown Task Force

83
volunteers

Governance and Oversight

Agenda deadlines
By Laws
Work plans
Authority statements
Missions
Strategy and Activities
Calendar management
Action oriented
Quorums and seats filled

2nd – 3rd
week of
month
becomes
critical

Is there a mandate?

Is it recurring or one time?

Is there a deadline?

Are there multiple partners and stakeholders that this can serve?

Does this project or program tie into an adopted strategy?

Do we need to create a new program to integrate this into operations once we complete the project?

Who is the champion?



MEMORANDUM

TO: Members of Human Relations Commission, Arts and Culture Commission, and Native American Commission

FROM: Nicole Crutchfield, Planning Director

DATE: January 27, 2021

RE: Planning Department supported commissions' budget processes – Human Relations Commission (HRC), Arts and Culture Commission (ACC), Native American Commission (NAC), Fargo Youth Initiative (FYI)

City activities and programs are accounted for annually in the City of Fargo's annual budget. This memo further explains the budgeting and purchasing processes.

The adoption of 2021's budget clarifies the Planning Department's activities and programs, including the work of the boards and commissions that the department oversees. Beginning this year, funds are now combined by activity category in lieu of by board name. This means Native American Commission, Human Relations Commission, Fargo Youth Initiative, and Arts and Culture Commission no longer have their own budget. This change allows more flexibility. As an example, a city - wide initiative such as increasing diversity, equity and inclusion (a focus area for multiple city boards) can be more swiftly aligned for city and community integration for broader impact, since it's the activity or program that is the subject of discussion and action, not necessarily the funding that is the subject of discussion. This financial oversight change also aligns with other boards that historically have no budget, such as, Planning Commission and Community Development Committee.

The source of funds remains the same. Activities or initiatives continue to be funded through the City's Social Services Funds and the Planning Department General Fund. In order to understand how best to impact City spending, a description of city budget and purchasing policy is presented below. Practices for spending prior to 2021 have not been in compliance with City Purchasing policies, so part of this governance change is also to rectify this.

Integrated work:

This year also marks a shift in budgeting for funds historically part of the Native American Commission and the Arts and Culture Commission in order to simplify expectations and procedures. This year the budget identified two specific partner agencies that are key to the community and work on behalf of City of Fargo's missions and goals. This year a direct line item was created for allocation for the Indigenous Association for \$30,000 and The Arts Partnership for an allocation of \$90,000. The payments for these activities will not need to come forward in front of regular business of the Arts and Culture Commission or Native American Commission since they were included within the City of Fargo budget and continue the work of programs that are already in existence.

The City's Budget Process

The City's fiscal year runs January 1 through December 31. Planning for the following year's budget happens much earlier, a year in advance. In Spring 2021, departments will present initiatives, activities, and priorities to the Mayor's Budget committee for the 2022 fiscal year. Budget proposals may include new ideas or programs in addition to regular operational costs and capital costs. In general, budget increases are very modest, if at all, and need to connect to a strategy or work plan item. Generally, these goals and initiatives are led through major studies or strategic plans. Examples for the Planning Department would be Downtown InFocus, GO2030, or the upcoming Core Neighborhood Plan. These plans and documents are vetted and approved at the City Commission and are formed by input from stakeholders, steering committees, and boards and commissions.

The Mayor then considers these requests from each department head and city commissioner and then drafts a proposed budget for the public and City Commission's review and approval. This entire process typically occurs from May through October with the department head's involvement primarily focused over 4-6 weeks in March-May.

Implications of the City Budget Process to Individual Board Work

We no longer can continue to support and receive sponsorship applications without a direct tie to work plan and initiatives or goals. While January 2021 may feel like a budgetary "fresh start," the Planning Department (and the City) already have identified priorities and initiatives for the year with adoption in October 2020. For historic context, the work of some boards and commissions, including their individual budgets have sat outside the city budget process for good reason which made sense 20 years ago. However this also means, the individual boards have not been able to operationalize within the city's organizational structure as it evolved. City leadership desires the work of the boards to be operational and integrated into the overall city governance for effective and transparent long-term change.

Staff recognizes that not all initiatives and goals can be captured in strategic planning processes, and a goal or initiative may arise during a fiscal year after the Planning Department's budget is adopted. In these situations, the new goal or initiative could be pursued under the following process:

1. The new initiative or goal is brought to and vetted by full board as an action to pursue.
2. The Planning Director coordinates with Liaison City Commissioner and Assistant City Administrator to confirm the item aligns with the City's priorities.
3. If supported by the full board and it is recommended to Finance Committee and the City Commission for final approval.

Combining the steps above, adopting a new initiative or goal in the middle of a year could be ninety days or more.

Budget

To help illustrate the Planning Department and Social Services budget, a table is included below as well as brief explanations of each funding category. The amounts listed are shared with other boards and commissions and in some cases other departments. To access these funds, City staff must follow the City Purchase Policy. The authority to allocate those funds depends on the activity and dollar amount, as referenced in the purchase policy (explained below).

Social Services & Arts Fund	\$223,400
Boards Support	\$8,000
Event Support	\$25,000

Social Services and Arts Fund. This fund is under the City of Fargo’s general fund, but managed by the Planning Department. The fund supports critical programs or pilot projects carried out by nonprofit agencies or specific project initiatives generally sought out through an application or request for proposals. Primarily these assist community partners to carry out activities, such as, during COVID, education and outreach to vulnerable populations during COVID testing and quarantine and isolation support for housing and food assistance. These funds also have been recently refocused on assisting with housing, homelessness and continued quarantine support during the pandemic. Pre-pandemic, and over the past five years, these funds have also been used for public art projects.

Boards Support. This category is new and is used by the Planning Department to promote training or registration fees for board members to attend local conferences or booth rentals at community events.

Event Support. This category is intended for City of Fargo signature events led by board and commissions. These events are typically developed through an event planner in collaboration with community volunteers and city staff.

Expenditure Approval Process

For an expense to be approved, it must meet these requirements:

- It is appropriate to the budget category. There should be clear answers to how the request meets the goals of the board or activity, and how the activity supports the goal and mission.
- The activity is in line with the initiative, policy or goal as adopted and the activity is confirmed by the board overseeing that activity.
- The appropriate approvals are obtained according to the City Purchase Policy (e.g., Director, Finance Committee and City Commission)
- The expense meets a goal or priority of the Planning Department’s work plan

City Purchase Policy

The full City of Fargo Purchase Policy is attached. A summary table of relevant purchase levels is below. All purchases made must be appropriate to the account to which it is charged. As described above, every new activity or operational element regardless of purchase amount must be approved by Finance Committee or City Commission; otherwise it needs to be allocated as part of a budget adjustment or proposed in the preceding year.

Purchase Description	Approval Requirement
\$10,000 or less	Planning Director
Sole Source or Piggyback and purchases between \$10,001 - \$50,000	Finance Committee
\$100,000+	City Commission

Follow up:

Staff sincerely hopes this report serves to explain in more detail the City of Fargo budget process and the roles of staff, the appointed boards, and the approval authorities. As we begin 2021 and the budget process for 2022, please do reach out with any questions or comments.

Purchasing Requirements At-A-Glance

	Micro Purchase, Sole Source and Piggyback Contract Purchases \$0 - \$10,000	Purchases \$10,001 - \$25,000	Purchases \$25,001 - \$50,000	Sole Source and Piggyback Contract Purchases \$10,000 - \$50,000	Sole Source and Piggyback Contract Purchases \$50,000 & Over	Purchases \$50,001 & Over
Decision Made By:	Division Head or Department Head	Division Head with Department Head concurrence	Department Head	Finance Committee Approval	Formal Process - Requires City Commission Approval	Formal Process - Requires City Commission Approval
Quote Form:	No	Yes (if no RFP) The purchasing quote form must accompany the first invoice.	Yes (if no RFP) The purchasing quote form must accompany the first invoice.	No	No	No
Fixed Asset Form:	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)
AD #:	No	Optional A QF number may be obtained & referenced on all subsequent invoices.	Optional A QF number may be obtained & referenced on all subsequent invoices.	SSP or PBC	SSP or PBC	Yes
AD #'s: (Formal advertised process)	RFP	Request for Proposal: Proposal for products or services. Proposals will be collected on due date and are not opened publicly.				
	RFQ	Request for Qualifications: Proposal from companies that might pre-qualify to do services under specific criteria. Proposals will be collected on due date and are not open publicly.				
	RFV	Request for Vendor: Proposal for vendors to do services. Proposals will be collected on due date & are not opened publicly.				
	RSA	Rental Service Agreement				
	AFB	Advertise Bids: Bids from companies for product or services. Bids will be opened & read publicly on a bid opening date.				
Finance Committee	SSP	Sole Source Procurement: Procurement directed to a single vendor without going through a competitive procurement process.				
	PBC	Piggyback Contract: Purchases off of a competitively procured contract executed by State officials.				
Quote Form	QF	Quote Form: If the department requests to have a number assigned instead of attaching a quote form to subsequent invoices.				
Other	NDCC	ND Century Code				

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Karin Flom, Assistant Planner

DATE: February 11, 2021

RE: January Staff Report

This agenda item is an effort to summarize and memorialize issues, concerns, or staff action related to the work of the Human Relations Commission since the last meeting. During the meeting, the Chair may open for discussion or questions concerning these items.

1. Local COVID-19 Response

Staff continues to support overflow shelter needs through the Gladys Ray's temporary homeless quarantine and engagement center downtown, as well fitting up a temporary shelter in Moorhead. Staff also continue to support and administer funds for several other supportive services, such as direct housing assistance, enhanced quarantine capacity at local shelters, and case management. Please note, that this activity will continue to take a larger portion of staff's time throughout the recovery for our community during and post pandemic. We are beginning to focus on the impacts to housing, rent assistance through state programs and continue to coordinate amongst social service providers to learn more about system issues.

As a reminder, if you know someone in need of assistance, call FirstLink at 2-1-1. If there are system issues you would like to bring to our attention, please do so. It is very important to use the 2-1-1 system when possible; doing so ensures that the City and other agencies are aware of the services that are available and the coordination required to administer these services to as many people as possible.

2. HUD CDBG & HOME Funds

The City's 2020-2024 Five Year Consolidated Plan and 2020 Action Plan was submitted to HUD for review on February 5. The Five Year Plan identifies the goals and funding priorities for CDBG and HOME funds from May 1, 2020 through April 30, 2025. The 2020 Action Plan allocates funding to specific projects. The Planning Department is developing informational "one-pagers" about the consolidated plan and action plan goals and projects and anticipates including them in the March HRC packet.

3. North Dakota Legislative Session

The 2021 North Dakota legislative session began on January 5, 2021. As a reminder, unless previously coordinated with staff and City Administration, members should be careful not to speak on behalf of the City or the HRC when submitting testimony.

Since the last HRC meeting, testimony was submitted in support of HB1443, the bias crime bill. Staff was unable to respond quickly enough to SB2232, establishing Juneteenth as a holiday. The HB1443 testimony is included in the packet.

4. City of Fargo Director of Diversity, Equity, and Inclusion

The application window for the Director of Diversity, Equity, and Inclusion closed near the end of January. Over 60 applications were received. The selection committee is currently reviewing these applications.

Testimony Presented on HB 1443 to the

House Judiciary Committee

Representative Lawrence R. Klemin, Chairman

Dr. Timothy J. Mahoney, Mayor for City of Fargo
Matuor Alier, Chair of Human Relations Commission
Nicole Crutchfield, Planning Director City of Fargo

February 8, 2021

Chairman Klemin, members of the House Judiciary Committee, we wish to speak in support of HB 1443. We recognize that hate crimes happen in our community and our state. According to the FBI, there were 18 reported hate crimes in North Dakota.

North Dakota is one of four states without hate crime legislation. This legislation would provide equal protection for all North Dakota residents, visitors, and workers.

We know that law enforcement including rank, file and leadership of the Fargo Police Department support state hate/bias crime legislation as it would provide law enforcement additional options to address and hold accountable those who would commit a crime based on someone's protected status.

A strong aspect of this bill is the fact that protected communities are enumerated. Any resident could be subject to a hate crime, but it is important that communities known to be at higher risk are clearly listed. Members of communities of color, of minority religion, of the Lesbian, Gay, Bisexual and Transgender, of communities of people with disabilities are known to receive the greatest amount of hate directed at them.

We also support the importance HB 1443 places upon data collection and training of members of law enforcement. As much as we are encouraged and support the efforts of the Fargo Police Department to address this need, we recognize the importance of consistency throughout the state and believe appropriations to support the implementation of the measure will aid law enforcement agencies.

We recognize that hate crime goes largely unreported. The reasons for this are that many people do not know of their rights, they may fear retaliation, or they do not believe their community would support them.

Our strongest basis for supporting HB1443 is the belief that ALL residents of our community and our state have a right to live with safety and security and without fear. Passing HB1443 sends a clear and inconvertible message: our communities do not sanction hate at any level.