



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-1183      **Version:** 1      **Name:** 2024-2025 Biannual Report Review/Approval  
**Type:** Minute Order      **Status:** Agenda Ready  
**File created:** 6/12/2024      **In control:** EQUITY & HUMAN RELATIONS ADVISORY COMMITTEE  
**On agenda:** 6/25/2024      **Final action:**  
**Title:** EHRAC - ACTION ITEM: (1) REVIEW, DISCUSSION and APPROVAL of the July 2024 Draft Biannual Report Including January Through June 2024 Accomplishments and Proposed Activities/Agenda Items For the Next 6 Months; and (2) Authorize Transmittal of the Biannual Report to City Council  
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**Attachments:** 1. 2024-06-25\_ATT\_DRAFT EHRAC Biannual Report- July 2024, 2. 2024-06-25\_ATT2\_EHRAC Biannual Report- January 2024

Date	Ver.	Action By	Action	Result
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**EHRAC - ACTION ITEM: (1) REVIEW, DISCUSSION and APPROVAL of the July 2024 Draft Biannual Report Including January Through June 2024 Accomplishments and Proposed Activities/Agenda Items For the Next 6 Months; and (2) Authorize Transmittal of the Biannual Report to City Council**

**Meeting Date:** June 25, 2024

**Contact Person/Dept:** Michelle Hamilton / Human Resources

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/19/2024); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (06/19/2024); (E-Mail) All City Staff (06/19/2024)

**Department Approval:** Dana Anderson, Human Resources Director (06/19/2024)

### RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) (1) Review, discuss and Approve the July 2024 Draft Biannual Report including January through June 2024 Accomplishments and Proposed Activity/Agenda Items for the next 6 months; and (2) Authorize Transmittal of the Biannual Report to City Council

### BACKGROUND/DISCUSSION

Every six (6) months, each of the City's Commissions, Boards, and Committees (CBCs) must provide the City Council with a report that includes a list of accomplishments and proposed activities or agenda items for the next six months under its work plan for approval. At the June 25, 2024, Special meeting, EHRAC will discuss with staff the drafting and submittal of the biannual report to the City Clerk's office containing a summary of accomplishments over the past six (6) months and a proposed list of upcoming projects, events and/or activities for the next 6 months. The approved accomplishments and upcoming projects will be submitted to the City Clerk's Office by the July 22, 2024, deadline to be received and filed at the City Council meeting on August 12, 2024.

### **Accomplishments January 1, 2024 - June 30, 2024**

- EHRAC created and populated several new Ad Hoc Subcommittees at the January 23 and April 23, 2024, meetings in order to address upcoming events and projects and in an effort to remain compliant with City CBC guidelines regarding the dissolution of Ad Hoc Subcommittees that are no longer needed or have completed the assigned project of the subcommittee and the addition of Ad Hoc Subcommittees to attend to assigned tasks with in the workplan.
- EHRAC completed the following special events/ projects/ tasks:
  - February 27, 2024: At the request of City Council Equity and Human Relations Advisory Committee members assisted in the review and revision of Parks, Recreation and Community Services Municipal Code Section 9.10.200.F.
  - March 19, 2024: EHRAC in conjunction with Bridges: Intergroup Relations Consulting facilitated a 2.5-hour long community conversation workshop focused on teaching two (2) essential civil discourse enabling, courageous conversation skills. The 40 attendees participated in group activities and discussions designed to practice the skills taught.
  - The selection of the 2023 Equity and Human Relations Awards Honorees: Nominated from the Culver City community, are those who embody inclusiveness, altruism and giving through volunteerism and public service. Twenty-two (22) nominations were reviewed and evaluated. The top two ranking nominees in each category were presented to the Equity and Human Relations Advisory committee for award honoree selection. Distribution of the awards medallions at a July/August City Council meeting.
  - April 23, 2024 - June 25, 2024: At the request of Council, EHRAC reviewed the proposed Land Acknowledgement Statement provided by the City Manager's Office staff. After careful consideration, a draft statement was provided. In an effort to gather community feedback from local indigenous communities, EHRAC heard public comment and reviewed communication from local indigenous tribal leaders. Further outreach was needed so EHRAC created an Ad Hoc Subcommittee to further the outreach efforts to better inform the recommended Draft Land Acknowledgement statement.

### **Upcoming projects and activities for July 1, 2024 - December 31, 2024**

A bi-annual report defines the objectives and outlines the tasks that the EHRAC will pursue for the next six (6) months. The EHRAC proposes the following activities be included:

- Development of a Community Conversation centered on Race Relations
- Latino Heritage Month Speaker
- Transgender Day of Remembrance Program

- Pursuance of the implementation of the Diversity Awareness Projects- Including the compilation and preparation of the history of the following Culver City Historical Sites:
  - Kunisawa Farms
  - Sebastian’s Cotton Club
  - Pacific Electric Company Mexican Labor Camp
  - Tongva ancestral land
- Development of a Community Conversations Workshop for early 2025
- Continuance of review and research by the Land Acknowledgement Ad Hoc Subcommittee for the purpose of determining recommendations to the City Council regarding a land acknowledgement statement.
- Creation of Ad Hoc Subcommittee and workplan for events and activities focused on the advocacy of inclusion of women and girls.
- Lastly, EHRAC will be an integral part of community engagement activities as it relates to Phase I and II of the Racial Equity Action Plan (REAP) project.

The EHRAC and staff will discuss the proposed list of projects and/or events for the beginning of the 2024-2025 fiscal year during the June 25, 2024, special meeting. Once EHRAC discusses and approves the past events from January 1, 2024, through June 30, 2024, and upcoming activities from July 1, 2024, through December 31, 2024, the biannual report will be prepared and routed for approval by staff so that it may be presented to the City Council for direction and approval at the August 12, 2024, City Council Meeting. Upon City Council approval, the upcoming activities will be reviewed, evaluated, and updated throughout the next six (6) months as deemed necessary.

#### INFORMATION REGARDING SUBCOMMITTEES

In some instances, Commissions Boards, and Committees form subcommittees, either standing (to develop and work in-depth on specific issues), or Ad Hoc (to address a limited/defined specific issue over a defined period of time). A standing subcommittee must follow Brown Act protocols, with a published agenda and public meetings, and have staff present to facilitate the meeting, including the recording. Whether a standing or an ad hoc subcommittee, a subcommittee must consist of less than a quorum of members of the body. The EHRAC may consider whether creating an ad hoc subcommittee for some of the 2024/2025 events or workshops would aid in the implementation of the work plan at this time, and if so, create such ad hoc subcommittees and appoint members to those ad hoc subcommittees.

#### **FISCAL ANALYSIS**

There is no fiscal impact associated with this agenda item.

#### **ATTACHMENTS**

1. 2024-06-25\_ATT\_EHRAC Draft Biannual Report- July 2024
2. 2024-06-25\_ATT2\_EHRAC Biannual Report- January 2024

#### **MOTION**

That the Equity and Human Relations Advisory Committee (EHRAC):

1. Review, Discuss and Approve the July 2024 Draft Biannual Report including January through June 2024 of Accomplishments and Proposed Activity/Agenda Items for the next 6 months; and

2. Authorize Transmittal of The Biannual Report to City Council.