



City of Culver City

Staff Report

File #: 24-589, **Version:** 1

Item #: A-2.

(1) DISCUSSION and APPROVAL: Draft Written Report to City Council Regarding 2023 Accomplishments and 2024 Proposed Activity/Upcoming Agenda Items for the Next Six Months; (2) Authorize Transmittal to City

Meeting Date: January 23, 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 (1/17/2024); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (1/17/2024); (E-Mail) All City Staff (1/17/2024)

Department Approval: Dana Anderson, Human Resources Director (1/17/2024)

RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) discuss and approve the Draft Written Report to City Council Regarding 2023 Accomplishments and 2024 Proposed Activity/Upcoming Agenda Items for the Next Six Months; (2) Authorize Transmittal 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 January 23, 2024, regular meeting, the EHRAC will discuss with staff the drafting of the biannual report to the City Clerk's office that contains a summary of accomplishments over the past six (6) months to be submitted to the City Council by the City Clerk's Office by the January 29, 2024, deadline to be received and filed at Council on February 12, 2024.

Accomplishments July 1, 2023 - December 31, 2023

- EHRAC created and populated several new Ad Hoc Subcommittees at the July 25 and August 22, 2023 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 within the workplan.
- Drafted a statement Condemning the Rise in Antisemitic Harassment Targeting Jewish People and

Standing in Solidarity with those Affected by Antisemitism which was incorporated into, adopted, and presented as a proclamation by City Council on August 14, 2023.

- EHRAC completed the following special events/ meetings:
 - Attended and participated in the 2021 Hate Crimes Report arranged by City Staff on September 26, 2023, Special Meeting.
 - Hosted a Latino Heritage Month Celebration on October 10, 2023.
 - Assisted in the development and receiving of the Indigenous People Day Proclamation October 14, 2023.
 - Received update from the Architectural Resources Group on the Historical Context Study and offer recommendations to improve community engagement at the September 26, 2023, special meeting.
 - Survey response jumped from 56 to 184 responses after a concerted effort to engage the community via social media posts, Gov Delivery email blasts and QR codes posted at the Fiesta La Ballona Event.

At the Equity and Human Relations Advisory Committee Regular Meeting on July 25, 2023, the committee met to discuss the proposed workplan and budget request for the remainder of Fiscal Year 2023 - 2024. Below were the proposed activities for the latter half of the 2023- 2024 fiscal year.

Upcoming projects and activities for January 1, 2024 - June 30, 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:

- Selection and distributions of the Community Contributions Awards Medallion to eligible recipients who have embodied inclusiveness, altruism, and giving through volunteerism and public service to make Culver City a better place for all people to live.
- Development of a Community Conversation centered on Race Relations
- Development of a Community Conversation centered on Courageous Conversations
- Pursuance of the implementation of the Diversity Awareness Projects; and other initiatives in accordance with City Council and the City Manager's Office.

The EHRAC and staff will discuss the proposed list of community conversations and/or events for the remainder of the 2023-2024 fiscal year during the January 23, 2024, regular meeting. Once the Committee discusses and approves the past events from July 1, 2023, through December 31, 2023, and upcoming activities from January 1, 2024, through June 30, 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 February 12, 2024, City Council Meeting. Upon approval, the upcoming activities will be reviewed and updated, as needed.

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 2023/2024 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. EHRAC Draft Bi-Annual Report- January 2024
2. EHRAC Bi-Annual Report and Work Plan July 2023

MOTION

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

1. Approval of Draft Written Report to City Council Regarding 2023 Accomplishments and 2024 Proposed Activity/Upcoming Agenda Items for the Next Six Months
2. Authorize Transmittal of Written Report to City Council Regarding 2023 Accomplishments and 2024 Proposed Activity/Upcoming Agenda Items for the Next Six Months.