



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 24-930, **Version:** 1

**Item #:** A-7

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**EHRAC - ACTION ITEM:** (1) Receive a Report from the Diversity Awareness Projects Ad Hoc Subcommittee; (2) If So Desired, Discuss and Consider Approval of the Report's Recommendations; and (3) Determine Next Steps as Deemed Necessary.

**Meeting Date:** April 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 (04/17/2024); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (04/17/2024); (E-Mail) All City Staff (04/17/2024)

**Department Approval:** Dana Anderson, Human Resources Director (04/17/2024)

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### **RECOMMENDATION**

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) receive the report from the Diversity Awareness Projects Ad Hoc Subcommittee; (2) discuss and approve the report's recommendations, if so desired; and (3) determine next steps as deemed necessary.

### **BACKGROUND**

Discussions about the Diversity Awareness Project (DAP) Ad Hoc Subcommittee "kiosk" or informational signposts project started in August 2021 and have been ongoing. Please see the staff report dated May 23, 2023, which provides historical background regarding the DAP and its status.

More recently, at the July 25, 2023, meeting Staff shared with EHRAC that the City's Economic Development Department was considering purchasing Citywide Kiosks via a Request for Information (RFI) and would be hosting a demonstration for said products in August. It was suggested by staff that EHRAC redirect its efforts toward finalizing proposed content for the DAP in consideration of the proposed City Kiosks as a delivery method for dispersing EHRAC material and information. Member Rona-Tuttle asked if it would be possible to review the RFI for the Kiosks, and staff indicated that

they would reach out to the Department and Procurement to determine if the request could be fulfilled.

On July 27, 2023, Member Rona-Tuttle submitted a PRA to receive a copy of the RFI. Staff subsequently received authority to release RFI information on August 9, 2023, via email to all EHRAC members for review. Staff also forwarded the Gov Delivery message, including the proposed Kiosks public demonstration date, time, and location, to Chair Valverde and EHRAC Members on August 14, 2023, and August 22, 2023.

In a meeting with staff on September 5, 2023, Chair Valverde requested staff to agendize a report from the Diversity Awareness Projects Ad Hoc Subcommittee to report back its findings from the August 26, 2023, Kiosk demonstration and determine the next steps for the Diversity Awareness Projects Ad Hoc Subcommittee in light of the information gathered at the demonstration.

At the September 26, 2023, meeting, when Item- A-5: Receive a Report from the Diversity Awareness Projects Ad Hoc Subcommittee; and 2) Discuss Report and Determine Next Steps was heard, Chair Valverde indicated there was nothing to report and the item would return at the next regular meeting on January 23, 2024.

At the January 23, 2024, Regular Meeting, the Diversity Awareness Ad Hoc Subcommittee reported the following as items the Ad Hoc Subcommittee is currently working on:

- Creating a timeline for completion of the microsite content, possibly completed in April.
- Writing the narrative for each group.
- Obtaining media, photos, documents, etc. that will be included for each group.
- Exploring media release forms for the photos and art included for each group.
- Obtaining an update from staff about the City's proposed electronic kiosks.
- Exploring the design elements of the microsite (Who will design it? Who will maintain it? Any associated costs?).
- In addition, exploring other websites that may help us to refine our vision and conceivably to use as models.

At the February 27, 2024, Special Meeting, EHRAC achieved consensus to receive a report and update from the Diversity Awareness Project Ad Hoc Subcommittee at the April 2024 meeting.

## **DISCUSSION**

Update on tasks reviewed in the January 23, 2024, DAP Ad Hoc Subcommittee report as listed above, and discussion of next steps listed below:

- Creating a timeline for completion of the microsite content.
- Our first drafts of each of the microsite content for each of the four groups is due the second week of May (in the event there is an EHRAC meeting in late May).
- The content is divided and worked on by:
  - Kunisawa Farm - C. Valverde
  - PEC Labor Camp - I. Nweke

- Sebastian's Cotton Club - H. Moammar
- Tongva - R. Rona
- Obtaining media, photos, documents, etc. that will be included for each group.
- Exploring media release forms for the photos and art included for each group.
- Obtaining an update from staff about the city's proposed electronic kiosks.
- Exploring the design elements of the microsite (Who will design it? Who will maintain it? Any associated costs?) In addition, we are exploring other websites that may help us to refine our vision and conceivably to use as models.

## **FISCAL ANALYSIS**

The Diversity Ad Hoc Subcommittee is currently exploring a few possibilities that may have a fiscal impact: (1) the creation of the microsite and making it part of the existing City website; and (2) creating a stand-alone Diversity Awareness Projects microsite, similar to the Fiesta La Ballona website.

The cost of a separate microsite would be approximately \$3,000 for design and setup (one-time fee) and \$2,000 annually for hosting.

## **ATTACHMENTS**

1. DAP Ad Hoc Subcommittee Report \_ 04112024
2. DAP Ad Hoc Subcommittee Report \_ 01232024

## **MOTION**

That the Equity and Human Relations Advisory Committee:

1. Receive a Report from the Diversity Awareness Projects Ad Hoc Subcommittee; and
2. If so desired, approve of the report's recommendations; and
3. Determine next steps as deemed necessary.