



Staff Report Details (With Text)

**File #:** 24-98      **Version:** 1      **Name:**

**Type:** Minute Order      **Status:** Action Item

**File created:** 7/13/2023      **In control:** EQUITY & HUMAN RELATIONS ADVISORY COMMITTEE

**On agenda:** 7/25/2023      **Final action:**

**Title:** Discussion on Development of Events Logistics, Marketing and Participation Improvement Checklist; (2); (if desired) Create an Ad Hoc Subcommittee to Develop the Checklist, and Appoint Members Thereto; and (3) Provide Direction to Staff as Deemed Appropriate.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Discussion on Development of Events [Logistics, Marketing and Participation Improvement Checklist; \(2\);\(if desired\) Create an Ad Hoc Subcommittee to Develop the Checklist, and Appoint Members Thereto; and \(3\) Provide Direction to Staff as Deemed Appropriate.](#)**

**Meeting Date:** July 25, 2023

**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 (7/19/23); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (7/19/23); (E-Mail) All City Staff (7/19/23)

**Department Approval:** Dana Anderson, Human Resources Director (7/19/23)

**BACKGROUND/DISCUSSION**

EHRAC has requested a discussion regarding development of a [logistics, marketing, and participation improvement check list and/or](#) plan for consideration when planning special events. [If desired, the EHRAC may wish to form an Ad hoc Subcommittee and appoint members thereto.](#)

**FISCAL ANALYSIS**

None

**ATTACHMENTS**

None

**MOTION**

That the EHRAC:

- (1)** (if desired) form an ad hoc committee or incorporate this item into an existing ad hoc committee to work on an event checklist for logistics, marketing, and participation improvement and; appoint members thereto.