



# City of Culver City

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## Staff Report

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**File #:** 22-234, **Version:** 1

**Item #:** A-1

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**(1) Discussion of Virtual Meetings Versus In-Person Meetings and (2) Determination of Future Meeting Formats Once Permitted to Meet in Person by the City.**

**Meeting Date:** August 24, 2021

**Contact Person/Dept:** Walter Castillo / Administrative Services

**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 (08/20/2021); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (08/20/2021); (E-Mail) All City Staff (08/20/2021)

**Department Approval:** Serena Wright-Black, Assistant City Manager (08/20/2021)

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### **RECOMMENDATION**

Staff recommends that the Equity and Human Relations Advisory Committee (1) hold a discussion of virtual meetings versus in-person meetings and (2) make a determination of a future meeting format once in-person meetings are permitted, consistent with direction from the City Manager's Office.

### **BACKGROUND/DISCUSSION**

On March 14, 2020 the City proclaimed a local emergency to combat the spread of Covid-19 and issued subsequent public orders beginning March 16, 2020. In adherence to such orders and to protect the health, safety and welfare of Council Members, Commission, Committee and Board (CBC) members, City staff and the public, the City discontinued in-person City Council and CBC meetings until further notice. All meetings are held remotely through "WebEx" or similar video-based programs.

At the Committee's July regular meeting there was consensus among the Committee members and staff to agendize a discussion of in-person meetings versus virtual meetings once permitted by the City Manager. Additionally, as part of the City's re-opening plan, and per City Manager direction, Human Resources staff requests that the Committee as a group determine its future meeting format, once in-person meetings are permitted.

City staff has reviewed the current County of Los Angeles Public Health Orders and local emergency public orders issued by the City Manager as well as internal guidelines and policies, to prepare the City's re-opening plan. The City Manager has determined that in light of the current mask mandate issued by the County of Los

Angeles Health Department, and the rapid increase in COVID-19 cases in Los Angeles County, until further notice all City Council and Commission, Boards, and Committees (CBCs) meetings will continue to be held virtually. Once that mask mandate is lifted, meetings of these bodies will be held as follows:

- City Council and Planning Commission meetings will be held in a hybrid fashion, allowing the public to attend in-person or virtually.
- All CBCs, including the Equity and Human Relations Advisory Committee, may choose, as a CBC body, to meet either virtually or in-person, including meetings held jointly with another CBC and CBC subcommittee meetings. There will be no hybrid option for CBCs.

The purpose of this agenda item is for the Committee to discuss and provide staff with the preferred meeting format for future meetings, consistent with the direction of the City Manager.

### **FISCAL ANALYSIS**

There is no fiscal impact associated with the discussion of this item.

### **ATTACHMENTS**

None

### **MOTION**

That the Equity and Human Relations Advisory Committee:

1. Make a Determination to hold Future Equity and Human Relations Advisory Committee Meetings In-Person; or
2. Make a Determination to hold Future Equity and Human Relations Advisory Committee Meetings Virtually