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CITY CLERK

City of Los Angeles CALIFORNIA

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ERIC GARCETTI
MAYOR

October 19, 2020

Councilmember Paul Koretz, Chair
Personnel and Animal Welfare Committee

Councilmember Paul Krekorian, Chair
Budget and Finance Committee

Attn: Adam Lid and Mandy Morales

RE: COUNCIL FILE TRANSMITTAL

On October 19, 2020, the Immigrant Affairs, Civil Rights, and Equity (IACRE) Committee considered a Motion (Cedillo - Bonin) relative to the creation of a Civil and Human Rights Department and related matters, Council file No. 20-0761. After consideration, the IACRE Committee moved to approve as amended the recommendations contained in the Motion as follows:

REQUEST the City Attorney to prepare and present a draft ordinance to:

- a. Change the title of the Civil and Human Rights Commission to the Commission on Civil Rights.
- b. Delete the phrase "Hearing Officers shall not be City employees" from the definition of a Hearing Officer as stated in Los Angeles Municipal Code Section 51.02

REQUEST the City Attorney to work with the General Manager, Civil and Human Rights Department, with the assistance of the Chief Legislative Analyst and City Administrative Officer, to further define the duties, responsibilities, goals and objectives of the Civil and Human Rights Department.

APPROPRIATE \$7,006,232 from the Unappropriated Balance Fund No. 100-58, Account No. 580318 (UB Reserve for Preservation of City Services, Reinvestment in Disadvantaged Communities and Communities of Color, Reimagining Public Safety Service Delivery, and Target Local Hire Program) to the following Accounts, and in the amounts specified in the new Civil and Human Rights Department Fund No. 100-15 as follows:

| <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|----------------------|------------------|
| 001010 | General Salaries | \$1,218,024 |
| 001070 | Salaries, As-Needed | \$ 82,180 |
| 003040 | Contractual Services | \$5,500,000 |
| 007300 | Equipment | <u>\$206,028</u> |
| | TOTAL | \$7,006,232 |

AUTHORIZE by Resolution the following 23 positions to be employed in the Civil and Human Rights Department through June 30, 2021 to support the Civil and Human Rights Department, commissions, and develop rules, regulations, and outreach programs to address discrimination and equity, and promote diversity within the City, subject to allocation by the Board of Civil Service Commissioners, and pay grade determination by the Office of the City Administrative Officer, Employee Relations Division:

| <u>No.</u> | <u>Class Code</u> | <u>Title</u> |
|------------|-------------------|--|
| 1 | 1117-3 | Executive Administrative Assistant III |
| 1 | 1117-2 | Executive Administrative Assistant II |
| 3 | 1358 | Administrative Clerk |
| 2 | 1538 | Senior Project Coordinator |
| 2 | 9248 | Management Analyst |
| 1 | 1800-1 | Public Information Officer I |
| 2 | 9182 | Chief Management Analyst |
| 7 | 9207 | Human Relations Advocate |
| 1 | 9734-2 | Commission Executive Assistant II |
| 3 | 2496 | Community Affairs Advocate |

AUTHORIZE the Civil and Human Rights Department to utilize the following AS-NEEDED positions to support the Department, Commissions, and develop rules, regulations, and outreach programs to address discrimination and equity, and promote diversity within the City, subject to allocation by the Board of Civil Service Commissioners and pay grade determination by the Office of the City Administrative Officer, Employee Relations Division:

| <u>No.</u> | <u>Class Code</u> | <u>Title</u> |
|------------|-------------------|-----------------------------|
| 2 | 1535-2 | Administrative Intern II |
| 2 | 1502-0 | Student Professional Worker |

INSTRUCT the Chief Legislative Analyst, City Administrative Officer, and the General Manager of the Civil and Human Rights Department to include in the report back on the Office of Racial Equity, into this committee, recommendations on the placement of the new Office of Racial Equity in the City Hierarchy, and its feasibility to be placed under the newly created Civil and Human Rights Department.

INSTRUCT the Chief Legislative Analyst, Office of Immigrant Affairs, and the General Manager of the Civil and Human Rights Department, to report back on the Office of Immigrant Affairs under the purview of the Mayor's Office, into this committee, with recommendations on how this Office can either work in consultation with or under the purview of the newly created Civil and Human Rights Department.

INSTRUCT the Chief Legislative Analyst, in coordination with the Civil and Human Rights Department, to report on adding the word "equity" into the name of the department.

A copy of the draft IACRE Committee report for this matter is attached. This file is now transmitted to the Personnel and Animal Welfare Committee.



Michael Espinosa
Legislative Assistant
IACRE Committee
(213) 978-1064

| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| CEDILLO: | YES |
| WESSON: | YES |
| PRICE: | YES |
| MARTINEZ: | ABSENT |
| RYU: | YES |

IMMIGRANT AFFAIRS, CIVIL RIGHTS, AND EQUITY COMMITTEE (IACRE) REPORT
relative to the creation of a Civil and Human Rights Department (CHRD) and related matters.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. REQUEST the City Attorney to prepare and present an ordinance to:

- a. Create a CHRD to support the work of the Civil and Human Rights Commission and to change the title and transfer the duties of the Civil and Human Rights Commission Executive Director to General Manager of the newly created department. The CHRD's duties will include working with the Civil and Human Rights Commission, the Commission on the Status of Women and Human Relations Commission and other related offices in other jurisdictions to serve and defend the liberties of Los Angeles's diverse communities.
- b. Transfer the Commission on the Status of Women and the Human Relations Commission from the Housing and Community Investment Department to the newly created CHRD.
- c. Amend Los Angeles Municipal Code (LAMC) Section 51.03 to replace the term 'Income status' with 'source of income' and to add 'primary language' as a protected class.
- d. Establish a Civil and Human Flights Community Engagement Fund for the receipt, retention and disbursement of gifts, contributions and bequests for support to the CHRD and Commission, community outreach and engagement events, as well as capital expenses, including: resource fairs; translation services; volunteer stipends; consultant fees; and other programming and capital expense needs for the three commissions.
- e. Change the title of the Civil and Human Rights Commission to the Commission on Civil Rights.
- f. Delete the phrase 'Hearing Officers shall not be City employees' from the definition of a Hearing Officer in LAMC Section 51.02.

2. REQUEST the City Attorney to work with the General Manager, CHRD, with the assistance of the Chief Legislative Analyst (CLA) and City Administrative Officer (CAO), to further define the duties, responsibilities, goals and objectives of the CHRD.

3. APPROPRIATE \$7,006,232 from the Unappropriated Balance Fund No. 100-58, Account No. 580318 (UB Reserve for Preservation of City Services, Reinvestment in Disadvantaged Communities and Communities of Color, Reimagining Public Safety Service Delivery, and Target Local Hire Program) to the following Accounts, and in the amounts specified in the new CHRD Fund No. 100-15 as follows:

| <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|--------------|---------------|
|-------------|--------------|---------------|

| | | |
|--------|----------------------|--------------------|
| 001010 | General Salaries | \$1,218,024 |
| 001070 | Salaries, As-Needed | 82,180 |
| 003040 | Contractual Services | 5,500,000 |
| 007300 | Equipment | <u>206,028</u> |
| | | Total: \$7,006,232 |

4. RESOLVE that the employment authority in the CHR D for the 23 positions detailed below are APPROVED and CONFIRMED through June 30, 2021 to support the CHR D, commissions, and develop rules, regulations, and outreach programs to address discrimination and equity, and promote diversity within the City, subject to allocation by the Board of Civil Service Commissioners, and pay grade determination by the CAO's Employee Relations Division:

| <u>No.</u> | <u>Class Code</u> | <u>Class Title</u> |
|------------|-------------------|--|
| 1 | 1117-3 | Executive Administrative Assistant III |
| 1 | 1117-2 | Executive Administrative Assistant II |
| 3 | 1358 | Administrative Clerk |
| 2 | 1538 | Senior Project Coordinator |
| 2 | 9248 | Management Analyst |
| 1 | 1800-1 | Public Information Officer I |
| 2 | 9182 | Chief Management Analyst |
| 7 | 9207 | Human Relations Advocate |
| 1 | 9734-2 | Commission Executive Assistant II |
| 3 | 2496 | Community Affairs Advocate |

5. RESOLVE that the employment authority in the CHR D for the four AS-NEEDED positions detailed below are APPROVED and CONFIRMED to support the CHR D, Commissions, and develop rules, regulations, and outreach programs to address discrimination and equity, and promote diversity within the City, subject to allocation by the Board of Civil Service Commissioners and pay grade determination by the CAO's Employee Relations Division:

| <u>No.</u> | <u>Class Code</u> | <u>Class Title</u> |
|------------|-------------------|-----------------------------|
| 2 | 1535-2 | Administrative Intern II |
| 2 | 1502-0 | Student Professional Worker |

6. INSTRUCT the CLA, CAO, and General Manager, CHR D, to report to the IACRE Committee on the Office of Racial Equity including recommendations on the placement of the new Office of Racial Equity in the City hierarchy and its feasibility to be placed under the newly created CHR D.

7. INSTRUCT the CLA, Office of Immigrant Affairs, and General Manager, CHR D, to report to the IACRE Committee on the Office of Immigrant Affairs, under the purview of the Mayor's Office, with recommendations on how this Office can either work in consultation with or under the purview of the newly created CHR D.

8. INSTRUCT the CLA, in coordination with the CHR D, to report on adding the word 'equity'

into the name of the Department.

9. AUTHORIZE the CAO to make any technical corrections to the above fund transfer instructions In order to effectuate the intent of this Motion.

Fiscal Impact Statement: Neither the CAO nor the CLA has completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

At the meeting held on October 19, 2020, the IACRE Committee considered a Motion (Cedillo - Bonin) relative to the creation of a CHRD and related matters. The General Manager/Executive Director of the CHRD provided an overview of the department including the proposed budget and the presentation of the organization structure and answered related questions from the committee members. The programs under the new department's purview was also discussed. These include commission support for the Commission on Civil Rights, Commission on the Status of Women, Human Relations Commission (HRC), and the HRC's Transgender Advisory Council. The CHRD will engage the community at/through faith-based unity events, community diversity events, discrimination/anti-bias awareness training, hate crime prevention, and discrimination enforcement outreach.

The CHRD further went on to state that the department will enforce discrimination through complaints, investigations, Letters of Concern, mediations, Notice of Violations, hearing processes, appeals process, and resolutions. Lastly, the CHRD discussed their Equity and Empowerment Program or E squared. This includes the Policy Equity Lens, Upward Mobility Programming, Industry Diversity Metrics, and other Proposed Programming Models such as Partnerships with Community-Based Organizations, COVID-19 Equity Relief, youth engagement, and collaboration with the Office of Immigrant Affairs. After an opportunity for public comment was held, the IACRE Committee moved to approve the Motion as amended, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

IMMIGRANT AFFAIRS, CIVIL RIGHTS, AND EQUITY COMMITTEE

| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| CEDILLO: | YES |
| WESSON: | YES |
| PRICE: | YES |
| MARTINEZ: | ABSENT |
| RYU: | YES |

ME 10/19/20

-NOT OFFICIAL UNTIL COUNCIL ACTS-