

Date: August 25, 2020  
To: Equity and Human Relations Advisory Committee (EHRAC), City of Culver City  
From: Ad Hoc Outreach Subcommittee of the EHRAC  
Subject: Recommendations about How to Secure Public Input Concerning the Development of the EHRAC's Work Plan for FY 2020/2021, and Applicable Survey

This report presents the recommendations of the Ad Hoc Outreach Subcommittee to the EHRAC about how to secure public input concerning development of the EHRAC's work plan for FY 2020/2021. These recommendations include the attached survey.

## **Background**

At the Tuesday, July 28, 2020 meeting of the EHRAC, the Ad Hoc Outreach Committee was formed and was directed to present at the EHRAC's August 25, 2020 special meeting recommendations about how to secure public input that the EHRAC could consider in the formulation of its work plan for FY 2020/2021.

The Ad Hoc Outreach Subcommittee met via zoom on Saturday August 1, 2020, Friday August 7, 2020, and Friday August 14, 2020 to fulfill its charge.

The following public input guidelines and recommendations concerning the September 22, 2020 special meeting are submitted for consideration by the EHRAC.

## **Public Input Guidelines for September 22, 2020 Special Meeting**

In the development of its public input recommendations, the Ad Hoc Outreach Subcommittee agreed upon the following public input guidelines:

1. All communications with the public to invite public input concerning the development of the EHRAC's work plan for FY 2020/2021 should be in English and Spanish.
2. Extensive use should be made of the City of Culver City's social media platforms.
3. Special e-mails should be sent by the City of Culver City to all residents.
4. Hard copy flyers should be posted in the community at places where residents who do not have internet access can also be notified of the opportunity to submit input.
5. Hard copy flyers should be mailed to all City residents via United States mail.
6. Social media and hard copy notifications should include a brief survey that residents can respond to.

## **Public Input Recommendations for the September 22, 2020 Special Meeting**

The Ad Hoc Outreach Subcommittee recommends:

1. The EHRAC receive input from the public concerning matters that the public would like the EHRAC to consider in the development of its FY 2020/2021 work plan at a special meeting of the EHRAC on September 22, 2020.
2. The public input received on September 22, 2020 would be considered by the EHRAC at its regular meeting of October 27, 2020 as the EHRAC's work plan for FY 2020/2021 is formulated at that meeting.

3. Over the period of August 26, 2020 to September 21, 2020, the Ad Hoc Subcommittee recommends that City staff take the following actions to solicit public participation and input at the EHRAC special meeting of September 2, 2020:
  - Create a web page for the EHRAC on the City's web platform. The web page would contain the Purpose and Objectives of the EHRAC, a list of EHRAC members with links to their City e-mail addresses, dates and times of all regular meetings for FY 2020/2021, an invitation to all residents to participate in the special meeting of September 22, 2020, and an explanation of how to participate in the September 22, 2020 special meeting and/or how to submit input for consideration of the EHRAC ( e.g. via posting on the web site, by e-mail, by phone message on a City voice mail site, and by U.S. mail). Posting on the web site should provide for anonymous postings.
  - City staff would send out by e-mail and regular United States mail to all City residents at least three separate invitations (e.g. postcards, etc.) to participate at the September 22, 2020 special meeting.
  - City staff would post in appropriate locations around the City (such as West Side College Bulletin Board, grocery stores, **houses of worship**, banks, post office, and gas stations) hard copy flyers inviting residents to participate at the September 22, 2020 special meeting, and how else residents could submit input for consideration by the EHRAC.
  - All public notices (electronic and hard copy) of the September 22, 2020 special meeting of the EHRAC are to include the survey included in the attachment to this report.
4. EHRAC members contact community leaders and/or community organizations, to invite them and their group members to participate at the September 22, 2020 special meeting and/or to submit input for consideration by the EHC.
5. City staff provide Spanish to English translators and American Sign Language translators at the September 22, 2020 special meeting.

**Recommendation:**

The Ad Hoc Outreach Subcommittee of the EHRAC recommends:

1. The EHRAC approve the Public Input Guidelines and Recommendations and attached survey for the September 22, 2020 Special Meeting of the EHRAC set forth above, and
2. The EHRAC requests that City staff implement Recommendations and follow the Guidelines set forth above.

**Submitted from the Following Members of the Ad Hoc Outreach Subcommittee:**

- Samia Bano
- Michelle Dennis
- London McBride
- Haifaa Moammar