



# City of Culver City

## Staff Report

---

File #: 22-238, Version: 1

Item #: A-4

**(1) Further Discussion of the Report from the Outreach and Communications Ad Hoc Subcommittee Regarding Webpage Requests in Response to Feedback from Staff; (2) Determine Next Steps; and (3) Provide Further Direction to Staff if Deemed Appropriate**

**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)

---

### **RECOMMENDATION**

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) further discuss the report from the Outreach and Communications Ad Hoc Subcommittee regarding the webpage requests in response to the feedback from staff; (2) determine next steps; and (3) provide direction to staff if deemed appropriate.

### **BACKGROUND/DISCUSSION**

The Outreach and Communications Ad Hoc Subcommittee was created and appointed during the January 26, 2021 regular meeting. This Ad Hoc Subcommittee was tasked with reviewing the City's discrimination, harassment, and retaliation complaint form and the EHRAC's webpage, and to report back with recommendations and requests at the February 23, 2021 meeting. Staff was directed to respond to the requested changes proposed by the Ad Hoc Subcommittee at the March 23, 2021. Staff provided a report on which recommendations/requests were feasible to implement and which were not. On April 8, 2021, staff met with the Ad Hoc Subcommittee and provided further clarification on the report provided by staff on March 23, 2021.

On April 16, 2021, the Ad Hoc Subcommittee provided staff with further requests which were discussed with staff and the entire Committee during the regular meeting on April 27, 2021. During the April 27, 2021 EHRAC regular meeting, the Committee requested that this item be brought back to further discuss requests to the City Council with respect to the proposed changes to the EHRAC webpage, and its implications on the official

City web pages of the other City Commissions, Boards and Committees (CBC) . Staff was also asked to report back on the Ad Hoc Subcommittee's request to have a welcome video on the City's website. Staff indicated it would report back on this item once it was internally discussed with the City's Chief Information Officer as well as the City Manager's office.

During the July 27, 2021 regular meeting, Chair Rona received consensus to agendize this item to further discuss staff's recommendations/requests to the Ad Hoc Subcommittee's webpage. On August 2, 2021, staff met internally with the City's Chief Information Officer, City Clerk's Office, City Manager's Office and City Attorney's office to discuss staff responses to the webpage requests and to ensure any changes are consistent with how other CBC bodies are handled, and to ensure consistency within the City's overall website. Additional staff feedback to the requests will be discussed during the August 24, 2021 regular meeting.

### **FISCAL ANALYSIS**

There is no fiscal impact associated with this agenda item.

### **ATTACHMENTS**

1. Website and Webpage Requests - Staff Responses as of August 18, 2021

### **MOTION**

That the Equity and Human Relations Advisory Committee:

1. Further Discuss the Report from the Outreach and Communications Ad Hoc Subcommittee regarding Webpage Requests and Feedback from Staff;
2. Determine Next Steps;
3. Provide Further Direction to Staff if Deemed Appropriate.