

**City of Culver City, California
Agenda Item Report**

Meeting Date: 02/07/11		Item Number: <u>A-1</u>	
CITY COUNCIL AGENDA ITEM: Discussion and Direction Related to the Criteria Applicable to Groups Participating in the City's Public Notification System.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Every E-Mail Notification Category (02/02/11)			
Department Approval: Martin R. Cole (01/31/11)		City Attorney Approval: Carol Schwab (by H. Baker) (02/01/11)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (02/02/11)		City Manager Approval: John M. Nachbar (02/02/11)	
 <u>RECOMMENDATION:</u> Staff recommends the City Council consider the subject of determining what criteria (if any) should apply to groups participating in the City's public notification system and direct the City Manager as deemed appropriate. <u>BACKGROUND:</u> At the City Council meeting held on November 6, 2010, the City Council concurred with the request of Council Member Andrew Weissman and directed staff to agendize a discussion of the criteria applicable to groups participating in the City's public notification system. Pursuant to that direction, this item appears on tonight's agenda. <u>DISCUSSION:</u> The City Council has discussed the topic of public notification on many occasions over the past five years. In December, 2007 the City Council approved City Council Policy 2007-02 – Public Notification (Policy - a copy of which is attached). The Policy provides for both an e-mail and postal service based notification system into several categories of interest. Both the e-mail and postal notification systems			

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are “self service” as persons/groups may utilize the City’s website to sign up for the e-mail notification system. Persons/groups may also sign up for a postal notification system by contacting the City Clerk’s Office (while this system has been widely publicized, no one has yet signed up for it). The Policy also provides that it is the responsibility of subscribers to keep their address current with the City by notifying the City when they move or change their e-mail address.

The Policy does not provide any criteria for participation in either the e-mail or postal notification system (other than, of course, the need to have an e-mail address or a postal mailing address). Therefore, any person or group that determines to sign-up for either notification system is able to do so, often through use of the self service feature on the City’s website.

The purpose of this item is to discuss the issue and provide direction to the City Manager as the City Council may deem appropriate.

FISCAL ANALYSIS:

Discussion of this item does not create a fiscal impact. However, should the City Council determine to provide direction which requires allocation of staff or other resources, an estimate of costs related thereto would be included in a future staff report.

ATTACHMENTS

1. City Council Policy 2007-02 – Public Notification

MOTION:

That the City Council:

consider the subject of criteria applicable to groups participating in the City’s public notification system and direct the City Manager as deemed appropriate.