

MEETING DATE: December 3, 2007

AGENDA ITEM : Discussion and Adoption of a Resolution Establishing a City Council Policy on Public Notification.

ATTACHMENTS

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1. Resolution (with proposed policy)	1-4
2. Proposed Revised City Council Speaker Card	5-6

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RESOLUTION NO. 2007-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CULVER CITY, CALIFORNIA, APPROVING AND
ADOPTING CITY COUNCIL POLICY STATEMENT NO.
2007-2, ENTITLED "PUBLIC NOTIFICATION POLICY".

WHEREAS, the City Council, by Resolution No. CS-4992, adopted a
procedure relative to the issuance of Council Policy Statements in a series on various
subjects concerning the internal affairs of City government; and

WHEREAS, there is a need to adopt Council Policy Statement No. 2007-
2, entitled, "Public Notification Policy".

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows

1. The City Council hereby approves and adopts City Council Policy
Statement No. 2007-2, entitled, "Public Notification Policy", which is attached hereto as
Exhibit "A" to this Resolution.

2. Council Policy Statement No. 2007-2 shall be effective upon its
adoption.

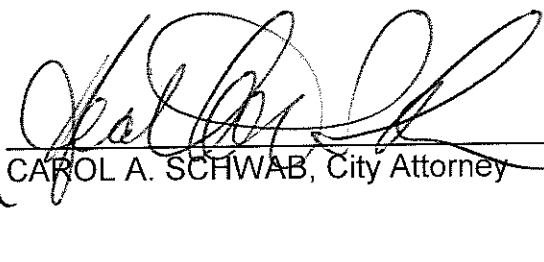
APPROVED and ADOPTED this _____ day of _____ 2007

ALAN CORLIN, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

CHRISTOPHER ARMENTA, City Clerk



CAROL A. SCHWAB, City Attorney

Draft City Council Adopted Policy 2007-02
Subject Matter: Public Notification

PURPOSE

The purpose of this policy is to provide general guidelines for staff to use when preparing public notifications of various actions to be considered by the City Council, the City's Commissions/Boards/Committees, and staff, where applicable.

This Policy shall be consistent with the City Charter and other applicable laws.

CITY CHARTER PROVISIONS

Section 610 of the City Charter states:

The City Council shall comply with the applicable provisions of State law regarding the giving of notice for regular and special meetings. The City Council shall consider whether it should establish additional procedures to provide efficient, timely and cost-effective notice in a manner consistent with currently available technology.

This Policy is established in accordance with this City Charter provision.

LEGALLY REQUIRED NOTICE

By adopting this Policy, the City Council restates the minimum requirements embodied in Federal, State, and Local laws. In accordance with those applicable laws, staff shall, at a minimum, provide notice as legally required. In complying with legally required notice, the notification list shall be expanded to include property owners and residents/occupants until the end of the block.

USE OF CITYWIDE NOTIFICATION

From time to time, City-wide notification may be appropriate or desirable. Whenever possible and appropriate, City-wide notification shall be coordinated with the quarterly publication of Culver City Living. Additionally, public notices shall be routinely placed on the City's website. To conserve server storage space, public notices shall be removed from the website after the meeting or event notices has occurred.

Due to the cost involved, an individual, full City-wide notification shall only be conducted with the approval of the City Manager or at the direction of the City Council.

CITY COUNCIL SPEAKER CARD

The City Council Speaker Card shall provide information to interested parties on how to sign-up for either the E-Mail or Postal Mail Interest Lists. A sample of the City Council Speaker Card is attached. The City Council Speaker Card may be amended from time to time to further the goals of this Policy.

ESTABLISHMENT OF CENTRAL E-MAIL AND POSTAL MAIL INTEREST LISTS

Culver City has had a tradition of encouraging public participation in the governmental process. As part of that tradition, the City has provided public notification in excess of the levels required by law. The City has also adopted a number of policies and procedures which make Culver City a leader in sustainability and environmental awareness.

To provide for additional efficiencies, staff shall establish the following two categories of interest lists: (1) An E-mail Interest List, and (2) a Postal Mail Interest List.

E-Mail Interest List

E-Mail provides an efficient, timely, cost-effective, and environmentally sensitive method of providing public notification. Through the use of e-mail, the City can notify a large number of persons simultaneously and almost instantly. Duplicate e-mails can be easily deleted, minimizing wasted resources.

Whenever practicable, the City shall encourage interested parties to sign-up for e-mail notification through a self-service and self-selecting process.

Postal Mail Interest Lists

To accommodate those persons who may not have easy access to a computer and/or the Internet, the City shall establish and maintain a postal mail interest list. Various categories of interest may be created in order to accommodate various topics. Such topics shall be established by staff based upon the number of individuals requesting notification on a topic.

Signing Up for the E-Mail and Postal Mail Interest Lists

To encourage and facilitate the use of both Interest Lists, Staff shall provide a number of ways in which interested persons can sign-up for both. These methods may include (but not be limited to):

- Electronic sign-up via the City's website
- Manual sign-up via the City Council Speaker Card
- Manual sign-up via written or telephonic request

ADDITIONAL NOTICE

The City Manager and the City's Department Heads may determine that notice above the minimum requirements of this Policy is in the public interest. In that case, additional notice may be provided with the approval of the Department Head and/or the City Manager.

**Please observe these rules
when addressing the City Council**

When addressing the City Council, speakers will abide by the Rules of Decorum as set forth in the Municipal Code [3.01.145(A)(2)], as well as rulings of the Mayor in support of respectful conduct and language. All speakers must avoid disruptive activity. Any speaker, whose manner of presentation disregards these basic standards of propriety and accepted public speech, will be directed by the Mayor to cease.

The City Council welcomes participation by and input from the Public. If you are interested in receiving periodic e-mails from the City, including web links to City Council agendas and staff reports, please provide your e-mail address and check the boxes next to your areas of interest. Thank you for your participation!

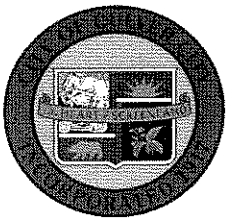
☐ Address : _____
☐ E-mail Address : _____

☐ All News: This will provide you with the broadest e-mail notifications from the City. This may mean you will get several e-mails a day from the City of Culver City

☐ Bus	☐ Community Development	☐ Council Agendas
☐ Cultural Affairs	☐ Fire Department	☐ Information Technology
☐ Parks/Rec/CS	☐ Planning	☐ Police Department
☐ Recycling	☐ Redevelopment Agendas	☐ Schools
☐ Seniors	☐ Sepulveda Project	☐ Town Plaza Project

Have a suggestion for another category? _____

Please keep your e-mail address current! Addresses that bounce-back mail over three times will be removed from the e-mail notification database. Contact the City Manager's Office at 310-253-6000 if your e-mail address should change.



SPEAKER CARD
CITY OF CULVER CITY
CITY COUNCIL

Please Print

Meeting Date: _____

Agenda Item No.: _____

Name: _____

Phone Number: _____
(Optional)

Organization Represented: _____
(Only complete this line if you are the official representative of this organization.)

Please check one of the following for comment:

- ☐ I would like to address the City Council during the Public Comment Period.
☐ I would like to speak on an item appearing on this agenda (please note agenda item number above).
☐ I would like the following written comments read into the record.

Deleted: item

Deleted: my

Deleted:

Deleted: Continue on other side

Deleted:

Additional Information on the Reverse Side of this Card

I agree to the Rules of Decorum on the reverse side of this card.