

MEETING DATE: December 1, 2008

AGENDA ITEM : Adoption of a Resolution Approving a City Council Policy Related to Processing Speaker Cards with Written Comments during City Council Agenda Items When the Number of Written Comments Exceeds 20.

ATTACHMENTS

	<u>Pages</u>
1. Resolution	1-4
2. Speaker Card.	5-6

1 RESOLUTION NO. 2008-R____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY
4 OF CULVER CITY, CALIFORNIA, ADOPTING CITY
5 COUNCIL POLICY STATEMENT 2008-__ RELATED TO
6 PROCESSING OF SPEAKER CARDS WITH WRITTEN
7 COMMENTS

8 WHEREAS, on December 1, 2008 at a regularly scheduled meeting of the
9 City Council, the City Council discussed a proposed policy related to the processing of
10 speaker cards with written comments; and,

11 WHEREAS, the proposed policy is reflective of the desire of the City Council
12 to encourage and consider public comments while allowing the City Council to effective
13 and efficiently conduct its business.

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

16 1. The City Council hereby adopts City Council Policy Statement No.
17 2008-____, entitled, "Processing of Speaker Cards with Written Comments," which City
18 Council Policy Statement is attached hereto as Exhibit "A" to this resolution.

19 2. City Council Policy Statement No. 2008-____ shall be effective
20 immediately.

21 3. The City Manager is hereby authorized to format this policy statement in a
22 format consistent with other City Council Policy Statements and shall include the final
23 version of this City Council Policy Statement with other adopted City Council Policy
24 Statements.
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1 4. The City Manager shall distribute this City Council Policy Statement to
2 interested parties upon request.

3 APPROVED and ADOPTED this _____ day of December 2008.
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6 _____
D. SCOTT MALSIN, MAYOR
City of Culver City, California
7

8 ATTEST:

APPROVED AS TO FORM:

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10 _____
MARTIN R. COLE, City Clerk
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12 _____
13 CAROL A. SCHWAB, City Attorney
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City Council Adopted Policy 2008-__
Adopted by Resolution on December 1, 2008
Subject Matter: Processing of Speaker Cards with Written Comments at
City Council and Redevelopment Agency Meetings

PURPOSE

The purpose of this policy is to provide general guidelines on processing of speaker cards with written comments at City Council and Redevelopment Agency meetings. Other legislative bodies of the City may also rely upon this Policy for guidance when applicable to legislative bodies other than the City Council and the Redevelopment Agency.

BACKGROUND

This policy is meant to balance the need for the City Council and other legislative bodies of the City (collectively "City Council") to receive public input as an integral part of the public decision making process with the need for the City Council to conduct the public's business in an effective and efficient manner.

PROCEDURE

At any time the number of speaker cards submitted with written comments exceeds 20 for any specific item on the City Council agenda, the City Clerk (including the Agency Secretary or Commission Secretary, or others functioning in a similar capacity), shall announce the number of Speaker Cards submitted with written comments.

At that time, at the request of the City Clerk, the Mayor may call a recess to allow the City Clerk an opportunity to categorize the speaker cards with written comments into categories reflected in the table below:

Category	"For"	"Against"	"Other"
Written – General			
Written – Specific			
TOTALS:			

The City Clerk shall use a reasonable and objective method to categorize the speaker cards with written comments. Upon completion of the categorization, the City Clerk shall announce to the City Council the results.

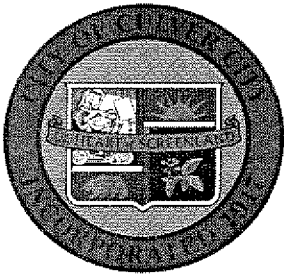
The City Clerk shall cause photocopies of those comments to be made, which photocopies shall be placed on the dais for the City Council's information and use while contemplating the item before the City Council. Alternately, in the case the speaker cards with such specific and/or detailed numbers fewer than 20, the

Mayor may determine that such written comments shall be read into the record rather than photocopied.

The Mayor shall then call for a motion to receive and file all written comments into the public record. All written comments, even those that have not been read into the record in full, shall become part of the official public record.

SPEAKER CARD

The City Clerk is hereby authorized to make changes to the Speaker Card from time to time to facilitate the implementation of this Policy.



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 speak on this agenda item.
- ☐ I would like my written comments read into the record.

**[NOTE: ALL WRITTEN COMMENTS WILL BECOME PART OF THE OFFICIAL
RECORD; HOWEVER, YOUR WRITTEN COMMENTS MAY NOT BE READ INTO THE RECORD
IN FULL, UNLESS TIME PERMITS.]**

PLEASE PRINT LEGIBLY.

(Continue on other side)

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

**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.

Future Notification Request

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.