

RESOLUTION NO. 2025-R ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY ADOPTING THE CITY COUNCIL POLICY STATEMENT NO. 3405 REGARDING PUBLIC NOTIFICATION AND COMMUNITY INVOLVEMENT.

WHEREAS, City Council policies are developed for the purpose of establishing standard practices and procedures within the City of Culver City; and

WHEREAS, Council Policy Statement No. 3405 was first adopted in 2007 and was amended in 2010 to establish guidance for staff to use when preparing public notifications of various actions to be considered by the City Council, the City's Commissions, Boards, and Committees, and staff, where applicable; and

WHEREAS, the City Council wishes to amend Council Policy Statement No. 3405.

NOW, THEREFORE, the City Council of the City of Culver City, **DOES**
HEREBY RESOLVE as follows:

1. The City Council hereby adopts amended Council Policy Statement No. 3405 regarding Public Notification and Community Involvement, as set forth in Exhibit A, attached hereto and incorporated herein as though fully set forth.

2. The City Manager is hereby authorized to format the attached City Council Policy in a format consistent with other City Council adopted policies and shall include the final version of this adopted Policy with other adopted policies.

3. The City Manager shall distribute the attached City Council Policy to interested parties, which include, but are not limited to, City Staff.

1 4. This Resolution shall be effective immediately upon adoption.

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3 APPROVED and ADOPTED this 10th day of March, 2025.

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6 DAN O'BRIEN, Mayor
City of Culver City, California

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8 ATTEST:

9 APPROVED AS TO FORM:



10 JEREMY BOCCHINO
11 City Clerk

HEATHER BAKER
City Attorney

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 3405

General Subject: City Council and Administration

Date Issued: 3/10/2025

Specific Subject: Public Notification and Community
Involvement

Effective Date: 3/10/2025

Resolution No: 2025-R0__

I. 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, and Committees (CBCs), and City staff, where applicable.

This Policy shall be consistent with the City Charter, the Culver City Municipal Code (CCMC) and other applicable laws (Applicable Laws). In the event of a conflict between the Policy and Applicable Laws, the Applicable Laws shall control.

II. CITY CHARTER PROVISIONS:

This Policy is established in accordance with Section 610 of the City Charter, which 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.

III. LEGALLY REQUIRED NOTICE:

By adopting this Policy, the City Council restates the minimum requirements embodied in Applicable Laws. In accordance with Applicable Laws, staff shall, at a minimum, provide notice as legally required.

IV. USE OF CITYWIDE NOTIFICATION:

From time to time, City-wide notification via the U.S. Postal Service may be appropriate or desirable. Due to the cost involved, a City-wide notification shall only be conducted with the approval of the City Manager or at the direction of the City Council.

Additionally, public notices shall be placed on the City's website. Public notices shall be

removed from the website after the meetings or events that are the subject of the notices have occurred.

V. NOTIFICATION LISTS

The City Council and CBC “Request to Speak”, the City’s website, and all electronic notifications sent out via the City’s electronic notification system, shall provide information to interested parties on how to sign-up for public notification by Email. The instructions and procedures for the “Request to Speak” may be amended from time to time to further the goals of this Policy.

VI. ESTABLISHMENT OF CENTRAL EMAIL INTEREST LISTS:

Culver City has had a tradition of encouraging public participation in the governmental process. As part of that custom, the City has provided public notification in excess of the requirements mandated 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 an Email Interest List.

Email Interest List

Whenever practical, the City shall encourage interested parties to sign-up for Email notification through a self-service and self-selecting process. Email provides an efficient, timely, cost-effective, and environmentally sensitive method of providing public notification. Through the use of email, the City can notify a large number of persons simultaneously and almost instantly.

Signing Up for Email Interest Lists

To encourage and facilitate the use of the Email Interest List, City staff shall provide a number of ways in which interested persons can sign-up. These methods may include, but are not limited to:

- Electronic sign-up via the City’s website
- Manual sign-up via a “Request to Speak”
- Manual sign-up via written or telephonic request

It is the responsibility of individuals who have signed up on the Email Interest lists to keep their Email addresses current by updating such addresses in the public notification system on the City’s website or notifying the City in writing.

VII. ADDITIONAL OUTREACH TO THE PUBLIC FOR DEVELOPMENT APPLICATIONS:

Additional outreach to the public is provided through the Required Community Meetings described in CCMC Chapter 17.625.

Notices prepared by an applicant pursuant to CCMC Title 17 shall be translated into Spanish by the applicant.

VIII. ADDITIONAL NOTICE:

The City Manager and the City's Department Heads may determine that additional notice beyond the minimum requirements of this Policy may be needed in order to serve the public interest. In such a case, additional notice may be provided with the approval of the Department Head and/or the City Manager.

If public notification requires notification of property owners and residents/occupants within a certain radius of the property that is the subject of a City Council or CBC decision, and said radius ends mid-block, then the Department Head may determine that the minimum legal notification list shall be expanded to include property owners and residents/occupants to the end of such block.

It should be noted that all notice provided in excess of the legally required notice is provided as a courtesy to the public, and the public notification methods contained within this Policy are guidelines. With the exception of notification required by Applicable Laws, the City, in its sole discretion, will determine the extent of the public notification that will be provided for any specific topic or item.

****This Policy supersedes Council Policy No. 2007-02 issued on December 3, 2007 by Resolution No. 2007-R077 and Council Policy No. 2010-01 issued on April 3, 2010 by Resolution No. 2010-R022.***