

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

**SUBJECT:** HOW MEMBERS OF THE CITY COUNCIL AND THE PUBLIC HAVE ITEMS PLACED ON THE CITY COUNCIL AGENDA

**EFFECITIVE:** \_\_\_\_\_, 2025 (Replaces policy dated 9/2/75, 10/10/94, 1/1/05, 2/19/13 and 2/1/16)

### **PURPOSE:**

To establish a clear, effective, and easily understood process for Members of the City Council and the public to have items placed on the City Council agenda for consideration.

### **POLICY:**

#### **A. Members of the City Council:**

During the “City Council Comments” portion of the City Council agenda, any Member of the City Council may request that an item be placed on a future City Council agenda for action by the City Council. If any Member of the City Council desires to have the item scheduled for further consideration by the entire City Council at least thirty days following the item being raised, the Member shall request the item to be placed on a future agenda which shall occur if at least one other Member of the City Council concurs with the request. If a City Council Member desires to add an item to a future agenda in less than 30 days, this shall require a motion, second, and a simple majority vote of the City Council. The vote to expedite the item is simply to consider the item on an expedited basis and not an expression of support or non-support on the merits thereof.

#### **B. Members of the Public:**

Every agenda for a regular meeting must allow members of the public to speak on any item of interest, as long as the item is within the subject matter jurisdiction of the legislative body.

**1. Oral Communications:**

Any member of the public may raise any issue within the subject matter jurisdiction of the City Council during the “Oral Communications” section of the City Council's regular meeting agenda and any special meeting agenda when Oral Communications is listed on the special meeting agenda.

**2. Written Petitions and Communications:**

Any member of the public may submit a letter(s), written petition(s), or other form of writing raising any issue or item within the subject matter jurisdiction of the City Council during the "Written Petitions and Communications" section of the City Council's regular meeting agenda.

**3. City Council Comments:**

A member of the public may contact a Member of the City Council individually and seek his or her support to sponsor the item under the "City Council Comments" section of the agenda. This will require the individual City Council Member to utilize the process set out in Section A of this policy.

**PROCEDURES:**

**A. Members of the City Council:**

Other than the transmittal report substantially in the form of Attachment “A” hereto, no work on an item added by two Members of the City Council shall be undertaken by City staff, including but not limited to, fiscal review, legal review, and policy review for consistency with existing City policies, until the City Council has had the opportunity to provide direction as provided herein. For the purposes of this section, work will be defined as generating, compiling, analyzing, researching, or writing new information, new policies, laws or plans and specifically excludes meetings or discussions with the city manager and department heads jointly to obtain their comments on a Council Member requested item, for example. However, the City Council Member requesting that the item be added shall have the right and privilege of submitting a letter or memorandum (and any other related materials) describing their item and the reasons therefore which shall be included in the

City Council agenda packet so long as the letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk at least one week prior to the City Council meeting.

Any other Member of the City Council or the public may also submit written materials on the item which shall be included in the City Council agenda packet by sending the same to the City Manager/City Clerk at least one week prior to the City Council meeting. If any letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk through the use of email, it is understood that the email should not be copied to other Members of the City Council in order to avoid inadvertent violations of the Brown Act by replies indicating support or opposition outside of the City Council meeting itself.

At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared thereafter for consideration by the City Council. The date set for further consideration shall be set in light of legal notice requirements, City Council priorities, the urgency of the item, and the advice of the City Manager and staff as to its impact on the timing of existing work and/or projects of the City.

**B. City Council Comments:**

If an item raised by a member of the public through Oral Communication Written Petition and Communication or by individually contacting a Member of the Council may be presented by a Member of the City Council during the City Council Comments section of the City Council agenda, the item shall be treated as if it was a request to add an item to the City Council agenda by a Member of the City Council as set forth in Section A above.

**APPROVED:**

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**D. Scott McBride**  
**City Manager**

**Attachments:**

- A. Sample Administrative Report – City Council Member Request to Add Item

**Report Prepared by:** Scott McBride, City Manager

**..Title**

**SUBJECT:** City Council Member Request to Add Item to Future Agenda

**REPORT IN BRIEF**

This Administrative Report is in response to City Council Member \_\_\_\_\_'s request to add \_\_\_\_\_ to the City Council Agenda for consideration/action pursuant to Administrative Policy and Procedure No. C-1, which also provides that no staff work (policy, legal or financial review) has been undertaken on this item until the full City Council has had the opportunity to discuss.

**RECOMMENDATION**

**City Council –**

It is recommended that the City Council consider this request and take action as the City Council determines appropriate.

**..Body**

**ALTERNATIVES**

1. Adopt a motion adding the item to a future City Council agenda with full staff analysis; or,
2. Adopt a motion referring the item to the annual City Council goal setting session for review for priority and determination if proposal should be undertaken; or,
3. Decline to act.

**AUTHORITY**

Administrative Policy and Procedure No. C-1.

**DISCUSSION**

City Council Member \_\_\_\_\_ requested that this item be considered for inclusion on a future City Council agenda for discussion and action in accordance with Administrative Policy and Procedure No. C-1. A copy of City Council Member \_\_\_\_\_'s request is attached hereto as Attachment 1.

For purposes of Administrative Policy and Procedure No. C-1, this item is on the agenda for the City Council to determine if they desire to have it fully reviewed and analyzed. No staff work has been undertaken, including any policy, legal or financial review.

**IMPACT ON CITY RESOURCES**

Under Administrative Policy and Procedure No. C-1, no financial or budgetary review of this subject will occur until the City Council determines that it will be added to a future meeting agenda for consideration on the merits.

**ATTACHMENTS**

1. City Council Member Request