



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** October 2, 2025  
**From:** Jeremy Dennis, City Manager  
**Subject:** Agenda Setting Process

### **Recommendation**

Staff recommend that the City Council discuss and provide guidance and direction to staff regarding the process for placing items on City Council agendas.

### **Background**

At the September 18, 2025, City Council meeting, Mayor Lentz requested a review of the agenda setting process. This review would provide Council with the opportunity to discuss the current practice for placement of agenda items on a City Council agenda and potential changes to this practice. Currently, City Council agenda items are placed on an agenda by City Councilmembers and staff, subject to the Mayor's approval.

### **Discussion**

There is currently no formal process for placing agenda items on Council agendas. Agenda items are typically placed on a future agenda based on the need for staff to receive decisions on city business and the desires of City Councilmembers to bring forward an item. Per the current practice, the Mayor approves the placement of proposed agenda items.

In San Mateo County, cities use a variety of formal and informal methods for agenda setting. Many cities employ an annual goal-setting process to determine their most significant agenda items for the year. Many agenda items are staff-initiated due to necessity, such as the need to comply with new state laws.

In some cities, Councilmembers can bring an item forward during a City Council meeting, but a quorum (or, in some cases, 2 of 5 members) of the Council is needed to place the item on a future agenda. The City Manager informs the Council about potential trade-offs or delays in scheduling new items ahead of previously scheduled ones.

In other cities, the Mayor and Vice Mayor set the agenda. They meet with the City Manager and leadership team every other week to propose and approve agenda topics and include additional items. There is also a referral process for other Councilmembers to suggest future agenda items, requiring some kind of agreement from the Council, as discussed in the previous paragraph.

Some cities have specific sections in their City Council agendas, such as Council Comments/Requests. This allows Councilmembers to request an agenda item for a future meeting and enables brief discussion on the request (but not the substance of the item). The request must explain the issue and the goal of the proposed Council discussion. If there is no opposing action from a majority of the Council, the item may be included on a future Council agenda. Councilmember requests must be made to the City Manager.

As mentioned earlier, there are various methods to introduce agenda items for inclusion on future City Council agendas. Staff seeks guidance from the City Council regarding the establishment of a formal process.

**Fiscal Impact**

There is no known fiscal impact.

**Attachments**

- NONE

  
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Jeremy Dennis, City Manager