



CITY COUNCIL AGENDA REPORT

Meeting Date: February 19, 2026

From: Jeremy Dennis, City Manager

Subject: Resolution for Agenda Setting and Placement of Items on a Council Agenda

Recommendation

Staff recommend that the City Council adopt a resolution that formalizes the Council's agenda setting process and the procedures for a Council member to place an item on agenda.

Background

The City Council has utilized informal procedures to determine the agendas for future council meetings and informal procedures when Council members want to place an item on a future agenda. Adoption of this resolution would establish written procedures for both.

Current practice has been for the City Manager to share the agenda with the Mayor prior to the upcoming council meeting. Any changes to the agenda directed by the Mayor typically aim to ensure that each meeting is appropriately scheduled and balanced in terms of content and duration, along with other relevant recommendations. There is no current practice associated with councilmembers requesting items on a future agenda. Councilmembers directed staff at the February 5, 2026 City Council Meeting to draft a policy establishing procedures for placing matters on the agenda of a city council meeting, involving the Mayor and Mayor Pro-Tempore, or at the request of other Council members.

Discussion

The procedures outlined in the resolution include the following:

1. City Council Regular Meeting Agenda Setting: The City Manager will create a draft agenda. The Mayor and Mayor Pro Tempore will meet with the City Manager and provide their collective input concerning the upcoming and future agendas, taking into consideration factors such as number of items and the likelihood that any particular item will take significant time for public input and/or Council discussion. If there is disagreement between the Mayor and Mayor Pro Tempore as to whether a particular item should go on a particular agenda, a third person, i.e., person still serving on the Council who was most recently Mayor will decide the issue.
2. The Placement of Items on an Agenda by Council Members: At the end of each meeting, a line item called "Future Agenda Items" will be discussed. At this time, the Mayor will ask other Council members if anyone has an item for a future agenda. If two members of the Council (including the Mayor or the Mayor Pro Tempore) request an item be placed on a future agenda, the City Manager will place the item on a future agenda, taking into consideration staff time to prepare the item, the number of other items on an agenda, and the likelihood that that an item will take significant time for public input and/or Council discussion.

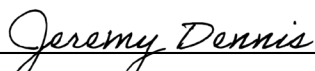
3. Placement of Items at a Special Meeting. The City Manager, in consultation with the Mayor and Mayor Pro Tempore, shall place items on the agenda of a Special Meeting.

Fiscal Impact

Adopting either policy has no fiscal impact.

Attachments

Resolution 2026-XX



Jeremy Dennis, City Manager

RESOLUTION NO. 2026 -XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF BRISBANE ESTABLISHING PROCEDURES

FOR PLACING MATTERS ON THE AGENDA OF A CITY COUNCIL MEETING

WHEREAS, for any City Council meeting, there must be an agenda posted and published so that members of the public know what items will be discussed by the City Council at that meeting; and

WHEREAS, currently there are no adopted procedures for establishing the placement of items on future council agendas and all Council members should have input; and

WHEREAS, the purpose of this Resolution is to set forth how Council members may place an item on a City Council agenda;

NOW, THEREFORE, BE IT RESOLVED that the following procedures are established for City Councilmembers requesting items to be placed on the agenda:

1. City Council Regular Meeting Agenda Setting: The City Manager will create a draft agenda. The Mayor and Mayor Pro Tempore will meet with the City Manager and provide their collective input concerning the upcoming and future agendas, taking into consideration factors such as number of items and the likelihood that any particular item will take significant time for public input and/or Council discussion. If there is disagreement between the Mayor and Mayor Pro Tempore as to whether a particular item should go on a particular agenda, a third person, i.e., person still serving on the Council who was most recently Mayor, will decide the issue.
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3. Placement of Items at a Special Meeting. The City Manager, in consultation with the Mayor and Mayor Pro Tempore, shall place items on the agenda of a Special Meeting.

THE FOREGOING RESOLUTION is approved and adopted by the City Council of the
City of Brisbane this 19th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MAYOR
OF THE CITY OF BRISBANE

ATTEST

CITY CLERK OF THE CITY OF BRISBANE