



# CITY COUNCIL AGENDA SETTING PROCEDURE

October 9, 2025



# Brown Act Considerations

- For the Council to discuss an item, it must be listed on the agenda.
- Discussion of proposed new agenda items should be limited (as they are not on the agenda for discussion – yet).



# Background

- CMC 2.04.1 40: Council Members may request an agenda item during an open meeting.
- 7/24/25: Council Member Orbach requested staff conduct research on how other cities handle Council requests for agenda items
- 8/28/25: City Clerk produced memo to Council with data from 24 other CA agencies
- 9/11/25: Council Member Orbach requested an item on a Council agenda to discuss agenda setting procedure



# Data Collection

Staff sent out a request for information and received responses from 24 agencies (incl. in agenda packet)

- 2 cities have processes that allow individual Council Members to place an item on an agenda
- 7 cities have processes that allow two Council Members to request an item
- 14 cities have processes that allow a majority or more of the Council to request an item



# Example Processes

- Council Member requests during Council meeting, a second will place the item on a future agenda for further discussion
  - ▣ Camarillo, Laguna Beach, San Dimas, Saratoga, South Lake Tahoe
  
- Council Members (2) submit a written request for an agenda item; item placed on an agenda for discussion/direction; and then if directed, staff returns at later meeting with a staff report
  - ▣ Menlo Park, Monterey, Oceanside, Sacramento, Stanton, Thousand Oaks, Tulare



# Recommended Action

If Council wishes to amend current practice, provide direction to staff to return with an ordinance amending CMC 2.04.140.