

Capitola City Council

Agenda Report



Meeting: October 9, 2025

From: City Manager Department

Subject: Capitola Municipal Code Section 2.04.140

Recommended Action: Receive a report on agenda setting procedures and provide direction to staff.

Background: Capitola's process for Council Members to request agenda items is outlined in the City's Municipal Code (CMC) Section 2.04.140. As a summary, CMC Section 2.04.140 states any Council Member may request an agenda item during an open City Council meeting. The current practice is that Council Members generally make such requests during the Council Member Comments portion of the agenda, and pursuant to the Municipal code, such a request does not require a second or consensus.

On July 24, 2025, Council Member Orbach requested staff conduct research on how other cities proceed with placing City Council requests on agendas. Staff sent a survey request through the California League of Cities and received responses from twenty-four cities regarding their processes for city council members to request agenda items. Staff produced a memo for the City Council on August 28th. On September 11th, Council Member Orbach requested an agenda item to discuss the process by which Council Members can request agenda items.

Discussion: Staff collected data from twenty-four cities within California regarding their processes for City Council members to request agenda items. A summary of data collected is attached to this memo, highlights include:

- Two cities indicate they have a process that allows an individual Council Member to place an item on a future agenda, without a second or consensus from the rest of the legislative body.
- Seven cities indicate they have a process or policy that requires two Council members to request an item (process varies from written request to request must be at a meeting).
- Fourteen cities indicate they have a process that requires a majority or more of the Council to request an item.

Amending the CMC would require an ordinance. Staff requests Council direction on potential changes to the process, and if directed, will return to present a draft ordinance at a later date.

Fiscal Impact: There is no fiscal impact associated with the recommended action.

Attachments:

1. Data Collected on Agenda Setting Procedure

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager