

## Processes for Agendizing City Council Requested Items

City	Practice	Composition
Anaheim	<p>Any member of the City Council may, during the City Council Communications portion of a City Council meeting, request that an item be placed on a future City Council regular meeting agenda. The requested item will be placed on a future City Council regular meeting agenda as long as at least two other Councilmembers express their support of the request. The request shall not be open for debate or discussion and the expression of the other Councilmembers' support shall be made informally by show of hands or otherwise. If the requested item does not receive the support of at least two other Councilmembers, a Councilmember may not request that same item or a substantially similar item be agendized for a minimum of six months. The Mayor shall have the authority to place an item on a future agenda either during or outside of an open City Council meeting through the City Manager's Office.</p> <p>Council member may request during the Commissions portion of the City Council meeting to request the item be place on a future regular meeting agenda as long as at least two other councilmembers express support of the request. Support shall be made informally by a show of hands or otherwise. If the item does not receive support, the councilmember may not request that the same item or a substantially similar item be agendized for a minimum of 6 months.</p> <p>The Mayor has the authority to place an item on a future agenda either during or outside of an Open City Council meeting through the City Manager's Office.</p> <p>Notwithstanding any contrary provision in the Procedures and Rules of Order for the Conduct of City Council Meetings, with respect to Council-initiated agenda items that the Council has considered or taken action on at a meeting (including, but not limited to, by voting on, postponing, or tabling), a Councilmember may not re-agendize the same or a substantially similar item for a minimum of six months. This provision is not intended to apply to proceedings that result in tie votes, which remain governed by section 3.04 of the Procedures and Rules of Order.</p>	7 Members
Bakersfield	Council Members make a verbal request during a public meeting and need majority of Councilmembers support to add to agenda. City Manager coordinates a response and provides as part of regular weekly general information packet to Council, media, and public	7 Members
Chula Vista	Items of business shall be placed on the agenda at the direction of the City Manager, City Attorney, City Clerk, a majority of the Council, or a Council-approved board, commission or committee, upon an affirmative vote of a majority of the entire membership of said body directing the same.	5 Members
Fresno	The Mayor, Councilmembers, City Manager, City Clerk and City Attorney may place items on a Council Agenda. Each Councilmember shall place no more than two items on the Agenda. Consent items and proclamations are excepted from the rule.	7 Members

Irvine	<p>Councilmembers wishing to place items on City Council Agendas shall adhere to the following:</p> <p>a) All Councilmember initiated items must either be (i) jointly initiated by two Councilmembers, or (ii) initiated by the Mayor.</p> <p>b) Items Not Requiring a Staff Report:</p> <p>Requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no less than one week prior to the next scheduled City Council meeting.</p> <p>c) Items Requiring a Staff Report:</p> <p>Requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no less than two weeks prior to the next scheduled City Council meeting.</p>	5 Members
Long Beach	<p>All communications, requests and all documents shall be referred by the presiding officer to the proper department of the City, or to the proper Councilman Committee, or to the Councilman of the district affected, or to any other proper officer of the City, unless immediate action is taken thereon by the Council. When so referred for a report thereon, the report shall be made to the City Manager without delay; and the City Manager shall thereupon report his or her findings to the Council when, in his or her opinion, such action is necessary; otherwise, the City Manager shall act upon all matters so referred and make a return of his or her actions to the Council at the following regular session for the purpose of clearing the calendar and minute records.</p> <p>B. Subject to the relevant provisions of the Ralph M. Brown Act, no agenda item shall be heard or considered by the Council unless it is in writing, signed by the Councilmember, City officer, department director, or presiding officer of the body making the agenda request, and filed with the City Clerk prior to twelve noon (12:00) on the Monday the week before the meeting at which the agenda item is to be considered by the Council. Should a holiday occur on a Monday, the agenda item is then due prior to twelve noon (12:00) on the Friday preceding the Monday holiday. The requirement of this Subsection may be waived if a written communication is signed by three (3) Councilmembers and directed to the City Clerk requesting that a particular item be placed on an agenda for consideration and that communication is filed with the City Clerk before twelve noon (12:00) of the Friday immediately before the Tuesday at which such agenda item is to be considered.</p> <p>C. If any matter is referred to any officer, board, commission or committee for report without specifying the date upon which such report shall be made, the City Clerk shall call the matter upon report at the first regular meeting of the Council following the expiration of ten (10) days from the date of such reference.</p>	Ten Members
Oakland	Council Members submit a request to Rules and Legislative Committee (4 Council Members, City Attorney, City Administrator, and City Clerk's designee) which assigns all proposed agendas to City Council, or subject matter Committee for consideration and action	Eight Members

Sacramento	<p>1. The city manager and city clerk shall develop the agenda for council meetings in consultation with the mayor and vice mayor. 2. Members may submit items for inclusion on a future agenda by orally making the request under Council Ideas, Comments, and Questions. a. The City Clerk shall add a member's request to a chronologically-ordered log that contains all pending requests, i.e., those not having been heard as an agenda item or not otherwise having been removed from the log. b. The log shall appear on the Consent Calendar of each regular meeting of the council. Before a member request appears as an agenda item, it must first have been included on a log approved as part of that Consent Calendar item. c. Council appointees may provide to the City Clerk for inclusion in the log such information as may be helpful to the council during its review and approval of the log. 3. Charter officers or the director of public safety accountability may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda. 4. Department directors, subject to the discretion of the city manager, may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda. 5. Outside agencies and advisory bodies, and city boards, committees and commissions may submit agenda items in accordance with the following: a. Items must be sponsored for agenda placement by members, charter officers, or department staff; and b. All agenda items must be submitted in accordance with the agenda packet submission and preparation requirements.</p>	Nine Members
Santa Ana	Any member of the City Council may place items on the City Council agenda to be considered by the City Council.	Seven Members
Stockton	The Mayor and City Manager will decide what items to place on the Council's regular meeting agenda. Any Councilmember may request the Mayor to place an item on the agenda. If the Mayor does not agree to do so, the item will nevertheless be placed on a future agenda if, during an open session, the requesting Councilmember and at least one other Councilmember makes the request.	Seven Members